

# USFR Student Activities Webinar

Presented By  
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August 31, 2011



## Outline

- Importance of Controls for Student Activities
- What activities are student activities?
- Cash Receipt Process
- Cash Disbursement Process
- Reconciliation Procedures
- Questions



## Student Activities

- Increased risk of loss or misuse
- How can you protect your district
  - USFR Procedures (online)  
[www.azauditor.gov/manuals\\_schooldistrict.htm](http://www.azauditor.gov/manuals_schooldistrict.htm)
  - Training



## Separation of Duties

### 3 Key Duties

- Cash Handling
- Authorization
- Record Keeping



## Student Activities Monies ARE:

### Monies raised by the EFFORT of STUDENTS with Governing Board Approval

- Student clubs
- School plays
- Student led fundraisers



### NOT

- Auxiliary Operations
- Extracurricular Activities Tax Credit
- PTOs and Booster Clubs



## Student Activities Fundraisers

### Approval must be obtained from the Governing Board

General Approval	Specific Approval
<ul style="list-style-type: none"> <li>• Dues</li> <li>• Concessions</li> <li>• Ticket Sales</li> <li>• Publications</li> <li>• Recurring Sales</li> </ul>	<ul style="list-style-type: none"> <li>• Donations/gifts (to the specific club)</li> <li>• Special Event</li> <li>• Joint Fundraisers</li> </ul>

No Raffles or Games of Chance  
- AG Opinion I84-018



## Other Governing Board Actions

- A.R.S. §15-1122
  - Student Activities Treasurer
    - Governing Board Appointed
    - Responsible for Oversight
    - Reports to Governing Board Monthly
  - Bank Account
  - Check Signers



## Key Questions to Determine if Monies are Student Activities \$

- Who decides how the money is spent?
- Who collects the money?

Example:

### Student Activities?

#### Yearbook

- There is a club
- Students order
- Money collected by sponsor
- Students authorize expenditures

Yes

#### Yearbook

- There is a class (not a club)
- Students order
- Money collected in school office
- No student authorization of expenditures

No



# \$\$ Monies \$\$

## Joint Fundraisers

- Proceeds can be **allocated**
  - among multiple student clubs
  - among club and PTO or club and Auxiliary Operations



# Recording Collections

- Monies collected must be recorded:
  - Activity Report OR
  - Cash Collection Report



Monies collected must be physically safeguarded at all times!



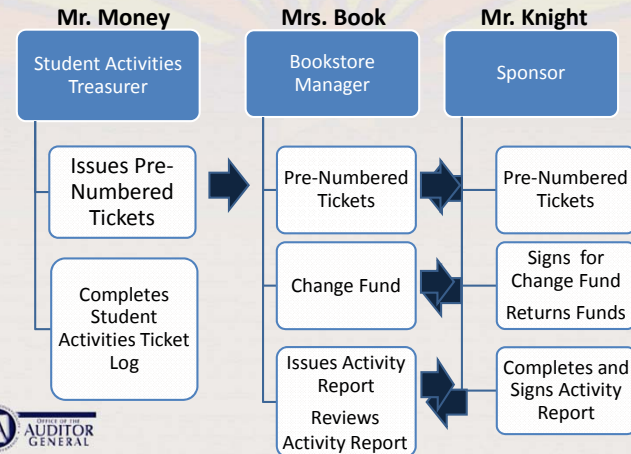
**Activity Report**      See USFR Page X-H-19

School \_\_\_\_\_  
 Account Name \_\_\_\_\_ Account Code \_\_\_\_\_ Date \_\_\_\_\_  
 Event \_\_\_\_\_  
 Club Officer/Sponsor \_\_\_\_\_  
 Change Fund Receipt Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

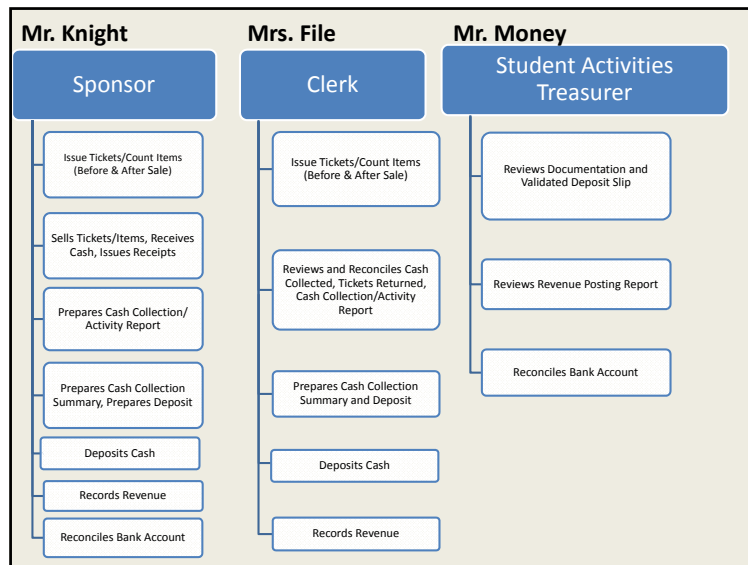
Ticket Type	Ticket Numbers Issued		Next Ticket Number to Be Issued	Beginning Ticket Number Used	Number Sold	Price	Total Sales
	From	To					
						\$	\$

