



# Student Activity Funds

The following points were highlighted as being commonly found issues within Student Activity Funds. It is extremely important that school administrators are aware of the correct procedures for handling Student Activity Funds and that their school follows the correct accounting procedures. The entire manual is available on the WCSD SAF website.

## ☐ Staff Incentives

- SAF cannot be used for staff incentives unless the money is raised **for that purpose**. The principal's account, interest accounts, photo commissions, or general donations may not be used for staff incentives.
- Any money used for staff incentives must **ONLY** come from donations/fundraising specifically **raised and/or advertised** as being for staff incentives.

## ☐ Bank Deposits

- Bank deposits should be made at least weekly and once the threshold amount is reached in receipted funds (\$2500 HS, \$1500 MS, \$1000 ES).
- NO cash should be kept in a classroom overnight or in the school over the weekend.
- Cashless payment methods are recommended.

## ☐ Cash Count Slips

- Cash Count Slips should be on current SAF forms and completed in their entirety.
- Many issues with forms can be attributed to the form the school is using; forms are missing various details & signatures.
- Funds collected and verified on a Cash Count Slip should be confirmed by two or more people.

## ☐ Inappropriate Expenses

- Alcohol is **NEVER** allowed to be purchased/reimbursed with district funds, including SAF. Purchasing alcohol for fundraisers is not approved.
- Advance payment is not permitted unless it is for student per diem.
- WCSD is sales tax exempt, sales tax should not be paid or reimbursed.

## ☐ Supporting Documentation

- A minimum of three individuals must be involved in every disbursement: activity advisor, administrator, and person completing the school's bookkeeping.
- Each PCard request form or check request form is to be filled out completely before purchases are made. This includes having proper approvals.

## ☐ Check Reminders

- Checks may NOT be signed by the payee.
- Signature stamps are prohibited.
- Checks may not be pre-signed.
- Check stock must be kept in a secure location.

## ☐ Payment for Services

- Payments for services rendered should be processed through the Business Office using the Independent Contractor Agreement. Please email SAF to be directed to the appropriate contact.
- **Individuals and businesses may NOT be paid directly from SAF (artists, assembly entertainment, DJ, photographers, timekeepers, coaches, etc.).**

## ☐ Principal's Monthly Checklist

- The principal is required to fill out the monthly checklist, NOT the bookkeeper.
- Internal Audit often finds that questions are answered incorrectly. For example, the bank balance is noted where the actual balance should be noted, or the reverse.

## ☐ Student Fees

- **Funds should be spent in the same year on behalf of the students who paid the fees.**
- Fees may NOT generate a profit.
- Fee generated accounts may NOT carry a balance over \$100 at year end.
- **"NO student shall be prohibited from participating in sanctioned activities related to the educational program because of an inability to pay fees..." BP5300**

## ☐ Bank Signer Updates

- The school's bank account should reflect current authorized staff on the bank's signature card.
- The **principal must EMAIL SAF** with full names and titles of who is being added, removed, and retained on the bank account, for changes to be made. A letter will be drafted by the Business Office, then the school will make an appointment with the bank to complete changes.

## ☐ Access to the Safe

- The school safe should require two people to gain access. For example: two keys or a key and combination.
- Use of the Safe Access Log is highly recommended.
- All funds should be safeguarded while waiting to be deposited.

## Forms and Information

All forms, information and contacts are available on WCSD Insight, under Student Activity Funds. If your school requires assistance at any time, please contact SAF at the information listed on WCSD Insight.

# STUDENT ACTIVITY FUNDS – FREQUENTLY USED CONTACTS

## **Payroll Help**

Contact your school's Payroll Technician  
or EOPY@WashoeSchools.net

## **PCard Help**

Jessica.Valdovinos@WashoeSchools.net  
Maria.Ontiveros@WashoeSchools.net

## **Accounts Payable Help**

Email Accounts Payable  
AP@WashoeSchools.net

## **Student Travel or Athletics Help**

Email Activities and Athletics Department  
PEdmonds@WashoeSchools.net

## **ICA Help**

Email (all) Andrea Sullivan, Marty  
Williams, and Thomas Wood.  
Add Jill Murdock if the purchase is Grant-  
Funded.

## **Bank Signer Changes**

Include who will be: ADDED, REMOVED,  
RETAINED  
to SAF@WashoeSchools.net

## **PR Entry Help**

Email Melissa Lewis in Purchasing  
MLewis@WashoeSchools.net

## **Student Activity Funds (SAF) Help**

Visit the SAF page on WCSD Insight or  
email SAF@WashoeSchools.net