



Central Islip Union Free School District

Board of Education & School District Policy Book

50 Wheeler Rd. | Central Islip | N.Y. | 11722

(631) 348-5000

<https://www.centralislip.k12.ny.us>

Section	Section Title	Type
5000	Student Policies	Local
Policy	Policy Title	
5252	Student Activities Funds Management	

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. An extra-classroom fund shall be established for the various organizations of the secondary school program. Only activities administered by student officers shall be included in an extra-classroom fund.

Such funds shall be kept according to standards of good financial management. Proper books will be kept and all monies shall be deposited in appropriate accounts. The Principal of each school concerned will appoint a competent or qualified faculty advisor for each club or organization. An audit of all accounts will be made annually by the school auditor. No accounts shall remain unpaid at the end of the school year.

The Board shall appoint a Treasurer of Student Activities Accounts at the annual organizational meeting who shall be responsible for the supervision of school activities funds. The duties of this person shall include the following:

1. Countersigns all checks disbursing funds from the Student Activities Account;
2. Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only;
3. Maintains records of all receipts and expenditures;
4. Submits records to the Board as required; and
5. Assumes other duties customary to the position.

Adoption date: July 13, 2009

Cross Reference:

2210, Board Organizational Meeting

5210, Student Organizations

Reference:

Education Law §207

8 NYCRR Part 172