

SECTION: FINANCES

TITLE: ACTIVITY FUNDS

ADOPTED: February 24, 1997

REVISED: February 22, 1999

618. ACTIVITY FUNDS	
1.Purpose	It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve Special Purpose Funds.
2.Authority SC 511(d)	Student Body Funds are Special Purpose Funds and are not part of district funds but shall be supervised by the Superintendent and Business Manager, approved by the Board and countersigned by the Treasurer and the Business Manager.
3.Definition	<p>For purposes of this policy, the Student Body Fund(s) shall include the following activities:</p> <ol style="list-style-type: none"> <li>1. Student government.</li> <li>2. Student clubs/organizations.</li> <li>3. Student publications.</li> <li>4. Student classes.</li> </ol>
Pol. 808 SC 504	<p>The other Special Purpose Fund is the school cafeteria fund. (Policy 808)</p> <p>Each student body activity covered by this policy must be recognized and budgeted by the finance committee of the student body organization before funds can be collected or disbursed in the name of the organization. The Committee shall be composed of the school principal, student body advisor and elected student body officers.</p>
4.Guidelines	<p>In order to ensure proper supervision of all Special Purpose Funds using the name of the school, the Board establishes the following guidelines that must be strictly adhered to:</p> <ol style="list-style-type: none"> <li>1. Student Body Funds must be deposited or invested in the designated school</li> </ol>

<p>SC 504</p>	<p>district bank whose accounts are insured by the FDIC.</p> <p>2. Funds collected shall be turned in to the building principal or designee before the end of each school day, to be safeguarded until they are deposited as soon thereafter as possible.</p> <p>3. Funds from the cafeteria activities shall be treated as prescribed in Pol. 808.</p>
<p>SC 511</p>	<p>Records shall be maintained of the receipt and disbursement of all such funds in designated accounts according to the activity involved.</p>
<p>SC 511(e)</p>	<p>Contracts for materials, supplies or facilities whether for purchase or rental may be made for a oneyear period only by the Superintendent or designee.</p> <p>All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so, which purpose must be pre-approved by the building principal, the Superintendent and the Board of Directors. Student Body Funds should be expended in conformity with the annual budget submitted.</p> <p>No funds shall be expended without the approval of the student body advisor of the organization, a student representative of the organization (if any), the principal and the Superintendent. Disbursements shall be made by check only and signed by two (2) of the following: Business Manager, Board President, Treasurer or Vice President. The principals of the respective schools shall serve as custodians for the respective activity fund/account.</p> <p>If Student Body Fund checks are lost, stolen or destroyed, the appropriate fund will be charged the stop payment fee.</p>
<p>SC 511(d)</p>	<p>A financial report of the condition of each Special Purpose Fund organization shall be submitted to the Board monthly.</p>
<p>SC 440.1, 504, 511</p>	<p>A list of student activities and clubs, activity and club sponsors or advisors, student officers or representatives, and all fund raising activities shall be submitted to the Board by October 15th of each school year.</p> <p>1. Students are not permitted to participate in the sale of raffle tickets.</p> <p>2. Drawings for the awarding of prizes in connection with school-sponsored events must be held on school time or at school functions.</p> <p>3. All secondary schools publishing yearbooks should use a separate account for each year. A cash receipt journal should be maintained detailing the customer name, date, amount, year of yearbook activity, subtotaled to the amount deposited, for each</p>

	<p>amount turned over by the yearbook advisor for deposit to bank.</p> <p>Within twenty (20) days prior to the date of graduation, the graduating class, by a simple majority vote of the total class membership, shall:</p> <ol style="list-style-type: none"><li>1. Authorize the appropriate persons, via a letter to the building principal, under the signature of the class president, to:<ol style="list-style-type: none"><li>a. Close the class account no later than ninety (90) days following the date of graduation, and</li></ol></li><li>1. The fund custodian, upon determining that all expenses have been paid, and no further indebtedness exists, withdraw the balance, if any, in the class account and deposit the same in the general fund of the school district. or</li><li>2. The funds be used by the school district for the specific or general purposes set forth in the letter of authorization in accordance with current law.</li></ol>
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