

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Principal of each school or his designee is authorized to establish and maintain one checking account to be known as the "(name of the school) Activities Account."

This account shall be maintained in accordance with sound accounting procedures, bank statements shall be justified monthly, and the account shall be audited by the School District auditors annually. A system of sequentially numbered receipts and checks shall be maintained with sufficient information on stubs to permit a full review of all transactions. All funds carried in the Activities Account shall be used for the exclusive use of the activity for which it was originally intended. No funds in the activities account shall be used for general fund projects or other student activities unless specifically authorized by the Superintendent of Schools.

All funds earned or donated for specific or general purposes which are one-time transactions related to a particular school and its program and which do not exceed \$100.00, shall be accounted for through the Activities Account unless specific exemption is granted by the Superintendent of Schools. Examples: food sales, ticket sales for student events, or contributions to support a specific class project.

Continuing projects, continuing donation programs (such as the Friends), and donations over \$100.00 shall not be accounted for through Activities Accounts; rather, they shall be deposited to the School District account using special "in-out" ledger cards when appropriate.

Other than as specified above, and school lunch funds in the custody of the Business Administrator, no student, school employee, other individual, or group shall act as custodian of monies earned or donated in connection with any school related activity. However, once deposited to an Activities Account, specific sums may be paid out for such class projects as investment programs, provided that all principal and interest is properly listed as an asset of the Activities Account at the close of each fiscal year.

(Also: JHB Activities Funds Management)

EFFECTIVE: 1 September 1971