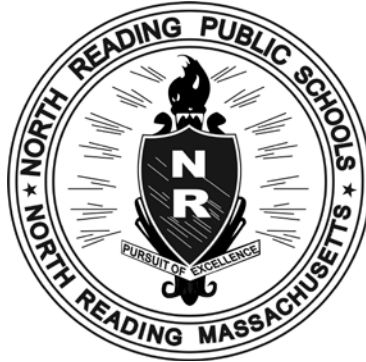


# **NORTH READING PUBLIC SCHOOLS**



## **Student Activity Agency Account Guidelines & Procedures**

**June 2017**

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## **NORTH READING PUBLIC SCHOOLS**

### **STUDENT ACTIVITY AGENCY ACCOUNT GUIDELINES AND PROCEDURES**

#### **Preface**

Funds may be raised to finance activities of authorized student organizations. Student Activity Funds are considered a part of the total fiscal operation of the district and subject to policies established by the School Committee [{Link to School Committee Policy}](#) and the office of the Superintendent. The funds will be managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

#### **In compliance with Massachusetts General Law Chapter 71, Section 47:**

The 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 a vote of the School Committee to be used for express purpose of conducting student activities. Interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will determine for what purpose such earnings may be used. A Student Activity Agency Account may be used for monies raised by student organizations and which will be expended by those students for their benefit. Chapter 66 of the Acts of 1996 governs monies deposited to a Student Activity Agency Account. Monies governed by any other laws (see section on "Relevant Laws") which specify other ways in which the money must be handled cannot be deposited to a Student Activity Agency Account.

The staff member designated to operate and control the Student Activity Agency Accounts will give bond to the municipality or district in such amount as the Treasurer will determine to secure the School Principal's faithful performance of his duties in connection with such account.

#### **I. General Information and Organizational Management**

There are certain principles and procedures that should be followed in establishing an adequate accounting system for Student Activity Funds. The following basic devices are essential to the proper management of such funds:

##### **Basic Principles**

- A. Two separate and independent sets of records of receipts and expenditures will be maintained.
- B. The authority to spend monies will be distinct and separate from the custody of these monies.
- C. At least two individuals will take part in each act of disbursing money.

- D. The School Principal and Director of Finance and Operations will both report to the School Committee at regular intervals. An internal review of each account will be done annually by the Office of the Town Accountant or by a qualified independent third party as approved by the Director of Finance and Operations. These internal reviews should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts. The accounting system will be such that it will yield the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

### **Establishing a Student Activity**

- A. Students or faculty desiring to form an extracurricular activity will petition the School Principal in writing. The petition will state the purpose of and describe the activities of the proposed extracurricular activity, and will be signed by at least **five** students before it is presented to the School Principal for action. If the purpose of the proposed activity falls within the scope of educational mission of the school and if the necessary space and equipment is available, the School Principal, in conjunction with the petitioning students and/or faculty members, will seek a suitable Faculty Advisor. When these procedures have been accomplished, the School Principal will recommend to the Superintendent and School Committee approval of the extracurricular activity. Once approved by the School Committee, the newly formed club or activity will operate as a pilot club or activity for three years before it is officially recognized as a permanent student activity.
- B. The School Committee will vote annually to approve each Student Activity Fund.

### **Approved Student Activities**

- A. The School Committee will approve all pilot Student Activity Agency Accounts for a specified time period of one to three years. At the end of the pilot time period the School Principal will evaluate the success of the program and make a determination of whether or not this activity will continue.

### **Bonding**

- A. The staff member(s) designated to operate and control such Student Activity Agency Accounts will give bond to the municipality or district in such amount as the Treasurer will determine to secure the School Principal's faithful performance of his or her duties in connection with such account. It is recommended that school systems review their insurance to be sure that all employees who handle student activity monies are covered - either by an endorsement to a liability policy or through a separate bond issued by an insurance company.

