

Holbrook Public Schools

Student Activity Accounts

Policies and Procedures

Developed from:

Student Activity Accounts Guidelines for Massachusetts School Districts

Massachusetts Association of School Business Officials (MASBO) 1997

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**INTRODUCTION
HOLBROOK PUBLIC SCHOOLS**

These Policies and Procedures of Holbrook Public address the Operation of Student Activity Accounts (“SAA”) and are drawn from the Guidelines developed by the Massachusetts Association of School Business Officials (“MASBO Guidelines”). Throughout, information and recommendations from the MASBO Guidelines are included in footnotes. These footnotes are for explanatory purposes only and are included to provide present and future leadership for the school district with the background for the policies and procedures as they may impact day-to-day practice. For Policies 9, 10, 11, 12, 13, 14 and 15 the MASBO guideline wording is incorporated directly into the Holbrook Policy itself.

The Holbrook SAA Policy supplements, but does not supersede the Holbrook Public Schools Internal Control Policies and Procedures, which are the primary guidance for financial management and were adopted by the Holbrook School Committee at the March 3, 2004 meeting.

All individuals involved with handling of cash, fundraising or supervising events related to SAA and are required to understand and comply with Holbrook SAA Policy and the Internal Control Policies and Procedures

PREFACE

Section 47 of Chapter 71 of the General Laws of Massachusetts, a copy of which is attached hereto as Appendix B, (“Section 47 or “the Statute”), authorizes the creation of SAA. Holbrook Public Schools has prepared the following guidelines to assist school officials in managing such accounts. This manual should be reviewed periodically and amended when necessary. Any changes to Section 47 will supersede this Manual.

Holbrook’s program of co-curricular activities provides young people with the opportunity to take part in co-curricular and extra-classroom experiences. The intent of these policies and procedures is to provide efficient procedures for the creation, operation and demise of student activity funds, including a system for the safeguarding, accounting and internal control.

The raising and expending of activity money by student organizations should have but one purpose: to promote the general welfare, education and morale of all students through the financing of the legitimate co-curricular activities of the student body organization.

I. GENERAL INFORMATION

Section 47 does not address internal controls and procedures. In an attempt to differentiate between the actual statute, procedure references to the statute are *quoted and shown in bold italics*.

RECOGNIZING A STUDENT ACTIVITY

Section 47 authorizes accounts “...for the student activities authorized by the School Committee.”

On June 18, 2003, the Holbrook School Committee voted to establish SAAs. In August 2003, in cooperation with the Town of Holbrook Treasurer, a SAA was established for the Junior-Senior High School. SAAs were established for JFK Elementary and South Elementary in 2004. All monies collected through student activities must be deposited to these accounts through the town treasurer. In 2017 there was a vote to build the new PreK-12 facility.

AGENCY ACCOUNTS V. CHECKING ACCOUNTS

Section 47 allows School Committees to vote to authorize the town treasurer to establish an “**interest bearing bank account, hereafter referred to as the Student Activity Agency Account**” for “**the purpose of conducting student activities.**”

Section 47 further allows a School Committee to authorize the town treasurer to establish a “student activity checking account” to be controlled and operated by the school principal. Such an account is only for expenditures in accordance with School Committee policy, and must have a maximum balance specified in the School Committee policy. The funds to establish such a checking account must come from the Agency Account specified above, as must all monies to periodically replenish the checking account (after submittal of appropriate documentation) up to the maximum balance. ^{1/}

Maximum checking account balance was voted as follows:

- \$5,000 – John F. Kennedy Schools
- \$15,000 – Holbrook Middle-High School

LEGAL REFERENCE: MGL Chapter 71, Section 4

ADOPTED: January 8, 2003

REVISED: January 24, 2007, September 29, 2016

USE OF STUDENT ACTIVITY ACCOUNTS IS BOTH MANDATED AND LIMITED

Under Section 47, a SAA may be used for monies raised by student organizations and which will be expended by those students for their benefit only. Monies governed by any other laws that specify ways in which money must be handled cannot be deposited to a student activity account. (See Appendix C setting forth other “Relevant Laws”)

According to Section 47, SAAs are the responsibility of the school principal. It is the direct responsibility of the principal, working in conjunction with the School Department’s Director of Finance to insure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating SAAs.

II. ORGANIZATIONAL MANAGEMENT

AUTHORIZED USERS

Policy 1: Persons authorized to access and manage SAAs.

