

# Student Body Accounting (SBA) 101

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## How SBA Differs from Regular School Operational Accounts

As a new Business Manager, what should you know about SBA in your first year? This table outlines the key differences and similarities between **Regular School Operational** Accounts, such as general and federal funds, and **Student Body Accounts (SBA)** to help you manage them efficiently

### Differences

Category	Regular Operations	Student Body Accounts (SBA)
Operations	Day-to-day administrative and educational activities managed by the district, such as instruction, curriculum, staff management, and facility maintenance.	Funds raised and managed by student organizations for extracurricular activities, student clubs, and events.
Revenue	State allocations governed by Idaho Code, local taxes, and federal grants.	Generated through student-led initiatives, fundraisers, and activity fees.
Regulations	Governed by Idaho Code, and Code of Federal Register 200 for federal grants.	Guided by local school board policies and district-specific practices.

### Similarities

Both **Regular Operations** and **SBA** require:

- Transparency and accountability
- Strong internal controls
- Established processes
- Must be recorded in accordance with Idaho Financial Accounting Reporting Management System (IFARMS).
- Inclusion in **Audited Financial Statements** (Balance Sheet & Income Statement)

## Handling Deposits

### 1. Online Payments (via link)

- Ensure the correct school bank account is linked for deposits.
- Square or other electronic payment processing tools should be set up by an authorized district representative, not the person collecting payments.

*Policy needed for Vanna etc...*

*What are the risks if this is not followed? Discuss.*

### 2. Cash Payments

- Require a **cash count form** and initials of multiple representatives.
- At least two individuals should count and verify cash.

*pick people that don't like each other*

*What are the risks if this is not followed? Discuss.*

### 3. Check Payments

- One person logs the checks.
- Another person deposits them.
- A trained bookkeeper allocates the deposits correctly in the system.

*What are the risks if this is not followed? Discuss.*

## Entering Deposits in the System

### How Do You Know How Much Is Available to Spend?

**Example:** Each building must have a clear understanding of the funds available in each account. To ensure proper financial tracking, buildings maintain multiple accounts, including:

- Athletics & Club Accounts
- School Book Accounts
- Mini-Grants (e.g., STEM programs)
- Donations & Fundraising Efforts

When the designated person records a deposit as cash received, **in addition**, the account's **budget** is updated in real time. This ensures the budget reflects all deposits, so when expenses occur, the remaining balance shows what is truly available to spend.

*How Do You Know How Much Is Available to Spend? Please share your process.*

## Spending Student Activity Funds

**General Rule:** Use money as advertised and intended, primarily for students.

### Celebrations and Appreciation

*Sunshine / General Account*

If fundraising or donation funds are intended for teacher **appreciation**, document the sponsor's approval (e.g., email confirmation or event advertisement specifying intended use).

#### Example:

- If a sponsor provides a check without specific instructions, send a thank-you email to confirm how the funds will be used (e.g., teacher appreciation). If there is no response, attach the email to the deposit record as documentation.
- Maintain designated accounts (e.g., "Sunshine Account") for these funds to ensure proper tracking and compliance. This prevents the need to justify each food or gift purchase. If the district's process requires attaching supporting documentation for all "Sunshine Account" deposits, then all funds in that account are considered unrestricted.

*Please share your process*

### Managing Expenses & Deliveries

- Always retain packing slips as proof of received items.
- Keep clear process and documentation for all purchases (e.g., requisitions, purchase order system, P-card transactions, etc.).

## Accounting & Auditing for SBA

Category	Regular General Fund	SBA
	Centralized Accounting System	Decentralized Accounting System
<b>Daily Deposits</b>	Deposit Entry  Debit: Cash (100 A 1XXX) Credit: Revenue (100 R 4XXX)	Depending on the district, it's usually recorded as a 750 or 720 cash deposit, with no revenue entry, unless the district has switched to a centralized system.
<b>Monthly Expenses</b>	Debit: Expense (100 E 5XXX) Credit: Cash (100 E 1XXX)	Depending on the district, it's usually recorded as a 750 or 720 cash disbursement with no expense entry, unless the district has switched to a centralized system.
<b>Financial Statements</b>	All revenues and expenses are recorded in financial statements.	Requires a year-end journal entry if SBA accounts are still 720 and 750. Cash deposits are recorded as revenue, disbursements recorded as expenses. Fund 238 must be used. Work with auditors to properly record SBA transactions.
<b>State Reporting</b>	IFARMS Annual Reporting	IFARMS Annual Reporting as fund 238



Kent, Daryl &lt;dkent@minidokaschools.org&gt;

## Student Activities Question

5 messages

Kent, Daryl &lt;dkent@minidokaschools.org&gt;

Mon, Sep 8, 2025 at 11:40 AM

To: Chris James <jamchris@cassiaschools.org>, "Astorquia, Lisa" <lisa.astorquia@goodingschools.org>, Brian Bridwell <brian.bridwell@jeromeschools.org>, "Schaal, Zachary" <schaalza@tfsd.org>, Mandy Crow <mcrow@blaineschools.org>

A couple more questions for you.

