

**Mansfield Board of Education
Finance Committee
February 11, 2016
Conference Room B
6:30pm**

Board Members: Randy Walikonis, Chair, Jay Rueckl, Martha Kelly

Agenda

Call to Order

Approval of Minutes:
December 10, 2015 (M)

Hearing for Visitors

Additions to the Present Agenda

Review of 2015-2016 2nd Quarter Financial Report

Student Activity Fund

Transportation Request for Proposal

Adjournment



Mansfield Board of Education Department of Finance

To: Finance Committee, Board of Education
From: Amy Meriwether, Accounting Manager/Treasurer
CC: Cherie Trahan, Finance Director
Kelly Lyman, Superintendent
Date: February 11, 2016
Re: Student Activity Fund Questions

This memo is written in response to questions submitted by Martha Kelly to Cherie Trahan on January 4, 2016.

1. Request for student activity records for FY13/14 as well as FY14/15.
 - a. These records are attached for review.
2. Who manages the fund and signs for transfers out?
 - a. The student activity fund is managed by the Middle School Secretary. There is additional oversight of this fund by the School Principal as well as the Finance Department.
 - b. All checks are signed by the School Secretary and the School Principal. Two signatures are required on all checks.
 - c. Bank statements are reconciled monthly by the Finance Department and check register activity reviewed.
3. Where is the lockbox/safe kept and who has access to the lockbox/safe at each site?
 - a. The safe is located in the Middle School main office. The two secretaries, Principal and Assistant Principal all have access to the safe. Once inside the safe, a key is needed to reach any of the deposits. The Middle School Secretary is the only one with a key to the deposits.
4. Should a daily activity log be kept for these funds at each site?
 - a. Student activity fund activity is recorded daily within Quicken. Quicken serves as the accounting system solely for the student activity fund.

**Mansfield Board of Education
Student Activity Fund Details
June 30, 2015**

<u>Activity</u>	<u>Balance 7/1/2014</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance 6/30/15</u>
Grade 8 Activities	\$ 2,769	\$ 10,588	\$ 13,294	\$ 63
Lost Books	531	258	-	789
Lost Locks	298	-	-	298
Hodovan Scholarship	3,031	910	1,194	2,746
School Service	455	3,414	4,053	(184)
Student Projects	159	-	-	159
Student Council	1,350	2,121	2,066	1,405
Computers	247	-	-	247
Band	1,394	708	102	2,000
Chorus	5,579	12,829	13,705	4,703
Orchestra	6,280	2,741	5,123	3,898
Second Chance Music Fund	1,000	-	-	1,000
School Productions	4,068	4,801	3,207	5,662
Library	4,294	6,062	5,280	5,076
Field Trips	1,390	29,796	29,203	1,983
Special Ed Breakfast Program	117	-	-	117
Technology Education	282	100	308	74
Enrichment	7,341	10,219	7,837	9,723
International - Germany	46,211	23,127	41,807	27,531
International - China	5,741	-	-	5,741
Restitution	282	-	148	134
Macuiuka	250	-	-	250
School Store	674	533	396	811
Peace Garden	33	-	-	33
Rebecca Baxter Scholarship	2,673	-	-	2,673
MMSA Grants	885	12,144	11,584	1,445
FCS	250	-	246	4
Amateur Radio Club	155	-	-	155
Student International Travel Exploration	720	-	-	720
Total	98,458	120,350	139,553	79,254

Mansfield Board of Education
Student Activity Fund Details
June 30, 2014

<u>Activity</u>	<u>Balance 7/1/2013</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance 6/30/14</u>
Grade 8 Activities	\$ 4,014	\$ 11,083	\$ 12,328	\$ 2,769
Lost Books	512	79	60	531
Lost Locks	275	23	-	298
Hodovan Scholarship	2,796	944	710	3,031
School Service	152	10,482	10,179	455
Student Projects	159	-	-	159
Student Council	971	3,728	3,348	1,350
Computers	247	-	-	247
Band	1,363	683	651	1,394
Chorus	2,707	18,521	15,649	5,579
Orchestra	10,111	3,593	7,425	6,280
Second Chance Music Fund	1,000	-	-	1,000
School Productions	5,621	6,349	7,902	4,068
Library	3,637	5,975	5,318	4,294
Field Trips	2,732	24,156	25,498	1,390
Special Ed Breakfast Program	117	-	-	117
Technology Education	481	-	198	282
Enrichment	2,163	22,084	16,906	7,341
International - Germany	26,283	46,895	26,967	46,211
International - China	5,741	-	-	5,741
Restitution	282	-	-	282
Macuiuka	250	-	-	250
School Store	1,291	1,034	1,651	674
Peace Garden	58	500	525	33
Rebecca Baxter Scholarship	2,673	-	-	2,673
MMSA Grants	1,170	6,933	7,218	885
FCS	250	-	-	250
Amateur Radio Club	155	-	-	155
Student International Travel Exploration	720	-	-	720
Total	77,930	163,062	142,534	98,458