

STUDENT ACTIVITY FUNDS**Basic Purpose**

The basic purpose for raising and/or expending money by the student organizations shall be to promote the students' general welfare, morale and educational experiences and to conduct activities on their behalf (Education Code 48930). The Baldy View Regional Occupational Program Commission may authorize any organization to maintain such activities, including fund-raising activities, as may be approved by the Superintendent or designee (Education Code 48932).

Approvals

Student organizations shall not engage in any financial activities until their constitutions and bylaws have been approved by the Commission and approved accounting standards have been established.

General Management

Student organization financial affairs shall be conducted in accordance with sound business practices, Baldy View Regional Occupational Program (ROP) policies, California Education Code, and any applicable state and/or federal regulations. All contracts and agreements are initiated in coordination with the ROP Director of Instruction and the Business Manager, and approved by the Commission.

Expenditures

Student organization funds shall be expended in the following manner:

The student organization expenditure request form must be completed and signed by the chapter advisor and signed by the applicable Program Manager. The form is then forwarded to the appointed employee for approval and signature. After the form is fully approved, a requisition must be entered into the financial system following the established ROP requisition process. All items purchased will be delivered to the main office. Any item purchased with a cost of \$500 or more will be asset tagged. The purchased items will then be delivered to the Program Manager, who will sign the receiving documentation. The receiving documentation will be forwarded to accounts payable for payment.

The following are appropriate expenditures using student organization funds:

- a. Field trips/excursions and outdoor education/science camps
- b. Supplemental equipment for student use that is not normally provided by the ROP program, such as telescopes and aquariums
- c. Magazines and newspaper subscriptions for student use

STUDENT ACTIVITY FUNDS (continued)

- d. Library books

The following are examples of expenditures that are prohibited:

- a. Equipment, supplies, forms, and postage for curricular or classroom use or for ROP business
- b. Repairs and maintenance of ROP-owned equipment
- c. Salaries or supplies which are the responsibility of the ROP
- d. Gifts, loans, credit, or the purchase of accommodations for ROP employees or others
- e. Articles for the personal use of ROP employees
- f. Contributions to fund-raising drives for charitable organizations

Deposit of Funds

Funds of any student organization shall be deposited into the individual financial institution account established by the ROP in the following manner:

1. Within five working days of the end of the fund-raising collection period, the chapter advisor will verify the amount of cashier's check or money orders received and complete and sign the student organization deposit form. The chapter advisor will then deliver the deposit and deposit form to the applicable Program Manager for verification and signature. The Program Manager will deliver the deposit and deposit form to the ROP business office within five working days after receipt of the funds from the advisor. The accounting technician will deposit funds into the designated bank account (Education Code 48933). A copy of the receipt for funds deposited shall be given to the Program Manager and the advisor.

System of Accounting

The accounting records of all student organization chapters shall be transacted through the ROP business office in accordance with approved accounting standards and the ROP accounting procedures.

STUDENT ACTIVITY FUNDS (continued)

Financial Statements

All bank statements will be sent directly to the ROP business office. Within two weeks, the bank statement will be reconciled by the business office. Copies of the bank statement and bank reconciliation will be distributed to the Program Manager and advisor. A quarterly financial statement of activity shall be submitted to the Program Manager, Director of Instruction, and Superintendent. The Program Manager will distribute the quarterly statements to the individual student organization chapters. The quarterly statement shall include the following:

1. Month and year of activity
2. Name of student body organization
3. Beginning balance
4. All deposits made
5. All expenditures
6. Ending balance

Audit

The financial records of student organizations shall be audited as part of the ROP's annual audit. Such audit shall be performed in accordance with the California Education Code. Costs for such audit will be paid for from the general fund.