

**STUDENT ACTIVITY FUND MANAGEMENT**

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1990 Revised February, 2001 Adopted February, 2005	Activity Funds Funds Assistant Treasurer Secondary Fund Audit Student Activity Funds Treasurer

STUDENT ACTIVITY FUND

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. Specific procedures are outlined in the Student Body Activities Funds Policies and Procedures Handbook.

SECONDARY SCHOOLS

Student Activity Funds are those funds raised or collected by and/or for school-approved student groups, gate receipts and student activity card fees. Student Activity Funds shall be collected and expended for the purpose of supporting the school's activities program. Student body representation should be encouraged whenever possible.

Monies raised by students through student activities organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the Board of Trustees. Each of the Secondary schools in the District that has student activity funds is to designate an Assistant Treasurer. The Assistant Treasurer may be: 1) an Assistant Principal, 2) the Bursar, or 3) Secretary. The Board also designates the District Controller/Accountant as Assistant Treasurers for each of the Secondary schools.

1. Each Principal in the Secondary schools is responsible for all school/student accounts and accommodation of funds. The Principal will assign one, or more, school staff members(s) who has been designated as an Assistant Treasurer by the Board of Trustees to share the responsibility for assuring that accounting records are maintained in accordance with District guidelines.
2. The Principal is the primary advisor to the Associated Student Body. The Principal will be responsible for designating advisors to the various student subgroup organizations affiliated with the Associated Student Body.

**STUDENT ACTIVITY FUND MANAGEMENT**

3. The Principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the District office level and as outlined in the Student Body Activities Fund Policies & Procedures Handbook.
4. Secondary schools may establish bank demand and savings accounts in institutions that have been designated as depositories of School District No. 25 funds by the Board of Trustees.
5. Materials and equipment purchased by student activity funds become District property.
6. Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with District guidelines.
7. The District Treasurer, or designee, may request all necessary financial information needed for review or required by the Board of Trustees.

ELEMENTARY SCHOOLS

Elementary schools will not be permitted to have school related bank or savings accounts. Any funds generated on behalf of an elementary school are to be entered in District accounts to be expended by that elementary school. Accounts that are maintained by organizations such as PTA/PTO outside the school will not be under any school or district jurisdiction.

Legal Reference:

- I.C. Section 33-705 - Activity Funds