

Unity School District - Board of Education

Board Policy 662.1

Student Activities Funds Management

Last Revised 7/31/2015

The school activities fund of each school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Whether such funds are collected from student contributions, club dues for special activities, or result from admissions to special events or from other fund-raising activities, all such funds will be under the jurisdiction of the Board of Education and under the specific control of the school principal. The principal shall see that proper records of receipts and disbursements are maintained in accordance with directives issued through the superintendent. Each activity or group will be designated by a unique name to accommodate separation of activity accounts. Purchasing for school activity purposes must conform with district purchasing policies and regulations.

The funds will be deposited in a designated depository, and will be disbursed and accounted for in accordance with instructions issued by the school business manager.

The Board of Education will review all account balances monthly. The Board Audit Committee shall internally audit the accounts annually.

The annual school district audit shall include an audit of student organization funds by the certified public accountant selected to make an audit of all district funds. Payment for the audit shall be made from district funds.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Moneys raised by student organizations must be expended for the benefit of the students or for worthwhile/charitable organizations or causes as approved by the principal.

All expenditures from activity funds must have proper documentation and checks must have two signatures. Eligible check signers include principal, building secretary, district administrator, or finance director. Revenues must have a deposit form. Cash (including checks) must be locked up in the school office or in the district office safe until deposited. Deposits shall be made weekly.