

# School and Student Activity Special Revenue (SSASR) Fund Manual

Policies & Procedures



**MATANUSKA-SUSITNA**  
BOROUGH SCHOOL DISTRICT

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## 1.0 INTRODUCTION

The Matanuska-Susitna Borough School District's (District) School and Student Activities Special Revenue (SSASR) Fund Manual details processes to ensure transactions are recorded in accordance with district policies and procedures, and to maintain necessary financial controls to safeguard district resources.

This manual is designed to familiarize district employees with SSASR Fund accounting policies and procedures.

**SSASR administrators and operators are responsible for understanding and following all student activity policies, procedures, guidelines, and the SSASR Fund Manual.**

## 2.0 SSASR ADMINISTRATOR ROLES

Business Services is responsible for oversight of the SSASR Fund. In addition, Business Services identifies areas where policies, regulations, procedures, and manuals should be clearly defined and reviews and proposes revisions to Board Policy as needed. The following groups have oversight and compliance roles:

### 2.1 Accounting Department

Accounting Department staff are responsible for delegated functions. The roles and responsibilities of the Accounting Department are to:

- Train and provide guidance to SSASR Administrator and Operation roles.
- Provide customer service to staff as it relates to SSASR Funds.
- Project Ledger and General Ledger maintenance within the Tyler Technologies Enterprise Resource Planning (ERP) System.
- Provide customer service between the school and banking institution.
- Conduct periodic internal reviews and audits to monitor compliance with District policies, regulations, procedures, guidelines, and the SSASR Fund Manual.
- Perform SSASR Fund Reconciliations.
- Maintain the SSASR Fund Manual.
- Ensure that all SSASR fund transactions are recorded into the ERP System.

### 2.2 Principal/Location Supervisor

It is the principal/location supervisor's responsibility to ensure that the conduct of SSASR activities is in accordance with District policies and procedures, and the SSASR Fund Manual. The principal/location supervisor oversees SSASR funds, reviews and approves disbursements, revenue collection, transfers, and all other aspects of SSASR funds financial activity.

### 2.3 Administration, External Auditors, and Reviewing Agencies

All transactions are subject to review by district administration, external auditors, and other reviewing agencies in order to test for compliance with district policies, regulations, manuals, procedures, and guidelines; federal, state and local laws; and restrictions or other constraints imposed by agencies or donors.

### 3.0 SSASR FUND OPERATION ROLES

For the purposes of the SSASR Funds, the term **operation role (operator)** includes recordkeepers, project sponsors, and student advisors. The roles and responsibilities for each type of SSASR operating roles are described below.

#### 3.1 Recordkeeper

A recordkeeper is an employee who is responsible for recording and maintaining record of SSASR transactions. Administrative secretaries and student activity secretaries serve as recordkeepers for their specific school locations. Recordkeepers have the following responsibilities:

- Abide by all District policies, regulations, procedures, manuals, and guidelines when recording and maintaining SSASR fund transactions.
- Process all disbursement transactions, revenue transactions, transfers, and adjustment transactions for SSASR funds in accordance with District procedures.
- Immediately report any potential violations of District policy, District guidelines, fraud, waste or abuse to the appropriate SSASR fund administrator.
- Ensure that all SSASR fund activity is recorded in the ERP System.
- Maintain accurate SSASR records and backup documentation per record retention policies.
- Deposit cash and checks in a timely manner per District policy BP 3450.
- Provide transactional information to administrators and operator monthly, or upon request, whichever is less.

#### 3.2 Project Sponsor

A project sponsor is an employee whose responsibilities include revenue and disbursement allocation processes between the project group, recordkeeper, and principal/location supervisor. project sponsors have the following responsibilities:

- Abide by all District policies, regulations, procedures, manuals, and guidelines when collecting and purchasing with SSASR funds.
- Allocate SSASR fund resources in accordance with project constraints and project purpose.
- Provide all detailed project financial transaction documentation to the recordkeeper in a timely manner.
- Monthly project reconciliation which includes verifying accuracy of revenue and expenditures.
- Follow up with recordkeeper if any discrepancies are identified.
- Immediately report any potential violations of District policy, guidelines, fraud, waste or abuse to the appropriate SSASR fund administrator.

## 4.0 Obtaining and Maintaining Projects Within SSASR Fund

### 4.1 Project Profiles

Projects with a specific designated purpose and revenue source that serve the interest and needs of student groups or schools is assigned a unique project identifier within a specific school location, and recorded as SSASR funds in the ERP System. Each project has customized spending and revenue collection constraints based on project purpose. The two SSASR fund types are Student Activity and School Use funds.

Student activity projects are the most common type of project profile accounted for within the SSASR Fund, and require student participation. School use projects have no student participation.

