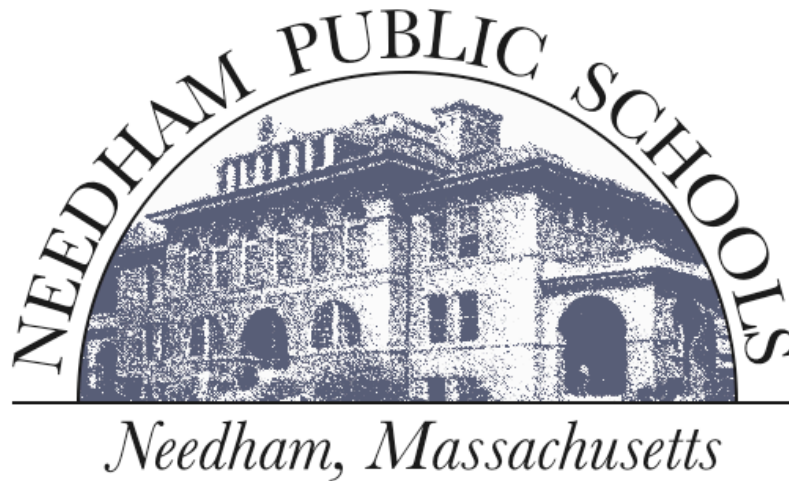


# Needham Public Schools



## Student Activity Procedures in Brief Information for Students & Advisors

REVISED 10/11, 2/15, 10/16

# Procedures in Brief

## Purpose and Use of Student Activity Accounts

- Under the law, student activity accounts are “to be used for the express purpose of conducting student activities.” As such, the only groups who can use these accounts are those student organizations that have been formally recognized both by the Principal and Superintendent as student activities.
- A student activity is an activity that is organized by students for their own benefit. Activities organized by the School Department, the School Administration or the School Principal are not student activities. Similarly, activities that students are required to participate in, or will receive credit for, are not student activities.
- Student activity funds belong to the students, not the School Department or the Principal.
- Each student organization has its own student activity account. The school’s Student Activity Bookkeeper can provide information about the amount of funds on account for each student group. Principal’s discretionary and co-mingled accounts are not permitted.

## Establishing a New Student Activity or Dissolving an Old Student Activity:

- Students must receive formal recognition as a student activity *before* collecting funds or organizing activities.
- The process to create a new student activity is:
  - Complete **Form SAA-1, Request for Recognition of a Student Organization**. The signatures of the Principal, a student representative and the Faculty Advisor (if any) are required.
  - The Superintendent approves the creation of new student activities, upon the recommendation of the school principal.
- The Superintendent must re-authorize a student activity if the mission or purpose of a particular student activity changes, or if a club is re-activated after having been closed or inactive for a period of more than three (3) years.
- The process to dissolve an inactive student activity organization is:
  - The Faculty Advisor or student officer/treasurer makes a written recommendation to the Building Principal. If an advisor or student officer/treasurer is not available, the Principal may recommend the activity be discontinued.
  - The School Bookkeeper provides an accounting of the remaining assets of the student activity organization.
  - The Principal recommends closure of the inactive club to the Superintendent, as well as the disposition of any fund balance remaining. In no case shall the disposition of funds benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

- The Superintendent approves the dissolution of inactive accounts with a zero account balance. If the inactive account has a positive balance, the School Committee must approve the disposition of those funds, upon the recommendation of the Principal.

## **Incoming Class Accounts and Class Accounts at Graduation**

- A class account will automatically be established for each incoming Kindergarten class.
- All year-end fund balances are maintained with the student activity organization/class year club. Class year accounts move to the next school, following the class of students.
- Upon graduation, the class balance will be disbursed in accordance with the class vote. If there is no such vote, the School Committee shall approve the disposition of any residual balances, upon recommendation by the School Principal.
- Class accounts must be closed within three years of graduation, to allow for sufficient time to pay all class obligations. The Principal may authorize additional time for extraordinary expenditures.

## **Deficit Account Balances**

- Student organizations must raise sufficient funds to support their own activities. State law does not permit individual activity accounts to be in a deficit position, because such a position represents a liability to other individual activities or possibly to future classes.
- In the event that a specific student activity develops a deficit balance not resulting from timing:
  - The Principal shall make a written recommendation to the Superintendent to take one of the following remedial actions:
    - Use School Committee appropriation (operating budget funds);
    - Use accumulated interest earnings;
    - Use any available surplus from inactive accounts, upon approval of the School Committee;
    - Receive a gift from an activity with a surplus balance, upon written approval of one or more student representatives and the School Principal; and
    - Any other legal means.
  - The School Committee must approve the remediation plan before action is taken.

## **Staff Funds**

- Student activity accounts belong to the students and are to be used for the express purpose of conducting student activities; staff may not use these funds for other purposes.
- Staff members who wish to collect funds for their own benefit (staff parties, birthdays, etc.) must establish a “sunshine fund” bank account under their own name and tax identification number, and cannot use the municipal/tax exempt number for this purpose.

## Gifts & Scholarships

- Gifts to recognized student activities are deposited into the Student Activity Agency Account and are expended in accordance with student activity policy and procedure.
- State law requires the School Committee to vote to receive all gifts of money or supplies before the gift may be used or expended by a student group.
- Monies raised to supplement school operating budgets, or which have been donated for the purpose of purchasing educational supplies or services, are considered gifts to the District. These gifts must be deposited to the separate donation account held by each school.

## Fundraising

- Student groups may raise funds to support their own activities.
- Fundraisers to benefit student activities must have the clear objective of benefitting a student group or activity, in order to be considered student funds eligible for deposit to the Student Activity Account. Box top promotions, reward programs or other fundraisers that raise money for a school are considered gifts to the District under M.G.L Ch. 44 s. 53A, unless it is clear that the intended beneficiary of the fundraising activity is a specific student club or student activity.
- The Principal must approve all fundraising activities.
- Parents, booster groups and other non-school groups who conduct fundraising on behalf of student groups must sign a **Liability Waiver** and submit it to the School Principal in advance of the fundraising event (School Committee Policy #DFC.) In addition, it is recommended that non-school groups purchase insurance for the group's protection and adhere to the Town's facilities use policy, if the fundraiser is held at a school facility.
- 'Crowdfunding' sites can not be used for fundraising purposes, because these sites are not under the control of the Town Treasurer, as required by M.G.L. Ch. 44 s53. The School Department does accept donations online, however, as well as online fee payments.
- Student organizations may not conduct raffles or games of chance. (M.G.L. Ch. 271, s. 7a)

## Commissions

- All commissions paid to the School Department belong to the students under School Committee policy and must be deposited into the Student Activity Agency Account. These include yearbook commissions, school picture commissions, vending machine proceeds (except from vending machines maintained by the Nutrition Services Program or located in staff-only areas.)

## Student Travel

- The Principal must pre-authorize all student travel using the attached **Field Trip Request Form (SAA-2)**. Overnight travel requires the initial approval of the School Committee and subsequent approval of the Superintendent.
- A parent permission form must be obtained from every student who will participate on a school trip. A blank **Permission Slip** is attached.
- Student travel that is funded entirely from student activities is exempt from M.G.L. Ch. 30B procurement requirements, unless other types of funds are used to pay for trip expenses (grant funds, operating budget etc.) If other types of funds are involved, the entire trip is subject to procurement and competitive sealed bids are required. Please contact the Business Office directly if that is the case.
- The Business Office requires that a formal contract be signed for each trip organized by a Travel Agency and that the Travel Agency provide evidence of insurance. The Business Office will prepare the contract. The contract will be signed either by the Director of Financial Operations the Superintendent, or the School Committee.
- At the completion of each trip, the DESE requires that the Bookkeeper prepare a **Statement of Final Accountability for Student Travel (Form SAA-3)**. The statement should include a final **Event Financial Report (Form SAA-4)**, showing a complete listing of itemized trip expenditures; and a completed **Student Trip/Event Petty Cash Reconciliation Form (Form SAA-5)**, which accounts for advance funds received (if applicable), with any amount returned to the student activities noted.

