

BRAINTREE PUBLIC SCHOOLS

File: JJF - STUDENT ACTIVITY ACCOUNTS

POLICY OF BRAINTREE PUBLIC SCHOOLS

STUDENT ACTIVITY AGENCY ACCOUNTS

Student 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 Office of the Superintendent. The funds shall be managed in accordance with sound business practices and will adhere to the procedures outlined in the Braintree Public Schools Student Activity Guidelines and Procedures Manual.

In compliance with Massachusetts General Law Chapter [71, Section 47](#); the School Committee:

1. Authorizes the Superintendent, or his/her designee, to approve the establishment of all club/student organizations based on the procedures outlined in the Braintree Public Schools Student Activity Guidelines and Procedure Manual.
2. Authorizes the Principals and the Principals' designee to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. A Student Activity Agency Account(s) shall only be used for monies raised by approved student club/organizations and expended by those students for their direct benefit.
3. 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.
 - A. The interest earned and any audited undesignated fund balance in each school's student activity fund shall remain in the account and be recorded as a separate line item by the building principal. These funds shall be used to cover the following expenditures without requiring further approval from the School Committee:
 - a. To cover the cost of periodic outside audits of the accounts;
 - b. To purchase forms and supplies related to maintaining the Student Activity Agency Account by the school;
 - c. To pay for any banking fees associated with the accounts, or the acceptance of credit cards, or other online payment option that may become available; and
 - d. To cover the cost of a student(s) attending a class or school function when students are charged for such but the district financial assistance policy determines the family is unable to cover such expenses.
4. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by School Committee policy.



- A. The school principal will be provided with a checking account for expenditure purposes.
- B. The maximum balance a school is allowed to have in its checking account at any time is as follows:
 - a. East Middle School - \$50,000
 - b. South Middle School - \$50,000
 - c. High School - \$75,000
- C. Deposits may only be made into the Student Activity Agency Account
- D. Deposits into the checking account shall only be made by the Town Treasurer.

Principals may delegate to Assistant Principals, Housemasters, or other designee the authorization to sign withdrawal forms from various clubs and activities or other forms or permissions. However, the Principal may not delegate signature authority on the checking account. The Principal must sign all checks and their corresponding withdrawal authorizations with an original signature. Signature stamps are not permitted.

- 5. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
- 6. Authorizes the disposition of class funds as follows:
 - A. Funds raised by and for a particular class as defined by their high school graduation date, shall remain in a sub-account designated for that class through the last day of school of the class's graduation year.

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 2017, etc. Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than six months from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within six months of their graduating, the funds will be forfeited by the class and transferred into the undesignated fund of the Student Activity Agency Account.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.



B. Such transfer of available balances from outdated graduated class accounts shall occur after: a) documented efforts have been made to contact at least two of the four class officers, and b) written permission from at least one class officer has been received authorizing the transfer, or c) if after failing to receive any type of response from either class officer that a notice is posted in a local newspaper that said transfer will be completed within thirty (30) days.

7. Authorizes the disposition of student activity funds as follows:

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, shall require the following action:

Written notification by the advisor or student officer/treasurer to the Principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, the Superintendent or his/her designee shall authorize such discontinuance.

All assets of the student activity organization shall be determined and stated in writing.

The Superintendent, or his/her designee, shall determine any disposition of assets of an inactive student activity organization, but in no case shall the disposition benefit specific individuals. The primary goal in disposition should be to benefit the students.

8. Authorizes the Principals to take remedial action whenever a deficit in a Student Activity Agency Account exists. Deficits in Student Activity Agency Accounts are not permitted under this policy and should be avoided. If unforeseen circumstances result in a deficit, funds from either the school's interest income account or general student activity fund may be used to cover the shortfall. If there are insufficient funds in either of these accounts to cover the deficit, the Superintendent may approve the use of budgetary funds to cover the deficit.

9. Commissions: Any monies paid to the school or to a student activity organization as commissions belong to the students. At no time shall such commission be used to benefit staff. Commissions should be spent in support of student clubs and co-curricular activities (source: vending machines, yearbooks, class rings, student pictures) or be deposited to the specific student activity sub-account (example: yearbook, senior class) for use by the student organization.

