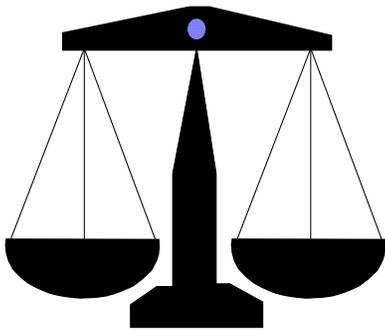


# *CIRCLEVILLE CITY SCHOOL DISTRICT*



## *STUDENT ACTIVITY HANDBOOK*



Approved May 18, 2011

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## **DISTRICT PHILOSOPHY**

The Circleville City Board of Education recognizes that well balanced and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching co-curricular activities. The Board of Education desires to provide its students with an activities program that is attractive, meaningful, and worthwhile.

The successful operation of any co-curricular program is dependent upon the formulation of sound policies and effective guidelines. These elements give the program a sound base that will enable it to expand and flourish while keeping it within the guidelines of the districts educational continuous improvement plan. Board of Education policies and the rules and laws of the State of Ohio govern the student activity programs of the Circleville City School District.

Due to the large amounts of money received in behalf of and expended for student activities, the demand has developed for efficient, thorough, and safe management of these funds. As required by the State of Ohio, the Circleville City Schools have adopted the rules, regulations, and procedures for accountability of student activity funds as written within this policy manual.

## STATE LAWS AS GOVERNED BY AUDITOR OF STATE

### AUTHORITY

Section 3315.062, Revised Code, permits a Board of Education to expend funds for student activity programs. This section states:

- A. The Board of Education of any school district may expend moneys from its general revenue fund for the operation of such student activity programs as may be approved by the State Board of Education and included in the program of each school district as authorized by its Board of Education. Such expenditure shall not exceed five-tenths of one percent of the board's annual operating budget.
- B. The State Board of Education shall develop, and review biannually, a list of approved student activity programs.
- C. If more than fifty dollars a year is received through a student activity program, the moneys from such a program shall be paid into an activity fund established by the Board of Education of the school district. The board shall adopt regulations governing the establishment and maintenance of such fund, including a system of account to separate and verify such transaction and to show the source from which the fund revenue is received, the amount collected from each source, and the amount expended for each purpose. **Expenditures from the fund shall be subject to the approval of the board.**

The State Board of Education is required by Section 3315.062, Revised Code, to develop and review biannually a list of approved student activity programs. The following list of approved student activity programs was adopted by the State Board of Education:

- 1. Academic co-curricular activities, such as: Foreign language clubs; Natural and physical science clubs; Social studies clubs
- 2. Literary, forensic, and performing arts co-curricular activities, such as: Book clubs; Dramatic and speech clubs; Journalism clubs
- 3. Pre-occupational and pre-vocational co-curricular activities, such as: Business clubs; Vocational clubs; Trades and industrial education clubs
- 4. Interscholastic athletic and sports co-curricular activities, such as: Football; Basketball; Athletic associations
- 5. Intrasccholastic and intramural athletic and sports co-curricular activities, such as: Aquatics; Basketball; Athletic associations

6. Music co-curricular activities, such as: Marching band, Choir; Musical productions
7. Intrасcholastic publications co-curricular activities, such as: School newspaper; Yearbook, Literary magazines
8. School and honor societies, such as: Audio-visual assistant; School safety patrol; Student council
9. Honors and honor societies, such as: National Honor Society; National Junior Honor Society; Local honor societies
10. Fiscal responsibilities related to co-curricular activities, such as: Staff; Bonding; Auditing

The Auditor of State has adopted and required, within each school district, the use of a uniform system of accounting, prescribed in Chapter 117-2 of the Ohio Administrative Code, whereby the direct and indirect costs of all school district activities can be analyzed, including athletic and non-instructional activities regardless of the sources of funding. This system, known as the Uniform School Accounting System (USAS), can be found in Ohio Administrative Code Chapter 117-6. Non-school organizations are not covered by these guidelines.

## **PRINCIPLES**

A good student activities program is a necessary facet of the total educational program of each school in the State of Ohio. The Board of Education has an obligation to provide its students with an activities program that is attractive, meaningful, and worthwhile. A well-planned program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morals and discipline.

The successful operation of any co-curricular program is dependent upon the formulation of a sound policy and effective guidelines. These elements give the program a sound base that will enable it to expand and flourish while keeping it within those parameters that are part of a good educational system. All student activities programs must function within the framework of the educational and organizational policies of the Board of Education and the State of Ohio.

