

STUDENT ACTIVITY ACCOUNTS

Massachusetts General Law Chapter 71, § 47 has been amended to allow Principals to maintain a checking account for "student activity" purposes and an agency account for deposit of all monies received in connection with these student activities.

Account Maintenance

Two accounts will be established for each school. One Agency Account where all monies shall be deposited by the Treasurer, and one Checking Account for use by each Principal. A maximum balance has been established for each checking account and the Treasurer is authorized to deposit advances from the agency accounts into these checking accounts for use by the principals. These advances have been established as follows:

High School	\$ 25,000
Middle Schools	\$ 7,500
Elementary Schools	\$ 5,000

Two signatures will be required for each checking account, the Principal being one of the two. Cards are to be signed where noted and returned to the Treasurer immediately.

The amended law requires that each Principal give bond to the municipality in such amount as the Treasurer shall determine. These amounts are established as follows:

High School Principal	\$ 25,000
Middle School Principals	\$ 7,500
Elementary School Principals	\$ 5,000

Once signature cards are returned with signatures and are submitted, the accounts will be opened and checks will be ordered and sent to each Principal. Once the new accounts have been established, the Treasurer will notify principals to close any unauthorized bank accounts and turn funds over to the Treasurer. All future monies received should be handled as follows.

Deposits will be given to the School Business Office which will then turn them over to the Town Treasurer with "Schedule of Departmental Payments to Treasurer" form. Deposits must be made at least weekly, if not more frequently. No monies should be deposited directly into the checking account.

Funds will be transferred into the Principal's checking account up to the amounts stated above. The Principals should spend monies for school activities out of the checking

account. To replenish the checking account up to the established level, the Principal should do the following:

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Submit a voucher to the Business Office, which will then forward it to the Town Comptroller. The voucher must have receipts for monies paid out of the checking account attached. When this voucher has been processed through the warrant process, the Treasurer will transfer funds into the checking account and notify the Principal.