## Conflict of Interest

- Under the Conflict of Interest law (M.G.L. Ch. 268A), public employees are prohibited from using their official position to obtain unwarranted privileges, or use public resources for private gain. As such, student funds may not be used for any purpose unrelated to student activities, or for the benefit of any individual – either directly or indirectly.
- The DESE has determined that it is a conflict of interest to:
  - Accrue ‘reward’ benefits when personal credit cards are used to purchase items on students’ behalf, if these purchases are reimbursed from student activity funds.
  - Pay the travel expenses of friends or family members from student activity funds, unless these individuals have been appointed by the Principal to act as an official chaperone on a trip.
  - Accept incentive payments from travel agents or school vendors, which is payable to a school employee or in exchange for the employee’s action or influence. These payments are sometimes described as “commissions,” “compensation,” “rewards,” or “petty cash for students.” Travel agents can issue refunds or rebates payable to the Needham Public Schools, however. These refunds will be deposited to student activities for the benefit of all the students participating in the trip.

## Student Gifts to Charitable Organizations or Other Student Activities

- Students MAY donate funds to charitable organizations or other authorized student activities.
- To safeguard students' interests, these donations require student approval:
  - For donations to charitable organizations, the written approval (or signature) of one or more student officers authorizing the disbursement.
  - For donations to other approved student activities, documentation of the vote by the student organization.
- The Principal's approval also is required on the Request for Payment Form.

## Collecting and Depositing Student Activity Funds (Receipts)

Student activity deposits follow the District's established **Needham Public School Cash Handling, Deposit and Reporting Procedures**, found online at:

<http://rwd1.needham.k12.ma.us/finance/documents/Cash%20Mgnt%20&%20Deposit%20Revision%202-15.pdf>.

- All money raised or received must be documented using the District's deposit forms and deposited to the Student Activity Agency Account. These forms include the following, which are completed upon receipt of the funds and turned over to the School Bookkeeper with the money collected:

### *Forms Used to Document Receipts:*

- **Receipts Log or Annotated Student Roster** – to document who paid, when, how much and for what purpose.
- **Ticket Sales Reconciliation Sheet** – to record the # tickets sold. No Receipt Log is required when this form is used to record the sale of pre-numbered tickets.
- **Daily Tally/ Sales Sheet** – to record sales of items. No Receipt Log is required when this form is used to record item sales. Please note that sales tax must be collected and recorded on the sale of certain items. (See form for guidance.)

### *Specialized Form for Use with a Cash Box:*

- **Cash Drawer Reconciliation Sheet** – for use with a cash box. This form is used together with the Receipt Log, the Ticket Sales Reconciliation Sheet or the Daily Tally/Sales Sheet to record sales using a cash box.
- Money must be turned over for deposit by the end of each business day to the school's Student Activity Bookkeeper. If money is received after hours or on a weekend, it should be turned over on the next business day and secured in a locked vault on school property, or safeguarded by other means.
  - Do not store money in a classroom, a wallet, a car, or at home.
  - Do not hold back money, until fundraising is completed.

*Return completed form to School Principal*

- Do not retain money for petty cash purposes.
- The amount of money turned over for deposit must equal the amount that was originally collected.
- Handle money with care, honesty and accuracy.
- School policy prohibits volunteers or other non-school personnel from handling student funds.
- Needham Public Schools must collect all student fees; parents cannot pay travel agents or vendors directly.
- Checks and money orders should be made payable to Needham Public Schools, or to the specific school/program (e.g., Eliot School, Needham High School Fine Arts.) Under no circumstance may checks or money orders be made payable to a specific employee. Checks must be written in the correct amount (you may not give change), and should not be post dated. All checks require a name, address, and a signature.
- Un-deposited funds should not be held back for petty cash purposes. Temporary-use \$50 cash boxes are available for use from the School Bookkeeper, for the purpose of issuing change at a student event.
- Deposits and expenditures related to specific events shall be recorded on the **Event Financial Form, SAA-4.**

## **Spending Student Activity Funds (Purchases)**

- The Principal must approve (sign off on) all purchases from student activity funds.
- Students must raise enough funds to cover their expenses; no subsidies or credit will be provided for student groups that are short of funds.
- All payments will be made by check, either through the Town's regular warrant process, or in the form of a 'manual check' for field trips and special payments.
  - Checks cut through the warrant process take up to two weeks to process and can be paid in any amount (provided sufficient funds are available.)
  - Manual checks require the Principal's original signature and are available upon demand. Checks in excess of the following amounts also must be co-signed by the Town Treasurer or paid through the Town Warrant: elementary maximum, \$3,000; Middle School maximum, \$5,000; and High School maximum, \$5,000.
- It is the policy of the Needham Public Schools to reimburse the out of pocket expense of staff and students only; we will NOT reimburse the expenses of parents or non-school personnel.
- Equipment and supplies purchased with student activity account monies are the property of the respective student organization, and are not the property of the NPS nor of any individual student, advisor, or other interested party.

*Return completed form to School Principal*

- Competitive procurement processes are encouraged, but not required for student activity purchases. However, purchases made from a combination of student activity funds and other school funds (such as grants or operating budget funds) *are* subject to procurement procedures. These procedures require that schools purchase from approved bid vendors (available online at: <http://rwd1.needham.k12.ma.us/finance/2016-2017%20Procurement%20Forms>.) If a bid vendors does not sell the desired service or supply, then a separate procurement is conducted according to the following thresholds:
  - Purchases of \$9,999 or less – use of best business practices
  - Purchases of between \$10,000 - \$34,999 - solicitation of three quotes, selection of the low bidder, and preparation of a contract (signed by the Business Office.)
  - Purchases of more than \$35,000 – a sealed bid procurement issued by the Business Office.
- No personnel expenses may be charged to the student activity account, with the sole exception of the stipend of the Faculty Manager of Student Accounts, who may be paid from the interest earned.
- Expenditures made by the Town on behalf of students are tax-exempt, using the Town of Needham’s tax exemption number. Since students are not, in and of themselves tax exempt entities, the NPS recognizes that the purchases students make on their own behalf are not tax exempt. The Town Accountant’s policy is NOT to reimburse students for sales tax.
- To request a payment, use the **Payment Request Form, SAA-8**, accompanied by original invoice(s)/ receipt(s) and supporting documents. The Principal must sign the form. The student officer/ Treasurer and/or Advisor also should sign the form, if practical.
- Guidelines for check writing:
  - Checks will not be made payable to an individual student or employee, except for the purpose of refunding a student fee, upon submission of appropriate documentation.
  - Checks will be written in the correct amount and with the correct date. Post-dated checks are not allowed. All checks require a name, address and a signature.
  - Checks will not be made payable to “cash.”
  - Checks will be signed only after they are completely prepared.
  - Checks require an original signature by the Principal. Signature stamps are not permitted.
  - No checks shall be issued without invoices, receipts or other supporting documentation. Vendor statements alone (i.e., without any supporting documents) can not not be used for the issuance of checks.
  - All checks must be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).
- The Business Office will process and sign all contracts with student activity vendors.
- State law prohibits the pre-payment of goods and services. M.G.L. Ch. 41 s. 56 authorizes payment only *after* supplies are received or services are rendered. It is the opinion of Needham public schools that the following do not constitute pre-payment: secure a reservation, holding a seat, or purchasing a ticket. If a vendor will not accept payment after the fact, a check may be hand carried on the date of the event.
- State law prohibits the purchase of alcohol or tobacco products.

*Return completed form to School Principal*



- Deposits and expenditures related to specific events shall be recorded on the **Event Financial Form, SAA-4.**

## Cash Boxes and Petty Cash for Student Trips

- Students can sign out a cash box with a \$50 starting balance from the Student Activity Bookkeeper, in order to make change at a student event or sale. The **Cash Drawer Reconciliation Sheet** is use to open and close the cash box. The cash box and starting balance are turned over to the School Bookkeeper at the conclusion of the event, along with the appropriate forms and monies collected for deposit.
- Advisors also may request petty cash for use on school trips, to pay transportation, lodging, meals, admissions, events and other miscellaneous expenses. To obtain petty cash:
  - Parents must provide a written authorization to the Needham Public Schools to release petty cash funds from the Student Activity account to a designated faculty member.
  - The Advisor will be required to collect receipts and keep a detailed accounting of petty cash expenses on the **Student Trip/Event Petty Cash Reconciliation Form (Form SAA-5.)** Any unused petty cash funds must be re-deposited to the Student Activity Agency Account.
  - Petty cash use will be audited at the conclusion of each trip.
- *Schools should not collect personal “pocket” monies from students for trips, unless required as part of a travel package fee.* Each individual student should plan to bring an appropriate amount of spending monies for tips, snacks, souvenirs, and other incidental expenses. These spending monies are considered to be students’ personal funds and are not to be deposited to the Student Activity Account.

## Attachments

- Attachment A – Request for Recognition of a Student Organization (SAA-1)
- Attachment B – Release of Liability and Indemnification Form (for Fundraising by Non-School Groups)
- Attachment C – Field Trip Request Form (SAA-2)
- Attachment D – Parent Permission Slip
- Attachment E – Statement of Final Accountability for Student Travel (Form SAA-3)
- Attachment F – Event Financial Report (Form SAA-4)
- Attachment G – Student Trip/Event Petty Cash Reconciliation Form (Form SAA-5)
- Attachment H – Receipts Log Form
- Attachment I –Ticket Sales Reconciliation Form
- Attachment J – Daily Tally/Sales Sheet
- Attachment K – Cash Drawer Reconciliation Sheet
- Attachment L – Payment Request Form (SAA-8)

All Forms Available Online at: <http://rwd1.needham.k12.ma.us/finance/staff%20forms>

## Attachment A

### Needham Public Schools Student Activity Account Request for Recognition of a Student Organization

SAA - 1

<b>School:</b>		<b>Date:</b>	
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The undersigned hereby request the recognition of the following student organizations, including approval to maintain monies in a student activity account.

<b>Suggested Name of Organization:</b>	
<b>Reasons for Forming Organization:</b>	
<b>Criteria for Membership:</b>	
<b>Grade Span:</b>	
<b>How will Adult Supervision be Achieved?</b>	

If approved, we understand that the organization will be held accountable for complying with all regulations/guidelines/procedures for fundraising, procurement of goods and services under the Uniform Procurement Act (as required), and the handling of monies.

<b>Student Signature</b>	<b>Teacher/Advisor Signature</b>	<b>Principal Signature</b>
<b>Student (Print Name)</b>	<b>Teacher/Advisor (Print Name)</b>	

*[Superintendent Use Only:]* The above organization is approved as a recognized student organization:

<b>Superintendent</b>	<b>Date</b>

*Return completed form to School Principal*

**Attachment B**

**NEEDHAM PUBLIC SCHOOLS  
RELEASE OF LIABILITY AND INDEMNIFICATION FORM**

I/We \_\_\_\_\_ expressly agree to defend, indemnify and hold harmless from, and waive against, the Town of Needham, the Needham Public Schools and their employees, agents and assigns, any and all claims for injury to person or property, death, medical expenses, loss of services, loss of consortium or any other claims that may occur as a result of the \_\_\_\_\_ (title/description/location of fundraising event).

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Vendor/Concessionaire/Service Provider

Attachment C

<input type="checkbox"/> Overnight
<input type="checkbox"/> Out of State
<input type="checkbox"/> International

## STUDENT ACTIVITY ACCOUNT

### *Field Trip Request Form*

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval:

**SCHOOL:** \_\_\_\_\_ **SCHOOL CLUB/CLASS:** \_\_\_\_\_

**TRIP INFORMATION:**

<b>Trip Destination:</b>			
<b>Trip Contact Name &amp; Phone:</b>			
<b>Travel Agent Name &amp; Phone:</b>			
<b>Travel Dates and Times:</b>	<b>Departure:</b>		<b>Return:</b>
<b>Mode of Travel:</b>			
<b>Purpose of Trip/ Connection to NPS Curriculum:</b>			
<b>Additional Information for Overnight Trips:</b>	Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information.		
<b>Global Competence Program Requirements Satisfied? (NHS Only)</b>			

**TRIP LEADERS & CHAPERONES:** (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

<b>Trip Leader Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Trip Co-Leader Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>

*Return completed form to School Principal*

## Attachment C

### TRIP BUDGET/ FEE CALCULATION:

Expense Budget: <i>(Include cost of all students and chaperones. Attach travel budget if available.)</i>		\$ Amount
1	Cost of Travel:	\$
2	Cost of Admission:	\$
3	Other Cost:	\$
4	Other Cost:	\$
5	<b>Grand Total Expenses:</b>	<b>\$</b>

