

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:

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Policy Reviewed:

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Policy Reviewed:

August 27, 2018

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Policy Revised:

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August 21, 2023

Policy Reviewed:

September 16, 2024

Policy Reviewed:

August 18, 2025