



Superintendent's Circular

NUMBER:
FIN-04
Version 01

STUDENT ACTIVITY ACCOUNTS: OPERATING PROCEDURES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

OVERVIEW

This Student Activity Accounts: Operating Procedures Superintendent's Circular was put together in accordance with [Massachusetts General Law Chapter 71 Section 47](#). The [Student Activity Account Policy](#) was approved by the School Committee in the fall of 2018.

All students should have an opportunity to take part in co-curricular activities. As such, Boston Public Schools have migrated to a new business process for managing student activity accounts. Student activity funds are managed under an "Agency Account," housed under the City's tax ID number.

DEFINITION AND CATEGORIES OF STUDENT ACTIVITY ACCOUNTS

Student activity accounts may only be used for the express purpose of conducting student activities, which are broadly defined to be:

- Co-curricular in nature.
- Contingent on a fee or on fundraising.
- For the sole benefit of students.

Boston Public Schools recognizes the following categories as student activities:

- SOCAL = Socials, such as a dance or pizza party
- EVENT= Special events, such as a graduation or Science Fair
- FLDTR = Field trips, such as transportation costs or entrance fees
- CLUBS = School leader-approved student clubs, such as a Student Council or Debate Club
- STORE = Bookstore, only when bookstore is run by students and proceeds will benefit students directly
- ATHLT = Athletics, only when funds are student-driven and proceeds will benefit specific student activities directly
- SNDRY = Miscellaneous activities (this is NOT a catch-all, see [Student Activity Accounts](#) on the BPS website for approved list)
- BNKFE = Bank fees, such as fees for returned checks

ESTABLISHING A STUDENT ACTIVITY ACCOUNT

Student activity funds will be managed utilizing a Student Activity Agency Account. The Agency Account is a master account maintained by the City's Collector-Treasurer and is utilized to record deposits and expenses. All student activity accounts must utilize the City of Boston's tax ID number and be authorized by the BPS chief financial officer and city treasurer.

Schools seeking to set up a new student activity account within the Student Activity Agency Account must contact the BPS Finance Office.

When a new school leader begins at a BPS school, they should contact the BPS Finance Office. Accounts should be reconciled prior to the account changing hands.

DEPOSIT PROCEDURE

To deposit funds into your school's student activity account:

1. Deposit funds at a Boston Citizens Bank branch using the unique deposit slips provided to your school. This is critical to ensuring funds are deposited to your school's subaccount and simplifying the reconciliation process.
 - a. If depositing funds for use in multiple different student activities, schools must use a separate deposit slip for each pool of money.
2. Complete the [revenue breakdown form](#) within 2 business days of the deposit date to designate the funds to a program (SOCAL, EVENT, FLDTR, CLUBS, STORE, ATHLT, SNDRY, BNKFE) and class (grade level). This allows the deposited funds to be applied to your school's subaccount and reflected in BAIS Financials.
 - a. If a deposit is for multiple grades or undefined, utilize the "0000" for all grades.
3. Allow at least 5 business days for the deposit to be booked to your school's subaccount and reflected in BAIS Financials.

Schools must notify the BPS Finance Office when they are running low on unique deposit slips, not when they've run out of deposit slips, so additional deposit slips may be ordered and delivered to the school.

TRANSFER PROCEDURE

To request a transfer within your school's student activity account:

1. Submit the [transfer request form](#), which requires a justification letter be attached documenting the request.
[Transfer Request Justification Template](#)
2. Allow at least 5 business days for the transfer to be reflected in BAIS Financials.

EXPENDITURE PROCEDURE

Standard Purchasing

To make a purchase out of your school's student activity account:

1. Confirm the company/venue is already an approved city vendor by looking them up in BAIS Financials or determine if the individual needs to be "hired" and paid through the city's payroll system.
 - a. If you have a question about whether a company/venue is an approved city vendor or should be hired, please email Vendor.Questions@cityofboston.gov or call 617-635-4564.
 - b. New vendors should register [online](#) (see [step-by-step guidelines](#) for registering online).
2. After confirming the company/venue is an approved city vendor, enter a requisition for student activities using the following information:

Fund Number: 470

Account: Should be appropriate to the requisition. An example is account 52811 for a field trip. If unsure, review the [account code list](#) or contact BPS Purchasing.

