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 decumentation 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.

5. 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 and are not permitted to have a negative balance at year end.
	Student activity funds generated through school-wide, fundraising activities, commissions, and investment of student funds shall be used to subsidize Career Center classes and clubs, student government, student welfare, and the operation of the funds.
	Student group advisors and student officers, as a committee, except if the age of the students involved precludes sufficient understanding of the process, shall approve the disbursement of funds generated through Career Center, fundraising activities, commissions and returns on investments. Specific Career Center fundraising may be designated by the Executive Director to have the income prorated to the activities involved in the fundraiser.
SC 511 Pol. 608	All funds collected by student organizations shall be deposited in a student activities fund in a bank or state-chartered savings and loan association which is issued by FDIC or FSLIC and designated by the Joint Operating Committee. No school-sponsored organization is permitted to establish an account separate from the student activities fund.
	Funds collected shall be turned into the advisory of responsibility before the end of each school day, and they shall be safeguarded until deposited with the business office within 2-3 days.
SC 511	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 JOC.
	Disbursements from such funds shall be made only by check upon the request of the authorized advisor and will require a student signature of the organization and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation. All checks shall be electronically produced. Checks shall not be made out to cash.
	Obligations incurred by students or student groups without prior authorization from an appropriate administrator shall not be the responsibility of the Career Center, or the student activities fund.
	Student activity funds shall not be used to supplant district funds in providing materials and services essential to the operation of instructional programs.

	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.
	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.
C 511, 807.1	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.
	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.
SC 511	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.
SC 511	A financial report of the condition of each student activity fund shall be submitted to the JOC monthly.
Pol. 619	The student activity fund shall be audited annually during the Career Center's established audit.
	Inactive Accounts
	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.
	References:
	School Code - 24 P.S. Sec. 440.1, 511, 623, 807.1
	Board Policy - 000, 608, 619, 811