The Superintendent shall designate employee who is not under the supervision of the Principal to co-sign on each SAA. The co-sign person shall be responsible for

^{1/} The MASBO Guidelines state that Chapter 30B of the General Laws of Massachusetts (The Procurement Law) does not pertain to purchases made with student activity account monies because Chapter 30B does not apply to trust funds. The MASBO guidelines cite an opinion from Attorney Robert Ritchie to the Amherst-Pelham Regional School District detailing this position, rendered after discussions with the Inspector General’s Office and has been sent to the Inspector General.

BONDING

IN ACCORDANCE WITH THE STATUTE

“The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal’s faithful performance of his duties in connection with such account.”

POLICY 2: Bonding

A specific position bond will be taken for each person authorized to sign on a SAA. The cost of the bond will be paid by Holbrook Public Schools.^{2/}

AUDITS

IN ACCORDANCE WITH THE STATUTE

“There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the department of education.”

POLICY 3: Internal reviews and audits

An annual audit shall be ordered by Superintendent or designee and reported to the School Committee. Additional audits may be ordered if necessary. Such audit may be conducted either by the School Business Administrator or an independent audit firm. The cost of independent audits, when ordered, shall be paid from interest earned on the SAA.^{3/}

In addition to the annual audit, there should be on-going internal reviews by the School Business Administrator. These internal reviews should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts.

^{2/}The MASBO Guidelines recommends that school systems review their insurance to be sure that all employees who handle student activity monies are covered – either by an endorsement to a liability policy or through a separate bond issued by an insurance company.

^{3/} According to the MASBO Guidelines, the Superintendent or the School Business Administrator arrange the audit, rather than the bookkeeper or the principal involved with the account. The audit may be an internal audit done by the school business administrator if so approved by the School Committee. At least one time every three years, however, an independent audit firm should do the audit. The School Committee may elect to have all annual audits done by an independent audit firm. The cost of the independent audit may be paid by the School Committee from its budget or from the interest earned on the SAA. MASBO recommends that the School Committee specify in its policy how the cost of the audit would be paid.

STAFF TRAINING

Policy 4: Training

Training shall be mandatory for all student activity advisors, or other persons who are responsible for any handling of cash, for supervising SAA activities and/or for conducting fundraisers before assuming any SAA responsibilities. Annual training will occur for both new and existing student activity advisors. Training will address both Internal Control and SAA Policies and Procedures.^{4/}

TAX EXEMPT STATUS

Policy 5: All SAA purchases are under the tax exempt number of Town of Holbrook.^{5/}

STAFF FUNDS

IN ACCORDANCE WITH THE STATUTE

"...the Student Activity Agency Account, duly established by vote of the School Committee to be used for the express purpose of conducting student activities."

Policy 5: Fund revenue

Only funds collected that are related to student activities will be deposited in the SAA. Any monies belonging to staff (ex. Sunshine funds, staff vending machines) cannot be maintained in such accounts. Should staff wish to maintain such an account(s), they must establish a bank account in their own name, and cannot use the municipal/district tax exempt number for such accounts.

GIFTS

IN ACCORDANCE WITH THE STATUTE

"... the School Committee . . . may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money with the municipal or regional school district treasurer, into an interest bearing account, hereinafter referred to as the Student Activity Agency Account "

^{4/} MASBO recommends that an annual meeting be conducted for advisors and student officers/treasurers in early September to review these principles of the SAAs system. Training should be made available on the necessary procedures, forms, authorizations needed, and the books and records to be kept to accurately systematize an audit trail and prepare the proper reports.

^{5/} According to the MASBO Guidelines, monies not under the control of the school system (ex. PTO, Booster Clubs, staff monies, etc.) are not considered student activity monies and such organizations are not eligible to use the school department's tax-exempt number.

Policy 6: Gifts

Gifts to recognized student activities can be deposited into the student activity agency account and expended in accordance with the Holbrook School Committee's policies for expenditures from such student activity account. Gifts under a specific amount accepted by the Superintendent. Gifts exceeding the specific amount shall be accepted by the School Committee.^{6/}

SCHOLARSHIP FUNDS**Policy 7: Scholarships**

Scholarship funds will not be deposited in SSAs. Under the provisions of Section 53A of Chapter 44 and Section 37A of Chapter 71 of the General Laws of Massachusetts, all grants and gifts for educational purposes shall be deposited with the treasurer and held as a separate account. As such, all scholarships will be deposited in a separate trust fund account managed by the Town Treasurer.

All scholarship monies would be under the jurisdiction of the School Committee, in accordance with the guidelines under which the scholarship was established.

CLASS ACCOUNTS AT GRADUATION**Policy 8: Class and activity funds**

Monies collected in fees and from fundraising shall 'follow' the class and will be expended on their intended extra-curricular activity. Subsidiary accounting shall track the source by grade and activity. The subsidiary account for a graduating class shall be closed 90 days after the graduation. All remaining moneys will be transferred to the incurring senior class.^{7/}

^{6/}All gifts regardless of source or intent must be accepted by the Holbrook School Committee and deposited separately in the 'Gift Revolving Fund Account'. Gifts to other than student organizations are governed by Section 53A of Chapter 44 of the General Laws of Massachusetts, and shall be processed in accordance with such, including deposit of monetary gifts with the treasurer of the city/town/regional school district.

^{7/}It is MASBO's opinion that, because graduates are no longer students, monies for classes that have graduated cannot legally be kept in student activity accounts. MASBO recommends that the School Committee approve a policy that specifies how these monies shall be disposed of upon a class' graduation. Such a policy should specify how long the class account should remain active after graduation, e.g., ninety days, to allow time for outstanding bills to be received and paid. After this waiting period, the policy should specify if and how the remaining monies will be transferred to the graduates, if the monies will revert to the incoming Senior class, or other specific disposition instructions.

III. OPERATING PROCEDURES, ACCOUNTING SYSTEMS, FORMS AND RECORD KEEPING^{8/}

Policy 9: Accounting Systems, Forms and Record keeping Operating Procedures

The following procedures will be followed:

- Pre-numbered tickets should be used with an inventory system for monitoring the use of such;
- Standardized forms (for deposits, disbursements, etc.) should be used whenever possible;
- All disbursements should require a bill or some type of receipt;
- All deposits should require a school deposit slip stating source of the monies, total amount being deposited, and signature of the person making the deposit;
- Bank reconciliations and account reconciliations should be done monthly with a copy of each to the School Business Administrator. Copies of the account reconciliation shall also be sent to the student officer/treasurer or advisor of each organization and to the School Committee;
- Periodic financial reports should be made in accordance with School Committee policy;
- Other reports shall be prepared as required by the School Business Administrator, Superintendent and/or School Committee.

Forms are in Appendix A

SUBSIDIARY ACCOUNTS

Policy 10: Subsidiary Accounting

The principal shall maintain subsidiary accounts within the student activity control account, in order to match receipts and expenditures to the appropriate recognized student activity organization. Subsidiary accounts should be balanced each month to the control account.

^{8/} A critical point to keep in mind with all record keeping is that each person involved should protect themselves from charges of wrongdoing by keeping detailed records with appropriate backup documents. A clear audit trail shall be left at all times.

RECEIPTS^{9/}

Any student organizations receiving monies from any source (fund-raisers, donations, etc.) should turn over such money to the principal or the principal's designee within twenty-four hours for subsequent deposit to the student activity account.

If money is received on a weekend, it shall be turned in on the first business day to the principal's office. No student shall take money home at any time; money received over the weekend shall be deposited to a night depository, secured in a locked vault, or Safeguarded by other means.

The principal or principal's designee should deposit into the agency account all monies received from student activity organizations no later than forty-eight hours of receipt by the principal's office.

Any money not deposited on the same day it was received shall be kept overnight in a secure, locked area.

All money turned over to the office by a student organization (student officer/treasurer or advisor) shall be accompanied by a school deposit slip stating the source of the monies, the amount of money being deposited, and signed by the person turning over the money to the office.

All monies turned into the office by students must be co-signed by the advisor or a teacher.

The advisor or student officer/treasurer should keep a duplicate of the school deposit slip submitted to the office with the money.

EARNINGS

INTEREST EARNINGS

IN ACCORDANCE WITH THE STATUTE

"Interest earned by such Student Activity Agency Account shall be retained by the fund and the School Committee shall determine for what purpose such earnings may be used."

A separate record shall be maintained on all interest earnings.

- Interest earnings may be expended for costs related to the operation of the student account. This includes (but is not limited to) bank charges, audits, specialized bonds for employees handling student activity monies (if not covered under general liability policies), forms and tickets, and bookkeeping costs.

^{9/}The MASBO Guidelines note that the area most susceptible to error and abuse is the receipts process, since cash is collected by many individuals (often students). MASBO strongly recommended that school systems implement strict procedures for control of all receipts.

- Interest earnings not used for operational costs of the account may be turned over to the clubs, classes and organizations having monies in the student activity account. A distribution system shall be specified by the School Committee that treats all organizations equitably in such distributions.

COMMISSIONS

Policy 12: Commissions

Any monies paid to the school or to a student activity organization as commissions belong to the students (ex. school pictures, yearbooks, class rings, candy sales) shall be deposited into the student activity account. Such monies shall be expended in accordance with specific School Committee policy for the benefit of students. At no time shall such commissions be used to benefit staff.