Funding Sources:		
6	Anticipated Donations from Outside Sources: <i>(Describe below)</i>	\$
7	Anticipated Revenue from Fundraising: <i>(Describe below)</i>	\$
8	<b>Subtotal Donations &amp; Fundraising (Excluding Student Fees):</b>	<b>\$</b>
9	<b>Additional Funding from Student Fees:</b> <span style="float: right;"><i>(Row 5 Minus Row 8)</i></span>	<b>\$</b>
10	<b>Grand Total Funding Sources:</b> <span style="float: right;"><i>(Must Equal Line 5)</i></span>	<b>\$</b>

Calculating Per Student Fee:		
11	Total # Students Traveling:	
12	Anticipated # Student Scholarships:	
13	Net # Student Fees to Collect: <span style="float: right;"><i>(Row 11 Minus Row 12)</i></span>	
14	<b>Per Student Fee Amount: <i>(Collect this fee from students.)</i></b> <span style="float: right;"><i>(Row 9 Divided by Row 13)</i></span>	<b>\$</b>

**Description of Outside Funding Sources (including In-Kind Contributions):**

**Fundraising Plan (if applicable)\***

\* **School Committee Policy # DFC:** Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTCs and Boosters, must agree to indemnify and hold harmless NPS from any claim related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.

### Signatures:

<b>Principal:</b>		<b>Date:</b>	
<b>Nurse:</b>		<b>Date:</b>	
<b>Superintendent: (Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers)</b>		<b>Date:</b>	
<b>School Committee: (Required for Initial Overnight Out-of-State/ International Travel)</b>		<b>Date:</b>	

Return completed form to School Principal

**Attachment D**

**NEEDHAM PUBLIC SCHOOLS  
PERMISSION FORM FOR SCHOOL SPONSORED TRIPS AND EVENTS**

Student's Name: \_\_\_\_\_ has my permission to participate in  
the school sponsored trip/event to \_\_\_\_\_

on \_\_\_\_\_\*. I understand that the mode of transportation to and from this trip/event will

be:  School Bus  Private Vehicle  Other \_\_\_\_\_.

- I understand this trip/event is optional and attendance by my child is not required.
- I understand that the people in charge will take responsible precautions for the safety and welfare of all students involved.
- I understand that the Superintendent may cancel this trip/event up until the time of departure for any reason. The Needham Public Schools will not be responsible for making refunds for goods or services not received due to such cancellation, however reasonable efforts to obtain such refunds will be made.
- I have instructed my child to behave in a proper manner at all times so as to reflect credit on his/her parents and school and to act in accordance with directions given by those in charge.
- In consideration for my child's participation in the above-described trip/event and except in the case of reckless or willful misconduct, I expressly hold harmless from and waive against the Town of Needham, the Needham Public Schools and their employees, agents and assigns, any and all claims for medical expenses, loss of services, injury to person or property, death, loss of consortium or other claims that may occur at or traveling to or from the trip/event.
- I further consent to emergency treatment by a physician in the event of injury to or illness of my child during his/her participation in the above-described trip/event. I accept full responsibility for all costs for any such emergency treatment.
- If applicable: I give permission for my child to be given his/her medication (name and dose):

\_\_\_\_\_ by the person delegated by the School Nurse.

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

\_\_\_\_\_  
Parent/Guardian (only one signature required)

\_\_\_\_\_  
Parent/Guardian

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

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

\* Note that if a fee is required to attend this field trip/event, scholarship money to cover the cost of the fee is available. Check here  if you are interested in the field trip/event scholarship. I understand that this information is confidential.

