



# DANIEL BOONE AREA SCHOOL DISTRICT

## ADMINISTRATIVE GUIDELINES

#600 G1

Section

FINANCES

Title

SECURITY OF COLLECTED

FUNDS

Date Effective

July 25, 1988

Date Last Revised

### Security of Collected Funds

Teachers-should not keep money in their desks overnight even though the desk may be locked. Collected funds for any purpose at the elementary or secondary level should be brought to the office daily. The best way to avoid loss of funds through theft or misplacement is simply not keep any money in the classroom.

# DANIEL BOONE AREA SCHOOL DISTRICT

## ADMINISTRATIVE GUIDELINES

#617

Section FINANCES

Title PETTY CASH FUND

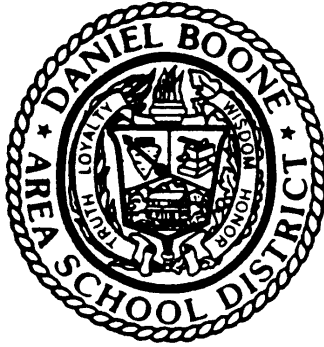
Date Effective November 22, 1993

Date Last Reviewed \_\_\_\_\_

### Petty Cash Fund

The primary function of a petty cash fund is to reimburse employees for occasional "out-of-pocket" incidental expenditures in a timely manner; i.e., postage, film, etc.

1. Each petty cash fund shall be established in the amount of \$100.00.
2. A Fund Administrator shall be named for each petty cash fund, and all reimbursements from the fund must be approved by the administrator.
3. In order to receive reimbursement, an employee must complete a Request for Reimbursement form, attach all receipts, and have the reimbursement form signed by the Fund Administrator.
4. The petty cash fund is not to be used to circumvent the normal purchasing procedure. No purchases through petty cash should exceed \$25.00.
5. When a petty cash fund has been depleted to less than 25% of the established amount of the fund, the Fund Administrator shall complete a Summary of Expenditures. Included with the summary shall be a copy of all requests for reimbursements and appropriate receipts. This summary shall be attached to a Purchase Order requesting replenishment and forwarded to the Business Office.
6. No personal checks shall be cashed through the petty cash fund.

**DANIEL BOONE AREA SCHOOL DISTRICT****ADMINISTRATIVE GUIDELINES**

#618

Section	<u>FINANCES</u>
Title	<u>STUDENT ACTIVITY FUND</u>
Date Effective	<u>July 25, 1988</u>
Date Last Revised	<u>June 28, 2004</u>

**STUDENT ACTIVITY FUND**

1. Student Activity Funds are to be administered in accordance with board policy and by specific written procedures developed by the district administration. The procedures should provide direction in the areas of:
  - a. Management
  - b. General Operating Procedures
  - c. Accounting Procedures
2. All Student Activity Funds shall be placed in a centralized Activity Account which will be monitored by the business office of the school district.
3. Student Activity Funds must be used to finance a program of activities not a part of the regular curriculum. Student Activity Funds are to be used for those students currently in school, particularly when those students have contributed to the accumulation of the funds.
4. Student Activity Funds are to be collected and disbursed under the general direction of the building principal; however, the principal is, where appropriate, to involve in the decision making process those student clubs and faculty advisors who are responsible for generating revenue for approved projects. Participation by students should be supported by minutes, student signatures on purchase orders, requisitions and check requests whenever possible. The elementary schools are not required to have student involvement in the decision making process.
5. Student Activity Funds should be managed with sound business practices. No principal, faculty advisor or other employee should maintain a checking account or other cash fund for pupils. All accounts should be under control of the District.
6. Each activity group will consist of at least a student president, student treasurer, and faculty advisor. Each club should have a constitution. The faculty advisor and student treasurer must maintain a record of their activity balance. At the end of each month the faculty advisor and student treasurer will receive a copy of the final report from the business office and must review the fund report. Any discrepancies must be brought to the attention of the fund custodian and differences reconciled.

7. Negative balances are discouraged on a monthly basis, however, it is not permissible for an organization's account to end the school year with a negative balance. Anticipated negative balances during the year will require a procedure communicated to the principal for raising funds to achieve a positive balance prior to the close of each school year. Activity funds ending with a negative balance will automatically be closed with the negative balance covered by that building's respective activity fund (Middle School is 940 Middle School Activity Fund, and High School is 955 Secondary Student Activity Fund).
8. Any Student Activity groups who will be closing, whose major membership will be graduating, or whose major membership will no longer be eligible to participate in future activities of the organization should spend or commit the remaining funds of the group before dissolution of the group is anticipated. Remaining funds must be spent within the Administrative Guidelines. Failure to take any action regarding any unspent balance within one year of inactivity of the account will deem those funds to be donated to the respective building's Secondary Student Activity account or to the Student Council Fund. Any fund that is dormant for more than one year will be considered inactive and may be closed and dissolved at the discretion of the building principal. A copy of this policy will be provided to all organizations to provide a full understanding of the responsibilities of Student Activity Groups formed in the District.