

D - FISCAL MANAGEMENT

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FISCAL MANAGEMENT

BUDGET PLANNING

Because the major portion of funds required for the operation of the North Reading Public Schools is derived from local property taxes, the School Committee will attempt to protect the valid interests of taxpayers at all times. However, the first priority in the development of an annual budget will be the education welfare of students. In the budget planning process, the School Committee will

1. Engage in thorough advanced planning so as to develop a budget that will yield the greatest educational return in relation to the money expended,
2. Establish a funding level high enough to provide quality education for all students,
3. Work to establish a budget that exceeds the minimum funding requirements established by Massachusetts Law, and
4. Communicate with all School Councils and Town boards and committees through the budget planning process.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Legal Reference: M.G.L., Chapter 70

First Reading April 23, 1984

Approved May 7, 1984

Reviewed and Revised December 10, 2001

Reviewed February 27, 2012

Revised, First Reading October 16, 2017

Approved November 13, 2017

Reviewed December 6, 2018

FISCAL MANAGEMENT

ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department, and it reflects the goals and objectives of the School Committee to meet the needs of all students.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community, an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#) and [71:38N](#)

First Reading October 16, 2017

Approved November 13, 2017

Reviewed December 6, 2018

FISCAL MANAGEMENT

FISCAL YEAR

The fiscal year shall commence July 1 of one year and shall end June 30 of the following year.
The school budget shall reflect anticipated operating costs for this period.

First Reading November 5, 1973
Approved December 26, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

PUBLIC BUDGET HEARING

The School Committee shall hold a public hearing on its proposed budget prior to the Town Meeting at which it will be considered.

Legal Reference: Chapter 136 of the Acts of 1972

First Reading November 5, 1973
Approved December 26, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

FEDERAL AID

It is the objective of the School Committee to provide equal educational opportunities to all children in the community. Therefore, the School Committee shall cause all federal legislation to be examined, and shall seek financial assistance offered through such legislation if it will provide better educational opportunities and a better educational environment for the children. The district agrees to be in compliance with all federal laws and regulations pertaining to the receipt of federal aid.

First Reading November 5, 1973

Approved December 26, 1973

Reviewed October 30, 1978

Reviewed March, 1983

Reviewed November, 2001

Reviewed February 27, 2012

Reviewed July 27, 2017

Reviewed December 6, 2018

FISCAL MANAGEMENT

FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent and/or his/her designee will keep informed of possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent and/or his/her designee will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent and/or his/her designee is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [44:53A](#)
P.L. 874 Impact Aid
Board of Education 603 CMR [32:00](#); [34:00](#)

First Reading November 13, 2017
Approved December 4, 2017
Reviewed December 6, 2018

FISCAL MANAGEMENT

TUITION FOR SPECIAL PROGRAMS

The School Committee believes that all students should have access to quality programs and services through the public schools. In certain instances, the School Committee supports the implementation of programs designed to extend the regular educational, athletic and co-curricular programs offered by the district. Participation in these programs is discretionary and, as such, is subject to a payment of tuition.

Accordingly, the Committee directs the Superintendent to recommend programs that would qualify for tuition payment and to establish regulations relative to tuition payment schedules, registration and refunds and establish procedures to ensure equitable access to such programs. Further, it is the responsibility of the Committee to ensure that adequate financial resources are available to provide these programs and yet make enrollment in these programs as available and affordable as possible. The Committee will review all tuition-based programs, tuition and fees and tuition waiver / reduction amounts on an annual basis.

First Reading March 8, 2004
Approved March 22, 2004
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

GIFTS TO SUPPORT ATHLETIC,
MUSIC AND EXTRA CURRICULAR ACTIVITIES

Contributions to the support of athletic, music and other extra-curricular activities may be made by parent groups, booster groups and other similar groups providing they get the approval of the directors and the School Committee. All such proposals must come to the School Committee.

