

STUDENT ACTIVITIES FUNDS

NEPN/NSBA Code: JFF

Revenues collected from gate receipts from athletic competitions, admission to school entertainment events, profits from school stores, club and class dues, and student organization fundraising activities shall be deposited and accounted for in a student activities fund. Within this fund, separate accounts for separate groups will be maintained for accounting purposes. These revenues will be considered school funds under the direct control of the Superintendent, who may develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the principal and /or 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's programs; they are not intended to replace school 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. All expenditures from student activities funds must be approved in advance by the principal, activity advisor or athletic director.

The Senior Class may decide how to disburse funds remaining in its class account after graduation. Such disbursements may include gifts to the school, to a scholarship fund, or used for an activity approved in advance by the Principal. All of the class's outstanding obligations must be paid before the class may expend its remaining funds. Unexpended funds remaining once the class has graduated; all financial obligations met; and any interest earned on these funds, will be transferred to the Student Activities.

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

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

ADOPTED: 8/12/2008

REVISED: 7/30/2012

REVIEWED: 6/26/2018; 1.31.2022