

School Activity Fund

The Superintendent of Schools or his or her designee shall direct the maintenance of a school activity fund through which the following funds may be accounted:

- 1. That portion of the finances of school lunch programs not provided by town appropriations;
- 2. Driver education costs not provided by town appropriations;
- 3. Such funds of schools and school organizations approved by the Superintendent, including amounts received by gifts and donations;

The Board of Education Business Manager shall ~~designate a treasurer, who shall be bonded, to:~~

- 1. Maintain separate accounts within the activity fund for each school lunch program, for each driver education program, and for each school fund and each organization fund included in the fund;
- 2. Make expenditures from such fund in the manner prescribed and authorized by the Superintendent or his or her designee, provided the control of school funds and the funds of all school organizations shall remain in the name of the respective schools and organizations.

Gifts, grants, and bequests in cash or checks shall be deposited in the school activity fund and used for the educational benefit of students.

Class Accounts

- 1) Beginning with the class of 2019, the class account shall be brought to a zero balance by December 31 of the graduation year. The class may elect one of the following options for the expenditure of funds from the class account:
 - a) Work with the school administration to select and present a class gift;
 - b) Request movement of the funds to the Derby High School "General Scholarship" account to benefit future classes, or;
 - c) Work with the class advisor(s) and school administration to establish a trust account in the name of the graduating class – the funds from the closed class account shall no longer be part of the Derby High School activity funds and be managed separately by a class committee. If this option is selected, a letter from the bank stating an account has been established including the account number and names of officers on the account must be presented to the principal. A final disbursement to the trust account will be requested from the business office with the check sent directly to the bank for deposit into the trust account.

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The class officers shall select one of the options outlined above, complete the Form 3453 (Class Account Disbursement Form) and provide the form to the school principal and business manager. Any class account funds remaining on deposit after December 31 following the class graduation shall be permanently transferred to the Derby High School "General Scholarship" account.

2) For classes graduating prior to June 2019

- a) The class, upon its next reunion, shall be required to bring the class account balance to \$0. The Derby High School principal shall appoint a committee comprised of the class officers or, if the officers cannot be located, at least three (3) individuals of the class to arrange for final expenditure or transfer of the funds.
- b) The principal shall inform the committee of their class account balance.
- c) The committee shall attempt to notify each member of the graduated class of the final plan to disburse the class funds. The notice should include the names and contact information (phone and/or e-mail address) for the committee with a date for a final meeting to review and accept a plan.
- d) The committee, acting upon input from the graduating class, shall select one of the options outlined in Class Accounts section 1) and provide the completed Form 3453 to the school principal and business manager.

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The accounts of the school activity fund shall be considered town accounts and audited in the same manner as all other town accounts.

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(cf. [1324](#) Soliciting Funds from and by Students)

(cf. [3280](#) Gifts, Grants, and Bequests)

(cf. [3432](#) Financial Records and Reports)

(cf. [3434](#) Periodic Audits)

(cf. 3534 Employee/Officer Bonds)

Legal Reference: Connecticut General Statutes

[10-222a](#) Boards to have use of funds from repayment and insurance proceeds for school materials.

[10-237](#) School activity funds.

Policy adopted: ~~October 15, 2013~~ [April xx, 2019](#)

DERBY PUBLIC SCHOOLS

Derby, Connecticut

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School Activity Fund – Class Account Disbursement Request

Graduating Class Year: _____

Fund Balance: \$ _____.

Disbursement options (check one):

[] Provide class gift to Derby High School

[] Transfer funds to Derby High School General Scholarship Fund

[] Disburse funds to specified bank trust account (letter attached from bank)

Institution: _____

Account #: _____

Names on account: _____

Approvals:

Class Officers

Printed / signed name / Date

Printed / signed name / Date

Printed / signed name / Date

Printed / signed name / Date

Derby High School Principal / Date

Derby Business Manager / Date