Program: An alpha entry matching the revenue breakdown of SOCAL, EVENT, FLDTR, CLUBS, STORE, ATHLT, SNDRY, or BNKFE.

Class: An alphanumeric entry matching the revenue breakdown of: 0000 (all grades); BPSK0; BPSK1; BPSK2; BPS01; BPS02; BPS03; BPS04; BPS05; BPS06; BPS07; BPS08; BPS09; BPS10; BPS11; BPS12

Bud Ref: 0000

3. Follow the standard purchasing guidelines outlined in the [Business Services Manual](#) to complete the requisition and purchase process.

Reimbursement

To request a reimbursement out of your school's student activity account:

1. Confirm the person is already properly hired or an approved city vendor by [looking them up in BAIS Financials](#).
 - b. If you have a question about whether a company/venue is an approved city vendor or should be hired, please email Vendor.Questions@cityofboston.gov or call 617-635-4564.
 - c. New vendors should register [online](#) (see [step-by-step guidelines](#) for registering online).

2. After confirming the person is an approved city vendor, complete and submit a hard copy of the [Non Order form](#) with details of the expense, funding source, and amount. Reimbursement instructions can be found in Superintendent's Circular FIN-03.

Staff seeking reimbursement out of the Student Activity Account can receive reimbursement for tax on purchases; however, tax can be saved by going through the standard purchasing process.

Reach out to [Lisa Greaves](#) or [Bob Cass](#) with any reimbursement questions.

The [Business Services Guide](#) may be a helpful resource for further inquiries on purchasing.

CHECKING STUDENT ACTIVITY ACCOUNT BALANCES

To check your school's student activity account balance:

1. Log into [BAIS Financials](#).
2. From the main menu drop-down options, select REPORTING TOOLS.
3. From Reporting Tools, select QUERY.
4. Click on QUERY VIEWER.
5. Next to "Search by," select QUERY NAME from the drop-down options.
6. In the blank next to "begins with," enter Y_GL_QRY_SCH_ACT_BUDGET_BAL.
7. Select how you'd like to run the report: HTML, Excel, or XML.
8. In the blank next to "department," enter your school's 6-digit RC code.
9. Click VIEW RESULTS:
 - a. Scroll through all the line items to find balances (there

- will likely be several rows that show no balance) OR
- b. Download the results and filter out all the rows without a balance.

To check deposits and expenditures in your school's student activity account:

1. Log into [BAIS Financials](#)
2. From the main menu drop down options, select REPORTING TOOLS.
3. From Reporting Tools, select QUERY.
4. Click on QUERY VIEWER.
5. Next to "Search by," select QUERY NAME from the drop-down options.
6. In the blank next to "begins with," enter Y_GL_QRY_EXP_PO_CN_DTL.
7. Select how you'd like to run the report: HTML, Excel, or XML.
8. Enter the following for the blanks:
 - a. Fund Code: 470
 - b. Organization: Your school's 6-digit RC Code
 - c. Program Code: %
 - d. Sub-Classification: %
 - e. Project/Grant: %
 - f. Account: %
 - g. Budget Reference: %
 - h. From Accounting Period: 1
 - i. To Accounting Period: 12
 - j. From Fiscal Year: Starting year (for example, if you just want to look at this current school year, you'd enter 2024, but if you wanted to look at the account over time, you'd enter 2018).
 - k. To Fiscal Year: Ending year.
9. Click VIEW RESULTS.

REPORTING

Monthly Reconciliation Reports

By the 5th of each month (September - July):

1. Complete the [monthly reconciliation report](#) for the previous month, reconciling your school's PeopleSoft balance with submitted [revenue breakdown forms](#) and expenditure requests.
2. Completed monthly reconciliations should be sent to school leader, all student organization leadership (and/or parent council leadership if elementary school), and [Charlie Ng](#) by the 5th of each month for the previous month (example: for the February reconciliation, submit by March 5). PDFs should be uploaded to your school's SAA reporting folder and saved for 7 years.

Year End Reconciliation

By June 21:

1. Complete [Form B](#) for each additional bank account associated with the school (*Form B doesn't need to be completed for the student activity and before/after school accounts*) and record every transaction for each account. Additional bank accounts include 501c3, BEDF, Parent Council, and Sunshine Fund accounts.
2. A final [monthly reconciliation report](#) should be submitted by July 5 to close out the student activity account for the school year
3. Completed forms should be sent to [Charlie Ng](#).

