



OFFICE OF THE SUPERINTENDENT
LONG BRANCH PUBLIC SCHOOLS
540 Broadway, Long Branch, New Jersey 07740

"Together We Can, Juntos Nós Podemos, Juntos Podemos"

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October, 2023

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TO: Student Activity Advisors/Coordinators
Student Activity Funds Administrators

FROM: Nancy L. Valenti *NLV*
Assistant School Business Administrator/Assistant Board Secretary

RE: Student Activity Fund Receipts Procedures

To insure the proper receipt and deposit of student funds in accordance with N.J.A.C. 6A:23-16.12(c) and District Policy 6660 the below listed procedures must be followed:

- The building designated Student Activity Funds Administrator (Funds Administrator) is responsible for receiving all funds collected by Student Activity Advisors / Coordinators in the building. The Funds Administrator must count and record the funds received by them in the Money Receipt Book provided by the Business Office. The counting and recording of the funds must be done in the presence of the Student Advisor / Coordinator turning in the funds.
- All receipts written must be detailed showing the date received, club #, purpose, amount, and are to be signed by the Funds Administrator.
- **All funds collected must be deposited in the bank within 24 hours or the next school day after collection. Thus, all funds collected in your building must be brought to the Business Office by 9:00 a.m. the next school day so that we can meet the bank deposit requirements.**
- The original white receipt must be given to the Student Advisor / Coordinator for their records to show they turned over custody of the funds to the Funds Administrator.
- The original yellow receipt must be attached to the Student Fund Deposit Form that comes to the Business Office and is used for reconciliation of the account.
- The original pink receipt is to remain in the Money Receipt Book for audit purposes.

- The Money Receipt Book must be brought to the Business Office quarterly and upon request for audit. Funds Administrators will be notified when to schedule an appointment with the Business Office for a Money Receipt Book review.
- The Funds Administrator is responsible for monitoring the unused pages in the Money Receipt Book and contacting the Business Office in sufficient time to obtain a new book when needed.

If you have any questions or concerns, please contact Milly Crespo in the Business Office at (732) 571-2868, extension 40152.

STUDENT ACTIVITY FUND RECEIPTS PROCEDURE TRAINING

I certify that I, _____, am the Building Designated Student Activity Funds Administrator for _____. I acknowledge that I have been instructed by the Business Office regarding the proper procedures for student activity funds receipts and received a copy of the Student Activity Fund Receipts Procedures.

Signature

Date

Business Office Signature

Date