



To: Salah Khelfaoui, Superintendent
From: Gary N. Frisch, Assistant Superintendent of Finance/School Business Administrator
Re: Student Activity Audit
Date: June 20, 2018

[By Gerard Nutter]: Request that the administration provide the committee with assurances by January meeting showing we are 100% in compliance in the use of Student Activity Funds.

Background:

The School Committee approved the hiring of Powers and Sullivan, LLC to audit the student activity accounts. They audited the high school activity funds and the Morey Elementary School. Attached is a separate audit report for both schools.

High School Student Activity Funds

The balance in the student activity funds at the High School is \$341,329 as of June 30, 2017.

DESE Guideline

The School Committee should adopt policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies should be reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the school principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

The Student Activity account guidelines have not been updated to coincide with the District's procedures surrounding student activity accounts. They recommend adopting policies that relate to:

- Process for establishing and approving new activities
- Remedial action whenever a deficit not the result of timing exists.
- Student travel guidelines
- Class grades that have graduated – need agreed upon disposal for the funds

Appropriateness of Student Activity Funds

They recommend that the High School review accounts such as grants, scholarships, vending machine operations and lost books and reclassify these accounts so they are separate and apart from the student activity accounts.

Training for Student Activities

They recommend that student activity training be provided to all individuals involved with student activity funds on an annual basis at a minimum.

Morey Elementary School

The balance in the student activity funds at the Morey Elementary School is \$18,381 as of June 30, 2017.

DESE Guideline

The School Committee should adopt policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies should be reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the school principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

The Student Activity account guidelines have not been updated to coincide with the District's procedures surrounding student activity accounts. They recommend adopting policies that relate to:

- Process for establishing and approving new activities
- Remedial action whenever a deficit not the result of timing exists.
- Student travel guidelines

Appropriateness of Student Activity Funds

They recommend that the Morey School review accounts such as grants and lost books and reclassify these accounts so they are separate and apart from the student activity accounts.

They recommend the District establish separate accounts for each student activity, and review these accounts to determine their function, and properly reclassify these accounts, if they are not appropriate student activity accounts.

Training for Student Activities

They recommend that student activity training be provided to all individuals involved with student activity funds on an annual basis at a minimum.

Recommendation

It is recommended to meet with the Finance Committee and review these audits in greater detail to look at adopting new policies and procedures as discussed in the audit.