

PELHAM SCHOOL DISTRICT PROCEDURE

JJF-R – ADMINISTERING STUDENT ACTIVITY FUNDS

Deposit Slips

- Any class/club advisor submitting money to their in-school account will first count the funds and then submit that amount with a deposit slip.
- This slip indicates the account, the advisor, the date of the deposit and the amount of the deposit.
- The deposit slip is very helpful as it can further indicate who paid for an item by check, their check number and the amount.
- It is also helpful to note on a deposit slip what the purpose of the deposit is (i.e. fundraising, dance, carwash, etc.)
- After a deposit is submitted, the funds are recounted and the class/club is given a new balance total.

Requisitions Slips

- Class/club advisors are responsible for filling out a requisition form when requesting that a check be written. The requisition, along with the invoice, is given to the principal who approves/disapproves the expenditure and the transaction is completed.

Account Reports

- The deposit and requisition transactions are recorded on a computer database. This allows everyone to have an up-to-date picture of what is going on within the account.
- After the information is recorded, the original requisition documentation, along with the deposit slip, is filed by activity account.

Bank Deposits & Monthly Statements

- Bank Deposits are made at least once per week.
- After the bank deposit has been made, the deposit receipt is filed by activity account.
- The bank statement is received and balanced for the month.
- Bank reconciliation will be completed within 30 days of receipt.

Reports

- An annual report shall be submitted to the Business Administrator for review and included in the Pelham School District annual financial audit.

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Additional detail is available in the District’s Student Activity Fund Guidebook maintained by the Business Administrator.

District Procedure History:

Adopted: May 13, 2009

Revised: March 8, 2024