*Return completed form to School Principal*

# Attachment E

NEEDHAM PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT  
Statement of Final Accountability for Student Travel

SAA - 3

Club/Class: \_\_\_\_\_ School: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

**Documentation Attached:**

Event Financial Form Attached? Yes  No  Does the Form Itemize All Expenditures? Yes  No

Club P&L(s) Attached? Yes  No  Trip Expenses Highlighted & Tie to Event Financial? Yes  No

Cash Advance Made? Yes  No  Trip Petty Cash Reconciliation Attached? Yes  No

Other (Describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by NPS Accounting:**

Reconciliation Complete and Accurate? Yes  No

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Note:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







**Attachment H**

**Needham Public Schools  
Receipts Log**

School/Department	Period Beginning	Period Ending	Page #	Of	Pages

#	Date Rec'd	Empl'ee Initials	Received From	Payer Name	Description	Payment Type	Rec'd by Mail?	Receipt #/ Check #	Cash Bag Control #	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

NPS Form – Receipts Log Form A 8/26/05

Attach copy of this form to Deposit Transmittal Sheet. . Retain original form in School/Department records.

Return completed form to School Principal

## Attachment I

### Needham Public Schools Ticket Sales Reconciliation Sheet

Event	Date	Employee	Register/Box #

Tickets Sold (Price A)	Roll 1	Roll 2	Roll 3	Roll 4
Ticket Ending #				
Ticket Starting #				
Total Tickets Sold				
Less Voided Tickets <i>(Note Void #'s Below)</i>				
Net Tickets Sold				
<b>Amount Collected @ \$____/Ticket</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Tickets Sold (Price B, if applicable)	Roll 1	Roll 2	Roll 3	Roll 4
Ticket Ending #				
Ticket Starting #				
Total Tickets Sold				
Less Voided Tickets <i>(Note Void #'s Below)</i>				
Net Tickets Sold				
<b>Amount Collected @ \$____/Ticket</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Total Collected:**

<b>Ticket Sales – Price A</b>	<b>\$</b>
<b>Ticket Sales – Price B</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>

**Ticket Void Numbers:**


NPS Form – Generic Ticket Sales Reconciliation Sheet A 3/2/10

*Return completed form to School Bookkeeper*



## Attachment K

### Needham Public Schools Cash Drawer Reconciliation Sheet

Date	Name	Location	Register #

Cash Drawer Ending Amounts	
\$0.01	\$
\$0.05	\$
\$0.10	\$
\$0.25	\$
\$0.50	\$
\$1.00	\$
\$2.00	\$
\$5.00	\$
\$10.00	\$
\$20.00	\$
\$50.00	\$
\$100.00	\$
Rolls	\$
<b>Total Currency &amp; Coin</b>	<b>\$</b>
Minus Starting Amount	\$
<b>Net Currency &amp; Coin</b>	<b>\$</b>
Checks	\$
Other (Money Orders, etc)	\$
<b>Total Monies for Deposit</b>	<b>\$</b>

Cash Drawer Starting Amounts	
\$0.01	\$
\$0.05	\$
\$0.10	\$
\$0.25	\$
\$0.50	\$
\$1.00	\$
\$5.00	\$
\$10.00	\$
\$20.00	\$
\$50.00	\$
\$100.00	\$
Rolls	\$
<b>Total</b>	<b>\$</b>

Enter Starting Amount Here



**Cashier's Note** (if needed):

### Cash Turnover Acknowledgement

Date	Cashier Name	Cashier Signature	\$ Turned Over	
			Begin Balance	Net Deposit

Date	Received By	Receiver Signature	\$ Received	
			Begin Balance	Net Deposit

Return completed form to School Principal

# Attachment L

NEEDHAM PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT  
Payment Request Form

SAA - 8

School: \_\_\_\_\_ Bookkeeper: \_\_\_\_\_

Club/Class: \_\_\_\_\_ Date: \_\_\_\_\_

Account # \_\_\_\_\_

Payee:  
(Payee Name &  
Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Amount:

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**Special Payment Instructions: (Check All That Apply)**

Date Payment Required: \_\_\_\_\_

Hand Carry Payment? Yes  No

Date of Event: \_\_\_\_\_

Reimbursement Request? Yes  No

SAA Check #: \_\_\_\_\_

Completed W-9 Attached? Yes  No  (Only for New Vendors)

Other (Describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**To Be Completed by School Bookkeeper:**

Requested By: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Student Treasurer: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**To Be Completed by NPS Accounting:**

Documentation Complete? Yes  No

Signed By: \_\_\_\_\_

Other (Describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Return completed form to School Bookkeeper*