

STUDENT ACTIVITY FUNDS (CLASS & CLUB ACCOUNTS)

Student organizations may raise and spend money in order to promote the general welfare, morale, and educational experiences of the students. Student funds shall finance worthwhile activities, which go beyond those provided by the district.

Student funds shall be managed in accordance with sound business procedures. Fund raisers should be designed to encourage the largest possible educational return to students without sacrificing the safety of funds, safety of students, and to minimize financial risk.

The Superintendent or designee shall be responsible for the proper conduct of all student organization financial activities and shall periodically review the organizations' general financial structures and accounting procedures. The High School Principal is responsible for the day-to-day oversight of student activity funds. Coaches/Advisors should keep a record of their account revenues and expenditures. At a minimum, quarterly reports will be distributed to coaches and advisors. If the Coach/Advisor finds a discrepancy between their accounting and the report, they should contact the Activities Director.

The use of Petty cash funds for purchases are not allowed within the District. The High School Activities Office may maintain cash in the safe for making change related to student fees as well as creating and distributing cash boxes. The office cash will be reconciled at least monthly. Event cash boxes will be reconciled and deposited as soon as possible, within three business days. The use of receipts is required when receiving payments or fees.

The School Board allows the district to possess a gaming permit if the Superintendent or designee ensures that all state regulations are adhered to. Only school groups may use the school district gaming permit. The permit is not available for other organizations to use. Upon the dissolution of the Wrangell Public Schools, the disposition of net proceeds from charitable gaming conducted under AS 05-15 will go to a permittee other than a multiple-beneficiary permittee.

All funds, raised by class and club student groups, shall be maintained by the school district and audited on a yearly basis.

Expenditures from Class and Club accounts will be authorized using the District's accepted accounting practices. All purchases must be made following the procedures outlined in BP-3310, Purchasing Procedures. All funds will be expended for the designated student organization for which the funds were raised. The designated organization may, however, with the approval of the principal, donate monies to another district organization for other purposes.

Fundraising should be for a specific purpose. Money raised should be spent for that purpose. Each class may raise funds for prom and the graduation ceremony. Individual student graduation expenses are the responsibility of the family. Funds raised by clubs/teams may not be spent for team meals outside of one celebratory meal per season unless the fundraiser clearly states that is the purpose.

BP-3452 (b)

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All funds shall be carefully handled to avoid loss or the appearance of loss. Two people acting together shall count all money before it is deposited to the appropriate account.

Non-school groups are not permitted to engage in fund-raising activities on school property without the written permission of the school administration and activities director. The appropriate facility usage agreement form must be completed. All volunteers must have an approved volunteer application on file with the district.

Adoption Date:	October 3, 1988
Revised in Consultation with Legal Council:	May 23, 2005
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