The Accounting Department determines whether a new activity project profile should be created based on requests submitted by recordkeepers. The decision to create a new profile will be based on, but not limited to criteria such as:

- Whether the proposed project can be accounted for within another project profile that already exists
- Consistency with other similar projects in the District
- A need to report separately for a specific project

#### **Types of Student Activity Projects include:**

- Interscholastic – Activities that include competition between District schools and schools outside of the District.
- Intra District – Activities that include competitions/events limited to schools within the District.
- Student Organized Clubs – See District policies BP and AR 6145.05.
- Scholarship – An amount paid or allotted to a student at an education institution for the purpose of study. Each scholarship must be accounted for in a separate project. The process of awarding scholarships should include an application process, criteria for eligibility, a list of student applicants, and a documented selection process. Allowable scholarship purchases include disbursement made on behalf of the student to a qualified education institution in accordance with IRS regulations regarding tax free scholarships.
- School Store (with student participation) – School store net revenue may be spent in accordance with specific intent of the project. If no intent is clearly identified, funds must be spent in accordance with Student Activities General (benefit the student body as a whole).
- Co-Curricular (Stipend) Clubs – Club with a contracted sponsor.
- Other Co-Curricular Activity Funds – Activities that support co-curricular activities.
- Field Trip Activity – Funds collected and expensed specifically for field trips. Funds may be raised for multiple years for large co-curricular field trips. Remaining balance of field trip funds support future field trip activity.



## 4.1 Project Profiles, cont.

### **Types of Student Activity Projects, cont.:**

- Grants – Funds granted to the District for a specific student activity purpose based on requirements from the grantor. Student activities grants received may be deposited into SSASR Funds in accordance with BP 3235. Each grant should be accounted for in a separate project. All student activities grants must be reported to the Accounting Department using a Grant Third Party Revenue form, attached to the Request for Project form. Grants that require reporting must be completed as outlined in the Grant Award Letter. A copy of the completed grant reports is submitted to the Accounting Department in the year in which the grant reports are due. If the grant includes staff, the entire grant, regardless of the amount, must be processed through the District's Accounting and Payroll Departments.
- Donations – Funds donated to the District for a specific student activity purpose based on request from the donor. Donations received may be deposited into student activities in accordance with BP 3290 and BP 1321. Each donation must be accounted for in a project that identifies the intent of the funds. If reporting is required, donations must be deposited into a separate activity. Any SSASR fund donation must be reported to the Accounting Department using a Grant Third Party Revenue form, or tax receipt donor letter. Noncash donations need to be recognized using Non-Cash Donation or Vehicle Donation form. Completed forms must be submitted to the Accounting Department within thirty days from receipt of the donation.
- Activities General – Fund expended should benefit the student body as a whole. Examples include: school-wide field trip, pep assembly, etc.
- Classroom Activity Funds – Reimbursement funds for classroom activity expenditures such as current year/small field trips and art projects. Funds collected from students during the year should be spent on those students in the same year. A small balance of less than \$50.00 may be rolled into the next year as “seed” funds.
- Testing Reimbursement Activity – Funds collected for testing should be spent on testing in the same year.

### **Types of School Use Projects include:**

- School Store (no student participation) – Net proceeds from school stores may be spent in accordance with general school operational needs if students do not participate in the raising of resources.
- Classroom Funds - For classroom supplies, revenue not collected from fees or student participation.
- General Use School Funds - Funds for general school needs.
- Yearbook Sales – Revenue and expenses should be kept in a separate activity. Net revenue may be used as general school use funds. A balance should be retained to be used as “seed” funds for the next year.

## 4.1 Project Profiles, cont.

### School Use Projects, cont.

Types of School Use Projects, cont.:

- Grants – Resources granted to the District for a specific purpose specified by the grantor. School use grants received may be deposited into SSASR Funds in accordance with BP 3235. Each grant must be accounted for in a separate project. All school use grants must be reported to the Accounting Department using a Grant Third Party Revenue form, attached to the Request for Project form. Grants that require reporting must be completed as outlined in the Grant Award Letter. A copy of the completed grant reports must be submitted to the Accounting Department in the year in which the grant reports are due. If the grant includes staff, the entire grant, regardless of the amount, must be processed through the District's Accounting and Payroll Departments.
- Donations – Funds donated to the District for a specific school use purpose based on request from the donor. Donations received may be deposited into student activities in accordance with BP 3290 and BP 1321. Each donation should be accounted for in a project that identifies the intent of the funds. If reporting is required, donations will be deposited into a separate activity. Any SSASR fund donation must be reported to the Accounting Department using a Grant 3rd Party Revenue form, or tax receipt donor letter. Non-cash donations should be recognized using Non-Cash Donation or Vehicle Donation form. Completed forms must be submitted to the Accounting Department within thirty days from receipt of the donation.
- Textbook/Supply Reimbursement – Funds collected for textbooks or supplies originally paid for outside of the SSASR funds. Funds should be collected and transferred back to the District quarterly.

## 4.2 New Project Request

Recordkeeper and sponsor must be able to demonstrate a new project request is for a specific purpose with specified revenue source, and is for a student activity, or donation/grant/fundraiser for a specified school use purpose. New projects are typically created in the ERP system within 2 business days of request. A project request must be submitted by the SSASR school administrator or recordkeeper and contain the following information:

- Project Location/Site Location
- Proposed Project Name (Description)
- Type of SSASR Account
- Specific purpose funds are being raised for
- Revenue sources
- If students are participating in the fundraising
- Proposed plan of any remaining balance if project dissolves
- Project sponsor contact information

### 4.3 Project Modifications

Project descriptions may be adjusted as needed if the requested new description aligns with district naming conventions. Requested description modifications must align with the same purpose of the funds as the original description if the project had a balance of funds in the current fiscal year. Project funds cannot be reallocated to a different purpose by re-describing a project.

Projects that have been inactive and have a zero balance for more than current fiscal year may be re-purposed with a new description and purpose. To request modifications, complete the New SSASR Funds Activity/Project form in Team Dynamix.

### 4.4 Inactivating Projects

All projects with a zero balance that will not have future transactions should be inactivated. To inactivate projects, email request to [studentactivities@matsuk12.us](mailto:studentactivities@matsuk12.us).

## 5.0 MAKING SSASR PURCHASES

### 5.1 Acceptable Purchases

Purchases and use of funds must comply with all District policies that guide specific categories of purchases. Those policies include, but are not limited to:

- BP 2300 and AR 2300 CONFLICT OF INTEREST
- BP 3310 and AR 3310 PURCHASING PROCEDURES
- BP 3311 and AR 3311 BIDS
- BP 3312 and BP 3312.02 CONTRACTS
- BP 3452 SCHOOL AND STUDENT ACTIVITY FUNDS
- BP 4058 and AR 4058 TRAVEL EXPENSES
- Non-Personnel Spending Guidelines
- MSBSD Purchasing Manual
- MSBSD Procurement Card Manual
- MSBSD Co-Curricular Handbook

#### Allowable Purchases

Student Activities SSASR funds are resources raised by students for student related expenses. In addition to the allowable purchases list on page 9, expenditures for project profiles categorized as “Student Activity” must also be for student group related expenditures and comply with the purpose and intent of the specified activity.

School Use SSASR funds are funds that are donated or granted for school use related to specific planned expenditures. In addition to the allowable purchases list on page 9, project profiles categorized as “School Use” must also be for student or school related expenditures and comply with the purpose and intent of the specified activity.



## 5.1 Acceptable Purchases, cont.

### Allowable Purchases, cont.

Allowable purchases include:

- Travel, as permitted in District policies, regulations, procedures, and guidelines
- Association dues
- Professional and business subscriptions
- Meeting/convention expenditures
- Advertisements
- Supplies/small tools
- Equipment greater than \$5,000 (with pre-approval from Purchasing Department)
- Purchases that result in an addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase its efficiency or capacity (with pre-approval from the Purchasing Department)
- District Standardized Technology (including any software or online software subscription) with an IT provided quote
- Services (only with approved contract, prior approval from Purchasing Department, or on the list of services that do not require a Professional Services Contract (PSC))
- Postage and shipping
- SSASR grant expenditures with pre-approval from grant administrator

### Travel Expenses for SSASR Funds

Travel expenses must adhere to the policies, regulations, procedures and guidelines of the District. Sponsors of student activity/projects should use a district issued p-card to pay for all business travel related expenditures during a student activity trip. If the sponsor does not have a p-card, upon the conclusion of the trip, the parents may submit detailed meal receipts for reimbursement if budgeted for in the student activity/project. Each meal reimbursement will not be reimbursed beyond the District per meal per diem rate. In addition, travel meals eligible for reimbursement are limited to three meals per day (meals paid for by District or conference are included in total meal count).

### Technology Purchases

To ensure that technology equipment meets District standards, a quote to request technology through the IT Service Request System is required, prior to the use of SSASR Fund resources to purchase District Standardized Technology (including software and subscriptions).

### Prepaid Expenses

Purchases that are made for travel or subscription renewals which will not occur until an upcoming fiscal year, should be coded to 380.000.000.0000.0.0.660 in the current fiscal year. The expenditure for these purchases will not impact the budget until the fiscal year in which the service is provided, subscription is received, or travel is conducted.

## 5.1 Acceptable Purchases, cont.

### Services

For 1099 reporting compliance, all services should be paid directly to the vendor using a printed check, EFT, or P-card. Employee or community member expense reimbursement for services must be approved by the Accounting Department prior to purchase or reimbursement. Payments for services may only be rendered with approved contract, prior approval from Purchasing Department, or if on the list of services that do not require a PSC.

### Stipends, Students, and Adult Workers

Any remuneration paid or given to an individual for services rendered, is payment for services and may be taxable. Individuals requiring payment for services rendered to the District are considered employees. Employee payments may only be made by the District's Payroll Department for tax, overtime, and payroll liability purposes, including unemployment insurance, Worker's Compensation, FICA and retirement benefits.

## 5.2 Unallowable/Unauthorized Purchases

**The following types of purchases are unallowable/unauthorized:**

- Non-District Standardized Technology, including any software or online software subscriptions
  - Exceptions: computer keyboard, mouse, headphones, speakers, and USB web cameras
- Cash or cash type transactions, including gift cards or gift certificates
- Sales Tax
- Gifts
- Any agreement, a commitment, or an order for goods or services, or changes to existing contracts by any person who does not have procurement authority
- Maintenance contracts unless approved by Purchasing Department
- Personal purchases, including souvenirs
- Donations
- Parking tickets
- Payments to individuals, employees, or students for any reason
- Fuel for personal vehicles (may be allowed in emergency situations only)
- Alcohol
- Ongoing rental/lease agreements
- Any purchase not clearly demonstrating a direct relationship to extra-curricular activity, co-curricular activity, educational activities, or a business operational need
- Any purchase which is not ordinary (*habitual, normal, usual, customary, common, accepted and expected*) and necessary (*convenient, useful, essential, appropriate, and helpful*) in carrying out operations of the District
- Automatic renewals
- Payments to the Matanuska-Susitna Borough School District through SchoolPay.

### 5.3 Sales Tax

District purchases are exempt from sales taxes. Tax exemption identification ("TAX EXEMPT 31-6402079") information is provided on the back of the District procurement card (P-card). Merchants should be notified of tax-exempt status before or at the time of the transaction. A Tax Exemption Certificate may be required. Contact the Accounting Department to request this form.

### 5.4 Disputed Transactions

The project sponsor is responsible for resolving disputed items with vendors. When a dispute occurs, the project sponsor should immediately seek resolution with the vendor. For any disputes that cannot be resolved directly, the project sponsor should notify the recordkeeper and Principal. The project sponsor should also notify the Accounting Department of any fraud or disputes at [accounting@matsuk12.us](mailto:accounting@matsuk12.us).

#### Returned Items

The project sponsor has 10 days from the date merchandise is returned to receive a credit. The recordkeeper should be notified of returns. Funds received from a refund should be accepted in check form or via P-card credit. If a vendor does not issue a credit for a returned item within 10 days of the return, the project sponsor or designee should notify the Accounting Department and the recordkeeper to assist with resolution. Items should be returned directly to the vendor by whichever means the vendor requires. It is the recordkeeper's responsibility to verify that proper credit is received for any returned item.

### 5.5 Purchase Documentation

All SSASR purchases must be supported by itemized receipts which list the items purchased, the dollar amount of each item, and the total amount of each transaction. Supporting quotes must also be submitted when applicable according to policy, administrative regulation, manuals or procedures.

If a receipt is misplaced, the purchaser is responsible for contacting the merchant to request a duplicate. In the event the purchaser cannot or will not provide an adequate receipt, the purchaser must fill out a Missing Receipt form documenting the pertinent transaction information. The approved form must be scanned into the ERP system and filed with the SSASR records. Missing receipts should be a very infrequent occurrence.

### 5.6 Negative Project Balances

The principal/location supervisor may allow a project to over-expend their activity balance if it can be reasonably demonstrated that the expenditures will be used to raise funds which will bring the balance to a positive before the end of the current fiscal year, and the deficit will not create a negative balance of SSASR funds for that location.

## 5.7 Shipping Address

Items must be shipped to a District address. If packages are not able to be shipped to a school location, the items must be shipped to the MSBSD Warehouse at 690 Cope Industrial Way, Palmer, AK 99645. Shipping items to a personal address is not permitted. Always verify the shipping address when placing an order.

