

Operational Services

Administrative Procedure - Student Activities Fund Management

The Board hereby authorizes the establishment and maintenance of a Student Body Account at each of the schools. An administrator of the school shall be responsible for the proper administration of the financial activities of each Student Body Account in accord with the provisions of State law and appropriate accounting practices and procedures. All monies collected shall be deposited in the Student Body Account.

All payments made from the Student Body Account shall have the approval of the administrator responsible for the Student Body Account.

The annual School District audit shall include an audit of student organization funds. Payment for the audit shall be made from District funds.

Monies raised by student organizations must be expended for school activities or for some charitable project. There will be no door to door sales conducted by students for fund raising activities without direct permission from the Board of Education.

DATED: October 26, 1998