

STUDENT ACTIVITIES FUNDS

Revenues collected from admissions to school entertainment events, profits from school stores, club and class dues, and student organization fundraising activities shall be deposited and accounted for in a student activities fund maintained for each school. Within this fund, separate accounts will be maintained for accounting purposes. These revenues will be considered school unit funds under the direct control of the Superintendent, who shall develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the building principals and designated secretaries. Procedures for management of student activities funds shall be consistent with sound business and accounting practices.

Student activity funds are to be used only for student activities that augment the school unit's programs; they are not intended to replace school unit funding for school unit programs and activities. Funds raised by approved student clubs or organizations or from classes shall be expended to benefit the specific club or organization or class. The Building Principal must approve all expenditures from student activities funds in advance.

The senior class will decide how to disburse funds remaining in its class account prior to graduation. Such disbursements may include, for example: gifts to the school, to a scholarship fund, or used for an activity approved in advance by the principal. All requests must be submitted in writing to the principal. All of the class outstanding obligations must be paid before the class may expend its remaining funds. Unexpended funds remaining two years after the class has graduated and any interest earned on these funds will be transferred to the high school's community scholarship fund.

Any unspent money exclusively raised by a middle school class will follow that class to their high school account.

Student activity funds are part of the total fiscal operation of the District and shall be audited as part of the District's annual audit.

Cross Reference: DI-Fiscal Accounting and Reporting
 JJE-Student Fundraising Activities
 DFF-R Procedures Concerning Student Activities Accounts

Adopted: July 11, 2017