## 5.8 Invoice Billing Address

Invoice billing address: Mat-Su Borough School District, Accounting Department, 501 N. Gulkana Street, Palmer, AK 99645, Accounting@matsuk12.us

# 6.0 COLLECTING SSASR FUNDS

## 6.1 Acceptable Revenue Collection

Purchases and use of funds must comply with all other District policies that guide specific categories of purchases. Those policies include, but are not limited to:

- BP 3200 INCOME
- BP 3235 and AR 3235 GRANTS
- BP 3260 and AR 3260 MATERIALS/ACTIVITY FEES
- BP 3270 and AR 3270 DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES
- BP 3290 DONATIONS
- BP 3450 MONEY IN SCHOOL BUILDINGS
- BP 3452 SCHOOL AND STUDENT ACTIVITY FUNDS
- MSBSD High School Co-Curricular Handbook

### SchoolPay Items and Events

Prior to requesting payment of any fees or groupwide donation requests, schools shall create a specific SchoolPay item and make it available for use in order to provide for proper revenue tracking and electronic payment availability. When utilizing a tally system for on-site gate admissions and other on-site, one day point of sale events such as bake sales, a SchoolPay Event, rather than a SchoolPay item, may be utilized for the convenience of the customer checkout process.

Project Sponsors are responsible for requesting that a SchoolPay item/event be created for each revenue collection occurrence. Recordkeepers are responsible for creating and maintaining any SchoolPay item/event. Each SchoolPay item/event should be created using the appropriate Chart of Accounts code that ties to the project string in the ERP system.

Splitting revenue between revenue accounts and/or between more than one project may be requested for joint fundraising efforts of revenue collection. Splitting the revenue for fees is not allowable for revenue recognition in initial SchoolPay Deposit.

The SchoolPay manual is located in TeamDynamix Knowledgebase>Business Services>Accounting >SchoolPay.

## 6.1 Acceptable Revenue Collection, cont.

### Fundraising Revenue

Fundraisers must be approved by the principal/location supervisor prior to initiating any fundraising activities. Fundraising activities must have a clear purpose and be posted for customers/public. See additional guidelines in Co-Curricular Handbook.

### Universal Required Collection Practices

- Resources collected must be deposited and cannot be used for making purchases or issuing refunds.
- Any currency, bank drafts, and checks must be kept in a locked safe/drawer.
- Report lost or stolen resources immediately to Accounting Department, recordkeeper and principal/location supervisor.
- Resources raised must be accounted for properly and in a manner that safeguards student activities revenue and minimizes risk.
- All resources collected must be entered into SchoolPay and accounted for within the ERP System.
- Recordkeeper is responsible for maintaining control of unused receipt books and location information of receipt books that are in use. Unused receipt books should be kept in locked safe/drawer.

### Payments Collected In-Office

- SchoolPay Virtual Terminal should be available during office hours for collection of payments. The preferred method of payment is credit card.
- Each staff member collecting revenue must have their own SchoolPay Virtual Terminal login.
- A receipt will be issued for all funds and should be recorded via SchoolPay Virtual Terminal at the time of sale. A printed or emailed receipt should be provided to the remitter at the time of sale. A printed copy of the receipt is retained for the deposit records.
- Recordkeeper shall verify payments submitted by front desk with the SchoolPay Transaction Report, Batch Report, and Receipts.

### Payments Collected Outside of Office

- A prenumbered, three-part receipt will be issued for all payments not collected via the SchoolPay Virtual Terminal at the time of sale. The receipt is given to the remitter, with one copy retained for the deposit records, and the other copy retained in numerical sequence in the receipt book.
- If it is not feasible to issue three part receipts to each customer (i.e., point of sale bake sales), a tally system and inventory form should be used at the fundraising event and submitted with the revenue to the recordkeeper.
- For revenue collection that involves the entire class, consisting of a small dollar value (\$10.00 or less), a class roster that notes the students who paid may be used to reconcile funds collected and submitted with the revenue to the recordkeeper.

## 6.1 Acceptable Revenue Collection, cont.

### Payments Collected Outside of Office, cont.

- A completed cash collection envelope/form should accompany all funds submitted to the recordkeeper.
- When submitted to the recordkeeper/front office, at least two employees must count the funds and acknowledge the amount therein on the cash collection envelope with initials/signatures.
- All payments must be entered into SchoolPay. Checks shall be itemized; cash shall be itemized unless it was not feasible to issue the three part receipts separately.

### Gate Fee Collection

- Admission fees for sports activities shall be collected in accordance with the District policies, procedures, and guidelines.
- A SchoolPay Virtual Terminal should be available and used for credit card and electronic check payments.
- Gate volunteers must use the SchoolPay Virtual Terminal Login for volunteers.
- A record must be maintained of the number of admissions at the gate and total revenue dollars collected.
- A tally system, such as admission tickets or “clickers” should be used to reconcile sales with revenue collected.
- At the close of admissions, the total cash in the cash box should be equal to the beginning change box funds plus total value of the admissions sold.
- The revenue and admissions sales report should be submitted to the recordkeeper, and a single receipt should be written for the revenue received.
- The admissions sales report should be attached to the copy of the receipt and filed with the deposit backup documentation.

## 6.2 Accounting Manager SchoolPay Items

SchoolPay items managed by the Accounting Department are identified with “!” at the beginning of the description. These items should not be edited or altered in any way by school staff. All adjustments for this type of revenue are to be made by the Accounting Department.

### District Directed Revenue

The District Office may assess and require that specific fees be collected from students/parents, and the revenue be allocated outside of the school’s SSASR projects. For Specific Instructions, see “SchoolPay” in the Accounting Department TeamDynamix Section.



### 6.3 Raffles

The District does not apply for or maintain any gaming permits, and has discontinued the practice of allowing gaming permits. Therefore, any raffle must be conducted by partnering with a non-profit organization which maintains a valid gaming permit. All raffles must be conducted in accordance with the State of Alaska Games of Chance regulations. The permit owner will conduct a raffle for a school's benefit and donate the proceeds. All funds collected and all sales receipts must be turned over to the permit holder for deposit and accounting control. The permittee and permit holder must be physically present at the drawing. After the drawing, the permit owner will write a check to the school for the net proceeds being donated.

### 6.4 Clearing Projects

Clearing Projects (in & out categories) are generally prohibited without written Accounting Department approval. When a purchase is made which pertains to multiple accounts, the purchase should be split to debit each account proportionally. Deposits should be made to the appropriate accounts. Sports fees may use a clearing project if the clearing project is specific to the activity, and it is necessary to split the revenue collected for sports fees into several projects that directly relate to the sports activity.

## 7.0 MANAGING TRANSACTIONS

### 7.1 Project Ledger

All project transactions are recorded using the Project Ledger in the ERP System. Each project is given a unique project identifier and project string to be used for all transactions.

All project codes for SSASR funds begin with three digital alpha identifiers, followed by "SA", and Project Name (three digit number).

All Project code descriptions for SSASR funds identify the student group, school use purpose, and/or purpose for which funds are being raised and expended.

#### **Project Inquiry**

Use the "View Only" module to review all projects, descriptions, notes, project strings, and balances.

All transactions, including expenditure and revenue transactions, are summed in the "Actuals Paid" column. The balance column is the available balance for the specific project.

#### **Project Expense Inquiry**

Use the "View Only" module to review all projects, descriptions, notes, project strings, and current year financial activity. All transactions, including expense and revenue transactions, are summed in the "Actuals" column by fiscal year.

## 7.2 Disbursements

Disbursements are allocated to the appropriate project using the project string identifier associated with the specific project in the Purchase Order, Request for Check, Procurement Card, Employee Expense, Transfer, and Journal modules. All disbursements must align with District policies, regulations, procedures and guidelines.

In addition to the requirements below, additional documentation and purchasing pre-approval processes may be designated by the principal/location supervisor.

### Vendor Payment for Goods/Services

Payment of SSASR Fund invoice should include the following:

- Original vendor Invoice.
- Completed purchase order number referenced on Invoice. Purchase order should be allocated to appropriate project. Completed purchase order will be approved in workflow by principal/location supervisor, giving permission to pay invoice using specified project.
- Written approval such as “okay to pay”, along with the recordkeeper signature/initials and date. This signifies goods/services were received.
- Packing list, quotes, and/or professional services contract if applicable.

### Non-Employee Reimbursement

Payment of SSASR Fund resources to reimburse a non-employee should include the following:

- Approved Request for Check in ERP system. Request for Check should be allocated to appropriate project. Completed Request for Check will be approved in workflow by principal/location supervisor, giving permission to pay the reimbursement using specified project.
- Original Itemized Receipt with proof of payment.
- Reason for reimbursement clearly defined on Check Request and aligned with backup documentation.

### Refund of Revenue

All credit card payments collected less than 90 days from refund date must be refunded via SchoolPay refund process.

Payment of SSASR Fund refunds of revenue should include the following:

- Approved Request for Check in ERP system. Request for Check should be allocated to appropriate project. Completed Request for Check will be approved in workflow by principal/location supervisor, giving permission to refund using specified project.
- Copy of SchoolPay receipt that has been refunded within SchoolPay attached to Request for Check.
- Reason for refund clearly defined within Request for Check module.
- Revenue type (R) GL account should be used to refund revenue collected.

## 7.2 Disbursements, cont.

### Employee Reimbursement

It is preferred that all employees use District procurement cards for all student activity point of sale purchases. In the event that an employee does not have the ability to purchase with a procurement card or invoice and personal resources are used for the purchase, an employee may request reimbursement.

