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.

Procedures to be used in handling the classroom activity funds are as follows:

1. Records of receipts and expenditures shall be maintained, and reports made regularly to the Board of Education.
2. An independent and impartial audit of the accounts shall be made at least annually in conjunction with the audit of the district records.
3. The School District Treasurer shall be the Central Treasurer of Extra Classroom Activity Funds.
4. The Building Principals or their assistants shall also be the Chief Faculty Counselors.
5. The Principal shall recommend and the Board shall appoint faculty advisors for each extra classroom activity.
6. Each extra classroom activity shall have on file a Constitution and shall annually elect a president, vice president, secretary and treasurer.
7. Existing clubs or new clubs shall be approved by the Board of Education on an annual basis as recommended. Any clubs with no activity (receipts or disbursements) will be closed by the end of the school year. Any funds in that club account will be transferred to the Student Council unless otherwise designated by club officer. The Graduating Class will also be closed at the end of the school year. Any funds remaining will be transferred to the Student Council.
8. Interest income generated by the Student Activities Funds shall be equally divided between the Scholarship Fund, the Student Council and the Senior Class.

All extra classroom activity funds shall be handled in accordance with the financial procedures illustrated by Finance Pamphlet 2, "The Safeguarding, Accounting, and Auditing of Extra Classroom Activity Funds," published by the New York State Education Department.

Cross-ref:  2210, Board Organizational Meeting  
5210, Student Organizations

Ref:  Education Law §207 8 NYCRR Part 172

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