Denomination	Cash Returned	Total Deposit \$ _____
Checks	\$ _____	Less Total Sales _____
\$100.00	_____	Cash Overage (Shortage) \$ _____
50.00	_____	Reason for Overage (Shortage): _____
20.00	_____	_____
10.00	_____	Tickets and Change Fund Issued To: _____
5.00	_____	_____
2.00	_____	Club Officer/Sponsor Signature _____
1.00	_____	Date _____
.50	_____	Change Fund, Tickets, and Cash Collections Received By: _____
.25	_____	_____
.10	_____	Bookstore Manager or Designee _____
.05	_____	Date _____
.01	_____	
Total	\$ _____	
Less Change Fund	_____	
Total Deposit	\$ _____	

# Activity Report







## Investing Student Activities Monies

### Investment income

- Shall be proportionately allocated among all the student clubs

OR

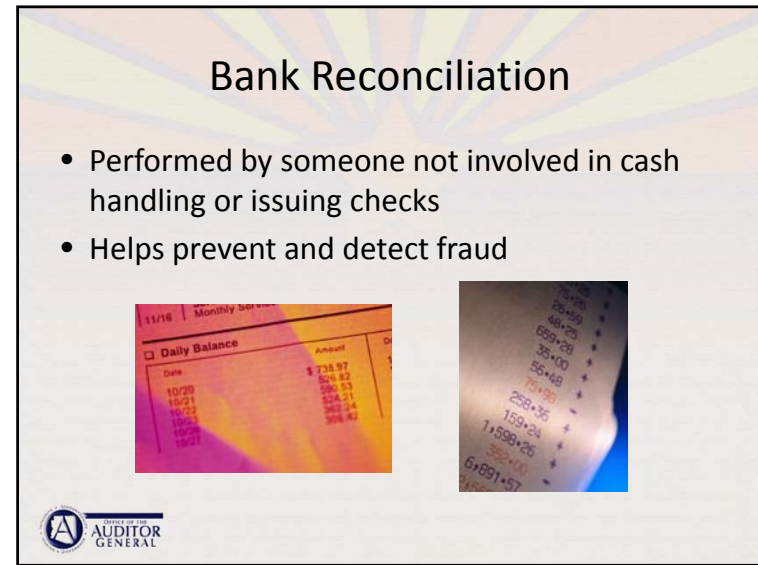
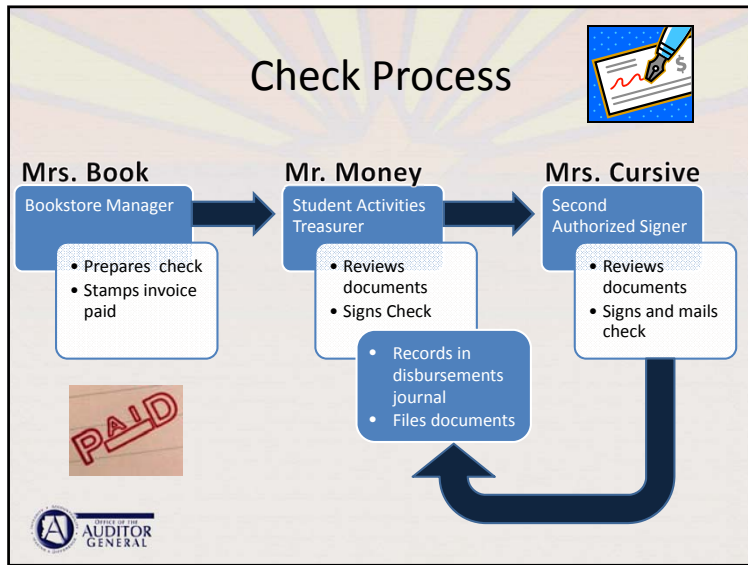
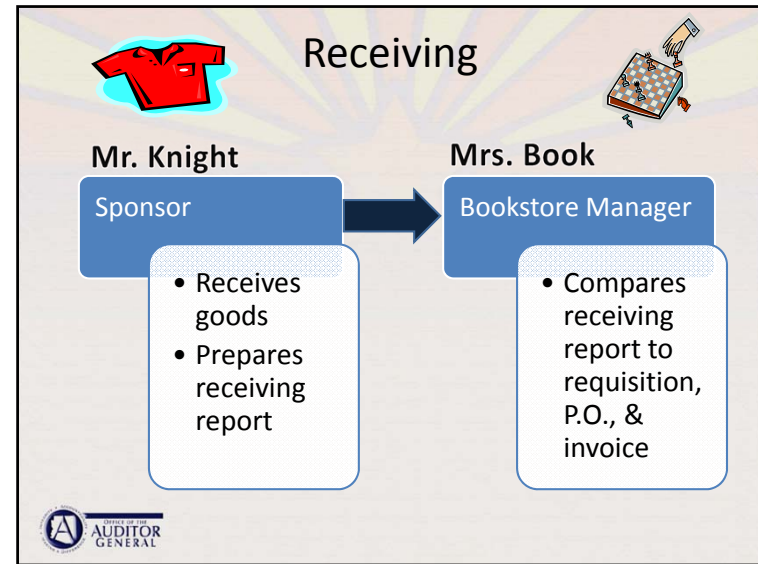
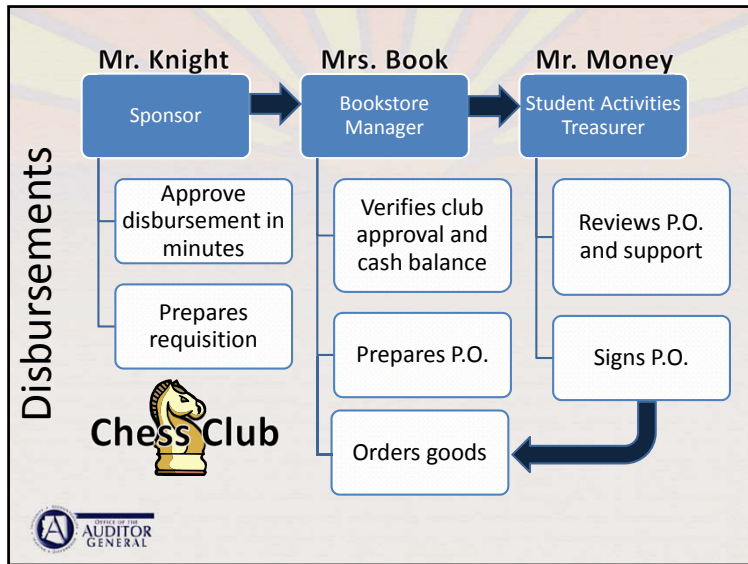
- Credited to the Student Council if all the student clubs provide written consent

