

## **STUDENT ACTIVITY FUND MANAGEMENT**

All revenues and expenditures of student activity funds shall be properly processed through the internal accounting system of the District. All student activity funds shall be audited annually at the same time as the general fund budget. It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra- curricular activities of the student body organization.

Each activity covered by this policy must be recognized by the Board of Education at the annual organizational meeting.

All activities shall be on a self-sustaining basis. No funds shall be expended from these accounts except in support of the student activity program.

The principal shall be the Treasurer of the student activities fund. S/He may delegate responsibility to a financial secretary.

Fundraising for all student activities will be in accordance with the Board Policy. Fundraising activities must not conflict with the scheduled curriculum.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.