

ACTIVITY FUND

POLICY

The Board believes that it should provide a system for the control and accounting of all monies resulting from activities related to student efforts. Further, the Board believes that the control of expenditures of such funds shall be the direct responsibility of its superintendent. The Board-appointed auditor, through the annual audit, shall provide for an accounting of such funds as required by generally-accepted accounting principles.

PROCEDURE

1. The activity fund includes accounts of student clubs, classes, and activities.
 - A. Money taken in will be counted by no less than two (2) people.
 - B. The deposit slip will be signed by both individuals.
2. This fund shall be controlled by the superintendent, who delegates control to various school administrators.
3. Monthly reports will be made available to administrators and teachers by the Business Office.
4. Elementary principals approve requisitions on accounts for their respective buildings.
5. The secondary school principals approve requisitions on accounts.
6. Checks will be signed by the Treasurer of the Board of Education.

Adopted 07/13/65; Amended 10/03/68, 08/19/76, 04/21/94, 03/20/08