

STUDENT ACTIVITIES FUNDS MANAGEMENT

1. All class, club or organizational funds must be included in a school activity fund. Separate accounts shall be maintained for the various accounts by the office clerical staff.
2. Receipts shall be issued for all funds turned in and posting shall be made to the various accounts from these receipts.
3. Expenditures shall be made by check signed by the District Administrator properly supported by a voucher drawn by a class or activity officer and signed by an advisor and the building Principal.
4. The activity fund ledger will be maintained by the district bookkeeper and be subject to periodic review by the District Administrator.
5. After one school year, following the graduation of a class or the disbanding or dissolution of a club or organization, the fund balance of the class, club or organization will be transferred from the activity fund to the general fund, its use then to be determined by the Board of Education.

Adopted: May 13, 1986
Revised: January 14, 2014
Reviewed: November 9, 2020

Legal
References: