

A. W. BEATTIE CAREER CENTER

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: June 15, 2000

REVISED: May 25, 2017

APPROVED: June 22, 2017

618. STUDENT ACTIVITY FUNDS

1. Purpose

The Joint Operating Committee (JOC) is responsible for adopting and enforcing policies and procedures regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.

2. Definition

For purposes of this policy, **student activity funds** shall include the funds of JOC 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.

3. Authority

Student activity funds are separate from the Career Center funds and must be reviewed/ audited per the JOC.

4. Delegation of Responsibility

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

Pol. 811

The administrators are responsible for working with students and advisors, implementing policies and procedures and maintaining fiscal records. The Executive Director shall serve as custodian of the funds and all checks shall be drawn from activity accounts by the business office after proper withdrawal forms and supporting documentation are submitted.

Activity advisors are responsible for working with students in assigned activities and ensuring that student organizations comply with policy and procedures.

Each organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the business office as deemed necessary for JOC review. All expenditures from activity accounts shall be related to the goals and objectives of the student activity programs.

618. Student Activity Funds

<p>C 511, 807.1</p> <p>SC 511</p> <p>SC 511</p> <p>Pol. 619</p>	<p>Student groups that raise funds through group activities shall be required to use the funds raised for the benefit of the group(s), as opposed to specific individuals. The funds derived from fundraising activities shall be expended to the extent possible, to benefit currently enrolled students.</p> <p>Contractual agreements for the purchase of materials or supplies may be made, for a one-year period, by the Executive Director. All contracts shall be signed by the Executive Director.</p> <p>All purchases of materials or supplies by an organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.</p> <p>All funds shall be of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.</p> <p>All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year. No fund will be permitted to have a negative balance at year end.</p> <p>A financial report of the condition of each student activity fund shall be submitted to the JOC monthly.</p> <p>The student activity fund shall be audited annually during the Career Center's established audit.</p> <p><u>Inactive Accounts</u></p> <p>Inactive accounts may be liquidated, at the direction of the Executive Director being inactive for a full school year. The provision of notice shall be given to the authorized student representative and faculty advisor. The funds may be transferred to the General Activity Account, or to a similar organization, with prior student approval.</p> <p>References:</p> <p>School Code - 24 P.S. Sec. 440.1, 511, 623, 807.1</p> <p>Board Policy - 000, 608, 619, 811</p>
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