

STUDENT ACTIVITIES FUNDS MANAGEMENT

(Formerly Policy 5135 Rules and Regulations of the Board of Education, for the Conduct, Operation and Maintenance of Extra Classroom Activities and for the Safeguarding; Accounting; and Auditing of Extra Classroom Activity Funds

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. The Superintendent will recommend, and the Board will appoint a competent and qualified faculty advisor for each club or organization. The Board will appoint a treasurer for the management of the funds associated with these clubs and organizations at the annual board organizational meeting.

Prior to termination of a student organization, all funds remaining in the treasury must be disposed of in one of the following ways:

- Expended by a majority vote of the organization, as provided for in its bylaws.
- Transferred to another student organization or for another purpose, as determined by the membership of the student organization.

If no action is taken by the student organization, leftover funds of inactive or discontinued extra classroom activities and of graduating classes shall automatically revert to the account of the general student organization or student council.

Financial transactions will be carried out in conformance with district policies and procedures. An audit of all accounts will be made annually by the independent /external auditor.

Cross-ref: 2210, Board Organizational Meeting
5210, Student Organizations
6660, Independent External Audit

Ref: Education Law §207
8 NYCRR Part 172
The Safeguarding, Accounting, and Auditing of Extra classroom Activity Funds,
Finance Pamphlet 2, New York State Education Department

Approved by the Board of Education:

11/21/19