OTHER EARNINGS

Any other undesignated earnings (ex. vending machine receipts) will be distributed for student benefit. Such earnings related to student activities will be deposited into the student activity account.

PURCHASES

Policy 13: Purchases

No purchases from a SAA will be made without prior approval of the principal.

The upfronting of personal monies should be avoided whenever possible. If it is anticipated that upfronting of monies may be necessary, prior approval shall be obtained from the principal.

Equipment and supplies purchased with student activity account monies are the property of the organization, not of any individual student, advisor, or other interested party.

Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.

Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.

EXPENDITURES/DISBURSEMENTS/CHECKS

Policy 14: Expenditures/Disbursements/Checks

All expenditures/disbursements from student activity accounts shall be made by check. No check shall be made payable to cash.

Checks shall be signed only after they are completely prepared. Checks with a value greater than \$2,000 require two signatures.

No checks shall be issued without bills or receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks. A record of all checks issued will be maintained. All checks shall be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).

Checkbook reconciliations to bank statements and account reconciliations will be done monthly. The principal will submit reconciliation material to the Director of Finance and Operations to validate. Fund balances, revenues, a summary of expenses and reconciliation will be submitted to the Superintendent and included in the Monthly Financial Report provided to the School Committee.

A standardized form should accompany all requests for check issuance. This form shall accompany the invoice and/or receipt and/or all supporting documents and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the account to be charged, and the approval signature of the student officer/treasurer and/or advisor

Forms are in Appendix A.

CASH BOXES

Policy 15: Cash Box

- A check may be made to open a cash box at the beginning of each fiscal year. This will be done via a voucher "to open cash box for fiscal year 20.XX". This check shall be cashed for change and placed in a locked cash box, which shall be kept in a SAAs or other secure locked location.
- A cash box(es) may be needed during the year to make change during fund-raising activities. At no time shall a cash box be used as a petty cash fund.
- The cash box shall be signed out to student organizations as needed for fund-raising. A log book shall be kept which records which group is using the cash box, the date signed out, the amount in the cash box, and the signatures of both the person signing it out of the SAA and the person receiving it. Upon return of the cash box, the log shall also record the date

returned, amount returned (which shall be equal to the amount signed out), and signatures of both parties again.

- The cash box shall be closed out at the end of the fiscal year by depositing the money back to the main account. The amount deposited back must equal the amount originally withdrawn to establish the cash box.

The log form is in Appendix A.

FUND-RAISERS^{10/}

Policy 16: Fund-Raisers

Fund-raising projects should be held in accordance with School Committee policy

Results of fund-raisers shall be reported to the principal within one week of the close of the fund-raising activity on an approved form.

All monies received through fund-raisers shall be deposited in accordance with the preceding section on "Receipts".

Expenditures related to fund-raisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures (see "Purchases" and "Expenditures /Disbursements/Checks").

INACTIVE ACCOUNTS^{11/}

Any student activity organization inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, will be closed upon the following actions:

- Written notification by the advisor or student officer/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.
- All assets of the recognized student activity organization shall be determined and stated in writing.
- Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

^{10/}This section is based on MASBO recommendations.

^{11/}This section is based on MASBO recommendations.

APPENDICES

**STUDENT ACTIVITY ACCOUNT
EVENT FINANCIAL REPORT**

To be completed for all fund raisers, activities, etc. at completion.

CLUB/CLASS _____ DATE _____

EVENT _____ EVENT DATES _____

DEPOSIT DATE	SOURCE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL INCOME

\$ _____

EXPENDITURES

ITEM	CHECK#	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL EXPENSES

\$ _____

PROFIT/LOSS

\$ _____

SUBMITTED BY _____ DATE _____

REVIEWED BY _____ DATE _____

STUDENT ACTIVITY ACCOUNT

DEPOSIT SLIP

CLASS/CLUB _____ DATE _____

SOURCE OF MONEY _____

AMOUNT TO BE
DEPOSITED

BILLS _____ FACULTY ADVISOR _____

COINS _____ STUDENT TREASURER _____

CHECKS _____ BOOKKEEPER _____

TOTAL _____

(TO BE PREPARED IN DUPLICATE COPIES; 1 TO OFFICE WITH DEPOSIT; 1 TO CLASS/CLUB)

STUDENT ACTIVITY ACCOUNT

WITHDRAWAL SLIP

ORGANIZATION _____ DATE _____
CLASS/CLUB _____

MAKE CHECK PAYABLE
TO: _____

AMOUNT _____

ADDRESS: _____

PURPOSE: _____

WHICH OF THE FOLLOWING IS ATTACHED: _____
BILL (NOT YET PAID)

RECEIPTS
(PAID BY INDIVIDUAL ABOVE)

