

STUDENT ACTIVITIES FUNDS

Code **JJF** Issued **3/13**

Purpose: To establish the basic structure for the management of athletics, student organization, and student activities funds.

Student Organization and Activity Funds

The principal has jurisdiction over the management of student organization and activity funds. The principal will keep a neat and accurate record of receipts and expenditures of all student organization and activity funds and make all disbursements by check. The principal must approve all expenditures from any of the funds in advance. Students and student organizations may use the funds only for purposes authorized by the principal.

The certified public accountant selected by the district will audit student organization and activity fund accounts at the close of each fiscal year, or at any other time when circumstances so demand. Schools will retain financial records of student organization and activity funds on file for the minimum records retention period required by state law.

At the end of the school year, schools shall carry forward funds remaining in each student organization or activity account to the next school year. If a student organization or activity becomes inactive or ceases to exist, the school will liquidate the account associated with such organization or activity and place the funds in the general school account. A student organization or activity will be deemed inactive if it does not meet at least once annually and elect officers.

Athletics Funds

The school district will use all gate receipts and other revenues from admissions to athletic events to fund the school district's overall athletics program. The athletics department will keep a neat and accurate record of receipts and expenditures of all athletics funds. The athletics director, in coordination with the principals of schools with interscholastic athletics teams, will prepare an annual athletics budget, which shall be submitted to the superintendent for approval.

The superintendent shall be responsible for the sound fiscal management of the overall athletics program. The board authorizes the superintendent to expend athletics funds necessary to sustain a diverse and competitive athletics program, including, but not limited to, purchasing uniforms and equipment, paying event officials, providing transportation, implementing incentive-based compensation programs for coaches and administrators with athletics department responsibilities, maintaining athletics facilities, purchasing athletics awards, and other athletics-related expenditures consistent with this policy and applicable laws. The superintendent must approve all athletics fund expenditures in advance. Athletics funds may only be used for purposes related to the athletics program.

PAGE 2 – JJF – STUDENT ACTIVITIES FUNDS

The certified public accountant selected by the school district will audit athletics fund accounts at the close of each fiscal year, or at any other time when circumstances so demand. The athletics department will retain financial records of athletics funds on file for the minimum records retention period required by state law. At the end of the school year, any remaining athletics funds will be carried forward to the next school year.

Adopted 10/5/98; Revised 5/7/12; Issued 3/4/13