

STUDENT ACTIVITIES FUNDS

The Student Activities Funds will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program.

Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the school board.

The superintendent or principal, or faculty member designated by the administrators, will have custody of all funds of class organizations, and activities. This person will keep records of individual accounts under separate headings. However, all funds will be deposited in one general account at the bank. A complete record of all receipts and funds shall be audited once a year by a person selected by the board.

The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.

Materials and equipment purchased by student activity funds become district property. Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines.

At the close of the school year the superintendent shall report a breakdown of the amount in each individual account. These reports are available to each sponsor and the treasurer of each organization. The district treasurer, or designee, may request all necessary financial information needed for review or required by the school board. These funds shall be examined annually as part of the district audit.

Cross Reference: 704.04 Audits

Approved 09/13/10

Reviewed 05/014/2018

Revised 05/14/2018