

STUDENT ACTIVITY FUND MANAGEMENT

The Board of Education has formulated a policy which governs the management and control of all student activity funds. The following guidelines should be used to implement this board policy.

All student activity accounts will be maintained on the AS400 system. New student activity account requests should be directed to the Director of Business.

All payments to employees for services rendered must be paid through the normal payroll process.

Reimbursement to employees for expenses incurred must be paid using the out of pocket expense reimbursement system.

Payments to individuals (non-employees) for services rendered should not be issued unless a Form W-9 is on file with the building bookkeeper. Form W-9 can be found on the District website on the document repository.

Principals shall be responsible for:

- A. approving the sponsors of each activity group and all purpose clauses, anticipated revenue, and anticipated expenditures for each activity program, and present this information to the Superintendent for approval.
- B. a system of internal controls in order to safeguard the assets of the student-activity funds to ensure that the student will receive the benefits sought. Funds must be accounted for by fund, function, cost center and operational unit in accordance with the Uniform School Accounting System.
- C. providing financial reports to each sponsor on a regular basis.
- D. Fund-raising projects for any student activity shall, in general contribute to the educational experience of students and shall not conflict, but add to the instructional program.
- E. All sales projects or programs must be approved by the principal and board approved at least two (2) weeks prior to the sale or event. .
- F. All expenditures from a student-activity account shall be in accordance with the approved purpose clause. Authorization for expenditures must be accompanied by an approved requisition or check request and approved by the building

principal for processing. A formal purchase order, certified by the Director of Business can be requested when the funds are available and verified for the expenditure.

- G. Expenditures of funds, derived from the student body as a whole, shall be so expended as to benefit the student body as a whole, and not for the benefit of a special group.
- H. Expenditures must be approved by the appropriate student activity group advisor.

Student-activity funds should be fully funded. Funds will be transferred from the principal's account to building activity accounts with deficit balances at year end.

- I. Student activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to Board employees or other persons. Postdated checks may not be accepted and checks may not be cashed for anyone.
- J. Board, employees or others may not make purchases through a student body in order to take personal advantage of student-body purchasing privileges.
- K. No student-activity organization shall be obligated for purchases made by students, faculty, and/or other unless supported by a written requisition or check request signed by the appropriate principal.
- L. Examples of expenditures which are prohibited without the support of the Superintendent or his/her designee are:

1. equipment, supplies, forms, postage for curricular or classroom use or for District business;
2. repairs and maintenance of District-owned equipment or property;
3. salaries for services which are the responsibility of the District or for District assignments;
4. memberships that benefit individuals;
5. all items for personal use;

6. contributions to fund-raising drives for charitable organizations unless part of a group's purpose and objectives statement.

- M. All monies collected must be locked in the building safe until deposited with the district designated individual. It is recommended that all deposits are made within one week of the last day of collection.

- N. The disposition of unspent activity funds will be determined by the class officers, activity sponsor, and the principal.

- O. An internal audit of the financial accountability and compliance of student activities policies may take place on a quarterly/annual basis.

PROCEDURE FOR INACTIVE ACTIVITY ACCOUNTS:

Prior to the termination of a student-activity organization, all funds remaining in the treasury must be disposed of in one (1) of the following ways:

- A. Expended by vote of the organization controlling these funds as provided for in the bylaws.
- B. Transferred to another student-activity organization following the standard withdrawal procedure.
- C. Transferred to the School District for a specific and designated purpose. When the student-activity organization votes to dispose of funds in this manner, the following procedure will be applied:
 1. The organization submits a signed statement authorizing the District to use the funds in a specific manner as agreed upon by the student organization.
 2. The funds shall be held in a trust agency fund until the proper expenditures have been made. Any balance remaining after these expenditures will be transferred to the Alumni Student Scholarship account or General Fund for use by the School District.

D. Transferred by approval of the Superintendent to the General Fund if none of the preceding ways has been implemented.