

Descriptor Term:

DK

**STUDENT ACTIVITIES
FUND MANAGEMENT**

ISSUE DATE: **9-17-07**

The Board of Education of the Jackson County School District authorizes the expenditure of local school activity funds, or other available school district funds, other than minimum education program funds, for any necessary expenses or travel costs incurred by students and their chaperons in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, purchased services or school supplies which the school board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of students, including yearbooks, athletic apparel, book covers, and trophies.

“Activity funds” shall mean all funds received by school officials paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The term “activity funds” shall not include any funds raised and/or expended by any organization unless commingled in a bank account with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities and regardless of whether a school employee exercises influence over the expenditure or disposition of such funds.

Each Attendance Center, Jackson County Technology Center, and the Alternative School will maintain its own bank account for the receipt and disbursement of activity funds. The account must be approved by the school board and entered into its minutes along with the name of the only persons authorized to sign checks on the account. Accounts must be in financial institutions selected by the school board in accordance with state statutes. A copy of the school activity account will be kept on file in each Attendance Center office, the Jackson County Technology Center Office, the Alternative School office and available at any time to the teachers, students, or parents.

All activity funds received by a local school must be deposited into its activity fund bank account. The Assistant Superintendent for the Attendance Center/Principal of the Technology Center and Alternative School must maintain a permanent three-part receipt book in which to record all receipts. A person remitting activity funds for deposit will be given the original receipt, the second copy will be attached to the transmittal report to the Business Office, and the third copy will be kept in the book and on permanent file in the Assistant Superintendent/Principal’s office. All of these pre-numbered receipts must be accounted for. A copy of the deposit slip indicating the amounts of money deposited to the bank must also be attached to the transmittal report. The deposit slip should indicate the sequence of receipt numbers that particular deposit covers. No more than five hundred (\$500.00) shall be maintained in a school building beyond bank closing hours.

Funds raised by any organization (such as PTA, PTO, PTSO or Booster Club) will be separate and not part of the activity fund.

If any organization donates any assets to the school district, the school board must acknowledge in its official minutes who has title to the donated assets.

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Pre-numbered tickets shall be used at any event at a local school for which a fee is charged for admission.

Any disbursements of activity funds must be made from the account on pre-numbered checks. The disbursement shall be adequately supported by an invoice or statement. All purchases made with activity funds must comply with the state purchasing laws. Only the Superintendent, Assistant Superintendent, Principal of the Jackson County Technology Center and Principal of Alternative School may sign checks on the account. All pre-numbered checks must be accounted for.

Within five working days of the close of the month, the Assistant Superintendent of the Attendance Center/Principal of the Technology Center and Alternative School shall deliver to the district Business Office a transmittal of all activity fund receipts and disbursements during the preceding month. This transmittal form shall contain receipts and disbursements by individual activity. It will list each check by check number, date and purpose and each deposit by date, receipt numbers and source. Upon receipt of the transmittal forms, the Business Office staff shall review them for accuracy and completeness prior to making the entries to the accounting records. The information from the transmittal form will be used to reconcile the monthly bank statements. All school district activity fund transmittal reports shall have an assigned claim number. These reports and bank reconciliations shall be reviewed and approved by the school board. This approval shall be acknowledged in the board's official minutes.

The activity funds account shall be audited annually.

Any activity fund which becomes dormant and inactive may have its surplus, if any, transferred to another activity fund if approval is granted by the school board.

This school board may authorize to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds. Approval of all fund raising activities must have prior approval of the Principal, Attendance Center Assistant Superintendents, Superintendent and School Board. Club accounts are exempt from this step.

Fund-raising activities conducted or authorized by the board for the sale of school pictures, the rental of caps and gowns or the sale of graduation invitations for which the school board receives a commission, rebate or fee shall contain a disclosure statement advising that a portion of the proceeds shall be contributed to the student activity fund.

Any arrangement between a local school and a company supplying merchandise, such as school pictures, class rings and caps and gowns, shall be by written contract, signed by the Assistant Superintendent and the company's representative, approved by the school board, and on file available for public review in the Assistant Superintendent's office. The contract

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shall include all provisions of the arrangement including any rebate or commission to the school. Any rebate or commission provision in a contract shall be fully disclosed in the school board minutes and to any prospective purchasers of the merchandise. In cases where the merchandise is purchased by the student directly from the vendor, any such rebate or commission to the school shall be paid by check from the company directly to the school's activity fund. Under no circumstances shall a company or a purchaser make a payment directly to an Assistant Superintendent or Principal.

Purchases made from school activity funds which are financed with privately generated funds that are accounted for in a school district's financial accounting system and are not supplemented in any way with public funds are not required to be made pursuant to the state purchasing laws.

Purchases made for school activities which are totally financed with privately generated funds that are not accounted for in a school district's financial accounting system (e.g., student purchases directly from a vendor) are not required to be made pursuant to state purchasing laws or have prior approval by the school board. (ex. Club accounts)

NOTE: Please also refer to Financial Accounting Manual for Mississippi School District.

Expenses for the following may be made prior to Board approval:

- Athletic officials
- Game guarantees
- ROTC Purchases

Expenses related to travel incurred for scheduled athletic activities (as sanctioned by MHSAA- Mississippi High School Activities Association). Examples of such expenses are: Meals, hotel accommodations, etc.

These reports will be presented as part of the transmittal report on the claim docket.

Exceptions to this policy will be approved by the Superintendent of Education and presented to the Board at the next scheduled board meeting.

Legal Reference: Mississippi Code Section 37-7-301(s)

Cross Reference: Policies DI – Accounting and Reporting
DJE – Internal control by cash receipts
DJE – Purchase Law Policies