

INSTRUCTION	I
STUDENT ACTIVITY, SPECIAL GRANT & OTHER FUNDS	IGE
POLICY	

I. Introduction

The purpose of this policy is to provide direction for:

- the creation of depository accounts for all monies raised by and for activities of students (including so-called student activity funds);
- to assure the proper fiscal accounting of receipts and disbursements of funds raised by, and expended for, various school classes and groups;
- provide authority for the appropriate expenditure of said funds.

All schools, offices, and departments of the District shall follow this policy. Each class advisor shall acknowledge in writing that this policy has been explained to class representatives on an annual basis. Building Administrators are responsible for ensuring the signed acknowledgement is collected and maintained on file at the school.

II. Management Of Funds

All schools must maintain records of all receipts/expenditures and retain all documents as directed by the School Business Administrator and based on Generally Accepted Accounting Principles as interpreted by the School Business Administrator.

The School Business Administrator shall provide such guidance, in writing, and review and amend the same on an annual basis. Such guidance shall provide that adequate accounting records shall be maintained at the school level to provide proper controls over transactions, accountability, and reporting of the student activity, special grant and other funds.

Student activity, special grant and other fund records and financial procedures shall be subject to periodic review by the Business Office and as needed, annual audits by outside, independent auditors. Audit reports shall be referred to the Business Office for informative purposes and the possible improvement of procedures.

Each account must be accounted for so that its resources, obligations, revenues, and expenditures are identified and continually maintained.

II. Prohibited Uses

All student activity fees, special grants, and other funds are to be used ***only for the direct benefit of students or the benefit of the schools in the District as provided below.***

Expenditures from student activity funds for refreshments for meetings, professional books and magazines, and personal memberships in professional organizations are prohibited.

Student activity, special grant, and other funds shall not be used for any purpose which represents an accommodation, loan, or credit to any person. Personal checks are not to be cashed from student activity, special grant or other funds. Student activity funds nor other funding may be used for sunshine funds¹. Sunshine funds are prohibited from being deposited to the student activity fund.

III. Disposition of Unused Student Activity Funds after a Class Graduates

In order to avoid any misunderstanding between the school administration and the graduating class, the disposition of any remaining funds of the graduating class must be agreed upon. **Every effort should be made to expend all funds prior to graduation.**

It is the responsibility of the class advisor to notify all class officers of the procedure regarding class funds that are not expended prior to graduation.

The advisor must inform the class that:

- By September 1 following the graduation of the class, any and all funds not expended will be transferred by the Principal from the class account to the administrative account and will be disbursed by the Principal for school purposes which benefit the student body.
- It is the responsibility of the class advisor to ensure that all four class officers are aware of the policy on funds disbursement. The class advisor is to prepare a document, signed by the officers, indicating this understanding and submit it to the Principal with a copy to the School Business Administrator for filing.

Such funds may only be accessed consistent with this policy.

IV. Development of Protocol

The Superintendent of Schools shall develop a protocol and procedures to facilitate this policy.

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Second Reading:	September 9, 2024
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Revised Policy Adopted:	December 8, 2025

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

¹ A sunshine fund is a fund employees use to collect financial contributions for gifts or donations on behalf of the school (i.e. wedding, birth, etc.)