Does your board set a limit on how much student activity accounts can carry over or build up?

Also how do you address the concerns of funds raised by students should be spent on those students during their tenure?

**Daryl Kent**

*Business Manager / Board Treasurer*

Minidoka County Joint School District #331

310 10th St. Rupert, ID 83350

P: 208-436-4727 / Ext. 1105 / F: 208-436-6593

Astorquia, Lisa &lt;lisa.astorquia@goodingschools.org&gt;

Mon, Sep 8, 2025 at 12:19 PM

To: "Kent, Daryl" <dkent@minidokaschools.org>

Cc: Chris James <jamchris@cassiaschools.org>, Brian Bridwell <brian.bridwell@jeromeschools.org>, "Schaal, Zachary" <schaalza@tfsd.org>, Mandy Crow <mcrow@blaineschools.org>

Hi Daryl

We do not have a limit set on student activity accounts. We do limit the number of fundraisers our clubs can have during a year to two. (If they are going to State, they can hold an additional fundraiser dinner to help cover those costs). In the past we had an auditor stress that the money raised by the students in those clubs should be spent on "those" students - so our board has that mindset. Spencer was here at that time. (Our current auditor hasn't had an issue or any comments on these fund balances). Our board was recently questioning why our baseball fund balance was so large and we found out that fundraising has been taking place to build a new press box - so that money has been accumulating.

The board has requested that moving forward, they be informed as to what the money is going to be used for when a fundraiser occurs.

**Lisa Astorquia**

Gooding Jt. School District #231

Business Manager / Board Clerk

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Kent, Daryl &lt;dkent@minidokaschools.org&gt;

Mon, Sep 8, 2025 at 12:23 PM

To: "Astorquia, Lisa" <lisa.astorquia@goodingschools.org>

Cc: Chris James <jamchris@cassiaschools.org>, Brian Bridwell <brian.bridwell@jeromeschools.org>, "Schaal, Zachary" <schaalza@tfsd.org>, Mandy Crow <mcrow@blaineschools.org>

Very helpful, thanks!

**Daryl Kent**

*Business Manager / Board Treasurer*

Minidoka County Joint School District #331

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**Brian Bridwell** <brian.bridwell@jeromeschools.org>

Mon, Sep 8, 2025 at 12:35 PM

To: "Kent, Daryl" <dkent@minidokaschools.org>

Cc: Chris James <jamchris@cassiaschools.org>, "Astorquia, Lisa" <lisa.astorquia@goodingschools.org>, "Schaal, Zachary" <schaalza@tfsd.org>, Mandy Crow <mcrow@blaineschools.org>

In Jerome, we do not place any limits on student activity accounts.

We do not allow individual student fundraising at the district or building level.

Recently, a Booster Club in Jerome (not under district authority) had some issues with fraud and theft of funds that were collected by individual students. This is the exact issue you mentioned in your second question. The district did not have any oversight, nor responsibility, in this issue.

Let me know if you have other questions.

Brian Bridwell

Business Manager

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On Mon, Sep 8, 2025 at 11:41 AM Kent, Daryl <dkent@minidokaschools.org> wrote:

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**Chris James** <jamchris@cassiaschools.org>

Mon, Sep 8, 2025 at 1:12 PM

To: Brian Bridwell <brian.bridwell@jeromeschools.org>

Cc: "Kent, Daryl" <dkent@minidokaschools.org>, "Astorquia, Lisa" <lisa.astorquia@goodingschools.org>, "Schaal, Zachary" <schaalza@tfsd.org>, Mandy Crow <mcrow@blaineschools.org>

Fundraising is the wild west of school finance. We do not have a policy that limits how much SBAA funds they can hold and we don't currently have a policy that limits how many fundraisers a group/team can have.

It is policy that funds be spent on their intended purpose within a reasonable time period and this is a question I review with principals and financial secretaries when I do my individual school audits.

Chris James

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