

375-RULE STUDENT ACTIVITY FUND MANAGEMENT GUIDELINES

Student activity funds should not be confused with internal school funds such as lunchroom receipts and similar funds for which the Board is directly responsible. In contrast with internal school funds, student activity funds are usually collected voluntarily by students and spent by them as they see fit as long as they abide by established regulations and procedures.

The following rules and regulations are formulated to protect those responsible for the handling of funds:

A. Responsibility for Student Activity Funds

1. The principal of the individual school in which the activities occur is to be responsible for this account.
2. Each activity which handles funds must appoint a student treasurer who shall keep an independent set of records or receipts and expenditures for that activity.
3. Each treasurer shall be responsible for all student activity funds and shall maintain records and follow procedures as prescribed.

B. Deposits

1. All clubs and other organizations acting under the name of the school are required to deposit their funds intact in the student activity fund.
2. All student activity funds must be deposited daily and recorded by the student activity treasurer. A proper receipt slip is issued with each deposit.

C. Distribution of Interest

Activity fund money may be invested. Any interest received from investments shall be divided equally depending on each club's monthly balance for the year.

D. Withdrawals

1. In order to accommodate the safeguarding and handling of all student activity funds, all transactions will be executed by purchase order through the principal's office in each school.
 - a. When an activity wishes to purchase materials, supplies, professional services, transportation, rent, printing, advertising, etc., a formal requisition, duly signed and approved, must be filed with the treasurer.
2. Disbursements shall be authorized by the advisor only upon receipt of properly approved vouchers. No member of the faculty shall be paid or reimbursed from student activity funds without the prior permission of the advisor.
3. All disbursements shall be made by purchase order with two signatures - that of the principal and the activity account advisor - drawn only after a disbursing order with proper accounting support attached is received by the bookkeeper. The disbursing order originates with the student activity treasurer and is approved by the faculty advisor.
4. In some cases money might be spent personally by a student with the prior permission of his/her activity. In this event, the student should obtain a receipted bill for the money expended. Where bills or receipts are unobtainable, an itemized statement, signed by the student, must accompany the

disbursing order to support this request for reimbursement.

5. Advance Withdrawals

When necessary to provide cash in advance of the expense, the advisor may draw a disbursing order in the same manner as when paying a bill. A statement of estimated expenditures must accompany this request. A detailed statement itemizing all expenditures included in the advance withdrawal will be filed with the bookkeeper upon completion of the transaction.

E. Bookkeeping

1. A simple uniform system of bookkeeping will be established by the bookkeeper for all student treasurers. It shall include cash receipts and payments journal, collection records, and, if applicable, accounts receivable and payable ledgers and inventory ledger.
2. No account should be overdrawn. To facilitate proper financial practice and to insure a solvent condition, each activity should operate on a budget showing the estimated revenues and expenditures for the year, and outlining any special projects.
3. The activity account for each school will be audited annually by independent auditors.

F. Disposition of Funds

1. At the end of the fiscal year all balances will be carried over to the next fiscal year by activity group for the continued use of each group.
2. Groups that discontinue operation at the end of the fiscal year (i.e., the graduating class) shall, within one fiscal year, spend their remaining balance or designate how their remaining balance will be spent. Such designation shall be authorized by group officers and sponsor. If the funds remain on deposit after one fiscal year without being designated or spent, the principal may apply the balance to some other appropriate activity group or to disburse the funds for the benefit of the students.

G. Retention of Records

All records are to be retained by activity group in the appropriate school (invoices with approval, statements and receipts).

APPROVED: November 11, 1974

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