### **Faculty Advisor Duties**

- A. Each extracurricular activity will have a Faculty Advisor recommended by the School Principal and appointed by the Superintendent.
- B. The Faculty Advisor will attend all meetings of the extracurricular student activity.
- C. It will be the duty of the Faculty Advisors to guide and advise the Pupil Officers in planning activities and the planning of financial budgets.
- D. The Faculty Advisor will assist the Student Treasurer in the preparation of statements of income.
- E. The Faculty Advisor will audit these statements and sign them as acknowledgement of verification of the income statement to deposit slips.
- F. The Faculty Advisor will guide the Student Treasurer in posting his/her account ledger and from time to time will check the balancing of the Student Treasurer's accounts and the completeness of their supporting evidence.
- G. The Faculty Advisor will supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all withdrawal slips.
- H. The Faculty Advisor will consistently work toward the goal of ensuring the largest educational return from the activities participated in by the pupils.
- I. Each Faculty Advisor will receive a copy of the School Committee's policy and procedures regarding Student Activity Agency Accounts and, prior to appointment, will sign a declaration that they have received, read, and understand said policy and declare that the activities of the student organization will be conducted in accordance with said School Committee policy.
- J. Failure to adhere to School Committee policy may result in disciplinary action up to and including termination.

### **Meetings**

- A. All extracurricular student activities will meet regularly or on an as needed basis. Every effort will be made to conduct student activity business while school is not in session. These meetings will be held on school property. Extracurricular student activities will not meet outside school property unless they have received the consent of the School Principal.

### **Audits**

- A. The Director of Finance and Operations will arrange an audit at least once annually. The audit may be an internal audit done by the Town Accounting Office or a qualified independent third party if so approved by the Director of Finance and Operations. At least once every three years, however, an independent audit firm should conduct the audit for accounts with annual activity that exceeds \$25,000. The School Committee may elect to have all annual audits done by an independent audit firm, if desired.
- B. The cost of the independent audit will be supported by the interest generated from the Student Activity Agency Account(s).

- C. In addition to the annual audit, there should be on-going internal reviews by the Director of Finance and Operations or another designee of the Superintendent. These internal reviews should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts.

### **Training Sessions**

- A. The services and/or guidance of the Director of Finance and Operations Office will be made available to the Faculty Advisors and staff to review laws and the essentials of sound accounting procedures to ensure accurate and auditable accounts.
- B. As needed, the Director of Finance and Operations will conduct a meeting for Faculty Advisors and Treasurers to review these principles of the Student Activity Agency Accounts system. Training will be made available on the necessary procedures, forms, authorizations needed, and the books and records to be kept to accurately systemize an audit trail and prepare proper records.

### **Tax Exempt Status**

- A. All Student Activity Agency Accounts purchases will be under the School District's tax-exempt number.
- B. Monies not under the control of the school system (i.e., PTO, Booster Clubs, staff monies, etc.) are not considered student activity monies and are not eligible to use the schools tax-exempt number.

### **Implications of Chapter 30B of the MA General Laws**

- A. North Reading Public Schools agrees with MASBO's (Massachusetts School Business Officials) opinion that Chapter 30B does not pertain to purchases made with student activity monies because Chapter 30B does not apply to trust and agency funds. However, in order to ensure the largest education gain will be achieved, sound business practice will be used in all financial decisions.

### **Staff Funds**

- A. Any monies belonging to staff (i.e. Sunshine funds, staff vending machines, vendor rebates, etc.) cannot be maintained in the Student Activity Agency Accounts. Should staff wish to maintain such an account, they must establish a bank account in their own name, and cannot use the town tax-exempt number for such accounts.

### **Gifts**

- A. Gifts to recognized student activities must be first accepted by the School Committee and then deposited into the Student Activity Agency Account and

- expended in accordance with the School Committee's policies for expenditures from such Student Activity Agency Account.
- B. Gifts to other than student organizations are governed by Section 53A of Chapter 44 of the General Laws of Massachusetts, and will be processed in accordance with such, including deposit of monetary gifts with the Town Treasurer.
  - C. If no specific purpose was indicated, the monetary gift will be expended in accordance with the overall intent of the gift.

### **Scholarship Funds**

- A. Under provisions of Section 53A of Chapter 44 and Section 37A of Chapter 71 of the General Laws of Massachusetts, all grants and gifts for educational purposes will be deposited with the Town Treasurer and held in a separate account. All scholarship monies will be under the jurisdiction of the School Committee, in accordance with the guidelines under which the scholarship was established.

### **Class Accounts at Graduation**

- A. Student Activity Agency Accounts established in accordance with Chapter 66 of the Acts of 1996 are for student activity monies. Because graduates are no longer students, monies for classes that have graduated cannot legally be kept in Student Activity Agency Accounts.
- B. When a senior class graduates, monies in the senior class Student Activity Agency Account will remain available for ninety days after the close of the school year to allow time for outstanding bills to be received and paid. After this waiting period, if no request is received to transfer the funds from officers of that class, the remaining funds will be transferred and disbursed evenly to the remaining active high school classes including the incoming freshman class account.

## **II. Operational and Financial Procedures**

### **Subsidiary Accounts**

- A. The School Principal will maintain subsidiary accounts within the Student Activity Control Account, in order to match receipts and expenditures to the appropriate recognized Student Activity Organization. Subsidiary accounts will be balanced each month to the control account by the School Principal and reconciled by the Business Office.

### **Revenue**

- A. Monies can be raised by conducting a program for which a fee is charged or donations solicited, by selling a product (i.e. a candy bar) or by simply seeking donations from the community in support of a particular student activity.

## **Receipts/Deposits**

- A. The area most susceptible to abuse is the receipt process, since many individuals (often students) collect cash.
- B. After a respective student activity, collected funds are to be counted and prepared for deposit in a timely manner (**not more than 1 week**). For purposes of making change, a beginning balance of **\$25** in cash is acceptable in a cash box.
- C. Teachers/Faculty Advisors and Student Activity Officers, as applicable (Treasurer/President), should bring cash and/or checks for deposit through the Assistant Principal's/School Principal's office. The [Turn-Over Receipt Form](#) (A-2) should be completed together and must be signed by the Assistant Principal and/or School Principal.
- D. No student will take money home at any time; the Faculty Advisor is responsible for the proper safeguarding of any monies collected.
- E. No Teacher or Faculty Advisor should directly exchange cash collected from students for an event to pay a vendor in cash directly. There needs to be an accounting trail to reconcile receipts collected for each event recorded on the **Turn-Over Receipt Form**. Payment of cash directly to a vendor reduces the paper trail needed to properly reconcile receipts and expenses for each event. All receipts collected must be turned over to the Business Office for deposit and recorded by the Assistant Principal/School Principal in the student activity accounting database under the club or activity.
- F. Copies of the Turn-Over Receipt Form should be filed with the activity Treasurer and/or Teacher/Faculty Advisor, **along with the student roster if applicable**.
- G. The Assistant Principal/School Principal will make their best effort to deposit into the Student Activity Agency Account all monies received from Student Activity Organizations no later than one week from receipt by the School Principal's office.
- H. All monies turned over to the Business Office by a Student Activity Organization (Student Officer/Treasurer or Faculty Advisor) will be accompanied by the Turn-Over Receipt Form (A-2) in this document. The bank deposit slip will state the source of the monies, the amount of monies being deposited, and will be signed by the person turning over the monies to the Business Office.
- I. All monies collected from students to attend an event must detail the number of students who participated and the amount charged per student. This amount must coincide with the amount being collected and recorded on the bank deposit slip.
- J. The Assistant Principal/School Principal will complete a schedule of departmental receipts form in duplicate. This schedule will show the source of funds by activity. This schedule, plus the bank deposit slip will be given to the Business Office on a weekly basis. Updated balance sheets will be provided by the Assistant Principal/School Principal to the Faculty Advisor upon recording the deposit at the bank.

## **Purchases**

- A. No purchases will be made without the prior written approval of the School Principal or Assistant Principal.



- B. In all instances, the Student Officers and the Faculty Advisors are urged to follow sound business practices when purchasing goods and services. While following the requirements of Chapter 30B of the General Laws of Massachusetts is not required, the Student Organizations are urged to follow the spirit and intent of the laws. Obtain written quotes whenever possible. If the value of the goods or services is expected to exceed \$10,000, written quotes are required. If the value of the goods or services is expected to exceed \$35,000, the organization must advertise and obtain sealed bids. This should ensure that competition prevails and the Student Organization receives the best value for their dollar.
- C. The up-fronting of personal monies will be avoided whenever possible. If it is anticipated that up-fronting of monies may be necessary, prior written approval will be obtained from the School Principal and/or Assistant Principal. If prior written approval is not received there can be no guarantee that the individual making the purchase on behalf of the club and activity will be reimbursed.
- D. Equipment and supplies purchased with Student Activity Agency Account monies are the property of the organization, not of any individual student, advisor, or other interested party.
- E. Faculty Advisors or others involved in purchasing through the Student Activity Agency Account, will not in any way benefit personally from the purchase.
- F. Student Activity Agency Account monies will not be used for any purpose unrelated to student activities or for the benefit of any staff person.