CASH POLICY AND RECORD-KEEPING

Internal Records And Ledgers

Schools must keep detailed records of their receipts and expenses for the account. Records should contain, at minimum, the level of detail provided in the example ledger [by line](#). The specific purpose/activity of all money should be tracked. It is recommended that for individual activities, such as a specific field trip or event, schools also track all receipts and expenses (i.e., all revenue and expenses for prom). A copy of these records should be housed in your school's SAA folder. The purpose of these records is to:

- Ensure bank deposits match the total receipts of fees and fund-raised money.
- Ensure entirety of the money is spent on the intended purpose, benefiting solely the students who the money was raised for/by.
- Avoid large surpluses and deficit spending.

Cash Policy

Cash boxes may be used to receive cash and checks and make change during fundraising activities.

As needed, the cash box may be signed out to staff and student organizations as long as a [cash box log](#) is completed each time the cash box is signed out.

Schools need to keep records of collected cash and checks. When \$10 or more is collected from an individual, a pre-printed carbon receipt must be issued to that individual. Carbon copies of receipts should be submitted to the school leader along with

collected cash and checks WITHIN 24 HOURS of receipt. In cases of a large number of transactions in a short period of time, the [receipt log](#) should be used to provide a record of individual transactions and be submitted to the school leader along with collected cash and checks WITHIN 24 HOURS of receipt.

When less than \$10 is collected from an individual, a pre-printed carbon receipt does not need to be issued. Rather, the person handling the cash box needs to record the collected funds on the [receipt log](#). The receipt log should be submitted to the school leader along with collected cash / checks WITHIN 24 HOURS of receipt.

The cash box must be reconciled daily by two individuals. Once the cash is counted, each individual should initial the [cash box reconciliation form](#).

Collected cash / checks totaling under \$1,500 must be deposited at a Boston Citizens Bank branch WITHIN A WEEK of receipt. Total collected cash / checks exceeding \$1,500 must be deposited at a Boston Citizens Bank branch WITHIN 72 HOURS of receipt.

CLOSURE OF ACCOUNTS

Closure of Class Accounts at Graduation

The following procedures should be followed with respect to class accounts at graduation:

1. Keep class accounts open and active for 90 days after graduation to allow for outstanding bills to be received and paid.
2. After 90 days, remaining funds must either be:
 - a. Transferred to a separate account established by class members, not using the city's tax ID number.
 - b. Transferred to the school's SNDRY, 0000 (all grades) line.

Closure of Inactive Accounts

The following procedures should be followed with respect to inactive and undesignated accounts at the district level:

1. Accounts will be closed, and remaining balances will be transferred to the Student Activity Agency Account.
2. Remaining balances will be distributed across all schools' SNDRY, 0000 (all grades) lines.

The following procedures should be followed with respect to inactive accounts at the school level:

1. Provide written notification about the inactive account to the BPS Finance Office.
2. If the account should be closed out and has a balance of funds:
 - a. The balance of recognized student activity funds should be moved into the appropriate program and

class subaccounts.

- b. The balance of unrecognized student activity funds should be moved into the school's SNDRY, 0000 (all grades) line.

RESOURCES

For additional information and resources on Student Activity Accounts:

- [Student Activity Account: Policies & Procedures Manual](#)
- [Student Activity Account Website](#)
- [SAA Slide Deck](#)
- [7-minute Overview Presentation](#)
- [Purchasing Manual](#)
- [Massachusetts General Law](#)

Please contact the Finance Office if you have any student activity account questions not addressed in this circular.

Questions related to deposits, fund balances, and account status should be directed to:

Special Accounts Manager, finance-staff@bostonpublicschools.org

Internal Controls Project Manager, finance-staff@bostonpublicschools.org

Questions related to purchases from this account should be directed to:

Assistant Business Manager, finance-staff@bostonpublicschools.org / 617-635-6758

Questions related to reimbursements from this account should be directed to:

Principal Account Clerk finance-staff@bostonpublicschools.org / 617-635-9472

Unit Leader of Business Services/Accounts Payable
finance-staff@bostonpublicschools.org / 617-635-9469

Mary Skipper, Superintendent