



# Jefferson Township Board of Education

31 State Route 181, Lake Hopatcong, NJ 07849

Phone: (973) 663-5782

Fax: (973) 663-5004

## STUDENT ACTIVITY GUIDELINES

### General:

- Funds raised by a club, class, or athletic team are to be used solely for the direct benefit of the students or club that raises the funds.
- Student Activity funds may not be used for the purchase of equipment or instructional supplies.

### Deposits:

- Any funds received should be recorded in a log; tickets should be serially numbered and accounted for.
- Funds must be deposited timely, within 24-48 hours.
  - Money should not be taken home or left in a classroom.
  - Cash or checks should be secured in the main office until it can be taken to the bank.
- A deposit form should be completed by each advisor/coach and the dollar amount should be confirmed by the Principal/designee.
- The advisor/coach should receive a receipt noting the club and the amount deposited.
- The deposit should be recorded to the appropriate account in a timely fashion.

### Expenses/Check Requests:

- Expenses should not be paid out of the cash receipts of a fundraiser or event.
- Prior approval for purchases should be obtained from the principal before a purchase is made.
- Receipts for reimbursement must be detailed as to the reason for the expense as well as the price, quantity and description of the items purchased.
  - Sales tax will not be reimbursed.
- Check requests/vouchers must be filled out by the advisor/coach and must properly identify the vendor and be accompanied by supporting documents such as detailed invoices or sales slips.
- The club/class/team account should be checked to verify that sufficient funds exist to cover the check.
- All check requests must be approved by the principal/assistant principal and all checks must be signed by two account signatories.
  - No one should approve a check request for reimbursement of his/her own expenses.
- The disbursement should be recorded timely (N/A for Quicken if it is used to print checks).
- Voided checks must be recorded and the physical check and/or supporting documentation must be maintained. The bank should be contacted to place a stop payment on any check that was lost and is going to be reissued.

### Reconciliation:

- The student activity account should be reconciled each month in a timely manner once the bank statement is received. The Principal/Asst. Principal should review the reconciliation for any unusual or long outstanding items.

- Periodically, at least quarterly, the advisors/coaches in the High School and Middle School should be provided with a detailed transaction report for their clubs showing all deposits and expenses. The advisors should be requested to confirm the activity and/or identify any discrepancies.

Other:

- All contracts with any vendor must be signed by the Business Administrator.
- New student activity accounts need to be approved by the board (i.e. the addition of a new club, team or "Class of" account)
- Funds for a Middle School graduating class must follow the class and be deposited in the corresponding High School Class Year account. This transfer should be completed as soon as possible upon the conclusion of the school year.

Please contact Rita Giacchi (ext. 5035) or Patti McGill (ext. 5011) with any questions regarding Student Activities.