First Reading June 6, 1988
Approved June 13, 1988
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed February 9, 2018
Reviewed December 6, 2018

FISCAL MANAGEMENT

RELATIONS WITH BOOSTER AND SUPPORT ORGANIZATIONS

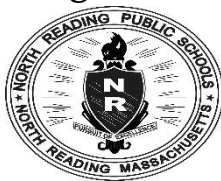
The School Committee recognizes that the endeavors and objectives of booster and support organizations and similar groups can be a valuable means of supporting achievements of our public school system. This support should be encouraged whenever appropriate as a means of involving the public in the activities of the school system.

All booster and support groups shall submit a list of anticipated fund-raising activities at the beginning of each school year. Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools.

The Superintendent of Schools will develop a process for executing the intent of this policy and present it to the North Reading School Committee. The process will include detailed regulations and requirements for booster and support organizations. Further, the Superintendent of Schools will present proposed changes in the process, prior to their actual implementation, to the North Reading School Committee.

First Reading, May 7, 1984
Approved May 21, 1984
Reviewed June 11, 2012
Revised, First Reading September 22, 2014
Approved October 14, 2014
Reviewed February 9, 2018
Reviewed December 6, 2018

North Reading Public Schools



Regulations for Booster and Support Organizations

1.0 INTRODUCTION:

The North Reading School Committee recognizes the role of the various booster and support organizations in assisting the North Reading School District in enriching the athletics and co-curricular programs of the District. As stated in North Reading School Committee Policy LEC “the School Committee recognizes that the endeavors and objectives of booster and support organizations and similar groups can be a valuable means of supporting achievements of our public school system.” As such, “Booster and support organizations -proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and extra-curricular programs of the schools.”

In light of this policy, the following regulations have been developed to define activities and events that support the mission and vision of North Reading Public Schools and to establish expectations for collaboration between booster and support organizations and the North Reading School Committee acting through the North Reading Public Schools Administration. These regulations are intended to provide important information to ensure that booster and support organizations understand what is required to comply with all applicable laws, regulations, policies and procedures for the mutual protection of booster and support organization members, school and town officials, employees, and students.

Even though the District may recognize a booster and support group, the District expressly disclaims any liability arising from its recognition of a booster and support group or the group’s adherence to the District regulations. The District is legally separate from a booster and support organization and it shall not be financially obligated for any liabilities the group may incur. The North Reading School District recognizes and respects that booster and support organizations are private organizations operating solely under the control of their own boards, officers and members.

2.0 DEFINITIONS:

- 2.1 **Booster and Support Organization:** For the purposes of these regulations, a booster and support organization is a group that is organized for the purpose of supporting a North Reading School District program or activity and/or to recognize student accomplishments within that activity. Booster and support organizations are composed of parents, alumni, and/or other community members coming together for the purpose of supporting specific school activities for the benefit of students such as athletic teams, academic teams, drama clubs, and musical groups. Booster and support organizations serve as auxiliaries to the school program and conduct activities and fundraising events whose primary participants are parents and community members.

- 2.2 **School-sponsored program or activity:** Any athletic or extracurricular program or activity conducted under the auspices of North Reading Public Schools and administered by the North Reading School District.
- 2.3 **School-related event:** An event conducted as part of or directly connected to a school-sponsored team or activity. Examples would include team practices, competitions, field trips, and team or club banquets. Not included would be booster-sponsored events such as a celebration of retiring or departing coaches, pre-event pasta parties, trips to major league baseball or basketball games, etc.

