BURLINGTON TOWNSHIP SCHOOL DISTRICT
SCHOOL-FAMILY ADVISORY COUNCIL (SFAC)
STUDENT ACTIVITIES ACCOUNTS PROCEDURE MANUAL

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SECTION I: PURPOSE

The Burlington Township School DIstrict acknowledges the contributions of our families to enrich the learning, enhance extra-curricular activities of our children and support our dedicated staff. The Board has established School-Family Advisory Councils (SFACs) in order to create these opportunities. Financially, these SFACs are organized as student activities accounts. Organizational, these SFACs are mainly family volunteer lead and have the formal role of acting as an advisory council to the administration.

SECTION II: STRUCTURE

In order to function with the most efficiency and ensure compliance with District policies and the procedures outlined in this manual, each of the SFACs will adhere to a formal structure. The officer positions of each SFAC will be elected from the membership of the SFAC.

OFFICERS

Each SFAC will elect from among their membership a presiding officer, treasurer, secretary and other positions as deemed necessary. The title of the presiding officer may be “president” or “chair” as the SFAC membership determines. The term of the office will be for one academic year beginning on July 1st and concluding on June 30th. Election of officers will be completed no later June 15th of the preceding year. Each SFAC should solicit from among the membership volunteers who wish to serve as officers in the month of April. During the month of May, the current officers should ensure the full membership receives a slate of potential officers. Elections should be held of the full membership in a means documented by the secretary of the SFAC.

Presiding Officer

Each SFAC will elect a presiding officer who shall be referred to as the “president” or “chair” as the SFAC membership determines. The duties of the presiding officer will be to organize the meetings; serve as part of the Superintendent's Advisory Committee which meets periodically during the academic year; report any advisory council information to the full SFAC executive committee and membership and ensure compliance of the SFAC with District policies and procedures noted herein. The role of president should be served by someone who was on the board of the SFAC in the prior year whenever possible due to the expansiveness of the role.

In groups which do not operate in this manner, such as Project Graduation, this will not be in place.

Secretary

Each SFAC will elect a secretary who shall be responsible for recording the minutes of all executive and regular meetings of the SFAC. These records should be maintained within the Google Drive assigned to the role of secretary of the SFAC. The secretary shall record the general membership attendance at each meeting. These records shall be approved by the general membership at each meeting.

Treasurer

Each SFAC will elect a treasurer who shall be responsible for recording the budget, tracking revenues and working with the Business Office. Deposits and disbursements shall follow the procedures outlined in section VI.

ELECTION OF OFFICERS

The election of officers is a critical step in the operations of the SFACs. Elections should be held based on the timeline in the meetings section. It is recommended that positions be rotated to the extent possible. It is also recognized that there are times when it may be difficult to attract volunteers.

Terms of officers - each term will last an academic year.

Eligibility to be an officer - any general member who has attended at least 3 regularly scheduled meetings during the current academic year prior to the meeting at which nominations are sought. In addition, the member must have attended these meetings between the months of September and March. Attendance at these meetings will be recorded and will only count if the member attended for at least 75% of each meeting. Members must have attended at least 50% of the meetings in person when in person meetings are offered.

Process - The Call for Nominations will be announced at the March meeting by the Board President. The call for nominations will be closed at the end of the April meeting. Voting will take place at the May meeting. Those members who are eligible for the positions based on the criteria above will be included on the ballot. The ballot will be a Google Form and/or a paper ballot. Voting will be permitted for those who are attending virtually only if they are in attendance

at the May meeting at the time of voting. Those virtual attendees will need to include their contact information and their attendance in the meeting will be verified by the secretary before counting their vote.

Voting - general members who want to vote for the officers must have 2 recorded meetings during the current academic year (including the meeting at which nominations are taken) based on the attendance recorded by the secretary.

Acceptance of responsibility - anyone nominated for an officer position must be on record as accepting the responsibility of the position.

EVENT CHAIRS

In order to assure that every family which wants to be engaged has the opportunity to do so, the chairs of events should be family members other than officers whenever possible. In an effort to ensure all events are properly staffed, a chair will handle one event only each year unless there are no other general members who have expressed interest. The incoming SFAC president and board will determine the event chairs for the school year. These chairs will not be determined prior to the election of the new officers.

Event chairs should not communicate directly with the school office or administration unless asked by the SFAC board to do so. In the cases the chair is authorized to communicate directly with the school office and administration, the chair will keep the board informed.

SECTION III: MEETINGS

The essence of the SFACs is to support the children of the District. It necessitates collaboration among members of the SFAC and administration.

