

Central Greene School District

Section FINANCESTitle SCHOOL ACTIVITY FUNDSCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981Date Revised September 17, 1985

Guide		Reference
<p><u>Purpose</u></p> <p><u>Definition</u></p> <p><u>Authority</u></p> <p><u>Delegation of Responsibility</u></p>	<p>618. SCHOOL ACTIVITY FUNDS</p> <p>The Board recognizes that money obtained through legitimate fund raising activities must be accurately accounted for and used for purposes as described by the School Laws of Pennsylvania.</p> <p>For purposes of this policy, "School Activity Funds" shall include those accounts established in each school facility to be used for the deposit and disbursement of money obtained through approved fund raising activities as well as other approved means.</p> <p>Section 511 of the School Code requires that the Board of School Directors prescribe and enforce reasonable rules and regulations regarding the raising and spending of funds approved through student activities.</p> <p>It shall be the responsibility of the Building Principal to make certain that all money obtained through fund raising and other approved means are properly accounted for and are dispersed in accordance with this policy.</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p>
	<p>I. <u>Establishment Of Accounts</u></p> <p>School Activity Funds are to be established and maintained in all schools of the District and shall be under the direct control of the Building Principal.</p> <p>II. <u>Types Of Accounts</u></p> <p>A. Specific Activity Accounts</p> <ol style="list-style-type: none"> 1. Club and Organization funds. 2. School Store account 3. Special accounts for school-wide fund raising efforts <p>B. Student Body Fund (General, High School, etc.)</p> <p>This type of account includes funds used for the</p>	<p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p>
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general welfare of the student body for purposes not currently fundable through the District's General Fund. All students do not have to benefit directly; however, the majority should have the opportunity to benefit in some way.

III. Sources Of Revenue

Revenue to be deposited in School Activity Funds is to be secured by the following means:

A. Specific Activity Accounts

1. Student fund raising activities as provided for under Board Policy No. 229

B. Student Body Fund

1. Revenue not generated through a specific activity
2. Interest money obtained through an interest bearing account
3. Sales and/or commissions from vending machines, pictures, etc.
4. Funds transferred from inactive accounts

IV. Uses Of School Activity Funds

School Activity Funds are to be used for student activity purposes and for those students currently enrolled in school, particularly when those students have contributed either their money or labor to the accumulation of the funds.

Money from School Activity Funds must not be used to purchase supplies and equipment which are utilized as part of the regular curriculum. They should also not be used to circumvent purchasing decisions made for the General Fund of the District.

A. Specific Activity Accounts

No funds shall be expended without the approval of the faculty advisor of the club or organization, a student representative of the organization, and the Principal.

B. Student Body Fund

The Principal, under whose direction administers the Student Body Fund, must involve student groups and faculty members in the decisionmaking process

of determining the method by which the Student Body Fund is to be disbursed, This is especially important since revenue for this Fund is derived from a general source, namely participation of a majority of the entire student body.

V. Accounting Procedures

A. Documentation

1. Receipt Forms

A receipt form which includes the transaction date, club, or account name, revenue source, and amount received shall be prepared and signed by the Building Principal or his/her designee, usually the Building Secretary. If applicable, the faculty advisor and a student representative of the club or organization will also sign the form.

2. Disbursement Forms

An expense or disbursement form which includes the transaction date, club or account name, name of payee, purpose of expenditure, and the amount of the check to be written, will be prepared and signed by the Principal or his/her designee. If applicable, the faculty advisor and a student representative of the club will also sign the form.

3. Deposit Forms

School Activity Funds are to be deposited or invested in a bank, so designated by the Board, whose accounts are insured by FDIC.

Bank deposit slips must be prepared in duplicate by the Principal or his/her designee. The duplicate copy, after the deposit has been made, is to be retained as a supporting record.

4. Checks

All checks written shall bear the "live signature" of both the Building Principal and the Building Secretary.

5. Cash Receipts And Disbursement Journal

This accounting register will show the history, on a daily basis, of all receipts and expenditures in detail and will provide at a glance the cash flow

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status of the account. It will also make it possible to reconcile the account with the bank records.

B. Reports

The Building Principal or his/her designee shall, no less than four times per year, prepare a summary report indicating the opening balance, receipts, expenditures, and closing balance for each account included in the School Activity Fund. This report is to be submitted to the Director of Business Affairs.

C. Auditing

All forms and reports are to be placed with the bank records for audit by the Director of Business Affairs or the local auditor, in accordance with his annual inspection of District accounts. Deposit slips, cancelled checks, paid invoices, and other substantiating data shall be included to document each source of revenue and expenditure so recorded in the Activity Account Journal.

School Code

§ 511