

**Board Policy DK: Student Activities Funds Management**

**Status:** DRAFT

**Original Adopted Date:** 11/01/1984 | **Last Revised Date:** 05/11/2020 | **Last Reviewed Date:** 03/10/2025

Receipt and disbursement of funds connected with student activities shall be governed by the same fiscal policies that apply in other financial matters of the school system. All monies raised or collected on the behalf of or for the benefit of students and under the authority of the principal shall be deposited into the school's general operating account.

Personnel shall maintain a clear audit trail from receipt of the funds to the disbursement of the funds.

**Purchases**

1. Funds collected from students and other sources for student activities shall be expended for the purpose of the school-related program and/or activity, including school-related incidental expenses incurred by teachers and other school personnel. If either a surplus or deficit exists in the fund, the principal is authorized to transfer funds to or from the general account of "unappropriated funds" in order to close the activity account.
2. Any purchases made from activity funds, for any purpose, must be approved by the principal or his/her designee.
3. No student will be required to pay for items which are included in the school system budget.
4. Disbursements shall not be made in cash.

**Annual Audit**

An annual, internal audit of School Activity funds will be conducted.

**Accounting and Reporting**

The principal at each school site shall have overall responsibility for the operation of all activity funds. In managing funds within the accounting records, an individual account shall be established for the student club or organization, or school activity for which the money has been deposited. Proper record keeping procedures consistent with Board policies and regulations shall be maintained, and reports shall be available to the Superintendent or designee upon request.

**Administrative Regulation Authorization**

The Superintendent is authorized to adopt any administrative regulations and internal office procedures necessary to implement this policy.

---