Regular Meetings of the SFACs

Each SFAC will work to organize 6-10 general membership meetings of the SFAC per academic year. It is suggested that these meetings occur monthly, although not required. The following meetings are required. Annual election meeting held between April 1st and June 15th. Executive meetings should be held between June 1st and August 31st. Budget meeting held by

the executive committee between June 1st and July 31st. The time and place of the meetings shall be determined by the executive committee of the SFAC. Whenever possible, these meetings should be held on District premises or online via Google Meet using a District account. Meetings should be open to the families of those children involved in the school or activity. Meeting location reservations will need to be filed with the Business Office using the software or notification process outlined by the Business Office. Dates should be created in conjunction with the administrator, coach or staff member with which the SFAC is expected to coordinate.

Each SFAC will determine the format of their meetings for the year and file those meeting dates and formats with the School Business Administrator, Superintendent and Administrative Liaison to the SFAC before September of each year. These meetings may be held in person on District grounds or virtually or a combination of in person and virtually.

SECTION IV: EVENTS AND ACTIVITIES OF SFACs

The essence of the SFAC organizations is to support the students of Burlington Township Schools. The Board also recognizes the need for SFACs to organize and hold events that may or may not use District facilities. Per District policy, the events of the SFACs will be given priority over other users of the school premises whenever possible.

Event reservations will need to be filed with the Business Office using the software or notification process outlined by the Business Office. Dates should be created in conjunction with the administrator, coach or staff member with which the SFAC is expected to coordinate. All events of the SFAC whether held on premises at one of the Township Schools, offsite at a venue off premises from Burlington Township Schools or online shall be recorded with the Business Office. The Business Office will ensure all events and activities are entered onto the District facilities and event calendar.

Annually, the Superintendent or designee will work with the SFACs to determine dates of various events and fundraisers to avoid conflict District-wide and provide support and input. All dates need to be approved by the School Business Administrator and Superintendent. Fundraisers may need to be approved by the District's insurance carrier depending on the event. Contracts regarding fundraisers must be signed by the School Business Administrator. No officer of an SFAC has authority to sign contracts on behalf of the School District. See the Contracts section of this document for more information.

SECTION V: BUDGET

Each SFAC is required to adopt an annual budget for the academic year. This budget should include the following components, suggested fundraisers, suggested expenses including those in direct support of students, and for elementary and middle school SFACs deposits to be made to the class accounts for the students represented in each building during that academic year. The budget will be developed by the SFAC executive committee and submitted to the building administration and business office for approval no later than July 31st of each year.

If there are expenditures that were not noted in the original budget, those expenditures which exceed 5% of the overall budget or $500 as per the original budget adoption would need to be voted on by the general membership as the expenditure arises. The recognized activities of the SFACs is to support the students of Burlington Township. Staff recognition and support is also important to an extent. The SFACs may ask for donations for pre-approved events included in the budget and event scheduling. All staff recognition expenditures should be included in the original budget and approved by the superintendent and business office in the summer.

SECTION VI: FINANCIAL INFORMATION

ESTABLISHMENT OF ACCOUNTS

Bank accounts and corresponding Quickbooks companies will be created by the District Business Office (Business Office). These accounts will be maintained by the Assistant Business Administrator and Business Administrator. The banking accounts will be maintained in the same fiscal establishment as all other District accounts as approved by the Board of Education.

YEARLY SFAC BUDGET DEVELOPMENT

The SFACs and sub-groups will follow the below procedures regarding the developing of a required proposed budget for review and approval of the School Business Administrator and Superintendent.The following year’s budget should include proposed fundraising events with potential income and expense amounts. The budget should also include any expenses other than those associated with raising funds. These expenses should include the beneficiaries and

amounts. All financial transactions will be compared to these budgets as part of these procedures.

FINANCIAL TRANSACTIONS PROCEDURES

This section details the procedures to be followed by the SFACs and sub-groups and the District.

COLLECTION OF FUNDS

The SFAC or sub-group members will collect funds at events. Collection of cash should be carefully managed to prevent loss of control over the cash-box. Whenever possible, cash should be maintained and counted by more than one person. Cash should be placed in a safe available inside each building or the District office. Funds may also be collected via checks. Checks should be made payable to Burlington Township Board of Education. Whenever possible, cash and checks should not be removed from the school grounds. Details of the reasons for the collection of funds should be maintained to be provided with the funds for deposit.

MY SCHOOL BUCKS

The District has adopted MySchoolBucks as the online platform for payments and online merchandising.

MySchoolBucks questions

CROWDFUNDING

The District recognizes the importance of using crowdfunding sites for general donations. The School Business Official will annually determine which crowdfunding sites are eligible to be used by groups in the District.

DEPOSITING OF FUNDS

Funds will be collected and submitted to the Business Office for processing. The Foundation sub-group will complete the deposit notice form and submit it with the deposit. This will include details on which sub-group is submitting the deposit form; the date funds were collected; the purpose of the collection (budget line item); breakdown of checks and currency. It is not necessary for the SFAC on sub-group to endorse the checks. The deposit can be dropped off at the Business office between the hours of 8:00am - 5pm. The deposit can also be dropped off at the main office of any school building. The main office staff will place the deposit in a locked deposit bag and send it to the Business Office for processing.

