

File: J32

## STUDENT ACTIVITY ACCOUNTS

The Chicopee School Committee has adopted the following policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies will be reviewed periodically and amended when necessary. The student activity accounts, by statute, are the responsibility of the school principal and thus it is the direct responsibility of the principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

Student activity accounts consist of monies raised by School Committee approved student organizations which are expended by those organizations for their benefit. (Any monies belonging to parent-teacher organizations, booster clubs, or staff cannot be maintained in student activity accounts.) Money collected for purposes other than student activities shall not be deposited into the student activity account and must be handled by the Massachusetts General Law that governs its administration.

The Chicopee School Committee will approve each student activity annually before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

It is the school principal's responsibility to receive money in connection with the conduct of student activities and deposit such money with the City Treasurer, into an interest bearing bank account which is referred to as the student activity.

The Superintendent of Schools will ensure that an accounting system for the student activity accounts is implemented in a sufficient manner to facilitate basic reconciliation and control procedures.

The qualifications of the individuals involved with processing, recording and reporting student activity account transactions shall be adequate, and an ongoing process of training shall be in place to ensure that these individuals maintain the required level of skills to possess such duties.

### **Stewardship and Custodial Responsibility**

The school principal, or his/her designee who is charged with the operation and control of the student activity checking account, shall give bond for faithful performance to the City of Chicopee in such amount as the City Treasurer shall determine to secure the school principal's faithful performance of their duties in connection with such account. Annually, the School Committee should authorize any such designees and ensure bond coverage.

There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the Chicopee School Committee and the auditor based upon guidelines issued by Massachusetts Department of Elementary and Secondary Education (ESE). In addition, there will be an audit performed by an outside independent audit firm once every three years.

**General Operating Procedures**

The School Committee and Director of Budget and Human Resources should establish periodic reporting guidelines. Financial reports should be created quarterly and submitted in accordance with those guidelines to the School Committee and City Treasurer and the individual student activity class/club advisors.

**Revenue, Receipts and Deposits**

Strict procedures for control of receipts will be implemented by each school principal.

Interest earned by such student activity account shall be retained by the fund and the Chicopee School Committee shall determine for what purpose such earnings may be used.

**Purchasing and Disbursements**

The Principal is responsible for ensuring that all appropriate purchasing/disbursement procedures are followed. To the extent possible student activity account expenses shall be paid by purchase order in accordance with the Purchasing Policy (File D12) unless with prior approval of the Director of Budget and Human Resources.

Student Advisors, or others involved in purchasing, may not benefit personally from any purchasing – either directly or indirectly. Student Activity Funds may not be used for any purpose unrelated to student activities or for the benefit of any staff person.

**Class, Inactive Accounts and Deficits**

Because graduates are no longer students, monies for student class grades that have graduated will not be maintained in student activity accounts. Notification of the manner of disposition should be given to the class officers and all students who contribute to the class accounts.

Monies for classes that have graduated cannot be kept in student activity accounts. Class accounts shall remain active 180 days after graduation to allow time for outstanding bills to be received and paid. No monies can be deposited into the class account after graduation. After the 180 days waiting period, any monies remaining must be transferred to a separate bank account designated by the class members or to another student activity fund designated by the class members, in accordance with the Acceptance of Gifts Policy (File K5). If the remaining monies are not moved after 210 days, the monies shall be transferred to the school's interest account.

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions in order to be closed:

- Written notification by the advisor or student officer to the school principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be by vote of the School Committee.
- All assets of the recognized student activity shall be identified and stated in writing.
- Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

- Such policy will be communicated to the students who contribute to the accounts, when possible.

Individual activity accounts should not be permitted to be in a deficit position, unless due to timing, because such a position becomes a liability to other individual activities or possibly to future classes. To the extent that a deficit occurs, the Principal is responsible to ensure that proper remedial action is taken with respect to the account.

#### **Student Travel Related to Student Activity Accounts**

The Superintendent will develop procedures for student travel related to student activities. In addition to complying with said procedures, the advisor, or staff member responsible for the activity trip, will follow other School Committee policies related to student travel including Field Trips (File I27) and Student Travel Policy (J34). A request for travel authorization and funding must be prepared well in advance of the time funds are needed. The request must be approved by the Principal. All student trips that are planned to occur between the hours of midnight and 6:00 AM, or that will include an overnight stay away from the student's home must also have prior approval of the School Committee in accordance with Student Travel Policy (File J34). To the extent possible student activity travel expenses shall be paid by purchase order in accordance with the Purchasing Policy (File D12) unless with prior approval of the Director of Budget and Human Resources. A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip.

1st reading: Reg SC Mtg 12/16/2015

2nd reading: Org SC Mtg 1/6/2016