Keys to a Successful Student Activity

Student activities are an excellent opportunity to help teach students business skills, and how to plan and manage budgets. Use these to teach students responsibility, record/bookkeeping skills, and how to plan and manage budgets. They can help make your job easier.

Planning: Remember, “Poor planning on your part does not constitute an emergency on my part.” Plan ahead.

1. Some items require board approval. The board holds one regular meeting per month; therefore if you are in an emergency situation and it requires board approval, you may be out of luck.
2. History tends to repeat itself. Look at your budgets from the past year or two when you are preparing next year’s budget. Are you going to have the same fundraisers or a new one? Are your expenses going to be for the same trip or have the same events?
3. Remember, your budget is an educated guess; therefore, it will not be perfect and may need to be amended. Include everything you think is possibility, both in revenues and expenditures. However, be reasonable.

Purchasing: State law mandates obtaining a purchase order with the Treasurer’s Certification prior to placing an order. Remember to submit requisitions timely. Allow at least a TWO (2) WEEK processing period for each requisition. Do NOT submit a requisition today and expect a purchase order tomorrow. PLAN AHEAD!!! If you place an order prior to obtaining a purchase order, you will personally be held liable for payment. The district is not required by law to pay for items that were ordered without an approved purchase order.

General: Follow common sense and sound accounting policy. Issue receipts to everyone when you receive money. The law requires ALL receipts to be deposited with the designated depository within 24 hours of receipt. Keep a log/journal of your transactions. Reconcile these records to the reports you receive from the Treasurer's Office monthly.
Student Activity Advisor Duties

1. Complete your student activity budget for the next school year and submit it to your principal prior to your last day of school. For example, a 2011-2012 student activity budget should have been submitted to your principal by the last day of school of the 2010-2011 school year. If you have not submitted the budget, please do as soon as possible.

2. Sales potential forms need to be completed for ALL projects. Sections A, B, and C of the sales potential form should be completed PRIOR to the beginning of the project. The form should be signed by the advisor and building principal and submitted to the Treasurer’s office. Section D of the sales potential form should be completed AFTER the project is completed. The bottom of the form should be signed by the advisor and turned into the Treasurer’s office.
Fundraising Activities and the Ohio Sales Tax

Ohio Revised Code section 5739.02 provides in part that sales tax does not apply to the following:

1. Sales of food for human consumption off the premises where sold.
2. Sales or services by non-profit organizations operated exclusively for charitable purposes.
3. Sales of tangible personal property by non-profit organizations operated exclusively for charitable purposes when such property is sold no more than six days in any calendar year or one day in any calendar month.

If its sales are subject to the Ohio Sales Tax, a school must obtain a vendor’s license, collect tax on each sale, file monthly sales tax returns and remit the tax collected to the State Treasurer. All organizations affiliated with a school are permitted to use the vendor’s license that the school holds and to report all of their sales on the school’s return. Therefore it is not necessary to obtain multiple vendors’ license or to file multiple returns.

Principles

A good student activities program is a necessary facet of the total educational program of each school in the State of Ohio. In the view of large amounts of money received from and expended for student activities, the demand has developed for efficient, thorough, and safe management of these funds. Every board of education should have in effect rules, regulations and procedures for accountability of student activity funds.
Administration

Principal – The principal or the authorized administrator shall be responsible for the approval of requisitions for the expenditure of funds, and any other duties assigned by the Superintendent of the school district.

Advisors/Sponsors – The duties and responsibilities of the advisor/sponsor shall be at the direction of the Board of Education and should consist of the following:

1. Preparing annual budgets and purpose clauses of the activity/group.
2. Supervising the activities of the group, including preparation of fund raising potentials, proofs of cash, other appropriate documentation; and
3. Performing any other duties as assigned by the proper administrative authority.

Fund 200 – Student Managed Student Activity Programs

The fund 200 consists of those student activity programs in which students participate and manage. This includes those student activities which consist of a student body, student president, student vice-president, student treasurer and faculty advisor. The fund 200 is a fiduciary fund-type agency fund classification.

Auditing

The State Department of Education recommends an annual audit of student activity funds. The Auditor of State recommends that at the end of each school year, an internal audit be conducted in order to verify compliance with board policies, receipts, expenditures, cash on hand, and petty cash, and to balance all ledgers and journals with the depository. A copy of this audit should be on file in both the Treasurer’s and Superintendent’s Offices. All organizational records and internal audit working papers should also be retained in the Treasurer’s Office so that they may be audited by the Auditor of State.

Each activity fund established under Section 3315.062, Revised Code, will be audited at the same time the audit of the records and accounts of the school district is made, or at such other time as needed or requested by the Board of Education. The audit will include an assessment of whether legal requirements, including those requirements imposed by the local Board of Education, are being followed.
**Common Oversights**

**Advisors**

1. Not issuing students receipts for money collected or maintaining other compensating controls.
2. Not depositing all monies collected intact and with the Treasurer or the designated depository daily.
3. Not maintaining all source documents for audit, such as pay-ins, duplicate receipts, and sales potentials (do not destroy any record before being audited).
4. Not identifying, reporting, and documenting shortages, as well as, following up on outstanding money(s) due.
5. Not completing sales potentials in its entirety including the “proof of cash”, as well as reviewing and footing for accuracy.
6. Not turning in a copy of the sales potential to the Treasurer.
7. Not requesting amendments for items not reflected on the purpose statements.
8. Not closing out a fundraiser in a timely manner.
9. Not returning unsold products to the vendors.
10. Neither seeking written approval, nor having a witness signing and verifying the disposal of unsold/spoilage items.
Budget Codes

410 - PROFESSIONAL AND TECHNICAL SERVICES – Non-payroll services which by their nature can be performed only by persons with specialized skills and knowledge. Included are the services of architects, engineers, dentists, medical doctors, nurses, lawyers, consultants, teachers, etc.

510 - GENERAL SUPPLIES - Expenditures for consumable non-food items such as pencils, paper, paper clips, staples, and so forth, which are made outright by the school board, as opposed to any purchase of supplies for resale.

560 - FOOD AND RELATED SUPPLIES AND MATERIALS - Food and consumable food preparation items and supplies purchased by the school district.

840 – DUES AND FEES – Expenditures for membership in authorized organizations and those payments made to paying agents for services rendered.

891 - FIELD TRIPS – Payments made for student activity field trips.

Receipt Codes

1610 - ADMISSIONS – Money received from a school sponsored activity such as a dance or a football game. Admissions may be recorded in separate accounts according to the type of activity.

1620 - SALES – Revenue of sales resulting from student activity enterprises. Sales may be recorded in separate accounts according to the activity making the sales.

1630 - DUES AND FEES – Money received from pupils for membership in a school’s pupil organization or club. Membership usually grants the pupil certain privileges such as the right to be admitted to dances or athletic contests without charge or at a reduced rate.

1690 - TRIPS - Money received from extracurricular (student) activities.

1820 - DONATIONS – Money received from a philanthropic foundation, private individuals, or private organizations for which no repayment or special service to the contributor is expected.

Please review the handbook and submit the acknowledgement page to the Treasurer’s Office as soon as possible.