




# WAYLAND PUBLIC SCHOOL



## Student Activities Accounts – Checklist for Teachers/Advisors

Student Activities Account (SAA) funds are generated by students for students through activities formally recognized by the Principal and Superintendent and voted on by the School Committee. SAA procedures are necessary to ensure sound financial practices, safeguard funds and protect Wayland school employees from allegations of wrongdoing.

### **Collecting Fees, Paying Vendors and Planning for Field Trips:**

	<p><u>For Collecting Funds:</u> Form A – Schedule of Receipts for Deposit to Principal</p> <ul style="list-style-type: none"> <li>• Include the date when funds were received, the name of the student, check number (or indicate cash) and the amount.</li> <li>• Sign form and turnover to Bookkeeper within <u>24 hours</u> who will double count the funds, sign form and deposit funds.</li> </ul>
	<p><u>For Paying Vendors:</u> Form B – Check Requisition Form</p> <ul style="list-style-type: none"> <li>• Complete Form B to request payment to vendors, <i>except for bus companies</i>. Include original itemized receipt(s) from the vendors. No checks can be issued without an itemized receipt.</li> <li>• Original bus invoices can be signed by Principal and submitted to Bookkeeper for payment without a requisition form.</li> <li>• Submit invoices to Bookkeeper each week.</li> <li>• Do not include sales tax. Tax cannot be paid.</li> <li>• Use Form C for Purchase Requests of \$5,000 or more.</li> </ul>
	<p><u>For Field Trips:</u> Form H1 (Elementary) or H2 (Secondary) - Field Trip Form</p> <ul style="list-style-type: none"> <li>• Complete prior to and following field trip.</li> <li>• If all grades or clusters are going on the same field trip on the same day, only one form is required.</li> <li>• Use to estimate cost of trip, fee per student, and financial wrap up of activity.</li> </ul>

### **Fundraising and Ticket Sales:**

	<p><u>For Fundraising:</u> Form F1 – Fundraising Form</p> <ul style="list-style-type: none"> <li>• Complete and submit fundraising request to principal at least three days prior to event or activity for approval.</li> <li>• Complete and submit fundraising financial wrap up to principal following fundraising event or activity.</li> </ul>
	<p><u>For Ticket Sales:</u> Form I – Ticket Sales Event</p> <ul style="list-style-type: none"> <li>• When tickets are sold at school events a cash box and system of pre-numbered tickets should be used.</li> </ul>

*Principals, Advisors and Bookkeepers, are urged to familiarize themselves with procedures outlined in the SAA Guidelines and Procedures, as well as to laws that have a direct bearing on their involvement with student activity accounts: M.G.L. c. 71 §47, governing student activity accounts; and M.G. L. Chapter 268A, the Conflict of Interest Law.*