

DEPOSIT OF STUDENT ACTIVITY FUNDS

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. Financial transactions will be carried out in conformance with District policies and procedure. An audit of all accounts will be made annually by the independent/external auditor. An accounting of the monies collected is also required to be filed with the District's Superintendent and/or his/her designee.

Money collected by employees and/or club officers involved in student activities must be deposited within 24 hours in the bank officially designated by the Board of Education for receipt of such deposits. Money may be kept overnight in a school safe provided that the school principal takes responsibility for the custody of the money before it is placed in the school safe.

Employees maintaining custody of funds for student activities are personally accountable for the security of the funds until deposited in a bank or placed in the custody of the principal.

Policy Adopted:
July 13, 1987
Policy Revised:
December 16, 1991
Policy Revised:
April 25, 2011
Policy Reviewed:
August 26, 2013
Policy Reviewed:
October 20, 2014
Policy Reviewed:
August 24, 2015
Policy Reviewed:
August 29, 2016
Policy Reviewed:
August 27, 2018
Policy Revised:
August 26, 2019
Policy Revised:
August 24, 2020
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October 18, 2021
Policy Reviewed:
August 21, 2023
Policy Reviewed:
September 16, 2024