

Student Activity Fund

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity/benefit to all of the students of a school or school building;
4. Receipt from vending machines located on school property.

All funds collected by the schools shall be maintained into accounts requiring two authorized signatures for the distribution of funds: one signature shall be by a person designated by the Board as an assistant treasurer and the other shall be a designated signatory of the building or district. All disbursements shall be by regular bank check.

The funds shall be deposited and expended by regular check in a bank account maintained by the District for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students. All funds collected or received for school programs, activities or students use are by Idaho law public monies and the care, custody, control and accounting for such monies is the duty and responsibility of the Treasurer and the Administrative Officer of the District.

The management of student activity funds shall be consistent with sound business practices. Authority is delegated to the Superintendent to require conformance to a system of records and procedures for recording the transactions of funds. A report of the activity of these funds shall be submitted to the Board each month.

The Superintendent or designee shall provide accounting procedures for the receipt, deposit and withdrawal of funds. The Principal is responsible for the proper collection, disbursement and control of all school activity funds. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with the Board of Trustees policies and procedures.

For other activity or student funds, the board may create a separate fund(s) and implement procedures for the accounting and control of the same.

Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract from the instructional program. All fund raising projects must have

the approval of the principal. Solicitation of funds outside the school must have the approval of the Superintendent.

Legal Reference: I.C. § 33-705 Activity Funds

Policy History:

Adopted on: August 13, 2007

Revised on:

Prior Policy: IX(A) – Clubs and Organizations
IX(B) – Student Body Activity Funds
VII(R) – Student Activity Funds