

SCOTCH PLAINS-FANWOOD HIGH SCHOOL

MEMORANDUM

RE: Collection of Money/Student Activity Fund

All New Jersey high schools have their Student Activity Funds reviewed by the State auditors at least once per year. All of our audits yield positive results indicating that the Student Activity Fund operates within the required standards and laws. The auditors did provide us with recommendations/requirements that should be communicated to teachers, club advisors, coaches, and other individuals that maintain a Student Activity Account or that plan to collect funds to cover field trip costs.

- As much as possible, cash should not be collected by any staff member.

All money collections should be in the form of checks, money orders or utilizing the district's Pay-for-It option.
- All money collections should be submitted to the main office on a daily basis.
- No staff member should be holding any funds overnight or for a prolonged period of time.
- When depositing funds to the main office, please utilize the Deposit Form to itemize each check, money order, etc.
- When completing the Deposit Form, indicate the date that you received the funds, not the date that appears on the check.
- A Deposit Slip needs to be completed and attached to the supporting 'Deposit Form' along with any other supporting documentation.