

Student Activity Fund Procedure

Student activity funds will control, account for, and report assets, receipts, deposits, expenditures, liabilities, and fund balances for school related activities such as:

- Admission charges for interscholastic activities,
- Publications,
- Clubs,
- Student organizations,
- Student activities,
- Student fee collections which are used to provide more than one (1) activity or benefit to all of the students of a school or school building.

Each building is authorized to establish a bank account at a local institution. The building administration has direct responsibility for the establishment of proper accounting procedures. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with district policies and procedures. The advisor will keep a close check on the class or club funds to assure good business practices prevail. Student activity accounts must operate under a system of checks and balances that include:

- More than one authorized person must sign or issue checks on activity accounts.
- Purchase orders for all purchases shall be signed by the Principal or Asst. Principal.
- Fund disbursements must be documented by the original invoices, sales slips or register tapes.
- All bills must be paid prior to the end of the school year.
- Building principals will submit monthly 750's reports to the district office using acceptable accounting procedures established by the superintendent.
- Student activity funds will be made available at all times for examination by the district auditor.

Class Funds:

Class funds are ledger accounts for controlling, accounting for, and dispersing monies received from sources including but not limited to class/grade level fees, fundraisers by specific grade level classes, or donations for specific classes.

The purpose of these funds is to promote specific areas of interest of the student body and/or a specific class. These funds are dispersed at the discretion of the designated class representatives, with the approval of the class advisor and the building principal.

Unexpended Funds:

All monies accumulated in the account of a specific class or activity will, upon the graduation of that class or the discontinuance of the activity, revert to the Associated Student Body activity fund at the high school.

Procedure History:

Promulgated on: January 20, 2017

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Reviewed on: