

Regulation — STAFFORD TOWNSHIP BOARD OF EDUCATION

FINANCES
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Student Activity Fund

R 6660 STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the various activities operated for the benefit of the student body which are managed under the guidance of adults, are not part of the regular instructional program, but for which the Board is at least indirectly responsible.

The School Activity Funds shall be the responsibility of the School Business Administrator/Board Secretary and shall be administered by him/her.

In order to comply with the legal requirement to audit annually any special funds of this district which constitute an activity carried on by this Board, an officer or an employee of the Board who is holding moneys for which the Board is directly or indirectly responsible, or an organization of public school pupils conducted under the auspices of this Board which is officially recognized as part of the school activity program and for which the Board is at least indirectly responsible, the Board requires that adequate financial and bookkeeping controls be established. Such regulations shall include the following:

1. The School Business Administrator/Board Secretary shall establish a checking account into which shall be deposited all moneys collected.
2. Funds collected by the school Principals must be submitted to the School Business Administrator/Board Secretary by the end of the school day that it was received. All paperwork required by the School Business Administrator/Board Secretary shall be prepared by the school Principal and submitted along with the funds received.
3. Records shall be maintained of the receipt and disbursement of all such moneys in accounts according to the activity involved.

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