

STUDENT ACTIVITY FUND MANAGEMENT

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

The following guidelines will be in effect in the operation of the respective associated student bodies:

1. Each student body group shall follow the policies and procedures as outlined in the Student Body Activities Funds Policies and Procedures Handbook.
2. Each secondary school will submit a monthly statement of cash balances, bank reconciliation, and total cash recapitulation to the building principal for review and transmittal to the District Treasurer in accordance with the schedule established by the District Treasurer.
3. All student activity fund monies shall be receipted and deposited according to District policy and acceptable accounting procedures.
4. Student activity funds shall be audited annually by an independent auditor.
5. All cash disbursements must be documented with invoices or vouchers.
6. All disbursements are to be made by checks requiring two signatures. The signers will be a Principal and an Assistant Treasurer.
7. The fiscal year for student activity funds shall coincide with the District's fiscal year.
8. Each student body group shall submit budget estimates in accordance with the directions given by the Principal.