



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

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July 31, 2008

MEMORANDUM

TO: Administrators
Administrative Support Staff
Co-Curricular Sponsors

FROM: Melody Douglas, Chief Financial Officer *Melody Douglas*

SUBJECT: Pupil Activity Fund Budgeting, Effective: July 1, 2008

The Pupil Activity Fund is a trust fund that must operate in the black and most of your programs do. However, there are a number of programs that routinely operate in the red, never fully pulling out of their financial hole. The philosophy has been that if the total pupil activity fund for the school is in the black, then the balance of each individual account balance was of secondary concern. With the concept of accountability that the District operates under, that practice is no longer an option.

BP3452 states that "Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students." The independent auditors state:

"Fundamental to sound controls over expenditures is the preparation and use of budgets. A properly prepared and amended budget provides the basis for determining allowable activities and making appropriate expenditures to support those activities. We recommend the preparation and use of budgets for the various student activities accounts maintained by the District."

Appropriate financial planning includes a budget process. I believe that most individuals working in support of student activities are budgeting, albeit not necessarily on a formal basis. Effective FY09, a documented budget is expected for all pupil activity programs operated at all schools.

Attached is a form that may be used by those involved at the planning level, before initiating program activities for the various pupil activity programs at your school (it is also available on our website under Employee>Forms>Co-Curricular Budget). Completion of this form will demonstrate financial viability of plans to operate a program or provide an opportunity to address whatever financial challenges may arise before an account goes in the hole. These budget documents must be approved by the school administrator and kept on file in the school office, to be available upon request. Please let me know if you are using a different form that meets the same objective; I'm not interested in reinventing what may be working successfully for your school.

My staff and I are available to assist in communicating this change. Please let me know if you would like someone to present information on this process to your staff, site council, or other appropriate group.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT CO-CURRICULAR BUDGET DOCUMENT

Fiscal Year: _____

School: _____

Sport/Club/Activity: _____

Beginning Balance: \$ _____

Revenue:*

Amount:

Gate Receipts:

Activity (name) _____ \$ _____

Fundraising:

Activity (name) _____

Activity (name) _____

Activity (name) _____

Donations:

Activity (name) _____

Other:

Activity (name) _____

Activity (name) _____

Activity (name) _____

*Activities to include anything that brings in revenue, i.e. bake sale

Total Revenue: \$ _____ **0**

Expenses:

Amount:

Supplies:

Needed for: _____ \$ _____

Postage:

Needed for _____

Food:

Needed for _____

Other:

Other Expense (name) _____

Other Expense (name) _____

Other Expense (name) _____

Total Expenses: \$ _____ **0**

Net: \$ _____ **0**

Comments/Notes:

Sponsor Signature

Date

Administrator Signature

Date