

Descriptor Term: SCHOOL ACTIVITY FUNDS

Descriptor Code: DK

Rescinds: DK

Board Approved: 9/09/96

Previously Approved: 9/18/95

### Definition

"Activity Funds" will mean all funds received by school officials in all school activities of the Gulfport School District, such activity being part of the school program and totally or partially financed with public funds or supplemented by public funds.

### General

Activity funds will be spent in accordance with state law "for any necessary expenses or travel costs, including advances, incurred by students and their chaperons in attending any in-state or out-of-state school related programs, conventions, or seminars and/or any commodities, equipment, travel expenses, contractual services, or school supplies which the Board of Trustees in its discretion will deem beneficial to the office or extra-curricular programs of the school."

Activity funds will be maintained and expended by the principal of the school generating the funds in a central depository approved by the Board. The Board will provide that such activity funds be audited as part of the annual audit required under Section 37-9-18. All local school activity fund expenditures are subject to the state purchase laws.

A pre-numbered ticket must be used at any event at a school where a fee is charged for admission and the event is expected to generate \$100.00 or more. Procedures for the use of and accounting of pre-numbered tickets must be established by the District and include the use of a School Event Receipt Form.

Any arrangement between a school supplying merchandise, such as school pictures, class rings, and caps and gowns, must be by written contract, signed by the principal/director and the company's representative and approved by the Board of Trustees. The contract must include all provisions for the arrangement. Persons who purchase merchandise will pay the company directly. Any rebate or commission to the school will be paid by check from the company directly to the school's activity fund. The school principal/director is required under this arrangement to obtain an independent listing of the students and the amounts paid by the students to the vendor for reconciliation purposes.

The term "activity funds" will not include any funds raised and/or expended by any organization such as PTA's or booster clubs unless deposited with existing activity funds, regardless of whether the funds were raised using school facilities. Organizations will not be required to make any payment to any school for the use of facilities if the organization's function will be deemed to be

beneficial to the official or extracurricular programs of the school.

Additionally, the Board of Trustees grants permission to principals and school staff members to assist PTAs, boosters, etc. in the fund raising process.