In view of the 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.

## MANAGEMENT OF STUDENT ACTIVITY PROGRAM FUNDS

### 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.

#### POLICY STATEMENT – FUND 200

The Board of Education should formulate an overall policy statement which governs the management and control of all the student activity funds. The purpose of student activity funds should be to promote the general welfare, education, and moral of all the students and to finance the normal, legitimate co-curricular activities of the student body organizations. This policy statement should create the parameters within which all student activity groups can achieve this purpose and operate effectively. A sampling of guidelines to consider is listed below:

1. The board should authorize, by resolution, recorded in the official board minutes, those student activity programs it wishes to be operational.
2. Projects for the raising of student activity money should in general contribute to the educational experience of pupils and should not conflict but add to the instructional program.
3. Student participation is an important factor in the democratic management of money raised by the student body and expended for its benefit. Expenditures should be approved by the appropriate student activity group.
4. Student activity money should, insofar as possible, be expended in such a way as to benefit those currently in school who have contributed to the accumulation of such money.
5. Monies derived from the student body as a whole should be expended so as to benefit the student body as a whole, and not benefit a special group.
6. Student activity monies should not be used for any purpose which represents an accommodation, loan, or credit to Board of Education employees or other persons. **Post-dated checks should not be accepted, and checks should not be cashed for anyone.** Board of Education **employees or others should not make purchases through a student body in order to take personal advantage of student body purchasing privileges.**

7. The amount of the various program fund balances should not exceed limits prescribed by the Board of Education. Placing of limits tends to assure that money is used for the benefit of the students who contribute to the program.
8. **No student body organization should be obligated for purchases made by students, faculty, and others unless pre-authorized by school officials.**
9. **Prior to any financial transaction** by an authorized student activity, **a budget should be submitted and approved for the current school year.**
10. All sources of revenue should be approved by the Board of Education and should be included in the student activity group's current year budget. Receipts must be identified by USAS classification as prescribed by Ohio Administrative Code Section 117-6-01.
11. All expenditures by the student activity program should be in accordance with the approved budget of the group. The authorization for the expenditure will be an approved purchasing document.
12. Monthly and annual financial reports for student activity funds should be prepared by the treasurer and submitted to the Board of Education as part of the treasurer's report. Funds are accounted for on a fiscal year basis (July to June). Financial reports should also be furnished to each advisor on a regular basis.
13. A system of internal controls should be implemented in order to safeguard the assets of the student activity programs to provide reasonable assurance that the students will receive the benefits sought to be attained. Funds are accounted for by fund, function, object, and special cost center in accordance with Ohio Administrative Code Sections 117-2-02.

It has been consistent policy of the Auditor of State that findings for recovery shall be issued for any expenditure, which fail to serve a public purpose. The determination of whether an expenditure serves a public purpose will be based on the policy adopted by the Board of Education. This policy should be set forth in the minutes of the Board of Education. The policy may be in the form of a separate resolution for each expenditure, or one resolution, which identifies specific types or classes of expenditures, which the board considers to be for a public purpose. The resolution should be specific enough to clearly define the type of expenditure being authorized. Rather than generalizing expenditures as "supplies" or "services", the resolution should specify "refreshments for meetings" or "meals or lodging" for club participants at state convention". In either case, the board's determination will not be overruled by the Auditor of State unless it constitutes an abuse of the board's discretion. Such an abuse occurs when the

expenditure is prohibited by precedent, such as a court decision or Attorney General Opinion, or when it is clearly unreasonable under the circumstances.

Two common methods of defining public purpose guidelines are in use within Ohio. The first method involves adopting a policy outlining specific expenditures that are permitted and those expenditures that are not permitted. Another method currently in use involves requiring **very explicit information on the group's budget which is then approved by the board to indicate their concurrence with the group's plan.** Under this method **it is important that the detail provided, and approved, be specific enough to limit misinterpretation by Board of Education employees.**

### **CREATION OF PHILOSOPHY, BUDGET AND PURPOSE STATEMENT**

By state law, the treasurer has the authority over all financial transactions of the school district. This means that any transactions involving money in any amount, small or large, must be under the direction of that school district administrator.

If any organization has at any time any exchange of money for any purpose, an official student activity organization fund must be established. The organization must write a philosophy and budget, submit it to the Board of Education for approval or revision, and have a fund established through the school district's general accounting system. The CREATION OF PHILOSOPHY FORM and the BUDGET AND PURPOSE STATEMENT FORM are included in this policy manual.

