

PREFACE

The Weston Public Schools have established guidelines for principals and other school administrative staff on the proper management and operation of student activity funds. These guidelines were designed to ensure compliance with the state law governing student activity accounts, M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996, and School Committee Policy #DFH. Additionally, these guidelines are necessary to ensure sound financial practices, safeguard student funds, and protect Weston employees from allegations of wrongdoing. Any questions on the operation of these accounts should be directed to the Assistant Superintendent for Finance and Operations.

STUDENT ACTIVITY LAW

M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996: Athletic Programs; School Organizations; Student Activity Accounts

“... [T]he school committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by vote of the school committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the school committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the school committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The school committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account.

To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the school committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account. Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the school committee. The principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the department of education.”

WESTON SCHOOL COMMITTEE POLICY (DFH) (Approved November 21, 2011)

Consistent with the provisions of Massachusetts General Laws Chapter 71 Section 47 as amended by Chapter 66 of the Acts of 1996, the School Committee establishes this policy to guide the management of funds collected and disbursed on behalf of student clubs, publications and other extracurricular activities organized and approved in the Weston Public Schools.

All club and class dues, sales and fund-raiser proceeds and any other cash/check receipts obtained in connection with the schools' operation of approved extracurricular and co-curricular activities shall be collected under the supervision of the respective Principals and deposited with the Treasurer and Collector of the Town of Weston into an account to be known as the Student Activities Agency Account (SAAA).

The Treasurer and Collector may, consistent with statute and his or her duties and responsibilities, invest funds deposited in the SAAA and collect interest on such funds, provided such interest shall be credited to SAAA and distributed from time to time in accordance with votes of the Weston School Committee acting on the recommendation of the Superintendent.

The Weston School Committee shall from time to time, but at least once a year, review and approve each principal's list of activities authorized to participate in the operations of SAAA. No activities other than the student extracurricular or co-curricular activities approved by the Principals and the School Committee may be allowed to deposit into or draw from the SAAA.

Each Principal is authorized by the Weston School Committee to manage a checking account (Student Activities Checking Account, or SACA) established in an approved banking institution for the express purpose of disbursing funds for approved expenses related to authorized student extracurricular and co-curricular activities. The School Committee shall determine the maximum balance permitted to be held in each such checking account. Checking accounts may be filled and replenished only by the Treasurer and Collector drawing from the SAAA and acting on warrants requested by the Principals, reviewed by the Director of Finance and Operations, approved by signature of the secretary of the School Committee, and forwarded for approval by a majority of the Board of Selectmen. No payroll transaction may be made by a Principal drafting a check directly from a SACA. No checks may be drawn to "Cash" nor to any person or entity for a transaction that is not part of a pre-authorized student extracurricular or co-curricular activity.

Each Principal will be responsible for the orderly conduct and supervision of the deposits and disbursements pertaining to the activities of his/her school. In collaboration with the Business Office, each Principal shall periodically provide the Superintendent and the School Committee with status reports of revenues and expenditures.

The Principal and Assistant Principals designated to operate and control a SACA shall give bond to the municipality in such amount as the Treasurer shall determine to secure the Principal's faithful performance of his or her duties in connection with such account.

The Weston School Committee shall cause annual audits to be conducted on the SAAA and associated checking accounts (SACA). Such audit may either be internal, conducted by the Director of Finance and Operations, or external, by an accounting firm retained by Town of Weston officials for all its other audits.

A program of co-curricular activities established by the School Committee should provide efficient procedures for their creation, operation, and demise; and should outline a system for the safeguarding, accounting, and internal control of extra-classroom activity funds.

Authorization

In accordance with M.G.L. Chapter 71, section 47 (as amended by Chapter 66 of the Acts of 1996), a school principal may receive monies in connection with the conduct of particular student activities and must deposit said monies via the Town Treasurer. The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all students through the financing of the normal legitimate co-curricular activities of the student body operation.

The Superintendent must approve all student activity accounts. Student Activity Accounts will be established upon the recommendation of students to the building principal. The principal, in turn, will make a recommendation to the Superintendent of Schools. The accounts must be specific to a student organization. No discretionary or commingled accounts can be established. An interest-bearing Student Activity Agency Account shall be established for the purpose of conducting student activities. All monies received in conjunction with approved student activities will be deposited into such Student Activity Agency Account.

Each school principal will be provided with a checking account for expenditure purposes only. Funds may not be deposited directly into such accounts. The bank account will be issued via the Town Treasurer with a branch in Weston.

The maximum balance that may be on deposit in the checking account of each Elementary School principal is \$5,000; The maximum balance that may be on deposit in the checking account of the Middle School principal is \$30,000; and The maximum balance that may be on deposit in the checking account of the High School principal is \$50,000. To the extent that funds are available in the Student Activity Agency Account, funds up to the maximum balances set by the School Committee will be transferred from the Student Activity Agency Account through the warrant process to initially fund each checking account. Periodically, to the extent that funds are available in the Agency Account, the Treasurer will reimburse each checking account, through the warrant process, to restore the maximum balance.

All expenditures with invoices shall be paid by check. In the event that a particular expenditure exceeds either the maximum balance or the amount currently available in the checking account, to the extent that funds are available in the Student Activity Agency Account, the Treasurer will transfer funds sufficient to cover the expenditure from the Agency Account to the checking account. No personnel expenses can be charged to the Student Activity Accounts with the sole exception of the Faculty Manager of Student Accounts who may be paid from the interest earned.

Signature Authority

Principals must sign all checks and authorizations with an original signature. Signature stamps are not permitted. All checks in excess of the stated maximum must be co-signed by the Town Treasurer or paid through the Town Warrant. Elementary principal maximum, \$5,000; Middle School maximum, \$30,000; and High School maximum, \$50,000.

Year-End Balances

All year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next school, following the class of students. Upon graduation, the class balance shall be disbursed in accordance with the class vote (see Appendix for Form). If there is no such vote, all funds will be transferred to the Weston Public Schools Education Fund held by the Trust Fund Commissioners.

Interest Earned

The interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will periodically allocate these funds to purposes as determined by the School Committee. The interest earned on each student activity checking account shall remain in the account and be recorded as a separate line item by the building principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:

- To cover the cost of periodic outside audits of the accounts; and
- To purchase forms and supplies related to maintaining the student activity agency account by the school.

Commissions

Any monies paid to the school or to a student activity organization as commissions belong to the students. At no time shall such commission be used to benefit staff. Commissions should be spent in support of student clubs and co-curricular activities (source: yearbooks, student store, student pictures) or be deposited to the specific student activity sub-account (example: yearbook, senior class) for use by the student organization.

Undesignated Earnings

Should a school have any undesignated earnings, the school must present a plan for the collection and expenditure of such monies to the School Committee for approval. This plan must also be stated in the annual report to the School Committee or renewal each year.

Performance Bonds

The Town will ensure that the person(s) administering said accounts shall give bond to the Town in such amount as the Treasurer shall determine to secure the principal's faithful performance of his/her duties in connection with such student activity accounts

Account Reconciliation and Annual Report

An annual report on what the interest was used for shall be filed with the Assistant Superintendent for Finance and Operations every August for the prior school year. Monthly account reconciliation will be the responsibility of the principal. The development and oversight of financial practices and procedures will be the responsibility of the Assistant Superintendent for Finance and Operations combined with the Town Treasurer and Accountant. An audit of the student activity funds shall be conducted in accordance with the procedures as agreed upon between the School Committee and the auditor, based on DOE guidelines. A copy of the Student Activity Accounts Guidelines can be obtained from the Assistant Superintendent for Finance and Operations.

GENERAL INFORMATION

Purpose and Use of Student Activity Accounts

Under the law, student activity accounts are “to be used for the express purpose of conducting student activities.” As such, the only groups who may use these accounts are those student organizations that have been formally recognized both by the Principal and Superintendent as student activities. Additionally, student activity accounts are specific to the student organizations; Principal’s discretionary and co-mingled accounts are not permitted.

The only revenues that may be deposited to the Student Activity Agency Account are those funds that have been raised by recognized student organizations. It is Weston Public School’s opinion that gifts to recognized student organizations also may be deposited into the Student Activity Agency Account and expended in accordance with student activity policy and procedures.

Only those student organizations formally recognized as student activities may make expenditures from student activity accounts.

School Department fees, grants and general-purpose donations MAY NOT be deposited to student activity accounts. By statute, fees, gifts and grants to the School Department must be deposited with the Town Treasurer and held as separate accounts.

Student Activity Agency Account and Checking Accounts Explained

There are three student activity accounts, district-wide. Three of the five schools maintain a separate checking account, and, in addition, the Town operates a school based depository account called the Student Activity Agency Account.

All funds raised by student activities are to be deposited to the Student Activity Agency Account. Each school’s balance on deposit in this account is tracked on the Town’s Financial Management System, MUNIS. No student monies may be deposited to the individual checking accounts, the purpose of which is described in the next paragraph.

Student activity expenditures are made either directly from the Agency Account (via the Town’s regular warrant process), or from the checking account held by each school. The balance in each school’s checking account is maintained through periodic transfers of funds from the Agency (depository) Account, via the “reimbursement” process discussed below. As a safeguard against fraud and theft, the balance in each checking account is limited to the following amounts: \$5,000 for Field School, and \$30,000/\$50,000 each for the Middle and High Schools.

Establishing a Student Activity Account

The Superintendent must approve all student activities.

Student activity accounts are established upon the recommendation of students to the Building Principal. The Principal, in turn, will make a recommendation to the Superintendent of Schools. A student activity account must be specific to a student organization; no discretionary or co-mingled accounts are permitted. To assist with the establishment of student activities, a form for requesting recognition of a student organization has been developed, and is included in the Appendix.

Roles & Responsibilities for Managing Student Activity Accounts

Principal: Since student activity funds belong to the students, the Principal is the fiduciary agent, who is accountable both to the students and the School Committee for ensuring that student funds are used properly, and at the direction and vote of the students. The Principal makes recommendations to the Superintendent for the creation of new student activities, signs student activity account checks, approves expenditures, collects student funds for deposit, and reconciles student accounts on a monthly basis to ensure balances are accurately maintained.

Assistant Superintendent for Finance and Operations: The Assistant Superintendent for Finance and Operations is charged with developing and overseeing financial practices and procedures for student activity accounts, which comply with financial requirements and School Committee policy. Additionally the Assistant Superintendent for Finance and Operations oversees the reconciliation of student activity account at the end of the fiscal year.

Town Accountant: The Accountant controls all student account disbursement activity, according to Generally Accepted Accounting Principles (GAAP.) The Accountant has final authority to pay an invoice.

Town Treasurer: The Treasurer controls all bank relationships and procedures. The Treasurer has authority to freeze accounts, posts revenue to ledgers and completes cash transfers.

Bookkeepers: Bookkeepers assist the Principal in executing his/her responsibilities with regard to student activity accounts. Bookkeepers do not have the authority to sign student activity checks.

Bonding

As required, “the Town will ensure that the person(s) administering said accounts shall give bond to the Town in such amount as the Treasurer shall determine to secure the principal’s faithful performance of his/her duties in connection with such student activity accounts.” Where applicable, general liability insurance coverage may be substituted for bonding.

According to the Massachusetts Department of Revenue, the recommended bond level are listed below. The Assistant Superintendent for Finance and Operations, in conjunction with the Town Treasure, will determine the amount of money each Student Activity Account will handle in a single fiscal year. This amount will determine the minimum bond required.

