

STUDENT ACTIVITIES FUND

ACTIVITY FUND PROCEDURES

Various students' organizations raise money for their activities. Each organization is responsible for collecting money from fund raising, dues, projects, donations, or special events. The following procedures are to be set to ensure proper accountability of receipts and disbursements:

- 1) All fund raising activities or special projects need building principal's approval.
- 2) All moneys collected shall be handled by school employees and by student treasurers with good business procedures. All treasurers should maintain their activity fund ledger accurately.
- 3) The faculty advisor or treasurer should turn in accounted funds to the administrative secretary. Both signatures of the advisor and/or treasurer and the administrative secretary should be recorded to ensure correct deposit.
- 4) District personnel or student leaders will receive disbursements when receipts are turned in up to \$100.00 (refer to Policy DLC). Above \$100.00, advancements will be made with the advisor signing that the said amount with receipts and/or cash will be returned to the administrative assistant. The advisor holds sole responsibility for the amount given in advance.
- 5) Every month the administrative secretary will provide the Board of Education a summary of the previous month's cash transactions.

Graduating classes' excess funds will be donated to the school or an organization at the class' discretion, but all class accounts will be closed upon graduation of that class.

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Approve by Board Action: July 26, 1993

Reaffirmed annually June 27, 1994 through February 1, 2012

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