### **Expenditures/Disbursements/Checks**

- A. The Teacher/Faculty Advisor will provide the invoice/bill. Payment request may be left in the mail slot outside the School Principal and/or Assistant Principal's office. If there are specific instructions to be noted in regard to payment (time restrictions, etc.), please meet with the School Principal and/or Assistant Principal **personally**.
- B. The School Principal/Assistant Principal will complete the Trust Account Payment Form and initial it. The completed Trust Account Payment Form, with the original invoice will be forwarded to the Director of Finance and Operations, by interoffice mail. The Director of Finance and Operations will not process a payment without the authorization of the School Principal or Assistant Principal.
- C. The Business Office staff will review it and forward it to Town Hall for payment.
- D. Town Hall will mail the actual payment to the vendor.
- E. No checks will be issued without bills, invoices or receipts to document the disbursement by Town Hall.
- F. W-9 forms are required to be completed from each new vendor before payment can be made.
- G. The Munis accounting system will maintain a record of all checks issued.
- H. A standardized form should accompany all requests for check issuance. This School Payment Request Form ([A-3](#)) will accompany the invoice and/or receipt and/or all supporting documents and must state to whom the check will be made payable, the reason for the payment, the amount of the check, the account to be

charged, and the approval signature of the Student Officer and/or Faculty Advisor. Original invoices must accompany each form.

### **Field Trips/Student Travel**

All student travel must be done in accordance with School Committee student travel policies and procedures (policies JHFA and JHFB).

- A. A request for travel authorization and funding must be prepared well in advance and pre-approval must be received by the School Principal or Assistant Principal in advance of the trip by completing the Field Trip Authorization Form (A5). The Field Trip Authorization Form includes the following information: date of request, date funds needed, destination and purpose of trip, estimated departure and return times, number of persons traveling, estimate of cash required for tips and other various sundry items, estimate of expenses, signature of person requesting authorization, signature of person authorizing the request, and signature of the School Principal. Approved Field Trip Authorization Forms will remain in a pending file until final accountability for the trip has been completed.
- B. A Field Trip Income & Expense Form (A4) must be submitted by the authorized trip sponsor promptly after the completion of the trip. This form will include at least the following: date; notation of advance funds received (if applicable, amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing this form and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

### **Other**

- A. All Student Activity Agency Accounts must state a purpose for which the monies are to be expended. Student Activity Agency Accounts should not make a profit.
- B. All possible steps should be taken to plan a budget for the management of funds for the deposits and expenditures for the club, organization, or activity. Many student activities occur seasonally, and as such, the budgeting should be reflective of this.
- C. The use of personal funds is discouraged. In the event that a payment is needed without a specific invoice due to restrictions imposed by the vendor, the Advisor should meet with the School Principal or Assistant Principal to review the request and to arrange payment.
- D. All steps will be taken to establish accounts with new and customary vendors when possible.

## **Fundraisers**

- A. Fundraising projects will be held in accordance with School Committee policy.
- B. Results of fundraisers will be reported to the School Principal and/or Assistant Principal within one week of the close of the fundraising activity on the [approved Event Financial Report Form](#). (A-1)
- C. All monies received through fundraisers will be deposited in accordance with the preceding section on "Receipts/Deposits."
- D. Expenditures related to fundraisers must be handled in accordance with the guidelines and policies for all other Student Activity Agency Account expenditures (see "Purchases" and Expenditures/Disbursements/Checks")

## **Commissions**

- A. Any monies paid to a Student Activity Organization as commissions belong to the students (ex. yearbooks, class rings, bake sales) and will be deposited into the Student Activity Agency Account. Such monies will be expended in accordance with specific School Committee policy for the benefit of students. At no time will such commissions be used to benefit staff.

## **Inactive Accounts**

Any Student Activity Organization inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, will require the following actions to close the Student Activity Agency Account:

- A. The Faculty Advisor or Student Officer/Treasurer will provide written notification to the School Principal or other authorized Administrator that the particular activity will cease to be a viable account. If a Faculty Advisor or Student Officer/Treasurer is not available, such discontinuance will be by vote of the School Committee.
- B. All assets of the recognized Student Activity Organization will be determined and stated in writing.
- C. Any disposition of assets of an inactive recognized Student Activity Organization will be determined by the School Committee, but in no case will the disposition benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

## **Deficit Accounts**

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. Any request for payment that will create an account deficit will be denied.

- A. Should any account for any reason have a deficit balance at the end of the fiscal year, the following remedial action will take place. The deficit balance must be

covered by one of the following funding sources; accumulated investment earnings, surpluses of inactive accounts, School Committee appropriation.

