



Money Handling Procedure from Student Activity Accounts, Fundraisers, Field Trips, Gate Receipts, Etc.

Procedural Changes as of August 1, 2019

Purpose

Beginning August 1, 2019, procedures for the collection of money from fundraisers, students, gate receipts, field trips etc. will change. The purpose of this change is to ensure consistency throughout the district, ensure procedures are followed per district auditors, to ensure the protection of student funds, and to protect all those that handle these funds. We also need to meet the requirements per Wisconsin Department of Public Instruction with regard to proper handling of student and non-student funds.

Collection of Funds

- 1.) In **all circumstances** where money is being collected, the following procedures must be followed:
 - a. Completion of the **Deposit Voucher is mandatory.** (Forms are available on the website)
 - b. When funds are collected from students, the **Funds Collected From Students form** must also be completed. (this includes all fundraiser, student payment for activity, donation ect.)
 - c. Teachers & Student Activity Accounts Advisors will drop off envelope with all completed forms to office or bring to District Office.
 - d. All other funds collected will be turned into the building Secretary and sent to the District Office with the **Deposit Voucher** and the **Funds Collected From Students Forms.**
- 2.) All monies collected should be in a safe or a locked drawer at all times.
- 3.) All Student Activity Accounts will receive a monthly report of expenditures and deposits
- 4.) It is suggested that you keep a copy of the **Deposit Voucher** & **Funds Collected From Students Form,** Activity Account Advisors should attach it to the receipt you received from the bank, and the receipt from the District Office.

Expense Voucher

- 1.) When funds are expended, a requisition (Purchase Order) should be entered into the Skyward, Financial Management, Purchasing, Requisition area.
- 2.) If something needs to be ordered and you have a quote, please attach the quote to the requisition.
- 3.) If you need a check for payment of product or field trip, busing expense or entry fees, please indicate the date you need the check by & if you would like the check sent to you or if the check should be mailed.

The business office will, from time to time, examine accounts to ensure they are being used for their intended purpose.

Please do not ask the secretaries to make exception to these procedures as they are being asked to follow and comply with these requirements.