The Business Office will create a deposit slip for the bank based on details provided on the deposit notice form and actual inspection of the checks and currency to be deposited. The Business Office will endorse any checks that are included in the deposit. Deposits will be picked up by armored car on a scheduled basis to be delivered to the District's bank of record.

Any discrepancies will be addressed prior to the deposit being sent to the bank. This will include the Assistant Business Administrator or designee communicating with the SFAC or sub-group representative to discuss the discrepancy. All matters of discrepancy that remain unresolved will be addressed by the School Business Administrator to determine if there are further concerns to be addressed.

DISBURSING OF FUNDS

Funds will be disbursed by check based on approved check request forms. These forms should contain the following: the name of the Check Recipient; date requested; description of the reason for the disbursement; dollar amount; signature of the representative of the SSFAC or sub-group; signature of the appropriate District or building Administrator.

Check request forms will be received by the Business Office and reviewed for completeness. The disbursement will be verified against the submitted budget of the sub-group.

The check request can be sent to finance@burltwpsch.org or dropped off at the Business office between the hours of 8:00am - 5:00pm. The check request can also be dropped off at the main office of any school building. The main office staff will send it to the Business Office for processing.

SIGNATORIES ON ACCOUNTS

Accounts are established as District accounts. The School Business Administrator and Assistant School Business Administrator will be the primary signatories. These positions are appointed yearly by the Board of Education.

RECONCILING OF ACCOUNTS

Accounts will be reconciled by the Business Office on a monthly basis. The Business Office will establish protocols to reconcile accounts based on the bank's reported balance and the reported balance in the QuickBooks company for the SFAC student activity account. The reconciliation will detail the deposits, disbursements and any reconciling items such as deposits in transit and outstanding checks.

This reconciliation will be reviewed by the School Business Administrator and the SFAC or sub-group representative monthly and provided to the Board of Education as requested.

REPORTING OF ACCOUNTS

A report will be provided by the Business Office to the individual SFACafter accounts are reconciled each month. These accounts are reported and included in the Annual Financial Report of the District.

AUDITING OF ACCOUNTS

All accounts will be audited annually by the audit firm appointed by the Board of Education as part of the District's audit.

GAMES OF CHANCE, RAFFLES, ETC

As part of the school district, the SFACs cannot organize or run games of chance. The Burlington Township Foundation at times has offered to handle the gaming licenses for these events for our SFACs. This is discretionary by the Foundation and officers of the SFAC should reach out directly to the Foundation to discuss these activities.

CONTRACTS

All contracts that bind the School District in any way must be signed by the School Business Official. This includes all contracts that may be on behalf of the individual SFACs. As these groups and its funds are part of the School District, these contracts need to be signed by the only official able to legally bind the District. Contracts should be sent to the School Business Administrator with an explanation of the need for the contract and should allow for at least one week to review the contract before approving.

DOCUMENTS AND FORMS

FORM W-9

The established accounts are owned by the District, which has a different federal tax ID number than the Foundation. Click here to view the Form W-9 for the District, which shows the District's federal tax ID number.

TAX EXEMPT LETTER

The established accounts are owned by the District, which is not a 501(c)(3) organization like the Foundation. However, the District is considered nonprofit as a governmental entity and, therefore, has tax exempt status. Click here to view the tax exempt letter for the District from the New Jersey Division of Taxation.

DEPOSIT NOTICE FORM

Click here to view the Deposit Notice form, which is linked earlier in this procedure manual but is also included in this section for ease of access.

CHECK REQUEST FORM

Click here to view the Check Request form, which is linked earlier in this procedure manual but is also included in this section for ease of access.

SECTION VII: VOLUNTEER BADGES

BTSD VOLUNTEER APPLICATION FOR BTSD BADGE

The Board recognizes that there is a convenience in recognizing those volunteers who will support our buildings frequently. In order for volunteers to request a non-access providing badge, interested SFAC officers would use the BTSD Volunteer Application.

Once the application is completed it will be reviewed by administration for approval. If approved, the volunteer will receive instructions to submit a criminal history background check and fingerprinting. The school district shall bear the expense of the criminal background check, per Board policy. In about two weeks, you will be able to view and print your “Applicant Approval Employment History” by accessing the Criminal History Review Unit website: https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history. Please email a copy to hr-payroll@burltwpsch.org and you will be sent the badge appointment calendar link to make an appointment to be issued a volunteer badge. Please note the directions above are subject to change based on the state.

Please click the links below to review the Volunteer Policy and Regulation.

1200 - Participation by the Public- Volunteers

1200R - Volunteers, Regulation

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