

STUDENT ACTIVITY FUND FACULTY AUDITOR

Job Description

CERTIFICATION: None
IMMEDIATE SUPERVISOR: Superintendent of Schools
HIGHEST SUPERVISOR: Board of Education – annual appointment

The Student Activity Fund Faculty Auditor is responsible for auditing all student activity funds in the District to determine the proper accounting and safe keeping of all Extraclassroom activity funds in a manner consistent with New York State established rules, regulations and procedures, and Board of Education policies, Administrative Regulations, and in compliance with generally accepted accounting principles.

The Faculty Auditor shall not be, the Superintendent of Schools (with general supervision of the entire system and responsibility for the decisions of the Chief Faculty Advisor and Faculty Advisors), or a building principal (Chief Faculty Advisor). The function and duties of the Faculty Auditor shall be distinct and separate from the duties of other Board officers.

This job shall include, but not be limited to the following:

1. The Faculty Auditor shall have no part in the approval of payments, the planning of income, or in keeping records and forms
2. Once each month the Faculty Auditor shall receive from the Central Treasurer, on a regular date designated by the Superintendent of Schools, a complete statement of accounts showing the balance for each activity and the total balance for all accounts. At least twice a year, on a rotating basis, unannounced, and reasonably spaced, the Faculty Auditor shall call in the ledgers kept by the Student Activity Treasurer to compare the balance shown on the Central Treasurers reports with the balance record in the ledger of the Student Activity Treasurer. The Faculty Auditor shall also examine various transaction and paperwork, including but not limited to fundraising profit and loss statements, to determine if correct procedures are being used. He/She shall certify on these pages the accuracy of the entries posted and the available balances listed.
3. The Faculty Auditor shall receive and maintain an account listing the receipts and expenditures of each individual activity and post a register of all receipts and disbursements of the combined pupil organization on the proper ledger forms prescribed by the District Treasurer.
4. The Faculty Auditor shall report to the Chief Faculty Advisor if and when the ledgers of the Central Treasurer and Student Activity Treasurer do not agree. If the ledgers do not agree, the Faculty Auditor shall investigate, and shall base his/her investigation on the supporting evidence kept by the Student Activity Treasurer in the form of audited receipt statements, signed deposit slips, original audited bills, signed pay orders, cancelled checks, and bank statements. The entries in the Central Treasurer's books and Student Activity Treasurer's ledgers are, in the final analysis, based on forms not only bearing the signature of the Student Activity Treasurer, but also the signature of the Faculty Advisor. If, after investigation, any evidence is found of the mismanagement or fraud of Extraclassroom Activity Funds, a full and immediate report shall be made to the chief Faculty Advisor and Superintendent of Schools.

5. The Faculty Auditor shall annually assemble the monthly reports, ledger inspection records, and summary of any investigations, and prepare a composite report listing the financial condition of each activity for the full school year. This report is to be submitted by August 1 to the Independent Auditor, Superintendent of Schools, and the Board of Education for their guidance.