

# VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

## EXTRA CLASSROOM ACTIVITY FUNDS

POLICY 3500

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All extra-curricular and co-curricular activities, student organizations and intramural/interscholastic activities in the School District are considered extra-classroom activities and any and all money received by said activity are considered extra-classroom activity funds. Each extra classroom activity fund shall be under the supervision of a central treasurer who shall be appointed annually by the Board of Education, and shall be bonded. Under no circumstances shall a student or staff member receive or pay any funds associated with the activity through any means other than the extra-classroom activity fund.

Extra classroom activity funds are those collected voluntarily by pupils and expended by them as they see fit provided that all transactions and procedures are in accordance with the rules and regulations established for the conduct, operation, and maintenance of the extra classroom activity and for the safeguarding, accounting and auditing of all monies received and derived therefrom. In accordance with General Municipal Law, extra classroom activity funds that are not required for immediate expenditure shall be invested.

Extra classroom activity funds and procedures, rules and regulations will be consistent with the regulations of the Commissioner of Education. The Superintendent of Schools and Assistant Superintendent for Business shall be charged with developing regulations regarding Extra Classroom Activity Funds that will include:

- a) The method to be followed in establishing a club or organization.
- b) The records of receipts and expenditures to be maintained and the reports to be made at least quarterly to the Board of Education.
- c) The authority to expend monies that shall be distinct and separate from the custody of those monies and determine that clubs do not overspend their available resources.
- d) The independent and impartial audit of the School District records.
- e) The method of disposing of funds of defunct organizations.
- f) The process for the Superintendent of Schools or his/her designee to formally approve/disapprove activity fundraisers.
- g) Adequate controls over the receipt of monies through use of pre-numbered admissions tickets and pre-numbered receipt forms, together with reconciliation of receipts.

Cross-ref: 3301 Purchasing

Ref: 8 NYCRR 172

Adoption Date: January 23, 2019