

Student Activities Funds

1. Receipts

Receipts should be posted in strict numerical sequence in the journals so that all receipts may be accounted for.

2. Checks and/or petty cash

Checks and/or petty cash expenditures should be recorded individually in the journals to facilitate cash reconciliation procedures.

3. Journal entries

Dates, names and document numbers also should be recorded in the journals.

4. Transfers

Transfers between student activity accounts must be documented with an approval by the principal. Any transfer must be recorded according to generally-accepted accounting principles.

5. Receipt books

All schools will use prenumbered duplicate receipts which will be available through central supply.

6. Voided receipts

When it becomes necessary to void a receipt, persons receipting moneys will retain the original receipt, mark the original and duplicate copy void, and staple the original receipt to the duplicate which remains in the receipt book.

7. Disbursements

All disbursements are required to have a supplier's invoice or other supporting payment document before payment will be made.

8. Principal's approval

Each invoice or other supporting payment document must have the signature of the school principal as approval before any funds are disbursed.

9. Marking invoices paid

After payment, each invoice or other supporting document will be marked paid on the face of the invoice with the date paid and the check number.

Approved February 18, 1969

Revised to conform with practice February 8, 1984

St. Vrain Valley School District RE-1J, Longmont, Colorado