Payment of SSASR Fund employee reimbursement should include the following:

- Approved Employee Expense Claim. Expense Claim should be allocated to appropriate project. Completed Expense Claim will be approved in workflow by principal/location supervisor, giving permission to pay the reimbursement using the specified project.
- Copy of detailed receipt with proof of payment.
- Reason for reimbursement clearly defined.

## 7.3 Deposits

Deposits/revenues are allocated to the appropriate project using the project string identifier associated with the specific project in Receipt and Journal modules. The Chart of Accounts information used to build each SchoolPay item will determine the project string identifier in the ERP System to be used to record the revenue.

All deposits/revenue collection must align with District policies, regulations, procedures, and guidelines. In addition to the documentation requirements below, additional documentation and revenue collection pre-approval processes may be designated by the principal/location supervisor.

### Revenue Collection via Cash and Check

Revenue collection of cash/check payments must include the following:

- Funds not deposited immediately will be kept in a locked safe/drawer.
- All cash and checks received are recorded within SchoolPay Virtual or events terminal.
- All checks must be endorsed on the back with endorsement stamp provided. If a stamp is not readily available, legibly write endorsement information on the back of the check where indicated.
- A deposit slip must be completed to include date, check amount, and cash total. If there are multiple checks, the total of all checks may be written on the deposit slip, and a calculator tape for each check, (or SchoolPay batch printout,) may be provided to the bank with the deposit slip.
- After deposit slip is completed, cash and check batches must be closed in SchoolPay, with a deposit date reference. Batch totals must match deposit totals.
- A SchoolPay batch report for cash and checks, a SchoolPay transaction report, deposit backup, deposit slip, and deposit receipt are filed with SSARS records (See 7.8 Records Retention).

### 7.3 Deposits, cont.

#### **Revenue Collection via Cash and Check, cont.**

- The recordkeeper who prepares the deposit should not take deposit to the bank. The principal or delegate should take deposit to the bank.
- Upon return from the bank, the recordkeeper validates the amount of the deposit slip against the deposit receipt. Send a scanned copy of the deposit receipt, and Batch Reports for cash and check, to the Accounting Department to be recorded in ERP System.

#### **Revenue Collection via Credit Card/Electronic Check**

Revenue collection of cash/check must include the following:

- Credit card information is never written down or stored outside of SchoolPay.
- SchoolPay is the only authorized method of electronic funds payment collection.
- SchoolPay automatically batches transactions daily and posts to bank account.
- Accounting Department enters deposit information into ERP system no less than weekly.

### 7.4 Non-sufficient Funds

If a check that was deposited into the bank is returned due to non-sufficient funds (NSF), that amount should be recorded and an attempt to collect funds should be made.

- Accounting Department will receive a notice of non-sufficient funds if a check is not honored by the bank.
- Accounting Department will track the NSF and attempt to redeposit the funds if the option is available.
- If NSF funds were not collected with second attempt, or a second attempt is not an available option, the Accounting Department will track the NSF and create a journal in the ERP system, which will deduct revenue from the activity that received the funds in the original deposit.
- The Accounting Department will notify the school. The recordkeeper has the responsibility of collecting the funds. NSF check payments should be resolved with cash or credit payment.
- When NSF funds are collected, the recordkeeper should communicate the receipt of funds back to the Accounting Department.

## 7.5 Activity Transfers

Activity transfers may be requested when appropriate. Examples of activity transfers include: Transfer to another school's activity fund for a tournament fee, transfer from school funds to student activities general accounts, or splitting of revenue for a joint fundraising project. All transfers must be approved by the principal/location supervisor.

Transfers are completed in the following manner:

- Complete an Activity Transfer Request form in TeamDynamix.
  - The principal will approve request in TeamDynamix.
  - Attach activity instructions from the other school receiving funds if transferring to another school.
- The Accounting Department will complete the transfer and notify the school that transfer has been completed.
- Questions regarding transfers will be asked through the TeamDynamix Transfer Request form.

## 7.6 Adjusting Journal Entries and Ledger Adjustments

Adjusting Journal Entries and Ledger Adjustments are completed by the Accounting Department. Adjusting Journal Entries and Ledger Adjustments outside of requested transfers should be infrequent. Type of adjustments may include GL Account Code or Project Ledger Code adjustments.

- GL Account Code (including object code) or Project Ledger Code adjustment should be made through TeamDynamix "Account Code or Project Ledger Correction Request".

If the Accounting Department identifies ledger or account codes adjustments that are necessary, the Accounting Department will notify the principal/location supervisor, and the recordkeeper with relevant information.

## 7.7 Change Boxes

Change boxes should be used to account for funds when making cash transactions during fundraising events.

