

Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools



Thomas R. Raab, Ed.D.
Business Manager

Deborah St. Ives
Assistant Superintendent

Joan Woodward
Student Services Director

MEMORANDUM

To: Hanover School Committee
From: Thomas Raab, Business Manager
Cc: Matthew Ferron, Superintendent
Date: August 24, 2016
Re: Student Activity Account Reauthorization

I respectfully request that the School Committee reauthorize the attached Student Activity Accounts in each building. Though not specifically required by statute, during the audit last year, our auditors strongly recommended annual reauthorization of the Student Activity Accounts by the School Committee. A couple of accounts bear explanation.

Birthday Books - Last year, the auditors also recommended that the Birthday Book accounts at both elementary schools be transferred to a revolving account called Birthday Book Revolving at each elementary school. This has been done and the funds (\$3,180.20 at Cedar and \$1,684.68 at Center/Sylvester) transferred to the new revolving accounts. Any revenue beyond the purchase of the birthday book itself is used to support the library book collection in each building. As a result Birthday Books are not listed among the reauthorized accounts.

Theatre Arts – Both Cedar and Center/Sylvester have funds left over which predate the Theatre Arts consolidation with the FACE program. They have been using these funds to support building level music and art programs. Once the funds are depleted, I will recommend that the accounts be deleted.

School Store – The Committee will note that the school store at Cedar is separate from the Student Council. At Center/Sylvester, The School Committee approved (in February) moving dormant School Store funds into the Student Council account. Currently, Center/Sylvester doesn't have a school store. Should they choose to reestablish one, it will be under the control of the Student Council at Center/Sylvester. The principal will be exploring this option with the Student Council.

In addition, the auditors recommended that the School Committee increase the authorized limit allowed in the checking accounts. Thus, at the high school and middle school I respectfully request authorization to increase the authorized limit from \$4,000 to \$6,000 and at Cedar and Center/Sylvester from \$2,500 to \$3,000.

I respectfully request two votes this evening. One to reauthorize the accounts on the next page and the second to increase the authorized limit in each checking account as outlined above. Please do not hesitate to reach out if you have any questions so that I may be fully prepared to answer them at the meeting.

FY 2017 Student Activity Accounts

| Account | 7/1/16 Balance | | 7/1/16 Balance | |
|----------------------------|----------------|--------------------------------|----------------|--|
| Hanover High School | | Hanover Middle School | | |
| Academic Awards | \$ 39.76 | Camp | \$ 4,307.81 | |
| Band | \$ 8,747.93 | Chorus-Band | \$ 69.92 | |
| Chess Club | \$ 25.00 | Field Trips | \$ 3,726.52 | |
| Chorus | \$ 4,518.74 | Harvest Fest | \$ - | |
| Class of 2016 | \$ 1,513.12 | Harvest Jam | \$ 43.68 | |
| Class of 2017 | \$ 9,017.67 | Interest | \$ 287.52 | |
| Class of 2018 | \$ 3,168.19 | Student Council | \$ 1,855.27 | |
| Class of 2019 | \$ 1,343.57 | Yearbook | \$ 3,049.75 | |
| Class of 2020 | \$ - | | | |
| Cultural Diversity | \$ 1,733.91 | Cedar School | | |
| Debate Team | \$ 52.40 | Field Trips | \$ 873.55 | |
| Fashion Club | \$ 993.24 | Interest | \$ 38.38 | |
| Field Trips | \$ 2,750.47 | Memory Book (yearbook) | \$ 83.38 | |
| French Exchange Program | \$ 575.03 | School Store | \$ 830.19 | |
| Green Team | \$ - | Student Council | \$ 74.06 | |
| Interest | \$ 363.70 | Theatre Arts | \$ 929.56 | |
| Life Skills | \$ 314.82 | | | |
| Literary Magazine | \$ 76.67 | Center/Sylvester School | | |
| National Honor Society | \$ 848.26 | Field Trips | \$ 586.16 | |
| Red Cross Club | \$ 398.84 | Interest | \$ 158.60 | |
| Robotics | \$ 27.97 | Memory Book (yearbook) | \$ 775.72 | |
| SADD | \$ 40.12 | Student Council | \$ 354.82 | |
| School Newspaper | \$ 312.21 | Theatre Arts | \$ 163.38 | |
| School Store | \$ 97.65 | | | |
| Student Council | \$ 558.23 | | | |
| Theatre Arts | \$ 4,344.35 | | | |
| Yearbook | \$ 4,729.09 | | | |