

WCSD Student Activity Funds

Restricted Funds

"Restricted" funds are raised for a specific purpose and/or for a specific group.

"Non-restricted" or "Discretionary" funds are raised or received without a specific purpose or group identified. Although the principal has the authority to determine how these funds are spent, they must be used to contribute to the educational experience of students and add to the instructional program and general welfare of the students

Almost ALL money in Student Activity Funds is restricted. No accounts or funds may be used on STAFF unless the funds were raised specifically for staff.

Example: A donor gives the school \$500, with a donation letter, but the letter specifies "general use". This may NOT be used on staff.

Example: The school holds a fundraiser, with a completed fundraiser form, and 50% of proceeds going to Staff Incentives. This MAY be used on staff.

If you are not sure, please contact the Student Activity Funds department.

SAFPM, Page 6.

WCSD Student Activity Funds

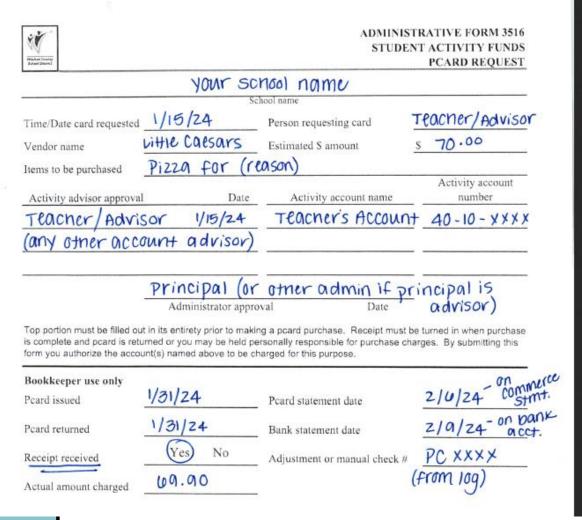
Completed Forms

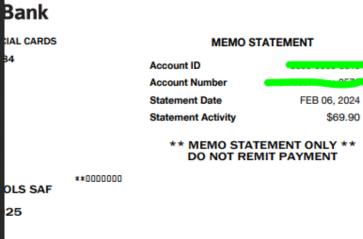
Example Issue: "Check Authorization forms and Pcard Requests did not reflect the authorization signature of the teacher/activity advisor and/or the principal."

Example Issue: "Some Pcard transactions did not reflect the involvement of three individuals."

- Each request should have minimum three people involved in the transactions: bookkeeper issuing payment or Pcard, advisor approval, administrator approval.
- "Educate teachers/activity advisors as to their responsibility for preparing and signing Check Authorization Requests and PCard Requests to evidence their approval of disbursements made from accounts they oversee."

Reference SAFPM v2, Page 15, Page 23.





Visa Purchasing

ACCOUNT ACTIVITY		
ransaction Description		Amount
ransaction Description		Amount
ITTLE CAESARS 2005 0003 SPARKS	NV	\$69.90

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Payment for Services

Example Issue: "Payments made directly from student activity funds for services rendered."

"Payment to an individual or business for services rendered may not be made directly from student activity funds. Payments to non-District persons or businesses must be paid in accordance with procedures established by the Office of Business & Financial Services. Sufficient time should be allowed to ensure approval of the Independent Contractor Agreement through the Purchasing Department prior to the start of services."

Includes assembly entertainment, food trucks, photographers, artists, demonstrations, etc.

PLEASE contact Kelly Case or Purchasing Department if you have questions- BEFORE anything is done at the school!

ICA Info linked here!

Reference: SAFPM v2, Page 24.

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Shipping Addresses

Example Issue: "Some items purchased for school use were not shipped to the school."

Purchased items must be shipped to the school, not a personal residence.

If teachers are ordering and requesting reimbursement for items, they must be shipped to the school.

Reimbursements must be submitted to the office within 30 days.

Reference: SAFPM v2, Page 44.





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Safe Access

Example Issue: "The secretary and principal can access funds alone."

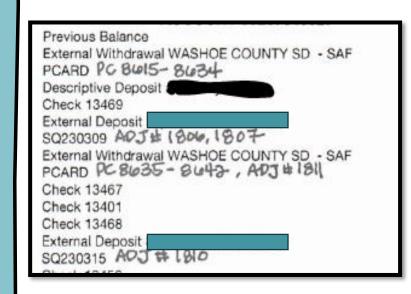
- 'Proper safeguarding of assets requires funds to be kept secure until deposited.'
- Ensure all funds are appropriately safeguarded by requiring the involvement of two individuals when accessing funds from the safe.

Examples: dual access drop safe secured to the building, dual access safe secured to the building, dual access drop box secured to the building.

Reference: SAFPM v2, Page 45.

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Bank Statement Notations



Example issue: "Bank adjustments were not referenced directly on the bank statement."

- Note the adjustment number next to the transactions on the bank statement.
- Includes dividend, NSF checks, misc. bank charges, etc.
- Pcard transactions should reference the series of manual check numbers.

Reference: SAFPM v2, Page 18.

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Timely Bank Deposits

Example Issue: "Bank deposits were not made in accordance with the timeframes established in the SAFPM."

Elementary Schools must make deposits when they accumulate \$1000 or more.

No funds may be kept in the school over the weekend.

No funds may be kept in classrooms and should be submitted to the Administrative Secretary ASAP.

Deposits must be made NO LESS than once per week.

Reference: SAFPM v2, Page 7.

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Account Analysis-Detail Reports

Example Issue: "Account Analysis – Detail Reports were not provided to teachers/activity advisors monthly.

After month end processing is completed, file the initial Account Analysis Detail Report. Then under Reports, print another copy to distribute to the advisors.

These statements show ALL activity in the account for the month.

Reference: SAFPM v2, Page 17.

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Staff Incentives

Example Issue: "A portion of the Principal's Discretionary Fund was spent on school staff incentives."

Any purchases made for STAFF must come from funds specifically raised or donated for staff incentives.

Purchases for staff incentives may be purchased only from the staff incentives account.

The Principal's Discretionary and Interest accounts are NOT for anything the principal chooses, funds in this account must contribute to the educational experience of the student.

D. "Staff Gifts and Incentives" account is funded by monies raised or received specifically for staff appreciation and may be used for staff gifts and incentives within IRS and District guidelines. Examples of acceptable sources of funds are donations received and designated by the donor for staff appreciation, and profits from vending machines in accordance with guidelines in this manual. Donations received for the benefit of staff must state such in the accompanying donation letter. This fund may not be funded by monies raised by, for, or on behalf of students.

Reference: SAFPM v2, Page 4, Page 24.

		**		B1 - 1	
1.	Did you receive the bank statement unopened or did you download the bank	Yes	No	Notes	
	statement from your financial institution?				
ami	ine Each Check or Imaged Check Copy	•			
2.	Are any erasures or alterations noted on the checks or imaged copies?				
3.	Are signatures on checks appropriate?				
4.	Does the endorsement on the back of the check match the payee's name?	$\exists \exists$	\vdash		
	(Lack of endorsement does not = mismatch.)				
ami	ine the Bank Statement				
5.	Is there at least one bank deposit per week? If no, why not?	4 De	posits	does NOT equal YES!	
6.	Are there any unusual bank adjustments?				
7.	After giving the bank statement to the bookkeeper, did you receive the Reconciliation Report back in a timely fashion?				
8.	Did you receive an Account Analysis Report – Summary with Encumbrances?				
ami	ine the Bank Reconciliation Report				
9.	On Page 1, of the Bank Reconciliation Report does the "Opening Bank Statement Balance" match the Opening Balance reflected on the Bank Statement? Does the "Calculated Bank Balance" match the Ending Balance on the Bank Statement?				
10.	Does the "Calculated Book Balance" on the Bank Recon. Report correspond to the "Actual Balance" of account #10-00-0001 (Cash - Checking Account) reflected on the "Account Analysis Report - Summary With Encumbrances"?				
11.					
12					
ami	ine the Account Analysis Report – Summary with Encumbrances				
13.		Actu	ıal bala	ance is NOT bank bala	nce!
14.	If the checking account balance is greater than \$100,000, was a transfer to savings or the investment account completed? If no, why not?				
15.	. Did you sign/initial the Account Analysis Report as reviewed?				
16.	sent to the Office of Business and Finance within 30 days of the month end?				
17.	Account Analysis Report from the bookkeeper/secretary?				
ısh	on Hand				
18	Have all change funds and petty cash been reconciled to their respective imprest amounts during the current month?	Do yo	ou hav	e a change fund or pet	ty casl

WCSD Student Activity Funds

THANK YOU

Thank you for ALL that you do for our schools! We are here to support you.

If you want to schedule 1-1 training, have questions or need any assistance, please contact the SAF Team!

The issues mentioned in this presentation are direct information from Audit Reports, the SAF Manual, and more sources. Please contact us with any questions!

Jan Todd, ES SAF Technician
Carsyn DiPrima, SAF Accountant
Mindy Caporin, Assistant Controller