The philosophy should encompass the reason for the student activity's existence, aspirations, future goals, and the means through which the goals and aspirations may be achieved.

### **CHANGING THE PHILOSOPHY**

Any time the student activity wishes to revise the philosophy to allow for other activities, different or additional expenditures, or any other change, a revised philosophy may be submitted for the Board of Education's consideration. Student activities are reminded that the Board of Education has the final authority for approving or disapproving the change.

Philosophy revisions, as well as creation philosophies, must be personally signed by the appropriate officers, advisor/sponsor, and principal. The REVISION OF PHILOSOPHY FORM is included in this policy manual.

## **BUDGET AND PURPOSE STATEMENTS**

As part of the teacher's checkout procedure on the teacher's last day of school (typically by May 31) the student activity advisor is required to submit an anticipated budget of receipts and expenditures for the coming year's activities. All of the student activity's projects are to be anticipated and made a part of their budget.

Prior to the performance of any financial transaction by an authorized student activity, a purpose clause for the activity should be submitted by the student group and approved by the Board of Education. **The purpose clause should encompass the reason for the activity's existence, its aspirations, its future goals and the means through which the goals and aspirations may be achieved. Any amendments to an approved policy statement should also be submitted by the student group and approved by the Board of Education.**

The student group should establish how the revenue of the group is going to be raised and how the group is going to expend these funds to accomplish their goals and aspirations while the activity group is in existence. The budget, as submitted by the activity group, should be approved by the Board of Education as part of the BUDGET AND PURPOSE STATEMENT FORM. Before approving these budgets, however, the Board should determine whether the proposed expenditures will serve a public purpose.

The student activity's carry-over balance is limited to \$5,000.00. In other words, the student activity may not have more than \$5,000.00 in their fund as of June 30 of each year.

The BUDGET AND PURPOSE STATEMENT FORM is included in this policy manual.

## **FUND 300 – DISTRICT MANAGED STUDENT ACTIVITY PROGRAMS**

Fund 300 consists of those student activity programs in which students do not participate in the management of the program. These activities usually include athletic programs but could also include the band, cheerleaders, flag corps, and other similar type of activities.

Policy Statement – Fund 300

The Board of Education should formulate an overall policy statement which governs the management and control of all district managed student activity programs. The purpose of the programs should be to promote participation in those activities associated with the programs. This policy statement should create the parameters within which all of

these activity programs can achieve this purpose and operate effectively. At a minimum, this policy statement should include the following guidelines:

1. The Board of Education should authorize, by resolution recoded in the official board minutes, those programs that will be offered.
2. All sources of revenue should be approved by the Board of Education and included in the board's current year budget.
3. All expenditures shall be in accordance with the budget (appropriations) as approved by the Board of Education.
4. An adequate system of internal controls should be implemented in order to safeguard the assets of these programs. Funds must be budgeted and accounted for at the legal level of control established by the Board in accordance with Ohio Administrative Code Section 117-6-02.

## **RECEIPTS**

All receipts collected must be turned over to the appropriate school official for deposit. Cash payment SHALL NOT be made from these proceeds.

All monies received by a student activity organization will be deposited daily. Each day's collection will require a proof of cash and a bank deposit receipt.

Examples of "proof of cash" are:

1. A Pay In Form which individuals sign as money is presented for collection, indicating the amount and the date. Each receipt would be attached to the sheet, which verifies the exact amount of that deposit.
2. Pre-numbered tickets which, are sold and recorded on a Ticket Sales Form, indicating the number sold, starting and stopping ticket numbers, etc. The bank deposit receipt would be attached to the report to verify the exact amount of that deposit.

All money collected from any source must be substantiated by pre-numbered student activity group receipts, cash registers supplying cumulative readings, pre-numbered tickets, or other auditable, checkable records. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. A well-documented audit trail is crucial.

Examples of fundraisers for which tickets are needed would be dances, concerts and car washes. Some projects, which, are more difficult to document are bazaars, bake sales, tag day donations, and/or other services for which a specific price is not established. Suggested guidelines for controlling these activities are enclosed in this policy manual.

## **RECORD RETENTION**

All records are to be kept by the student activity until released for disposal by the school district treasurer. Records should be maintained in a manner that is presentable and auditable. Information about unusual circumstances occurring during sales, such as loss of merchandise or disposition of unsold merchandise should be well documented and must be kept up to date.

