

Instruction

Activities Funds Management

Money collected by any club or activity, including athletic funds, in the school is to be deposited in the appropriate General Fund Account. Student Activity Accounts and Special Revenue Accounts shall be kept in separate bank accounts. Deposits shall be made by the Building Administration's office at each Middle School. Deposits for the High School accounts shall be made by the Finance Office. Requests for withdrawals (i.e., checks) are to be made by the Principal and submitted to the Finance Office. Checks will be signed by the Director of Finance and Administration and Superintendent of Schools.

Financial statements will be prepared by the Finance Office. The person in the Finance Office who makes deposits and prepares checks shall not be the person who reconciles the bank statements. The Finance Manager shall review, and approve, all bank reconciliations.

The Student Activity Accounts and Special Revenue Accounts shall be audited with the books and accounts of this school system at the conclusion of each fiscal year.

(cf. 3434 - Periodic Audit)

Legal Reference: Connecticut General Statutes
 7-391 et seq. Municipal Auditing Act
 10-237 School Activity Fund

Policy adopted: August 13, 2007

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut