

## HOONAH CITY SCHOOL DISTRICT

SOP No. 15

### STUDENT ACTIVITY AND ADMINISTRATIVE FUNDS

1. PURPOSE: To establish uniform procedures to properly account for all student activity and administrative funds. To provide detailed accounting reports of financial activities to the business office.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: The Business Manager and Principal are responsible for ensuring compliance with this policy.
4. PROCEDURE: The following are the general accounting procedures for all student activity accounts and/or administrative funds.
  - a. Bank Account - A bank account exists with Northrim Bank and Hoonah City School District.
  - b. Cash Collections and Transmittal – *Individuals collecting cash prepare receipt forms in duplicate for each receipt* with the original copy given to the remitter and the duplicate copy held in the school office for future reference. Deposits will be made at least bi-monthly, however, more often if large amounts are collected in order to safeguard cash. Deposits will be identified as to the source of the funds (i.e. Student Store, Basketball, Student Council, etc.). (Please note that cash shall not be sent by mail. Please replace all cash with a money order from the local Post Office.) Large amounts of cash shall be counted and signed by two individuals whenever transmitted to another person.
    - a. Funds turned into the office must include an activity form and be counted when submitted; coins should be rolled.
    - b. All funds must be deposited intact; cash may not be used for any purpose. Payments must be made through HCSO approved systems. No cash refunds may be paid from deposits; refunds must go through HCSO accounts payable.
    - c. No funds may be taken home; funds shall be placed in the safe or other secure location until deposits can be made.
  - c. Cash Disbursements – All withdrawals for expenditures by clubs or special accounts will be paid by check after confirmation of receiving. (Note: Student Activity and

June 2017

- other fFunds shall follow the same purchasing and receiving procedures as with regular school purchases.)
- d. Income and Expense statements – All sites have the ability to review their student activity and administrative funds online. Reports have been set up for each advisor so they can easily view club and activity balances. Under no circumstance shall a club or activity receive approval to spend funds that would exceed their balance.
  - e. Bank Reconciliation –The bank reconciliation will be completed on a monthly basis.
  - f. Cash on site – All cash on site shall be kept in a locked safe.