## **AUDITING**

The Auditor of State's regulations prescribe that each activity fund established under Ohio Revised Code Section 3315.062 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 as 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. (Source, AUD-0019)

In addition to this state audit, the Auditor of State expects the local district staff to perform internal audits. Internal audits may be conducted in order to verify compliance with board policies, receipts, expenditure, cash on hand, and petty cash, and to balance all ledgers and journals with the depository. Organizations should expect internal audits to be performed at any time.

## **CONTINUING THE STUDENT ACTIVITY**

*PLEASE READ THIS PARAGRAPH CAREFULLY. IF YOU DO NOT FOLLOW INSTRUCTIONS, YOUR STUDENT ACTIVITY'S FUNDS COULD BE LOST.*

As part of the teacher's checkout procedure on the teacher's last day of school (typically by May 31), if the activity advisor submits a budget, the treasurer will assume that the student activity will function for the following school year. If a budget is not submitted as part of the teacher checkout procedure on the teacher's last day of school (typically by May 31), the treasurer will assume that the student activity will cease at the end of the school year. The remaining cash balance in the related fund will then be transferred to the credit of the beneficiary named in the student activity's philosophy.

## FUNDS 018

The Auditor of State requires the same purchasing procedures and documentation for audit for 018 Funds, as it does for the 200 and 300 Funds. Sales and Service Project Potential Forms, inventory, proof of cash, and other similar accountability paperwork must be maintained and kept up to date for the 018 Funds.

## INTERNAL CONTROL

### Management Objectives

**Establishing and maintaining an internal control structure is an important management responsibility.** In establishing specific internal control structure policies and procedures concerning an entity's ability to record, process, summarize and report financial data that is consistent with management's assertions embodied in the financial statements, some of the specific objectives management may wish to consider include the following:

1. **Transactions are executed in accordance with management's general or specific authorization.**
2. Transactions are recorded as necessary (1) to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (2) to maintain accountability for assets.
3. Access to assets is permitted only in accordance with management's authorization.
4. The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

*An entity's internal control structure consists of three elements: the control environment, the accounting system, and the control procedures.*

### Control Environment

The control environment represents the collective effect of various factors on establishing, enhancing or mitigating the effectiveness of specific policies and procedures. Such factors include the following:

1. Management's philosophy and operating style
2. The entity's organization structure
3. The functioning of the board of directors and its committees, particularly the audit committee
4. Methods of assigning authority and responsibility

5. Management's control methods for monitoring and following up on performance, including internal auditing
6. Personnel policies and practices
7. Various external influences that affect an entity's operations and practices, such as examinations by bank regulatory agencies.

*The control environment reflects the overall attitude, awareness, and actions of the board of directors, management, owners and others concerning the importance of control and its emphasis in the entity.*

## **Accounting System**

The accounting system consists of the methods and records established to identify, assemble, analyze, classify, records, and report transactions and to maintain accountability for the related assets and liabilities. An effective accounting system gives appropriate consideration to establishing methods and records that:

1. Identify and records all valid transactions,
2. Describe on a timely basis the transactions in sufficient detail to permit proper classification of transactions for financial reporting,
3. Measure the value of transactions in a manner that permits recording their proper monetary value in the financial statements,
4. Determine the time period in which transactions occurred to permit recording transactions in the proper accounting period, and
5. Present properly the transactions and related disclosures in the financial statements.

## **Control Procedures**

Control procedures are those policies and procedures in addition to the control environment and accounting system that management has established to provide reasonable assurance that specific objectives will be achieved. Control procedures have various objectives and are applied at various organizational and data processing levels. They may also be integrated into specific components of the control environment and the accounting system. Generally, they may be categorized as procedures that pertain to:

1. Proper authorization of transactions and activities,
2. Segregation of duties that reduce the opportunities to allow any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of their duties; assigning different people the responsibilities of authorizing transactions, recording transactions and maintaining custody of assets,
3. Design and use of adequate documents and records to help ensure the proper recording of transactions and events, such as monitoring the use of pre-numbered documents,

4. Adequate safeguards over access to and use of assets and records, such as secured facilities and authorization for access to computer programs and data files, and
5. Independent check on performance and proper valuation of recorded amounts, such as clerical checks, reconciliations, comparison of assets with recorded accountability, computer programmed controls, management review of reports that summarize the detail of account balances (for example, an aged trial balance of accounts receivable), and user review of computer generated reports.

