

STUDENT ACTIVITIES FUNDS

Revenues collected from admissions to school entertainment events, profits from school stores, club and class dues, and student fundraising activities shall be deposited and accounted for in a student activities fund maintained for the school. Within this fund, separate accounts will be maintained for accounting purposes. These revenues will be considered school unit funds under the direct control of the Superintendent/Principal, who may develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the appropriate staff. Procedures for management of student activities funds shall be consistent with sound business and accounting practices.

Student activity funds are to be used only for student activities that augment the school unit's programs; they are not intended to replace school unit funding for school unit programs and activities. Funds raised by approved student clubs or organizations or from classes shall be expended to benefit the specific club or organization or class. The building principal must approve all expenditures from student activities funds in advance.

Student activity funds are part of the total fiscal operation of the School Department and shall be audited as part of the Department's annual audit.

Cross Reference: DI-Fiscal Accounting and Reporting
JJE-Student Fundraising Activities

Adopted: **December 3, 2013**