3.0 APPLICABLE LAWS, REGULATIONS, POLICIES AND PROCEDURES:

- 3.1 Massachusetts General Laws require that certain organizations engaged in fundraising activities for support of public purposes be registered as a non-profit corporation with the Commonwealth of Massachusetts' Secretary of State{[Link to Secretary of State, Non-Profit Corporations Information](#)} and as a public charity with the Office of the Attorney General (public charity registration is only required if the organization is raising in excess of \$5,000 per calendar year) {[Link to Office of the Attorney General, Non-Profits & Charities Information](#)}. Registration does require the organization to draft and file Articles of Organization and Organization Bylaws, templates for which can be found on the Secretary of State's website link above.
- 3.2 Organizations that provide receipts to donors as a "charitable tax deductible donation" must be officially approved by the IRS as a tax-exempt organization. It is the organization's responsibility to be both knowledgeable about and comply with all state and federal laws.
- 3.3 Control of all funds raised by or provided to the booster and support organization must remain with the booster and support organization members and shall not be retained by students or North Reading employees. As such, North Reading Public School employees should not be involved in the financial activities of the organization.
- 3.4 Massachusetts law governs when and how eligible organizations can conduct raffles which require the payment of a fee for a chance to win a prize. Raffles include 50/50 raffles and donation drawings. Public schools are not "eligible organizations" but booster and support organizations with 501(c) (3) status may be. Information on how to conduct a legal raffle can be obtained at the office of the North Reading Town Clerk and/or the Massachusetts Attorney General's website.
- 3.5 State law prevents booster and support organizations from utilizing the North Reading School District's sales tax exemption for purchases or sales.
- 3.6 Organization members must comply with the Massachusetts Conflict of Interest statute. {[Information on the Conflict of Interest Law](#)}
- 3.7 Booster and support organizations shall comply with state law and regulations on the sale of food on school premises. Booster and support organizations should contact the Town of North Reading Health Agent and obtain the necessary approvals and/or permits prior to selling food on school premises.

- 3.8 Any booster and support organization activity that would require or involve any construction, expansion, or renovation of school facilities or property, or would increase maintenance costs, shall have prior approval of the North Reading School Committee.

4.0 FINANCIAL EXPECTATIONS OF BOOSTER AND SUPPORT ORGANIZATIONS

- 4.1 The booster and support organization will maintain bank, financial and tax exempt status separately from the North Reading School District.
- 4.2 Booster and support organizations agree they will track and maintain financial records that track revenue and expenses. Upon request by the North Reading Public Schools a booster or support organization agrees to submit to the School Director of Finance and Operations, a current financial statement that will include a breakdown of revenue and expenses. An example of one such template is shown in Appendix A. ([Link to Appendix A](#))
- 4.3 Booster and support organizations agree they will not charge fees or dues for students to participate in any school-sponsored activity or club. Booster and support organizations may, however, charge dues to parents for membership to the booster and support organization itself.

5.0 FUNDRAISING

- 5.1 At the beginning of each school year or within 30 days of the start of an athletic or production season, booster and support organizations shall submit to the Superintendent or his/her designee a list of fundraising events that each organization proposes to hold that year or season so that the Superintendent or his/her designee may review the proposed events and determine whether they are in conflict with any of the school's educational programs or activities. Booster and support organizations may amend said list of activities throughout the school year.
- 5.2 Booster and support organizations will provide copies of any event flyers or similar notice to the building administrator and the Superintendent for any fundraiser conducted by the booster and support organization prior to distributing to the school community.
- 5.3 Booster and support organizations will not require students to solicit funds; students may voluntarily participate in booster and support organization fundraisers. The organization will not require members or students to fundraise or raise a certain amount. For example, a student's ability to attend a trip will not be based on raising a certain amount of money. It will be made clear to all donors or potential donors that students are raising funds for the booster or support organization and not for their specific athletic or extracurricular team or club.
- 5.4 Booster and support organizations wishing to utilize school facilities for fundraising or for booster and support organization activities will comply with the North Reading School District's **Facility Use Rules and Regulations** procedures, and as applicable, state and/or local laws and rules. ([Link to North Reading Public School's homepage; see Facility Rental](#))
- 5.5 No fundraising activities should be conducted by booster and support organizations on North Reading School District property during normal school hours without specific approval of the Superintendent.

6.0 DONATIONS AND EXPENDITURE OF FUNDS

- 6.1 Booster and support organization funds should be donated to the District for specific purposes, such as the purchase of specific items of equipment. **This is the preferred method.** If particular items are purchased directly by the booster and support organization and then provided to a particular activity or sport, these items then become the **property of North Reading Public Schools**. In accordance with North Reading School Committee policy, the North Reading School Committee must accept all donations.
- 6.2 North Reading staff may make requests to the booster or parent organization for desired donations. The building administrator or Athletics Director should be informed by the booster and support group of the group's intent to fulfill a request prior to the donation being made.
- 6.3 Booster and support organizations may make donations of capital equipment to the school District. However, the booster and support organization agrees that capital equipment (over \$5,000) will only be purchased with the prior approval of the Athletics Director, Building Principal, Supervisor of Buildings and Grounds or Director of Finance and Operations.
- 6.4 Booster and support organization gifts should enhance activities for both male and female students. The North Reading School District will consider gender equity and budget implications before accepting booster and support organization donations to ensure compliance with Title IX and other Civil Rights Act provisions. The School Committee may refuse donations which detract from the experience of students, require ongoing maintenance or other expenses, fail to provide equal access on the basis of race, gender, etc., or are otherwise objectionable in the sole discretion of the School Committee.

7.0 RECOMMENDED PRACTICES

- 7.1 It is recommended that the organization by-laws require the bonding of any organization member who is an authorized signatory for banking purposes.
- 7.2 It is recommended that any booster group planning to provide awards or recognition to teams or individual students consult with the Building Administrator and/or Athletics Director or Activity Advisor prior to any public announcement being made.
- 7.3 It is recommended that booster and support organizations that conduct fundraising activities whose purpose is to provide resources to the schools keep accurate and complete records of each fundraising activity, recording the net receipts of each activity, keeping a current balance of all monies received and expended.
- 7.4 To help maintain continuity within the organization in light of officer and member turnover, it is recommended that the activities of the organization be clearly documented and that a procedure for retaining those documents be established.
- 7.5 It is recommended that the booster and support organization appoint a school liaison to coordinate communication and organizational requirements between the booster and support organization and the North Reading School District.

8.0 APPLICATION OF RECOGNITION (APPENDIX B)

8.1 North Reading Public Schools requires all booster and support organizations to submit an application for recognition. Existing organizations will only be required to submit a renewal application if there are significant changes taking place, i.e. significant turnover of the directors, changes to bylaws or the organization's overall mission. The requested application includes:

1. The name of the organization
2. The date of application
3. A copy of the organization's articles of organization and bylaws
4. The names, addresses, phone numbers and email address of the appointed school liaison members and directors.
5. The name of the bank where the group's account will be located and confirmation that no employee of North Reading Public Schools will be an authorized signer on a booster and support organization's bank account.
6. The tax identification number of the group [{Apply for Federal Tax ID Number}](#) and the Attorney General Account Number assigned upon registration as a public charity.
7. A brief description of annual objectives and the intended use of funds generated.
8. A template for the Application for Recognition can be found by clicking on the following link: [{Link to Appendix B}](#)

Other Helpful Resources:

No. American Booster Club Association: www.boosterclubs.org

Parent Booster USA: www.parentbooster.org

MIAA Bluebook: <http://www.miaa.net/bluebook.htm>

Revised October 14, 2014

Reviewed December 6, 2018



APPENDIX A

BOOSTER AND SUPPORT ORGANIZATION CASH FLOW STATEMENT

Booster and support Club Name _____ Year _____

Revenue

Parent Dues

Donations

Fundraisers

Other _____

Other _____

TOTAL INCOME

Budget/Projected
Amount

Actual (Annual)
Amount

\$ -

\$

Expenses

School Supplies

Technology

Uniforms/Equipment

Banquet

Awards

Other _____

Other _____

Other _____

TOTAL EXPENSES

\$ -

\$

Current Cash Balance

Booster and Support Club Representative

Date

APPENDIX B



APPLICATION FOR RECOGNITION BOOSTER AND SUPPORT ORGANIZATION

Organization Name:

Date of Application: / / Person submitting the application:

(MM/DD/YEAR)

☐ New Application

☐ Renewal Application

List your officers for the academic year covered by this application:

	Name	Address	Phone	Email
President				
Treasurer				
School Liaison (If applicable)				

Organization's Primary Bank:

Organization's Federal Tax ID (FEIN) #:

Organization's AG (Public Charity) #:

I certify that no North Reading Public School employee is or will be an authorized signatory for any checks or other financial transactions on behalf of the organization.

(Initials)

Please attach a copy of the organization's articles of organization and by-laws (for new applications only) and a brief description of the organization's annual objectives, and the intended use of funds generated for the current academic year. The booster and support organization acknowledges the right of the North Reading School District to rescind the recognition of any booster and support organization if their operations and/or purpose are inconsistent with these procedures or any North Reading School Committee policy.

FISCAL MANAGEMENT

CORPORATE / BUSINESS / BENEFACTOR SPONSORSHIP

The School Committee encourages the formation of partnerships between corporations, non-profit foundations and/or individual benefactors. Such partnerships are based on sound principles and benefit the educational welfare of students and/or staff and the North Reading Public Schools. Unlike fundraising activities where the donations of funds and the purchase of services leads to no additional benefit to the contributor, it is understood that a corporate, business or individual sponsor may benefit from certain promotion of products, goods and services. Such partnerships shall not interfere with the school district's right to protect the welfare of students and staff. All corporate / business / benefactor support shall be consistent with state, district and school academic standards and goals. Any commercial involvement must also be structured to meet identified educational needs and not only commercial motives. Additionally, all corporate / business / benefactor support or activity must be consistent with district policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, handicap, age, or sexual orientation and must be age-appropriate for the students involved. The School Committee, through the Superintendent and/or his/her designee, retains final decision authority on the acceptance of corporate / business / benefactor sponsorships. The School Committee directs the Superintendent to develop a set of guidelines to regulate the acceptance and recognition of sponsorships.

First Reading March 8, 2004
Approved March 22, 2004
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

CORPORATE / BUSINESS / BENEFACTOR SPONSORSHIP

1. No corporate / business, benefactor support or activity will be permitted in the district or on school grounds that promote the use of drugs, alcohol, tobacco or firearms; promotes hostility, disorder or violence; attacks or demeans any ethnic, racial, gender or religious group; support a specific religion; promotes or opposes any political candidate or ballot proposition; or inhibits the functioning of any school.
2. No curriculum materials shall be purchased or used that contains promotional information about a product, service, company or industry that is inappropriate to the lesson being taught in the content of the curriculum.
3. No corporate relationship shall be permitted which requires students to advertise a product, service, company or industry.
4. No student shall be required to complete surveys to provide marketing information to vendors or distribute to vendors any personal information of students including names, telephone numbers, or addresses.
5. All company / benefactor logos appearing on district property shall be for product or sponsor only for identification purposes. Signs, banners, or other items bearing the company logo shall be approved by the School Department prior to display. The size and period of display shall be identified as part of the approval process.
6. Students shall not be required to observe, listen to or read commercial advertising.
7. The district shall not enter into any contract for electronic media services where personal information will be collected from the students or where the school district is obligated to post information about school procedures or events on electronic media that contain advertising directed at students without specific parental approval.
8. The School Committee through the Superintendent and or his/her designee shall retain final authority in the decision to enter into a school –corporate / business / benefactor partnership.