## **General Considerations**

The applicability and importance of specific control environment factors, accounting system methods and records, and control procedures that are established should be considered the context of the following:

1. The entity's size,
2. Its organization and ownership characteristics,
3. The nature of the business,
4. The diversity and complexity of its operations,
5. The methods of processing data, and
6. Its applicable legal regulatory requirements.

For example, a formal written code of conduct or an organizational structure that provides for formal delegation of authority may be significant to the control environment of a large entity. However, a small entity with effective management involvement may not need a formal code or organizational structure. Similarly, a small entity with effective management involvement may not need extensive accounting procedures, sophisticated account records, or normal control procedures, such as a formal information security policy or competitive bidding procedures.

Establishing and maintaining an internal control structure is an important management responsibility. To provide reasonable assurance that objectives will be achieved, the internal control structure should be under ongoing supervision by management that makes both quantitative and qualitative estimates and judgments in evaluation the cost-benefit relationship.

The potential effectiveness of an internal control structure is subject to inherent limitations. Mistakes in the application of policies and procedures may arise from such causes as misunderstanding of instructions, mistakes in judgment, and personal carelessness, distraction, or fatigue. Furthermore, the policies and procedures that require segregation of duties can be circumvented by collusion among persons both within and outside the entity and by management override of certain policies or procedures.

## BUDGETING PROCESS

The School District is required to include all activities related to District Managed Student Activity Funds (Fund 300) in their formal budgetary process. This includes incorporation into the tax budget, certificate of estimated resources, and the appropriation process.

The School District is not required to formally include activities of the Student Managed Student Activity Funds (Fund 200) in the formal budgetary process required of other district funds. This exclusion results from the classification of these funds as “agency funds” which are considered to be custodial in nature. Each Board of Education needs to formulate a policy to clearly identify the budgetary process to be used by Fund 200. The following issues should be addressed:

1. **Identify the budget document to be used by each activity group.**
2. **Deadlines for each group to submit their annual budget.** Since this budget does not need to be incorporated into the school district’s tax budget, the board may determine that it is more appropriate to have the budget submitted at the end of one school year for use in the subsequent year, or it may be appropriate to develop budgets at the beginning of the school year.
3. **Procedures and authorization for approving the budget and all amendments.** A board can retain full control over this process or can establish guidelines within which an administrator can assume this responsibility. If the approval process is delegated to an administrator, the policy should clearly specify the process and requirements.
4. **Procedures for incorporating the budget accounts on the financial records.** While these budget amounts are not required to be reflected on the school district’s financial records, they provide financial information that management may desire. If included, the guidelines should address what should be included, how estimates should be revised, and what individuals should be responsible for the process.

## BOARD POLICIES

*Board Policy – is located on the school’s web site – under the Board of Education Link*

### **Board Policy Reference – DJ: PURCHASING**

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board’s authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes “open” purchase orders to be issued for generic supplies for up to three months and up to the \$5,000 limit. **Open purchase orders will not extend beyond the current fiscal year.**

An open purchase order for a “specific” permitted purpose and in an amount not to exceed the line-item appropriation and fund, whichever is less, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities.

The specific purpose purchase order may not extend beyond the current fiscal year. The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

*The Board assigns to the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that no purchases exceed appropriations and that they are consistent with the approved educational goals and programs of the District.*

### **PURCHASING PROCEDURES:**

*Requisition Forms are located on the school’s web site – under the District Administration – Treasurer Link*

Moneys under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund; therefore, **no contract or purchase order for the expenditure of money will be made unless**

**there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury**, or is in the process of collection, and is free from previous encumbrance.

Any **contract or purchase order issued without such a certificate attached is void**, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$1,000, the **Treasurer may authorize it to be paid** without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures will be designed to ensure the best possible price for the desired products and services. Procedures for purchasing will be developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations will be solicited.

**Any officer or employee who issues a purchase order or contract or who otherwise expends money without meeting the foregoing requirements**, unless subsequently ratified by the Board of Education (a letter from the employee and administrator requesting approval), **is to be personally liable to the District** for the full amount of public funds paid on such contract or purchase order.

**Special arrangements may be made** for ordering perishable, emergency supplies and repair items for buses and equipment; however, **requisitions must be processed within two work days of these types of special arrangements**.

In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the District may be purchased from the Ohio Industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH, if the price is equal to or less than other places.

