



Book	Policy Manual
Section	600 Finances
Title	Student Activity Funds
Code	618
Status	Active
Adopted	March 7, 2022

Purpose

The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.

Definition

For purposes of this policy, **student activity funds** shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.

Authority

Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.[1]

Delegation of Responsibility

The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.

The building principal is responsible for working with students and faculty advisors, implementing policies and regulations, administering fiscal procedures and ensuring that appropriate fiscal records are maintained.[2]

The Business Manager is responsible for prescribing appropriate accounting procedures and for internal auditing of student activity funds.

Faculty advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.

The district bookkeeper shall be designated as the custodian of the funds and shall be bonded appropriately.[2]

The organization's student treasurer and faculty advisor are responsible for maintaining complete and accurate records of all funds collected and disbursed and submitting required reports to the Board.

Guidelines

Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

All student activities shall be on a self-sustaining basis, except for situations approved by the Board.

Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.[\[3\]](#)[\[4\]](#)

All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.[\[1\]](#)[\[5\]](#)

Interest earnings within the student activity fund shall be prorated to each respective group on a semiannual basis, based upon account balances of each respective group.

Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.[\[1\]](#)

Disbursements from such funds shall be made only by check and shall be supported by invoices or verified documentation. All checks shall be signed by two (2) individuals authorized to approve such disbursements.

All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.[\[1\]](#)[\[6\]](#)

The student activity fund shall be audited annually during the district's established audit.[\[7\]](#)

Legal

1. 24 P.S. 511
 2. Pol. 811
 3. 24 P.S. 440.1
 4. 24 P.S. 623
 5. Pol. 608
 6. 24 P.S. 807.1
 7. Pol. 619
- Pol. 000