

RSU 26

STUDENT ACTIVITY ACCOUNTS PROCEDURES

Receipt of Funds

Receipts

- The advisor of the activity completes a pink deposit form and places it with the funds to be deposited.
- Advisors should not hold onto money, a deposit sheet should be completed and turned in as soon as possible.
- Advisors should not use received cash to make payments. All cash needs to be turned in and accounted for.
- All funds and forms are given to the Administrative Assistant, which are placed in the safe until a deposit is made.

Deposits

- All funds are gathered from the safe to prepare for a deposit or delivery to the Business Manager.
- Each receipt is entered into the student activity tracker by the designated person.
- All deposit forms are kept with the deposit register.
- Bank deposit slip is completed and the deposit is delivered to the bank by the designated person.
- Deposits are normally done each week.

Disbursement of Funds

- To initiate payment, the activity advisor completes a check request form with attached invoices and/or receipts (these must be submitted in order to receive a check).
- The Administrative Assistant enters the checks into the system and prints the checks or sent to the Business Manager for processing.
- The checks are then brought to the Principal for signature. The Business Manager has the authority to sign a check only if absolutely necessary and neither principal is available.
- The checks are then mailed to the vendor or given to the advisor by the Administrative Assistant.
- All documentation of a check request is kept on file.