- A log that includes sign out information must be kept for each Change box.
- Change boxes must be accounted for within the ERP system as a Cash Box Project within the Project Ledger.
- Change boxes must be kept in a locked safe when not in use.
- Change boxes must be reconciled, and funds verified by two staff members after each fundraising event.
- Change boxes must be deposited in the bank account and zeroed out in Project Ledger at the end of each fiscal year.

## 7.8 Records Retention

Schools are responsible for retaining all physical documentation for SSASR funds for the current year plus six consecutive prior years.

The suggested filing system is a binder system. When using a binder system, records should be organized by month, with transactions within each month filed by transaction type, then in numerical/date order.

## 7.9 Training

There are training opportunities for SSASR administrators and operators. New recordkeepers and project sponsors should contact the Accounting Department to arrange training as soon as the responsibility is designated. Training for new recordkeepers is mandatory prior to managing SSASR funds.

Training may be presented in live sessions or via self-study resources.

Refresher training is provided to all administrators and operators as needed, or upon request. All administrators and operators will have access to training materials and recorded sessions.

## 8.0 VIOLATIONS, FRAUD, WASTE AND ABUSE

Examples of violations of policies, regulations, manuals, procedures, or guidelines include but are not limited to the following:

- Any purchase listed as unallowable in section 5.2 of this manual
- Incurring sales tax without appropriate due diligence to avoid
- Inappropriate record retention
- Employee fraud, waste, or intentional misuse/abuse

Violations will result in corrective actions, which will be dependent upon the severity of the violation, the number and severity of previous violations, the outcome/response to previously imposed corrective actions, and other factors deemed relevant to the violation.

### First Level Violation

Non-chronic and unintentional violations of District policies, regulations, procedures, or defined business practices. Examples of first level violations include but are not limited to: failure to document/acknowledge due diligence to avoid taxes or unresolved sales tax violations; or missing receipts.

The Administrator will communicate the violation and proper procedures with the offending party and approving authority.



## 8.0 Violations, cont.

### Second Level Violation

Wasteful expenditures, including (non-chronic) violations of policies, regulations, procedures, contracts, grant agreements, or defined business practices. Waste is the act of using or expending resources carelessly, extravagantly, or to no purpose. Waste relates primarily to mismanagement, inappropriate actions, and inadequate oversight. The following are examples of waste, depending on the facts and circumstances: travel choices that are contrary to existing District travel policies or are unnecessarily extravagant or expensive; procurement or vendor selections that are contrary to existing District policies or are unnecessarily extravagant or expensive; failure to perform required job responsibilities, including proper disbursement, revenue, and/or transfer reviews.

Corrective and disciplinary actions will be dependent upon the severity of the violation, the number and severity of previous violations, the outcome/response to previously imposed corrective actions, and other factors deemed relevant to the violation.

### Third Level Violation

Abuse/fraud or chronic violations of District policies, regulations, procedures, contracts, grant agreements, or defined business practices.

- Abuse is a behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances. Example: inappropriate purchases.
- Fraud involves obtaining something of value through willful misrepresentation. Example: use of the SSASR funds for non-business purchases.

Corrective and disciplinary actions will be based upon the severity of the violation, the number and severity of previous violations, the outcome/response to previously any imposed corrective actions, and other factors deemed relevant to the violation.

## 9.0 CONTACT INFORMATION

- [Studentactivities@matsuk12.us](mailto:Studentactivities@matsuk12.us)
- Rita McIntire, Accountant, 907.746.9223, [Rita.McIntire@matsuk12.us](mailto:Rita.McIntire@matsuk12.us)
- Alicia Campbell, Accounting Supervisor, 907.746.9225, [Alicia.Campbell@matsuk12.us](mailto:Alicia.Campbell@matsuk12.us)

## ADDITIONAL RESOURCES

The following is a list of resources relating to SSARS funds. These resources can be found in the TeamDynamix Knowledgebase.

- **SchoolPay Manual**
- **Tax Exemption Certificates** – Tax Exemption Certificates for City of Palmer, City of Wasilla, and Kenai Peninsula Borough.
- **Anchorage Hotels Sales Tax Exemption Letter**
- **Missing Receipt form** – Purchasers complete and have their supervisor sign this form when an original itemized receipt or order form cannot be obtained from a merchant.
- **Spend Dynamics Instructions** – This guide describes how to use Microsoft Works® to view, reconcile, and approve transactions.

REVISION HISTORY

The latest version shall supersede all prior formal or informal policies and procedures.

Revision Date	Revision Number	Summary of Changes
July 2022	0	Original



# MATANUSKA SUSITNA

BOROUGH SCHOOL  
DISTRICT

