

# STUDENT ACTIVITY TREASURER

## **Job Description**

CERTIFICATION: None - Elected by the students of each organization or appointed by the Faculty Advisor (BuildingPrincipal)  
IMMEDIATE SUPERVISOR: Faculty Advisor  
NEXT HIGHER SUPERVISOR: Building Principal

The Student Activity Treasurer (Activity Treasurer) is a student elected by their extraclassroom activity organization, or may be appointed by the Faculty Advisor. The Activity Treasurer is responsible for the accounting and safety of Extraclassroom Activity Funds of his/her organization funds in a manner consistent with New York State established rules, regulations and procedures, Board of Education policies, Administrative Regulations, and in compliance with generally accepted accounting principles.

The Activity Treasurer position is a learning experience for the student. The Activity Treasurer shall be taught and aided by the Faculty Adviser and Central Treasurer. Each new Activity Treasurer shall be provided with a copy of this and other relative Board policies and Administrative Regulations.

The following are duties of the position:

1. The Activity Treasurer shall receive all monies raised by his/her activity and shall immediately deposit such funds with the Central Treasurer. To deposit funds, a student activity deposit form must be filled out, and submitted to the Central Treasurer. Once the Central Treasurer has verified the deposit amount, one pre-numbered internal deposit receipt will be kept and the other pre-numbered receipt will be returned to the Activity Treasurer.
2. The Activity Treasurer shall fill out a Payment Order form to request that a purchase be made. The Activity Treasurer, Activity Advisor, Building Principal, should sign this. A copy of the bill or must be attached in order for a check to be written. Any purchases made outside of these policies and procedures shall be the responsibility of the Extraclassroom Activity not the School District. Additional procedures are explained in Extraclassroom manual.
3. The Activity Treasurer shall keep a ledger showing all receipts and expenditures and a daily running balance, which shall be on a form prescribed by the Board of Education. The Activity Treasurer shall check the balance of the accounts on a quarterly basis with the Central Treasurer's records for completeness. The Activity Treasurer shall file all supporting data, chronologically, as evidence for the entries made in the ledger.
4. The Activity Treasurer of each extra classroom activity fund shall be responsible for determining which of the activities of his/her organization is subject to sales tax. As appropriate, the New York State sales tax should be collected and identified by amount included in each deposit.
5. The activity treasurer must complete a Fundraiser Request Form. This must be completed and signed by the advisor, principal and central treasurer at least two (2)

weeks before initiating (advertising, purchasing materials, etc.) a fundraising activity. This form must detail the projected receipts and expenses. Also, if an activity will be conducted on school property, a Building Use Request must also be completed.

6. If a class/club member desires to purchase supplies prior to a fundraising activity, the faculty advisor should complete a Payment Order form, available in the office or from the central treasurer. The student treasurer and faculty advisor are then responsible for the actual purchase and submission of proper receipts.
7. Faculty advisors and student treasurers should request a receipt after each deposit into a class/club account. Student treasurers are required to keep one set of books, entering all transactions (deposits and withdrawals) and recording a balance on hand. The faculty advisor and student treasurer should verify their balance on hand with the central treasurer at least once each quarter. It is recommended that a student treasurer's report be given at each class meeting.
8. The Activity Treasurer shall prepare a statement of profit and loss for each fundraiser detailing the receipts and expenditures associated with the fundraiser. This statement must be filed within 1 week of the end of each fundraiser.