REQUESTED BY: FACULTY
ADVISOR: _____

STUDENT TREASURER: _____

APPROVED BY: _____

* * * * *
*

CHECK _____ CHECK DATE _____ ISSUED BY _____

COMMENTS: _____

STUDENT ACTIVITY ACCOUNT
CASH BOX LOG BOOK

SIGN OUT: _____ **SIGN IN:** _____

DATE OUT	ORGANIZATION	AMOUNT	ADVISOR SIGNATURE	DATE RETURNED	AMOUNT	ADVISOR SIGNATURE	OFFICE SIGNATURE

APPENDIX B

Chapter 71: Section 47 Athletic programs; school organizations; student activity accounts

Section 47. The School Committee may supervise and control all athletic and other organizations composed of public school pupils and bearing the school name or organized in connection therewith. It may directly or through an authorized representative determine under what conditions the same may compete with similar organizations in other schools. Expenditures by the School Committee for the organization and conduct of physical education, athletics, sports, games and play, for providing proper apparatus, equipment, supplies, athletic wearing apparel, including appropriate souvenir garments and trophies, and facilities for the same in the buildings, yards and playgrounds under the control of the School Committee, or upon any other land which it may have the right or privilege to use for this purpose, and for the employment of experienced athletic directors to supervise said physical education, athletics, sports, games and play, shall be deemed to be for a school purpose. Expenditures by the School Committee for making special awards to pupils who have performed meritoriously in the fields of art, debating, distributive education, music, science, social studies or languages shall also be deemed to be for a school purpose. Cities and towns may appropriate for the employment of coaches to supervise in public schools physical education, athletics, sports, games and play, and for the transportation and expenses of public school athletic teams, coaches, cheerleaders, bands and any other groups composed of public school pupils which bear the school name and are under the control of the School Committee, within and without the commonwealth, to places where athletic contests or physical education, sports, games, play, musical festivals, competition or other events are held, and for the purchase of band and cheerleaders' uniforms and musical instruments for the members of bands composed of public school pupils and bearing the school name and under the control of the School Committee. All receipts by the School Committee in connection with the conduct of activities provided for under this section or any other activity not expressly provided for in this chapter but sponsored by the School Committee in which participation is contingent upon the payment of a fee by the participant, shall be deposited with the treasurer of such town or, in cases where the town is a member of a regional school district, with the treasurer of such district and held as a separate account and expended by said School Committee without further appropriation, notwithstanding the provisions of section fifty-three of chapter forty-four. No moneys may be expended from an appropriation or from the separate fund authorized by this section except upon the approval of the School Committee, or of the selectmen in towns and of mayors in cities, for travel to other states.

Notwithstanding the provisions of the preceding paragraph or section fifty-three of chapter forty-four, the School Committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by vote of the School Committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the School Committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the School Committee may authorize the municipal or

regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the School Committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The School Committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account. To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the School Committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the School Committee. The principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the department of education.

ADOPTED BY THE HOLBROOK SCHOOL COMMITTEE

Adopted: March 29, 2005

Amended: September 29, 2016, December 13, 2018

RELEVANT LAWS

In addition to Mass. Gen. L. c. 71, sec. 47 other statutes impact on the management of funds as they relate to student activities. School officials should be aware of the Conflict of Interest statute and the statutes listed below. This list is for information only; it is not intended to be all-inclusive.

- Chapter 66 Acts of 1996 - Student Activity Accounts. (see Appendix B)
- Section 53 of Chapter 44 of the General Laws of Massachusetts - Lost Textbook Revolving Account.
- Section 53A of Chapter 44 of the General Laws of Massachusetts - Grants and Gifts
- Section 53E 1/2 of Chapter 44 of the General Laws of Massachusetts -Revolving Funds
- Section 17A of Chapter 71 of the General Laws of Massachusetts – Revolving Funds for Culinary Arts Programs
- Section 37A of Chapter 71 of the General Laws of Massachusetts -Acceptance of Grants or Gifts
- Section 47 of Chapter 71 of the General Laws of Massachusetts - Revolving Funds for Athletic Programs and School Organizations
- Section 71C of Chapter 71 of the General Laws of Massachusetts - Community school programs revolving account.
- Section 71E of Chapter 71 of the General Laws of Massachusetts - Adult Education and Continuing Education Revolving Accounts.
- Section 14B of Chapter 74 of the General Laws of Massachusetts - Culinary Arts and other vocational technical revolving funds
- Chapter 268A of the General Laws of Massachusetts - Conflict of Interest
- Chapter 548 of the Acts of 1948 - School Lunch Revolving Account.