

Trust & Agency Fund Guidelines

The Bon Homme School District Board will designate a custodian for the Trust and Agency Accounts each year at its annual meeting. Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund.

The following accounts are the only authorized accounts for Trust & Agency:

#130 Imprest - Due From General Fund

#415 Amounts Held for Others (Including Class Funds and Flex Funds)

Any Trust & Agency account to be established or terminated other than class accounts shall be established and terminated only by Board action.

Monies in the Trust & Agency Accounts may be invested by the Custodian. These investments must be in accordance with Board Policy and South Dakota Law on investments of School District Funds and must be made in the best interests of the Trust & Agency Account. Interest earned by all monies will be transferred to the General Fund.

The Imprest fund may be used to pay only for items or services that must be paid before the regular Board meeting.

In the interest of providing educational experiences in dealing with finance, it is recommended that classes and organizations which have accounts established within the Trust & Agency Fund prepare a budget for expenditures and receipts. This budget should be prepared and submitted to the principal prior to October 1 of each school year. The budget should be prepared by the officers of the various organizations under the direction of their advisors.

It shall be the responsibility of the class advisors to see that no expenditure of money is made that would cause a Trust & Agency account to be overdrawn. The Custodian will draw warrants upon Trust & Agency accounts upon the presentation of a voucher by the organization sponsor and the school principal. No expenditure shall be made that might violate any Law or School Board Policy. Trust & Agency account expenditures, income, and current balances shall be published monthly by the Custodian.

All money received by Trust & Agency Fund organizations or classes must be given promptly to the faculty sponsor. The faculty sponsor will receipt the money and give it to the school principal for safe keeping as soon as practicable after it is received. This money will in turn be delivered with all other monies received to the Business Manager for bank deposit.

All requests for trips to be taken by Trust & Agency organizations will be submitted to the District Office on the appropriate form for approval by the Superintendent. No transportation will be provided nor claims for transportation paid without prior trip approval. If any in-state trips are taken by student organizations that have not received prior approval by the Superintendent, students and sponsor will be considered to have been acting individually and not as school organizations. All out-of-state trips for Trust & Agency organizations or activities must be submitted in advance for School Board approval.

Prior to the last day of school, the senior class shall designate a use for any money remaining in the senior class treasury. If the senior class fails to designate a use for the money, the funds remaining in the accounts at this time will be transferred to the BH Foundation account.

The Custodian of the Trust & Agency Funds shall arrange for an annual audit of the Trust & Agency Funds.

All expenditures from this account will be listed with other bills in the regular School Board proceedings.

The Trust & Agency accounts shall be classified into three categories.

- Category #1-Any state and national student organizations that directly relate to classroom subjects offered and for which regular credit is provided (FFA).
- Category #2-All student organizations that are a part of or support co curricular activities such as: (Student Council and Band Boosters).
- Category #3-Any organization that does not fall within the first two categories such as: (Class of 2000 and Class of 2001).

Bon Homme District will provide financial support for each category of class or organization funds as follows:

Category #1

1. Salary of the advisor as negotiated in Master Agreement;
2. Transportation for in-state activities;
3. Transportation for out-of-state activities that have been approved by the School Board and budgeted for at or prior to the July Board meeting in the fiscal year in which the travel is to take place.
4. Substitute teachers if required;
5. Postage;
6. Region and State Contest fees and State Event meals;
7. Meals and lodging for the advisor. (The organization will be responsible for student lodging costs);
8. Transportation for advisor and student to approved and required state and national meetings if the student should hold a State or National Office. (The organization shall pay for the substitute.)

Category #2 & #3 - Following a presentation to the School Board at which the organization must be able to demonstrate a direct relationship between the money spent and a benefit to the educational program, the following expenses may be approved by the Board:

Category #2 - In-state transportation

Category #3 - Transportation in school vehicles with driver salary paid by the group when the trip is within a 50-mile radius of the district. Coverage for any other expenses in this category will be provided only if specifically authorized by Board action.

Legal References: SDCL 13-18-17

Adopted: June 12, 1989

Revised: December 11, 1995; July 12, 2010; December 14, 2015