March 22, 2004
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

INTERNAL REVOLVING ACCOUNTS

The North Reading Public Schools are financed through monies raised and appropriated by Town Meeting and through various grants, subsidies and reimbursements received from State and Federal sources. Funds derived from other sources shall be classified as internal revolving accounts. The School Committee shall have authority over such funds and shall be held accountable for them. Examples include bus user fees, facilities user fees, food service, athletic revolving accounts, before school child care, etc.

Funds raised by outside organizations such as the PTA, Athletics Boosters and Music Boosters which are not deposited in school accounts shall not be considered internal revolving accounts even though fund raising activities sponsored by such groups may have involved students and have taken place on school premises.

First Reading August 7, 1975
Approved September 8, 1975
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed and Revised December 10, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

RESPONSIBILITY FOR INTERNAL REVOLVING ACCOUNTS

Basic responsibilities for internal revolving accounts rest with the School Committee. The School Committee may delegate this responsibility through the Superintendent of Schools to the Director of Finance and Operations.

First Reading August 7, 1975
Approved September 8, 1975
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Revised, First Reading February 13, 2012
Approved February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

ACCOUNTING SYSTEM FOR INTERNAL REVOLVING ACCOUNTS

The Director of Finance and Operations shall be responsible for developing an accounting system for internal revolving accounts which is adequate and facilitates reporting and auditing.

First Reading August 7, 1975
Approved September 8, 1975
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

AUDITS OF INTERNAL ACCOUNTS

All internal accounts shall be audited annually and a report of the audit submitted to the School Committee.

First Reading August 7, 1975
Approved September 8, 1975
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

EXPENDITURE OF FUNDS

The School Committee will follow its adopted budget as closely as possible in expenditure of funds. To this end, the Committee shall require that it approve in advance:

1. All expenditures of funds in excess of total amounts budgeted,
2. All expenditures of funds identified as Contingency Fund, and
3. All expenditures of funds identified as the Athletic Revolving account in excess of receipts applied to the current budget.

First Reading August 30, 1973
Approved September 24, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed September 14, 2017
Reviewed December 6, 2018

FISCAL MANAGEMENT

PURCHASING

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the educational program and for various auxiliary services represents a significant expenditure in the school budget. The School Committee should abide by all statutory limitations which provide that purchases of supplies or services shall be made from the lowest responsible bidder, quality considered, and without regard to location. The Committee shall at all times respect both the letter and the spirit of the law and in the absence of legal support follow a course marked by fair and open dealing.

1. The purchasing procedure shall serve the educational program by providing the necessary supplies, equipment and service.
2. The acquisition of services, equipment and supplies is centralized in the Office of the Director of Finance and Operations through whose office all purchasing transactions are conducted.

First Reading August 30, 1973
Approved September 30, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

PURCHASING AUTHORITY

The Superintendent or his/her designee is authorized to serve as purchasing agent. He/she shall be responsible for developing and administering the purchasing program of the school system in accordance with State law, Town by-law, and good purchasing practices.

First Reading August 30, 1973
Approved September 24, 1973
Reviewed and Revised October 30, 1978
Reviewed and Revised April, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Revised, First Reading February 11, 2019
Approved March 18, 2019

FISCAL MANAGEMENT

ADMINISTRATIVE LEEWAY

The Superintendent or his/her designee is authorized to issue purchase orders without prior approval of the School Committee where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.

First Reading August 30, 1973
Approved September 24, 1973
Reviewed and Revised October 30, 1978
Reviewed and Revised April, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

QUALITY CONTROL

The quality standard for goods and services shall be established by the Superintendent on advice of the Director of Finance and Operations, principals and teachers of the respective areas. The basic criteria in determining quality shall be the purpose of use of the material or equipment, the results obtained and the required characteristics. Additional factors are availability, standardization of product, manufacturer practices, and standardization of packaging of desired materials.

All of these criteria shall provide goods and services satisfactory for the purpose of the intended use.

First Reading August 30, 1973
Approved September 24, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed, November, 2001
Revised, First Reading February 13, 2012
Approved February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

PURCHASING GUIDES AND VENDOR LISTS

Opportunity shall be provided to all responsible suppliers to do business with the School Department. To this end the Superintendent or his/her designee shall develop and maintain lists of potential bidders for various types of materials, equipment, and supplies. Such bidders lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.

First Reading August 30, 1973
Approved September 24, 1973
Reviewed and Revised October 30, 1978
Reviewed and Revised April, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

STANDARDIZATION

Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

First Reading August 30, 1973
Approved September 24, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

Source: MASC February 2017

Legal Reference: M.G.L. 7:22A; 7:22B; 30B

First Reading August 30, 1973

Approved September 24, 1973

Reviewed October 30, 1978

Reviewed March, 1983

Reviewed November, 2001

Reviewed February 27, 2012

Revised, First Reading December 18, 2017

Approved January 8, 2018

Reviewed December 6, 2018

FISCAL MANAGEMENT

VENDOR RELATIONS

No member of the School Committee or employee of the school district shall accept gifts from any person, group or entity doing, or desiring to do, business with the North Reading Public Schools. All business related gratuities are prohibited except nominal value advertising items widely distributed.

First Reading November 5, 1973
Approved December 26, 1973
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

VENDORS ON SCHOOL PROPERTY

It is the policy of the North Reading School Committee not to allow vendors to sell their products on school property on in school buildings. However, from time to time the School Committee may permit school-related or civic organizations such as the Music Boosters or the League of Women Voters to sell refreshments at athletic events or at civic meetings held in the schools. All requests for permission to sell products must be made directly through the Superintendent of Schools. Organizations renting school facilities must adhere to the provisions of this policy.

First Reading October 17, 1977
Second Reading November 7, 1977
Reviewed October 30, 1978
Reviewed March, 1983
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will regularly receive lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The School building administrators will be responsible for observing budget allocations in their respective schools.

First Reading August 30, 1973

Approved September 24, 1973

Reviewed October 30, 1978

Reviewed March, 1983

Reviewed November, 2001

Reviewed February 27, 2012

Revised, First Reading November 13, 2017

Approved December 4, 2017

Reviewed December 6, 2018

FISCAL MANAGEMENT

USE OF TAX IDENTIFICATION AND TAX EXEMPT NUMBERS

The use of the School Department's tax identification number and tax exempt numbers is restricted. Only bank accounts and investment instruments (public funds) under the direct control of the Town Treasurer may use the School Department's Tax Identification Number. No individual or group may make use of the School Department's Tax Identification Number on any bank account, investment vehicle or financial transaction. The School Department's Tax Exempt Number may only be used for purchases made by and for the School Department. No individual may use or benefit from other use of said number nor can the tax exempt status be assigned to or used by any outside entity.

First Reading February 28, 2005
Approved March 28, 2005
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

STUDENT ACTIVITY FUNDS

Student Activity Funds may be raised to finance the activities of authorized student organizations. Student Activity Funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Superintendent of Schools. The funds shall be managed in accordance with sound business practices which include accepted budgetary and accounting practices.

The School Committee:

1. Authorizes the School Principals to accept money for recognized student organizations which currently exist or as from time-to-time may be revised.
2. Authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Student Activity Fund for use as directed by the regulations established by School Committee policy.
3. Directs individuals designated to operate and control such Student Activity Funds to give bond to the District in such amount as the Town Treasurer shall determine to secure the individual's faithful performance of his/her duties in connection with such accounts.

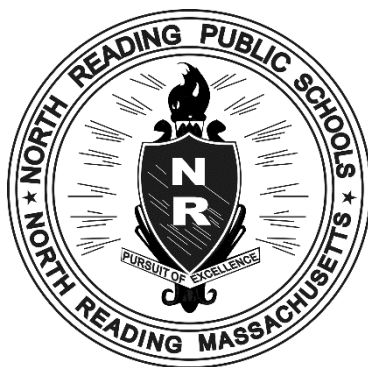
In accordance with state regulations the Student Activity Agency Account(s), whose activities exceed \$25,000 annually, will have an audit conducted by an outside independent accounting firm every three years. All Student Activity Agency Accounts will have an internal audit performed on an annual basis. The cost of this review will be supported by the interest generated from the Student Activity Agency Accounts.

The School Committee directs the Superintendent and/or designee to develop guidelines and procedures for the use of Student Activity Agency Accounts in accordance with recommended best practices and state regulations. The guidelines will be made available to staff involved with Student Activity Funds and will be reviewed on an annual basis.

Legal Reference: M.G.L., Chapter 71, Section 47

First Reading November 5, 1973
 Approved December 26, 1973
 Reviewed October 30, 1978
 Reviewed and Revised March, 1983
 Revised, First Reading June 20, 1983
 Approved July 21, 1983
 Reviewed and Revised December 10, 2001
 First Reading May 26, 2015
 Approved June 8, 2015
 First Reading July 24, 2017
 Approved July 27, 2017
 Reviewed December 6, 2018

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 [Policy DK](#) 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 Student Travel Authorization Form (A5). The Student Travel 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 Student Travel 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

A-1
**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 _____

A-2
**North Reading Public Schools
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

**A-4 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.

A-5
STUDENT ACTIVITY AGENCY ACCOUNT

STUDENT TRAVEL AUTHORIZATION FORM	
<i>Club/Class:</i>	
<i>Date of Request:</i>	
<i>Place of Field Trip:</i>	
<i>Purpose of Field Trip:</i>	
<i>Date Funds Needed:</i>	
<i>Estimated Departure Time:</i>	
<i>Estimated Return Time:</i>	
<i>Number of Persons Traveling:</i>	
<i>Estimate of Cash Required for tips, etc.:</i>	
<i>Estimate of Expenses:</i>	
<i>Signature of Person Requesting Authorization:</i>	
<i>Signature of Principal/Asst. Principal</i>	

FISCAL MANAGEMENT

SCHOOL PROPERTIES DISPOSAL PROCEDURE

It is the policy of the School Committee to obtain maximum utilization from all of its property. The term "property" is intended to include all supplies and equipment with a market value of less than \$500. Examples of such items include, but are not limited to textbooks, consumable items, instructional kits, library books and supplies, audio-visual supplies and equipment, furniture, typewriters, and computers.

Disposal of such property shall follow the regulations set forth in Chapter 30B of the Massachusetts General Laws as well as the Town Charter. Supplies and equipment determined to be obsolete shall be disposed according to written regulations.

First Reading April 24, 1995
Approved May 22, 1995
Reviewed November, 2001
Reviewed February 27, 2012
Reviewed December 6, 2018

FISCAL MANAGEMENT

SCHOOL PROPERTIES DISPOSAL PROCEDURE

Regulations

Supplies and equipment shall be determined to be obsolete or surplus when any one of the following criteria has been met:

- The material is educationally unsound, out-of-date, or inaccurate
- The property is in unusable condition and/or cannot be reasonably repaired or replaced
- The cost of repair is more than 50% of the cost of replacement
- The property has been replaced by more current property and has not been used for instructional purposes for more than five (5) years
- Library related material shall follow acceptable procedures on "collection weeding"

Determination as to whether any of these criteria applies to property currently possessed by the school system shall be made by the Superintendent or his/her designee.

Disposal of all such property deemed to be obsolete or surplus shall occur in one or more of the following ways:

- By approval of purchases or contracts which include trade-ins.
- By public auction
- By donation to non-public schools
- By donation to charitable agencies requesting such items
- By transfer to other Town Departments
- By direct disposal

Principals and Curriculum Specialists will be responsible for maintaining appropriate inventories of instructional property.

First Reading April 24, 1995

Approved May 22, 1995

Reviewed November, 2001

Reviewed February 27, 2012

Reviewed December 6, 2018