**Reporting and Reconciliation**

The Director of Finance and Operations will report on the financial activity of the Student Activity Agency Accounts on a quarterly basis to the School Committee.

- A. The quarterly reports (September, December, March, June) will include a listing of all active sub accounts and their available balances.
- B. Bank reconciliations will be done at least quarterly. A copy of the Bank Reconciliation Form (A6) should be maintained on file in the School Business Office and sign offs will be performed by the preparers (Club Advisors/School Principals) and reviewers (School Business Office) of each account.
- C. The Business Office will reconcile all Student Activity Agency Accounts with the internal accounting system on a monthly basis.

**III. Recommended Forms (Forms attached)**

The sound administration and control of the Student Activity Funds requires that appropriate forms with appropriate signature requirements and authorizations be used to document various transactions. The use of the forms has been detailed in the “Procedures Section” of this report. A listing of the forms appears below and is attached.

EVENT FINANCIAL REPORT .....	A1
TURN-OVER RECEIPT FORM .....	A2
SCHOOL PAYMENT REQUEST FORM .....	A3
FIELD TRIP INCOME & EXPENSE FORM .....	A4
STUDENT TRAVEL AUTHORIZATION FORM .....	A5
BANK RECONCILATION FORM.....	A6

## STUDENT ACTIVITY AGENCY ACCOUNT EVENT FINANCIAL REPORT

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

CLUB/CLASS \_\_\_\_\_ DATE \_\_\_\_\_

EVENT \_\_\_\_\_ DATES \_\_\_\_\_

DEPOSIT DATE \_\_\_\_\_ SOURCE \_\_\_\_\_

BILLS \_\_\_\_\_

COINS \_\_\_\_\_

CHECKS \_\_\_\_\_

**TOTAL INCOME**     \$ \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**North Reading High School / Middle School  
Student Activity Agency Account  
Turn-over Receipt Form**

Club/Organization: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Date of Deposit Received: \_\_\_\_\_

***Funds From/Activity:*** \_\_\_\_\_

(If applicable)

# Students Participated \_\_\_\_\_

Fee Charged Per Student \_\_\_\_\_

(Please note if students are charged to participate in an activity, you must include the number of students that participated and the amount charged per student for Town Hall to accept the deposit. The amounts when calculated should equal the funds from the activity noted above. **In addition, you must turn in the student roster detailing the list of students from whom funds were collected.**)

Amount of Deposit (checks): \_\_\_\_\_

Total amount of Deposit Received: \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_

Assistant Principal's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

**A-3- High School**

Club Advisor: \_\_\_\_\_ Student Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Principal/Asst. Principal Signature: \_\_\_\_\_

**TOWN OF NORTH READING  
STUDENT ACTIVITY AGENCY ACCOUNT  
SCHOOL PAYMENT REQUEST FORM  
NORTH READING HIGH SCHOOL  
(88015 – 570000)**

TO: Director of Finance & Operations

Please pay the following invoice(s) from the Student Activity Agency Account in the amount of \$ \_\_\_\_\_

VENDOR #	REMIT	VENDOR NAME	INVOICE DATE	INVOICE NUMBER	AMOUNT

Approved By: \_\_\_\_\_  
Director of Finance & Operations

Date: \_\_\_\_\_

No: \_\_\_\_\_  
To: North Reading High School

The Sum of \_\_\_\_\_ has been paid from the Student Activity Agency Account.

\_\_\_\_\_  
Town Finance Director

**A-3- Middle School**

Club Advisor: \_\_\_\_\_ Student Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Principal/Asst. Principal Signature: \_\_\_\_\_

**TOWN OF NORTH READING  
STUDENT ACTIVITY AGENCY ACCOUNT  
SCHOOL PAYMENT REQUEST FORM  
NORTH READING MIDDLE SCHOOL  
(88025 – 570000)**

TO: Director of Finance & Operations

Please pay the following invoice(s) from the Student Activity Agency Account in the amount of \$ \_\_\_\_\_

VENDOR #	REMIT	VENDOR NAME	INVOICE DATE	INVOICE NUMBER	AMOUNT

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Finance & Operations

No: \_\_\_\_\_

To: North Reading Middle School

The Sum of \_\_\_\_\_ has been paid from the Student Activity Agency Account.