### General

1. **Only the Treasurer and Superintendent**, as approved by the Board **may commit the system for a purchase**.
2. The materials, equipment, supplies and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Treasurer.
3. It is the responsibility of the requisitioner to provide an adequate description as required by the Treasurer, so that the latter may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisition for specialty of unusual items.
4. It is the responsibility of the Treasurer to make alternate suggestions to the requisitioner if, in the judgment of the Treasurer, the specification would restrict competition or otherwise preclude the most economical

purchase of the required items. In the case of disagreement, either party may refer the matter in accordance with established procedure.

5. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision will be based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter in accordance with established procedure.

### Requisitions

1. The requisitioner must hand sign the requisition.
2. The number of requisitions should be kept to a minimum. They will be submitted to conform to the purchasing schedule established by the Treasurer.
3. Requisitions must meet the following requirements;
  - A. be signed by the requisitioner and their supervisor;
  - B. give **specific information** as to what is being ordered, i.e. DJ for dance, Conference registration, itemized supplies;
  - C. be verified for adequacy of budgetary appropriations and
  - D. have the approval of the Superintendent and the Treasurer

### Purchase Orders

1. Purchase orders will be numbered and prepared as follows:
  - A. White – to the vendor;
  - B. Yellow – stays in the Treasurer’s office;
  - C. Pink – returned to originator, **to be returned to Treasurer’s office after certification as to receipt in proper quantity and satisfactory condition. Please make sure to state on this copy that all items have been received and the order is ok to pay;**
2. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which **a bona fide emergency situation exists and approved by the Treasurer.**

The treasurer’s office handles all of the purchase orders for the entire district. When placing an order if you have any questions, contact Shelby Seeger, Accounts Payable at 477-5546 or ext. 1335.

## **PAYMENTS**

All payments for materials and services and any other monetary obligation of the student activities must be by check from the treasurer’s office. Nothing is EVER to be paid in cash.

NO payments will be made before the merchandise is received or the service is rendered. An official invoice, signed by the advisor, is to be submitted to the treasurer's office for payment when the bill is due and payable. Documentation must be attached or be a part of the invoice which itemizes the articles and assures receipt by an authorized individual.

Payment for meeting registrations, affiliation dues, subscriptions, and similar services can be paid in advance, for the Auditor of State recognizes these types of services as being traditionally paid in advance.

### **Board Policy Reference – IGD: COCURRICULAR AND EXTRACURRICULAR ACTIVITIES**

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities which involve students beyond the classroom and foster the values which result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for co curricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in co curricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are school-sponsored activities which are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and certified staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.

5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the co curricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, national origin, citizenship status, religion, sex, economic status, age or disability.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities do not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day. Exemptions may be granted by the building principal after consultation with the Superintendent.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Student Code of Conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
12. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education, State law and the Ohio Administrative Code.
13. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
14. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruptions. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.

### **Board Policy Reference – IGDF: STUDENT FUND-RAISING ACTIVITIES**

The Board believes in providing opportunities for students to participate through Co curricular activities in fund-raising projects which contribute to their educational growth and which do not conflict with the instructional program. Since the Ohio Revised Code and the Auditor's office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisors or administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time or work;
7. evaluated by teachers, advisors, administrators and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. sensitive to direct competition with fund-raising efforts sponsored by recognized groups and organizations within the community.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the Superintendent. Each principal submits to the Superintendent a list of the proposed sales or fund drives which the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent then indicates his/her approval or disapproval within the limitations of the above criteria. Additional fund drives may be added with the approval of the Superintendent/designee.

Funds derived from approved student fund-raising activities are handled by the Treasurer's office in accordance with the State Auditor's requirements.

There is no solicitation of money from local industry, businesses, District residents, parents or by any school organization without the approval of the Superintendent.

### **Board Policy Reference – IGDG: STUDENT ACTIVITIES FUNDS MANAGEMENT**

To safeguard and provide for the efficient financial operation of student activities, the funds of these activities are managed as follows.

1. The Superintendent designates an individual to serve as the activity account clerk under the jurisdiction of the Treasurer. The Treasurer is authorized to receive and disburse student funds in support of the entire school activity program. The Treasurer is directly responsible for the proper accounting of student activities funds.
2. Requests for purchases from student activities funds can be made only by faculty advisors, coaches or teachers assigned to an activity. These requests must be approved in writing by the school principal or other person designated by the Superintendent. Funds must be available before such purchases may be authorized. Expenses are subject to Board approval.
3. An accounting of all student funds is made monthly and a report of all accounts is made by the Treasurer to the Superintendent and the Board. The account system

complies with the regulations of the Ohio Auditor. The system separates and verifies each transaction and shows the sources from which the revenue is received, the amount collected, source and the amount expected for each purpose.

