

**New Berlin CUSD 16**  
**School-Level Activity Accounts**  
**Accounting & Banking Procedures**

**Overview:**

New Berlin CUSD 16 acts as custodian/agent for various activity funds used to further the interest of specific areas of the school such as athletics, clubs, and other student-related organizations. These activity funds are each maintained by a designated sponsor. The sponsor's role is as follows:

1. To administer/facilitate all related fundraising activities
2. To collect timely all receipts due to the fund
3. To obtain proper approval for, order, and issue payment for all necessary goods and services
4. To safeguard all fund assets, including cash and checks on hand prior to being deposited
5. To maintain adequate records for all deposits and purchases
6. Review and approve monthly reconciliation reports

**Recordkeeping**

Sponsors will have an excel spreadsheet to track account balances, deposits, and expenditures. This Activity Account Balance Rollforward sheet (copy attached) should be cross-checked with the monthly reports you receive for accuracy. Included in this excel file are three other tabs at the bottom: Deposit Sheet, Activity Account Receipt, and the Fundraiser Report (copies attached), which are further described in the sections below. The Business Office shall maintain files of purchase orders, invoices, and deposits for all activity accounts, in addition to performing the bookkeeping and check-writing functions.

**Fundraising Activities & Reporting**

All fundraising activities expected to raise \$1,000 or more must have prior approval by the Board of Education via the Fund Raiser Report. Each fund is limited to no more than 2 fundraisers per year. This initial report shall include estimates of both gross revenue and net profit. The report should clearly be marked as "Preliminary" and should be submitted to the district secretary. Once approved, the district secretary shall promptly notify the sponsor as such.

At the conclusion of the fundraiser after all bills have been paid, the sponsor shall complete a final Fund Raiser Report, itemizing all revenue and expenditure sources. This report shall be marked as "Final" and submitted to the building principal for approval. Once approved and signed by both sponsor and principal, a copy shall be maintained by the sponsor and the original remitted timely to the Business Office.

**Deposit Procedures**

Only the authorized activity account sponsor may turn in money to the Business Office. Deposits are to be made timely and all funds are to be kept locked up until remitted. A deposit sheet is to be used (copy attached) by the sponsor for all funds remitted. All payments received are to be properly itemized on the deposit sheet, and the total checked for accuracy. When complete, the sponsor shall make and keep a copy of the deposit sheet, place the deposit and sheet in a sealed envelope or bank bag, and deliver to the Business Office. Donna Oller will maintain a sign-in sheet for all deposits, which must be completed by the sponsor and signed off by someone in the Business Office. Donna shall record the deposit in the

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accounting system and deliver all deposits to the bank within 2 business days of receipt. The deposit slip shall be attached to the deposit sheet and filed accordingly. If receipts are requested, the sponsor shall prepare it and give to the payer.

In addition to activity funds, sponsors may, from time to time, collect school fees from students. The deposit sheet used for activity funds may be used for these payments as well. These deposits shall be timely remitted to the HS clerks (HS/JH payments) or NBE secretary in a sealed envelope marked as student fees. These must be logged in on the deposit sign-in sheet as well. **Note that checks with both school fees and activity-related fees are NOT to be accepted.**

**Purchasing Procedures**

**Purchase Order:**

**All purchases require an Activity Account Purchase Order be completed (available via the website) and approved prior to any purchases made, payment issued, or credit card given (see below).**

General instructions/assistance is included on the form itself. Be sure to put your name and activity account name/number on the top of the form on the designated lines. If you intend on making a general (blanket) purchase of supplies, then write that in the Description section and put down the maximum “not to exceed” dollar amount that you intend to spend. This is only allowed when making purchases of items at a local store or restaurant for which you are uncertain as to cost. Check the appropriate box for the school to be billed. **Note that blank checks will not be issued.** You have the option of making the order yourself or having Donna fax in the PO to the vendor. Please be sure to check the appropriate box on the form.

Once approved by your principal, remit the original Purchase Order and any supporting documentation to Donna in the Business Office. It is up to the sponsor to make sure appropriate funds are available in their account for the purchase.

**Receiving:**

All activity fund-related purchases are to be received in the office. The secretary will collect all packing slips, check them for accuracy, initial and date them, and send the info to the Business Office. If only a partial order is received, then that should be clearly communicated on the packing slip to avoid paying for items not yet received.

**Check Requests:**

All activity account bills received by the Business Office will be remitted to the appropriate sponsor. The sponsor shall then review the bill, initial, and date it for payment. **Checks will only be cut with an approved Purchase Order AND invoice.** If there are differences between the PO and invoice, the sponsor is to attach a written explanation on a separate sheet of paper. If the amount due is greater than that which was approved, the principal must sign off on the explanation before payment is to be made. All checks must be signed by two authorized signors. After the check is cut, Donna shall write the date

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paid and check number on the invoice for bookkeeping purposes. After recorded, the PO/invoice/receipt will be filed accordingly.

Credit Card Procedures:

Credit cards are to be used only for local purchases or when time constraints exist that do not allow for normal processing. All items purchased must be put on the school credit card. **The district will not reimburse you personally.** Cards are to be issued only **AFTER** obtaining a properly approved purchase order. Only the Business Office shall have authority to assign VISA cards. Timely return of the card and receipts/supporting documentation is required. The procedure is as follows:

1. Perform the purchase order process as identified on the previous page.
2. After obtaining an approved PO, give it to Donna Oller and complete the Credit Card Check-out / Check-in Sheet to receive the card.
3. Timely return the card along with your receipts and any other documentation to Donna for filing and payment purposes. The actual total expense amount will need to be written on the purchase order and initialed/dated by the teacher. If this amount exceeded your approved expenditure amount, a typed written explanation is required, and the principal will also need to sign-off on the explanation.

**Note that the district is sales tax exempt.** VISA or any other purchases should be exclusive of sales tax. Secretaries and the Business Office shall have copies of our sales tax exemption letter should you need one.

**Interfund Transfers**

Occasionally, transfers between funds may be warranted. Sponsor's should use the purchase order form for these as well and clearly mark "ACCOUNT TRANSFER ONLY" at the top of the form. Like purchases, approval must be obtained before the Business Office will process the transaction. A copy of the PO will be filed in both accounts and forwarded to the payee fund sponsor.

**Monthly Reports**

The Business Manager will reconcile the accounts monthly and issue reports directly to each sponsor. It is the sponsor's duty to check these reports for accuracy and report any inconsistencies. Unless a response stating otherwise is given to the office, the monthly report will be considered accurate. The Business Manager will also submit month reports to the Board of Education for approval.