

Appendix I USD 284 Activity Accounts

All activity funds are official accounting funds and subject to all legal expectations of those funds. Each activity fund is an independent accounting entity, its purpose being to segregate its financial activity from that of other funds because of special restrictions or limitations on how its money can be spent. Activity accounts (total or individual) may NOT have a **negative balance** at any time for any reason. The *Office Manager* (with *Principal* oversight) of each building is the manager of that building's Activity Account. Activity funds are unique to school districts. They manage and account for moneys related to co-curricular activities. Co-curricular activities are those activities outside the classroom which complement the curriculum. Co-curricular activities include those of student clubs and organizations, as well as district-administered activities such as sports events, drama productions, and music concerts. There are two types of activity funds. The distinction between these two types is in "*whom*" the money belongs to including who controls how the money is spent. The two types of activity funds are:

A. Student Activity Funds Student activity funds consist of those student activities that revolve around a *student organization*. The students in the organization not only participate in the activities of the organization, but also "own" the money and are involved in the management of the organization's activities. Further, disbursement of the organization's moneys is always subject to the approval of the student organization (and its *sponsor*), and not the Board or its designee. If it isn't a "student" organization, it should not be classified as a student activity fund.

B. District Activity Funds District activity funds consist of co-curricular activities that have student participation in the activity, but are administered by the district. The most important factor that distinguishes this type of activity fund from student activity funds is that approval for disbursement of district activity fund moneys rests with the school's Board, not the students. In other words, the district controls how district activity fund moneys are spent.

All activity funds regardless of fund ownership must be managed and reported in the school district's monthly and annual financial statements. This includes student activity funds, even though such funds do not theoretically "belong" to the district. The consistent and expected process and procedure for the accounting of all district activity accounts (credit and debit) is specified in this handbook (**Appendix-I**). Any Activity Fund actions (credit or debit) must follow the sequential process detailed below fully and without exception in all matters pertaining to the Activity Accounts

CREDITS

1. If a **cashbox** is used in the event, that cashbox before leaving the building office, must be counted, verified by signature and date by a minimum of two (2) parties including the *cashbox / activity manager* and *office manager* of that building.
2. All *cashbox/activity managers* returning a cashbox or funds without a cashbox after an activity is concluded must first-count the cashbox total and verify that count with total amount, signature and date.
3. All verified cashboxes or activity account funds returned to the building office for deposit by the *cashbox* or *activity manager* must be second-counted and verified by the *office manager* or designee of that building in the presence of each other. That verification is to be done on the first-count verification sheet and copies retained by both parties.
4. The *office manager* will notify the cashbox or activity manager of the second-count total does not reconcile with the first-count and provide a copy of the verification sheet.
5. The *office manager* or designee will **deposit** the amount verified on the second count and **credit** the appropriate activity account in the verified amount.

DEBITS

1. An individual Activity Account Fund may not have a **negative balance** of any type, for any reason or at any time.
2. Activity Account funds and/or Tax Exempt status may be used for or applied **ONLY** to an Activity Fund purchase that results in the acquisition of property or services that will **be and remain the property of the school district and/or school building**. Purchases made on behalf of individuals associated with school-sponsored activities but who maintain ownership of the purchased property may not use Activity Funds to purchase such materials.
3. Any request for an Activity Account purchase must always begin with verification by the *Office Manager* or Designee that sufficient funds are available in the requested fund to pay for the requested materials or services.
4. Any request for any Activity Account expenditure must be completed on the district **Purchase Request Form**, be **complete** and **accurate** and be **signed** by the building *Principal* and requesting *fund manager*. Telephone and/or internet Activity Account orders made without meeting all of those conditions will not be funded.
5. **Receipts** from all approved Activity Fund expenditures are required and must be filed with the *Office Manager*.
6. Approved, received and receipted expenditures will be **posted** against the appropriate Activity Fund account by the *Office Manager* or designee as an account **debit**.