4. When an unexpended balance remains in the account of a graduating class (Fund 200), the class should specifically indicate its intent to the Board for the disposal of such funds. When the graduating class is negligent in giving instructions for the remaining funds, the funds are placed in the high school principal's fund account.

## **STUDENT ACTIVITY PERSONNEL**

**BOARD OF EDUCATION** – The Board of Education shall adopt by resolution in its minute record, rules, regulations, and guideline policies to govern the establishment and operation of the student activity funds (Fund 200 and 300). In adopting guideline policies, the Board must consider all applicable legal requirements including court cases, attorney general opinions, Ohio Administrative Code requirements as well as Ohio Revised Code requirements.

**TREASURER** – The treasurer of the Board of Education shall be the treasurer of the student activity funds. The treasurer is the Chief Financial Officer of the school district.

The enforcement of accounting procedures and internal control procedures shall be the sole responsibility of the treasurer. The treasurer may delegate an employee to receive custody of student activity funds. Initially such moneys must be deposited with the treasurer or properly designated depository of the school district within **twenty-four (24)** hours.

**SUPERINTENDENT** – The superintendent is responsible for the total operation of the school district including the program of student activities. The superintendent is the Chief Executive Officer of the school district. The superintendent is responsible for administering all board policies except those required by the treasurer.

**PRINCIPAL** – Principals are responsible to supervise all student activity programs within their buildings. This includes both fiscal and program functions of the student activity organizations. The principal is responsible for the approval of requisitions for expenditures of student activity funds and for the annual submission of budgets and statements of purpose for the various student activities to the treasurer of the Board of Education.

**CASHIER** – The designated cashiers (Administrative Assistants) in each school, including the Administrative Assistant to the athletic director, are responsible for the accurate and secure handling and depositing of funds received by student activity programs. Cashiers are required to maintain a record and file of source documents for the receipt and expenditure of student activity funds. Cashiers are to immediately report

any questions regarding the integrity of the handling of student activity funds to the treasurer.

**ADVISOR** – Student activity advisors are responsible for supervising specific student activity organizations and report to the building principals. Advisors are to prepare and file the annual student activity budget and statement purpose. Advisors are to prepare all necessary documentation and maintain records associated with student activity receipts and expenditures. Advisors are also required to perform any other duties as assigned by the building principal or other authorized administrator in connection with the proper functions of their student activity organization.

## **BUDGETARY PROCESS**

The advisor is to prepare and submit an annual Budget and Purpose Statement form for his/her specific student activity organization to the building principal. This is to be done as part of the teacher checkout procedure on the teacher's last day of school (typically by May 31) of each year for the following fiscal year activities that will then be approved by the Board of Education. The principal is to present the completed Budget and Purpose Statement form to the treasurer.

The Budget and Purpose Statement forms need to be filled out completely and signed. The budgets may be revised during the year, as the advisor and/or treasurer deem necessary.

The budget must include the following sections to be approved by the Board of Education:

### **Purpose Statement:**

The purpose should encompass the reason for the activity's existence, its aspirations, its future goals and the means through which the goals and aspirations may be achieved. The statement should be general, in how these goals are to be accomplished and should also list what the general outcomes will be for the activity organization.

### **Estimated Revenue:**

The activity organization will need to determine any source of revenue for the fiscal year of the budgeting process. The revenue sources need to be general so as to not to bind the organization in only performing those items listed on the budget. If other projects are determined to be feasible during the fiscal year, the budget may be revised.

### **Estimated Expenditures:**

The activity organization will need to determine any expenditure for the fiscal year of the budgeting process. The expenditures need to be general so as to not to bind the organization in only performing those items listed on the budget. If other projects are determined to be feasible during the fiscal year, the budget may be revised throughout the year.

**No student activity budget may be written to include a deficit ending balance for the fiscal year.**

## **FUND RAISING**

The most common source of revenue for student activity programs is a fund raising activity, but whatever the source of revenue, it must have been made a part of the budget for the current year. In order to adhere to the law and policies that govern the sales of goods and services by a student activity organization the Circleville City Schools will use Sales and Service Project Potential forms for accounting purposes.

