
**STUDENT ACTIVITY FUNDS TUITION SELF-FUNDED
PROCEDURE (APAR-P003)**

Milford School District

1.0 SCOPE:

- 1.1 This procedure applies to the self-funded programs run at John F. Kennedy, Mathewson and Pumpkin Delight Elementary Schools. These programs run year round. Programs include "Ready to Learn", "Family Resource Center", "School Age Child Care" and "Preschool".

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Operations Officer
- 2.2 Business Office Grants Department
- 2.3 Principal of School and/or Appropriate Administrators
- 2.4 Student Activity Program Directors or Advisor

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
- 4.2 StudAct: Student Activity Funds
- 4.3 AP: Accounts Payable
- 4.4 AR: Accounts Receivable
- 4.5 PO: Purchase Order

5.0 PROCEDURE:

- 5.1 Deposits:
 - 5.1.1 Deposits accounted for on three levels: Advisor or Program Director, Bookkeeper and Bank.
 - 5.1.2 Original deposit slip form must be given to bookkeeper with school and program name on it.
 - 5.1.3 Applicable information must be completed on form.
 - 5.1.4 All checks must be endorsed with stamp available on site prior to sending via interoffice mail to Business Office Grants Department.
 - 5.1.5 Tape of checks/money being deposited must be included with checks for deposit.
 - 5.1.6 All cash must be turned into bookkeeper daily where it will be kept locked in school's safe unless deposited directly into bank account that day.

**STUDENT ACTIVITY FUNDS TUITION SELF-FUNDED
PROCEDURE (APAR-P003)**

Milford School District

5.1.6.1 NOTE: Cash may not be sent via interoffice mail.

5.1.7 NO deposits of activity fund money are to be made into an employee's personal account.

5.2 Disbursements:

5.2.1 Follows same procedure as MPS Procedure APAR-P002 – Student Activity Funds Record Keeping.

5.3 Accounts Receivable

5.3.1 Invoices are generated by Business Office Grants Department on a monthly (or weekly) basis as needed.

5.3.2 Business Office Grants Department works closely with program directors or designee to maintain accurate client list (children attending) and attendance as it affects the accuracy of invoices.

5.4 Records and Reports:

5.4.1 Program Directors shall maintain a complete set of books, recording all monies received and disbursed.

5.4.2 The Central Office maintains this account on Quick Books via same procedures in MPS Procedure APAR-P002 – Student Activity Funds Record Keeping.

5.4.3 Central Office deposits the physical checks for these programs at the bank. Checks are totaled and forwarded to Business Office Grants Department for deposit by the program director or designee.

5.4.4 Monthly reporting, same as MPS Procedure APAR-P002, except that additional reports showing aging of invoices are also generated.

5.4.4.1 Individual customer reports are issued upon request.

5.4.4.2 Statements are also available on as needed basis.

5.4.5. Yearly a statement is generated for each customer showing the amount of money they have paid for child care in this program that year.

5.4.6. Yearly the Business Office Grants Department reviews expenses versus income and suggests rate increases as needed, for approval by the Program Directors and the appropriate administrators.

6.0 ASSOCIATED DOCUMENTS:

6.1 StudAct PO Request Form - APAR-F006

6.2 StudAct Check Request Form - APAR-F004

6.3 StudAct Unpaid Check Request Memo - APAR-F005

6.4 StudAct Deposit Form – APAR-F017

**STUDENT ACTIVITY FUNDS TUITION SELF-FUNDED
PROCEDURE (APAR-P003)**

Milford School District

6.5 StudAct Funds Record Keeping - APAR P002

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
APAR F006 PO Request Form	AP Office	5 years	Shred	Locked Office
APAR F004 Check Request Form	AP Office	5 years	Shred	Locked Office
APAR F005 Unpaid Check Request Memo	AP Office	5 years	Shred	Locked Office
APAR F017 Deposit Form	AP Office	5 years	Shred	Locked Office
QB Program	Electronic	Permanent	n/a	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision</u>
08/25/2003	A	Initial Release
08/16/2004	B	Change wording in title of the Procedure/wording throughout the document
07/11/2006	C	Add/delete/change language in 1.1, 2.4, 5.1.1, 5.1.2, 5.1.6.1, 5.1.7, 5.3.2, 5.4.3, 6.5, 7.0
08/06/2010	D	Remove Simon Lake from 1.1 language and add JFK and Mathewson
02/24/2012	E	Changed title from "Deputy Superintendent of Operations" to "Chief Operations Officer" in 2.1 and 3.1

* * * E n d o f p r o c e d u r e * * *