

Student Activity General Procedures

Each advisor is responsible for submitting a budget to their building administrator. No checks will be issued without an approved budget for the current school year.

Deposits:

- All monies collected must be turned in to the business office within 24 hrs of receipt. The building administrator and/or secretary can accept the funds to give to the district courier to bring to the business office.
- Under no circumstances, should an advisor take money home or use money collected from parents/students to purchase other items for a school function/event.
- Any monies collected after business office hours, i.e. ticket sales and athletic events should be placed in the safe located in the main office at the high school.. The only staff members that have the combination to the safe, to retrieve any monies, are the district security officer (Rick Pina), student activity coordinator, (Lisa Limani) and the assistant principal/athletic director, (Joe Sprague).
- A deposit slip should be completed, listing the total cash, coin and checks turned in. You will receive a copy of the deposit slip at the time of receipt.
- All coins should be separated and counted. Coin wrappers are available as needed.
- All personal checks are to be made out to "BRSD".
- All deposits with multiple checks are to have a list attached. The list should include the check number and dollar amount. This list is used to identify any returned checks by the bank.
- Please do not allow students to collect or turn in cash to the business office.
- Please do not send monies via interoffice mail.

Check Requests:

- Please complete the "Check Request" form.
- All check request forms must have a building administrator signature.
- All documentation must be attached to the check request.
- **Under no circumstances are advisors to purchase items using a personal check, cash or credit card.**
- After the completed request is received, please allow 3 – 5 business days for checks to be generated and mailed.

Monthly Report:

Each advisor will receive a monthly report indicating all activity on the account. This report is done after the monthly reconciliation with the bank and after the monthly interest is applied to each account. It is important for each advisor to review the report for any discrepancies.

If at anytime, an advisor needs a report, please contact the student activity coordinator, Lisa Limani at ext. 1210 or by email LLimani@bordentown.k12.nj.us.