

Houston County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 09/09/24
		Rescinds: DJ/JO	Issued: 07/08/13; 04/15/99

The activity funds of each school shall include athletic and student organization funds and any other funds belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the principal. Contracts with fundraising agencies shall comply with board policy and be approved in writing by the Director of Schools/Designee.

Principals and/or sponsors who knowingly authorize/allow unapproved fundraising activities shall be subject to disciplinary action.¹

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.²

Revenue raised for specific purposes shall be expended for that purpose unless otherwise authorized in writing by both the activity group sponsor and the principal.³

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.⁴

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations, or other support organizations are not subject to this policy unless such funds are in sole custody of the school.⁵ Such organizations shall comply with the provisions of state law.⁶

Legal References

1. [Internal School Funds Manual, Sections 4-28 through 4-29](#)
2. [TCA 49-2-110\(d\); Internal School Funds Manual, Section 5-2 through 5-9](#)
3. [Internal School Funds Manual, Section 4-1 through 4-3](#)
4. [TCA 49-2-112\(a\)](#)
5. [TCA 49-2-110\(f\)](#)
6. [TCA 49-2-601](#)

Cross References

- Revenues 2.400
- School Support Organizations 2.404
- Deposit of Funds 2.500
- Fundraising Activities 2.601
- Accounting System 2.700
- Audits 2.703
- Gifts 6.710