Amount of Money Handled	Minimum Bond Level
\$30,000 or Less	\$6,500
\$30,001 - \$100,000	\$15,000
\$100,001 - \$500,000	\$35,000
\$500,001 - \$1,000,000	\$65,000
\$1,000,001 - \$2,000,000	\$80,000

Bond applications are available from the Assistant Superintendent for Finance and Operations.

Audits

The law requires that an annual audit be conducted of student activity funds. In Weston, this audit is conducted by the Town's Independent Auditor, in conjunction with the preparation of Town-wide annual financial statements. Additionally, the Assistant Superintendent for Finance and Operations or his/her designee will monitor and review student account activity on a regular basis.

Tax Exempt Status

All student account activity is conducted under the umbrella of the Town's tax exemption. As such, all expenditures should be made with the tax exemption number provided by Business Office. Monies not under the control of the school system (ex. PTC, Booster Clubs, staff monies, etc.) are not considered student activity monies and are not eligible to use the Town's tax exemption number.

Staff Funds

Under the law, student activity accounts are "to be used for the express purpose of conducting student activities."

Monies that belong to staff (sunshine funds, staff vending machines, etc.) may not be maintained in student activity accounts. Staff who wishes to collect and expend funds for their own benefit must establish a bank account in their own name, and can not use the municipal/tax exempt number for such accounts.

Gifts & Scholarships

Gifts are governed by M.G.L. Chapter 44, Sect. 53A, M.G.L. Chapter 71, Sect. 37A, and School Committee Policy DFH. All gifts for educational purposes are deposited with the Town Treasurer and held as a separate account, once approved by the School Committee. Scholarships monies also are considered gifts for educational purposes, and, although expended under the jurisdiction of the School Committee, are in the custody of the Town Commissioners of Trust Funds.

OPERATING PROCEDURES

Accounting Systems, Forms & Record Keeping

To safeguard student assets, and to protect record keepers from potential charges of wrong doing, detailed records of student account activity should be kept, which include appropriate backup documents. A clear audit trail shall be left at all times, including:

- The use of pre-numbered deposit tickets and deposit transmittal slips, with an inventory system in place for monitoring the use of such.
- The use of standardized forms (for deposits, disbursements, etc.)
- A requirement that all disbursements be accompanied by an invoice or receipt.
- A requirement that deposit transmittal slips be used, which clearly state the source and amount of each deposit, and which are signed by the Principals' designee.

- A policy that account reconciliations be done on a regular basis, with account information made available to the student officer/treasurer or advisor of each organization.
- The preparation of periodic financial reports, which are made in accordance with School Committee policy.
- The preparation of other reports, as required by the Assistant Superintendent for Finance and Operations, the Superintendent and/or School Committee.
- Deposit tickets and transmittal slips are available from the Business Office. Sample forms are shown in the Appendix.
- Field trip request form, which provides information about the field trip and calculates participant fees.

Subsidiary Accounts

Each principal is responsible for maintaining subsidiary ledgers that match deposits and expenditures to individual student activities. Subsidiary accounts should be balanced on a regular basis to the total activity of the checking and Agency accounts, as shown in the Town's general ledger.

Principal's discretionary and co-mingled accounts are not permitted.

Receipts

Since the receipts process is the area most susceptible to abuse, the Weston Public Schools have implemented strict procedures for the control of receipts:

- Deposits to the Student Activity Agency Account will follow established Weston Public School Cash Handling, Deposit and Reporting Procedures.
- Only Weston Public School staff and students are allowed to receive funds for deposit. Volunteers and other non-school personnel may not collect or handle school funds, including student activity receipts or trip-related funds.
- All monies received by student organizations (from fund-raisers, donations, etc.) should be turned over to the Principal's designee by the end of the business day, for subsequent deposit to the Student Activity Agency Account.
- If money is received after hours or on a weekend, it shall be turned over on the next business day.
- No student shall take money home at any time; money received over the weekend shall be secured in a locked vault on school property, or safeguarded by other means.
- Departments/schools are not allowed to retain cash receipts for petty cash purposes; all receivables must be deposited in a timely manner.