Fund raising is limited as follows:

- A. Each student activity may have up to 3 fundraisers
  - (1) one sales project; i.e., candy, candle, t-shirt sales
  - (2) two service projects; i.e., dances, car washes, musical play

If the fund raising activity is selling merchandise, the dollar amount of merchandise which can be ordered will be limited to \$5,000.00. If the total is more than \$5,000, it must be preapproved by the Board at a board meeting.

## **SALES AND SERVICES PROJECT POTENTIAL**

The Sales and Services Project Potential form is design to account for the income and expenses from sales and service projects conducted by student activity organizations. The purpose of the Sales and Services Project Potential form is to provide information to advisors and administrators of the various projects and whether they are functioning in accordance with adopted Board policies. Proper and accurate completion of Sales and Services Project Potential forms also provide a level of protection to the participant in the event of a shortage of sales revenue or inventory. The Sales and Services Project Potential form is to be used in instances where money will be made as the result of a sale of products, performances, dances, bake sales, etc.

The student activity's budget may need to be revised due to the sales event. This situation can occur when the group decides to have a sales event not previously

included in the budget or when actual revenues are not meeting or are exceeding expected levels. Student activities are not permitted to initiate projects, which have not been included in their budget for the current year.

**The Sales and Services Project Potential form is to be submitted to the treasurer's office and approved by the superintendent of schools at least two (2) weeks prior to the scheduled beginning of the sales or services project.**

The student activity advisor is to prepare the form and submit it to the principal who will forward the form, once approved by the principal, to the treasurer's office for approval of a sale or service that is in the realm of the activities budget. The treasurer's office will assign a specific number to each sales or service project when approved. After the treasurer's office has assigned a number to the Sales and Services Project Potential form, then the form will be forwarded to the superintendent for approval. With final approval the form will be returned to the advisor.

***The number that is assigned, by the treasurer's office, to each Sales and Services Project Potential form is to be used on all receipts and requisitions that are associated with that particular sales or services project.***

After the sales or services project is complete, the advisor is to complete the bottom of the Sales and Services Project Potential form. When the form is completed the advisor should present it to the building principal for approval, which will then forward to the treasurer's office for final approval. The advisor should keep a copy of the form; the original form will be kept by the treasurer's office for auditing purposes.

Any left-over merchandise becomes an item for the student activity's inventory list. An INVENTORY FORM is included in this policy manual.

**The Sales and Services Project Potential form is not a substitute for a purchase order.** As soon as the sales or services project has been approved a requisition for the items to be sold needs to be completed for processing. Since the sales can be either a big success or a small success **the requisition needs to be an estimate of items that will be sold.** This is to ensure that all items are purchased in a timely manner. The student activity advisors must follow the school districts purchasing procedures.

**All money** received during a sales or services project **is to be deposited daily** with the designated school cashier.

**No expenses are to be paid from proceeds from the sales or services project.** All projects requiring **paid admission must use pre-numbered tickets.**

The timely filing of the Sales and Services Project Potential form, purchase requisitions and purchase order, require strict adherence.

## TICKET SALES

The Auditor of State recommends cash control and ticket sale accountability for each school event. Any time money is collected for an activity, a pre-numbered ticket must be sold. These events occur primarily at the high school and middle school. Examples include athletic events, concerts and drama presentations. The ticket sales form has been established for use in adhering to the state guidelines.

The ticket sales form is used to account specifically for the tickets sold and/or used at each event and to reconcile that quantity with the cash collected. **The student activity advisor and athletic directors are responsible for the completion of the ticket sales form.**

The completed ticket form for a student activity project is to be attached to the completed sales project potential form and filed in the treasurer's office. The completed ticket form for any athletic event is to be filed in the athletic department and available for audit purposes.

## INVENTORIES

Inventories are to be kept of property owned by the student activity and of merchandise and other materials owned. At all times the items purchased, items sold, and the inventory on hand must be in balance and subject to audit.

As part of the teacher's checkout process on the teacher's last day of school (typically by May 31), the advisor is to submit to the treasurer's office a complete inventory of property and materials on hand. Any deviation, which would cause an in balance, is to be noted. For example, if left-over sales items are donated to another organization, this must be noted on the inventory. Any other changes in inventory are to be documented, so they can pass an audit inspection. An INVENTORY FORM is included in this policy manual.

## FORMS

Sample forms to be used in common with Student Activity Funds are a part of this policy manual. These forms may be revised, deleted or supplemented from time to time, as approved by the treasurer's office.