

*Management of School Activity Funds*

The Assistant Business Manager shall issue the most current version of the Student Activity Accounting Manual annually to each of the following individuals at or near the beginning of each school term:

1. All Principals
2. The officially appointed advisor of each school activity
3. The Superintendent and any other administrator(s) designated by the Assistant Business Manager

The Assistant Business Manager shall also issue a Student Activity Accounting Manual to each new activity advisor prior to the commencement of their duties as advisor.