- Cash and checks may not be held longer than one week prior to deposit. Additionally, on any day that the cumulative cash balance exceeds \$200, or whenever the total receipts (cash and checks) collected exceed \$1,500, the Student Activity Account Manager MUST make a deposit.
- Under no circumstances shall monies be deposited to the school checking account; all student funds must be deposited to the Student Activity Agency Account.
- Funds must be stored in a locked safe or vault, prior to deposit.
- All funds turned over for deposit should be accompanied by a Student Activity Account Deposit Transmittal Slip stating the source of the monies and the amount being deposited.
- The Principal's designee should retain copies of all deposit tickets, transmittal slips and supporting deposit information.
- Deposits and expenditures related to specific events shall be recorded on the Event Financial Form, found in the Appendix.

Purchases

- No purchases will be made without the prior approval of the Principal.
- The 'up fronting' of personal monies should be avoided whenever possible. If it is anticipated that 'up fronting' of monies may be necessary, prior approval shall be obtained from the Principal. Only students and faculty may be reimbursed from student activity accounts; parents and non-school personnel may not be reimbursed from these funds.
- Equipment and supplies purchased with student activity account monies are the property of the organization, not of any individual student, advisor, or other interested party.
- Purchases with student activity funds are exempt from Chapter 30B Uniform Procurement Act purchasing requirements, unless otherwise determined by the Office of the Inspector General.
- Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
- Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.

Expenditures/ Disbursements/ Checks

- All expenditures/disbursements from student activity accounts shall be made by check.

- No check shall be written payable to cash.
- Checks shall be signed only after they are completely prepared.
- All checks require an original signature by the Principal. Signature stamps are not permitted.
- No checks shall be issued without invoices or receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks.
- In the event that a particular expenditure exceeds the amount currently available in the checking account, and to the extent that funds are available in the Student Activity Agency Account, the Treasurer will transfer funds sufficient to cover the expenditure from the Agency Account to the checking account. Requests for special transfers should be directed to the Assistant Superintendent for Finance and Operations.
- A record of all checks issued will be maintained.
- All checks shall be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).
- Checkbook reconciliations to bank statements and account reconciliations should be done on a periodic basis by the Principal, and on an annual basis by the Assistant Superintendent for Finance and Operations.
- A Student Activity Payment Request Form should be completed for all check requests by student organizations. This form shall be accompanied by original invoice(s)/ receipt(s) and supporting documents, and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the student organization to be charged, and the approval signature of the student officer/ Treasurer and/or Advisor.
- Expenditures and deposits related to specific events shall be recorded on the Event Financial Form, found in the Appendix.
- Sample forms are shown in the Appendix.

Reimbursements from the Agency Account to the Checking Account

After checks from the Student Activity checkbooks have been written, the balance in each checking account is replenished by means of an accounts payable 'reimbursement' from the Agency Account to the checking account.

'Reimbursements' are requested using the Check Reimbursement Request Form, accompanied by receipts, invoices and supporting materials, which document the disbursement of funds. If receipts or invoices are not available, the Principal must sign the payment request form, certifying that the expenditure was made.

Once the payment request is approved through the Town Warrant, the Treasurer authorizes check be processed from the Agency Account into the checking account in the amount of the payment request. The Principal, or designee, deposits the town check into the SAA checking account.

Earnings

A. Interest Earnings

The interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will periodically allocate these funds to purposes as determined by the School Committee. The interest earned on each student activity checking account shall remain in the account and be recorded as a separate line item by the building principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:

- To cover the cost of periodic outside audits of the accounts; and
- To purchase forms and supplies related to maintaining the student activity agency account by the school.

B. Other Earnings

Should a school have any undesignated earnings, the school must present a plan for the collection and expenditure of such monies to the School Committee for approval.

Incoming Class Accounts, and Class Accounts at Graduation

A class account will be established for each incoming Grade 4 class. Additionally, all year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next school, following the class of students. Upon graduation, the class balance shall be disbursed in accordance with the class vote. If there is no such vote, all funds will be transferred to the Weston Public Schools Education Scholarship Fund (see form in Appendix) held by the Trust Fund Commissioners, or other purpose as determined by the School Committee.

Cash Boxes

- Cash boxes for the purpose of making change at student events are available upon request from the Principal's designee. At no time shall a cash box be used as a petty cash fund.
- Cash boxes shall be signed out for each event, and returned to the Principal's designee at the conclusion of the event. A log box shall be kept which records which group is using the cash box, the date signed out, and amount in the cash box, and the signatures of both the person signing it out and the person receiving it. Upon return of the cash box, the log also shall record the date returned, the amount returned (which shall be equal to the amount signed out), and signatures of both parties again.
- Users must follow procedures for 'opening' and 'closing' a cash box, as detailed in the Cash Management guidelines.

- The cash box shall be closed out at the end of the fiscal year by depositing the money back to the main account. The amount deposited back must equal the amount originally withdrawn to establish the cash box.

The Cash Box Log Book form is shown in the Appendix.

Fund-Raisers

- Fund-raising activities must be conducted in accordance with School Committee policy. Student organizations may not conduct raffles or games of chance.
- All monies received through fund-raisers shall be deposited in accordance with the preceding section on "Receipts".
- Expenditures related to fund-raisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures (see "Purchases" and "Expenditures /Disbursements/Checks").

Inactive Accounts

Any student activity organization inactive for a period of three (3) years or more, and for which there have been no receipts or disbursements, shall require the following actions to be closed:

- Written notification by the advisor or student officer/treasurer to the Principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by recommendation of the Building Principal.
- All assets of the recognized student activity organization shall be determined and stated in writing.
- Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

APPENDIX: FORMS

Form #	Form Name
Form 1	Event Financial Report
Form 2	Deposit Slip Form
Form 3	Withdrawal Request Form
Form 4	Accounts Payable Payment Request Form
Form 5	Check Reimbursement Request Form
Form 6	Accounts Payable Payment Request Form
Form 7	Cash Box Log Form
Form 8	Request for Recognition of a Student Organization Form
Form 9	Graduating Class Form \

Alternative forms may be acceptable provided approval by the Assistant Superintendent for Finance and Operations is granted.



Student Activity Account

Event Financial Report

To be completed for all fund raisers, activities etc. at the completion of the event.

Club: _____

Date: _____

Event: _____

Event Date(s): _____

Income:

Deposit Date:	Source:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Income: _____

Expenditures:

Item:	Check Number:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Expense: _____

Profit/(Loss): _____

Submitted By: _____

Date: _____

Reviewed By: _____

Date: _____



Student Activity Account

Deposit Slip

Club: _____

Date: _____

Source of Money: _____

Deposti Amount: _____

Total Amount:

Approval:

Bills: _____ Faculty Advisor: _____

Coins: _____ Student Treasurer: _____

Checks: _____ SAA Bookkeeper: _____

Total: _____



Student Activity Account

Deposit Slip

Club: _____

Date: _____

Source of Money: _____

Deposti Amount: _____

Total Amount:

Approval:

Bills: _____ Faculty Advisor: _____

Coins: _____ Student Treasurer: _____

Checks: _____ SAA Bookkeeper: _____

Total: _____



Student Activity Account

Withdrawal Request

Club: _____

Date: _____

Amount of Check: _____

Make Check Payable to: _____

Purpose: _____

Which of the following is attached:

- Original Bill/Invoice Attached (not yet paid)
- Original Receipts Attached ? Reimbursements (Paid by Individual Above)
- Please Bill the Individual Above (Invoice Attached)

Requested By: _____ Faculty Advisor: _____

Student Treasurer: _____ Principal: _____

Completed by SAA School Bookkeeper:

Check Number: _____ Check Date: _____ Issued By: _____

Comments: _____

Completed by WPS Bookkeeper:

Documentation Complete:
Yes: _____ No: _____ Signed By: _____

Comments: _____



Student Activity Account Check Reimbursement Request

School: _____

Club: _____

Check #	Check Date:	Payee	Club/Class	Amount
TOTAL:				\$ -

Attach the following original documents to the reimbursement request for each check:

- Completed check request form with:
 - Original bill/invoice (not statement); or
 - Original detailed receipt/event document explaining details and Quickbooks printout

Return completed form (with original backup) to: SAA Bookkeeper



Student Activity Account Accounts Payable Payment Request

School: _____

Club: _____

Check #	Check Date:	Payee	Club/Class	Amount
TOTAL:				\$ -

Attach the following original documents to the reimbursement request for each check:

- Completed check request form with:
 - Original bill/invoice (not statement); or
 - Original detailed receipt/event document explaining details and Quickbooks printout

Return completed form (with original backup) to: SAA Bookkeeper



Student Activity Account

Request for Recognition of a Student Organization

Congratulations on your decision to propose a student club! By taking an active role in the Weston High School community you are helping to improve your own as well as your peer's educational experience. Below you will find the necessary information needed for me to *consider* a club proposal. Please be sure to fill in all the required information and to write neatly. The last page of this form is for student signatures; by supplying me with a list of perspective members you demonstrate interest by the student body. Once your proposal has been received by the Student Activities Office, Principal Parker and I will review the information and either approve or reject the proposal; approved clubs will be sent to Case House for *district* approval. A final list of approved clubs will be sent back to the High School and added to the Student Activities web site; club advisors will receive a letter of approval as well as their username and password upon finalization of the process. If you have any questions please see me in the Student Activities office.

Regards,
Director of Student Activities

ClubName: _____

Name of Student(s) Proposing Club: _____

Name of Faculty Advisor: _____

Signature of Faculty Advisor: _____

Contact for Club Officers:

Name:	E-mail:	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Club Mission:

Student Activity Agency Account Guidance for Graduating Classes

The Student Activity Agency Accounts (SAAA) are governed by Chapter 66 of the Act of 1996 and through Section DFH of the School Committee policy manual. Student activity accounts established in accordance with Chapter 66 of the Acts of 1996 are for student activity monies and because graduates are no longer students, monies for classes that have graduated cannot legally be kept in student activity accounts. A copy of the legislation is attached.

The monies for classes will remain in the SAAA for 90 business days after the commencement ceremony. Class officers should determine the use of remaining balances by June 1st of the year of graduation. The class officers are requested to complete the attached form that provides guidance to the Principal and School Administration how the SAAA account for the class will be closed out.

The class may vote to use the funds to:

1. purchase a class gift;
2. donate funds to a system-wide initiative, another class fund or approved activity; or
3. withdraw the funds for use by the class after graduation.

Suggestions of school-wide initiatives/programs include:

- Global Education Fund: these funds are used to host students from France and Brazil. In the future, if funds exist, it could be used to provide financial assistance to WHS students to study/travel abroad on school-sponsored trips.
- METCO Summer Fund: these funds are used to offset the cost of the Grade 5-7 Summer Opportunities for Academics and Recreation (S.O.A.R.), as well as, the WHS programs to increase participation by METCO students in honors and advanced placement (AP) courses.
- Getting Organized for Academics and Life (G.O.A.L.): these funds are used to provide opportunities for students to travel to local eateries, cultural centers, etc. to gain life experiences.

The determination is made by a vote and signature of the class officers. If no form is received by June 30th of the year in which the students graduate, the remaining balance of the account will be closed out as follows:

1. 50% of the remaining balance will be transferred to the a school-wide initiative/program, and
2. 50% of the remaining balance will be transferred to the rising senior class.

If you have any questions, please contact your Principal or the Assistant Superintendent for Finance and Operations.