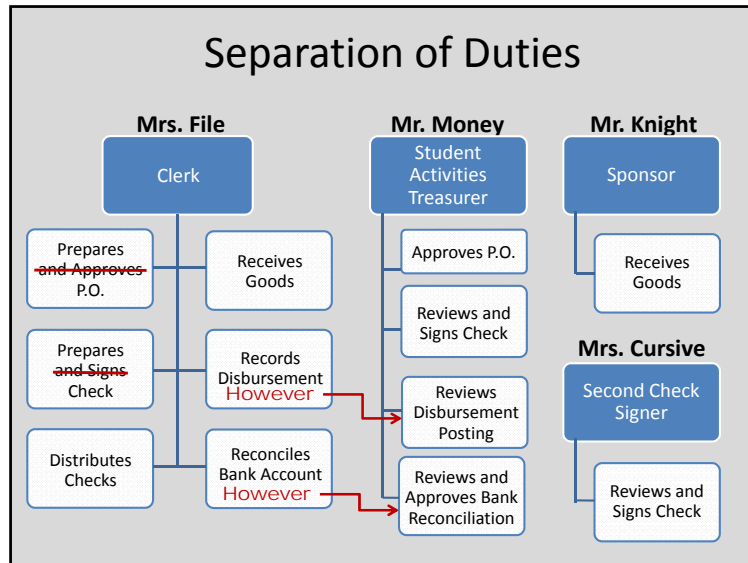
All fees must be paid by the District



## Questions







### Report to Governing Board

Club	Cash Balance March 31, 2011	Receipts	Disbursements	Transfers		Cash Balance April 30, 2011
				In	Out	
Student Council	\$550	\$700	\$800	\$50		\$500
Chess Club	300	500	175			625
Hiking Club	50				\$50	0
<b>Total</b>	<b>\$900</b>	<b>\$780</b>	<b>\$975</b>	<b>\$50</b>	<b>\$50</b>	<b>\$705</b>

### Compliance

- USFR Compliance Questionnaire  
—Memorandum No. 249

### Questions

[www.azauditor.gov](http://www.azauditor.gov)  
 (602) 553-0333  
[asd@azauditor.gov](mailto:asd@azauditor.gov)