

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** April 26, 2005

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **POLICY 3125 - NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES ACCOUNTING AND CASH MANAGEMENT: SCHOOL ACTIVITY FUNDS**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE PERSON(S):** Barbara Burnopp, Executive Director, Fiscal Services

**RECOMMENDATION**

Board consideration is requested of proposed changes to Board Policy 3125 – Accounting and Cash Management: School Activity Funds. This policy was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. This policy was adopted in 1968, and revised in 1980 and 2000. Changes were made to outline responsibility for School Activity Funds, and to incorporate Rule 3132.1, which was recommended for deletion. Rule 3125 was created instead. The Board Policy Review Committee reviewed this policy on February 16, 2005. This is the third reading of the proposed changes to the policy.

Attachment I - Policy 3125 - NON-INSTRUCTIONAL SERVICES: Fiscal Services Accounting and Cash Management: School Activity Funds

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: School Activity Funds

[1. Purpose]

THE BOARD OF EDUCATION RECOGNIZES THAT SCHOOLS MAY MAINTAIN [S]school activity funds [should] TO promote the general welfare of all [the] students and facilitate the normal extracurricular activities of the school. Projects [which] THAT produce or disburse funds in support of school activities must contribute directly to the educational experience or morale of the students and may not conflict with nor supplant the instructional program.

[2. Definition]

These funds are generated by activities within a school, such as school stores, publications, social and athletic events, etc.] AS USED IN THIS POLICY, [T]the term “school ACTIVITY funds” means all FUNDS GENERATED BY SCHOOL-SPONSORED ACTIVITIES AND MAINTAINED IN SCHOOL BANK ACCOUNTS. [monies coming into and leaving the school’s possession. Cafeteria funds are excluded from this definition.]

[3. Responsibilities]

SCHOOL ACTIVITY FUNDS SHALL BE MANAGED IN ACCORDANCE WITH SOUND BUSINESS PRACTICES, INCLUDING ADHERENCE TO ACCEPTED ACCOUNTING PRACTICES. The Superintendent [of Schools] is responsible for recommending to the Board of Education all [new] policies [and changes in policies] with regard to the [supervision and administration] FINANCIAL MANAGEMENT of school activity funds.

[4. Management]

All monies collected by school employees and by student treasurers shall be receipted, accounted for, and directed, without delay, to the proper location of deposit. In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in the school overnight.]

POLICY 3125

[5. Procedures

Procedures regarding this fund are outlined in the Manual for Receipts and Disbursements Accounting of School Funds.]

[Also see rule “Auditing: School Activity Funds” in this series]

RELATED POLICIES: POLICY 3132, INTERNAL AUDIT, ALL FUNDS  
POLICY 2211, SCHOOL PERSONNEL, PRINCIPAL

ALL CAPS indicate new material.  
Brackets [] indicate deleted material.

Policy: Board of Education of Baltimore County  
Adopted: 9/18/68  
Revised: 6/19/80  
Revised: 8/17/00  
REVISED: \_\_\_\_\_