\_\_\_\_\_  
Town Finance Director



**A-3- BATCHELDER SCHOOL**

Club Advisor: \_\_\_\_\_ Student Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Principal/Asst. Principal Signature: \_\_\_\_\_

**TOWN OF NORTH READING  
STUDENT ACTIVITY AGENCY ACCOUNT  
SCHOOL PAYMENT REQUEST FORM  
NORTH READING BATCHELDER SCHOOL  
(88035 – 570000)**

TO: Director of Finance & Operations

Please pay the following invoice(s) from the Student Activity Agency Account in the amount of \$ \_\_\_\_\_

VENDOR #	REMIT	VENDOR NAME	INVOICE DATE	INVOICE NUMBER	AMOUNT

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Finance & Operations

No: \_\_\_\_\_

To: North Reading Batchelder School

The Sum of \_\_\_\_\_ has been paid from the Student Activity Agency Account.

\_\_\_\_\_  
Town Finance Director

**A-3- HOOD SCHOOL**

Club Advisor: \_\_\_\_\_ Student Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Principal/Asst. Principal Signature: \_\_\_\_\_

**TOWN OF NORTH READING  
STUDENT ACTIVITY AGENCY ACCOUNT  
SCHOOL PAYMENT REQUEST FORM  
NORTH READING HOOD SCHOOL  
(88045 – 570000)**

TO: Director of Finance & Operations

Please pay the following invoice(s) from the Student Activity Agency Account in the amount of \$ \_\_\_\_\_

VENDOR #	REMIT	VENDOR NAME	INVOICE DATE	INVOICE NUMBER	AMOUNT

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Finance & Operations

No: \_\_\_\_\_

To: North Reading Hood School

The Sum of \_\_\_\_\_ has been paid from the Student Activity Agency Account.

\_\_\_\_\_  
Town Finance Director

**A-3- LITTLE SCHOOL**

Club Advisor: \_\_\_\_\_ Student Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Principal/Asst. Principal Signature: \_\_\_\_\_

**TOWN OF NORTH READING  
STUDENT ACTIVITY AGENCY ACCOUNT  
SCHOOL PAYMENT REQUEST FORM  
NORTH READING LITTLE SCHOOL  
(88055 – 570000)**

TO: Director of Finance & Operations

Please pay the following invoice(s) from the Student Activity Agency Account in the amount of \$ \_\_\_\_\_

VENDOR #	REMIT	VENDOR NAME	INVOICE DATE	INVOICE NUMBER	AMOUNT

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Finance & Operations

No: \_\_\_\_\_

To: North Reading Little School

The Sum of \_\_\_\_\_ has been paid from the Student Activity Agency Account.

\_\_\_\_\_  
Town Finance Director

**STUDENT ACTIVITY AGENCY ACCOUNT  
FIELD TRIP INCOME AND EXPENSE FORM**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place of Field Trip:** \_\_\_\_\_

**Expenses**

- **Total cost of buses:** \_\_\_\_\_
- **Total admission cost:** \_\_\_\_\_
- **Miscellaneous cost:** \_\_\_\_\_  
(explain on reverse side)
- **Total cost of trip:** \_\_\_\_\_

**Number of Students going on Field Trip:** \_\_\_\_\_

- **Cost per pupil:** \_\_\_\_\_
- **Total collected from Students:** \_\_\_\_\_ \*

**Number of Students subsidized by Principal's Account:** \_\_\_\_\_

- **Total amount due from Principal's Account:** \_\_\_\_\_ \*

**\* amounts from these two lines must equal total cost of trip**

**Deposits**

**Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Made by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Made by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Made by:** \_\_\_\_\_

**Total Amount Deposited:** \_\_\_\_\_

**\*Total deposited plus amount from Principal's account must equal total cost of trip.**

Please return a copy of the student roster sheet verifying the amount of students that attended the trip and the amount collected. **Form will be completed by Business Office following each trip.**

## STUDENT ACTIVITY AGENCY ACCOUNT

FIELD TRIP AUTHORIZATION FORM	
<i>Date of Request:</i>	
<i>Club/Class/Grade:</i>	
<i>Date of Field Trip:</i>	
<i>Destination/Field Trip to:</i>	
<i>Purpose of Field Trip:</i>	
<i>Teacher Contact:</i>	
<i>Number of Students Traveling:</i>	
<i>Number of Teachers/Chaperones Traveling:</i>	
<i>Chaperone Cost:</i>	
<i># of Buses Needed:</i>	
<i>Cost of Transportation:</i>	
<i>Cost of Tickets/entry fee:</i>	
<i>Total Cost of the Trip:</i>	
<i>Individual cost per student:</i>	

Field Trip Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principals Approval: \_\_\_\_\_ Date: \_\_\_\_\_

