HEAC--MANAGEMENT OF STUDENT ACTIVITIES FUNDS

RECOMMENDED

HEAC - MANAGEMENT OF STUDENT ACTIVITIES FUNDS

The Hope-Page School Board shall establish a student activity fund for the support of school-related extracurricular activities.

The Superintendent shall establish procedures for the operation and maintenance of student activity accounts.

The Building Principal is responsible for the overall operation of the student activity funds, including approving disbursements, fundraising plans, and assigning faculty advisors to each student activity.

The faculty advisor for the student activity shall supervise all activities and finances. The faculty advisor shall have the Building Principal approve all transactions of the student activity and shall maintain proper supporting financial documentation. The faculty advisor shall promptly collect, receipt, and deposit all monies with the Business Manager.

All checks for an extracurricular activity should be made payable to Hope-Page School.

The Business Manager shall deposit all student activities funds into the appropriate student activity account. Funds generated through student activities are district funds and are subject to all district policies and law governing district fund management.

Records of receipts and disbursements shall be part of the annual district audit. Payments for the audit must be made from district funds. The Business Manager shall give the Board a monthly report of receipts, expenditures, and balances in the activities fund.

When a student activity is terminated, the Business Manager shall submit an account of those funds to the Superintendent, the Building Principals, and the Board. An unencumbered student activity account will revert to the district activity fund account when a class graduates or the student activity is discontinued.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- HBCC, Fundraising
- HCAA, Purchasing
- HCAE, Disbursement of Monies
- HEBB, Cash in School Buildings
- HEBD, Audits

End of Hope-Page School District Policy HEAC.....**Adopted: 12/ 2024**