

STUDENT ACTIVITIES FUNDS

Code **JJF** Issued **6/05**

Purpose: To establish the basic structure for the management of student activities funds.

All student activity and fee funds must be receipted using standard receipt forms and turned over to the principal or his/her designee.

The principal has jurisdiction over all athletic, student organization and activity funds. The school will keep a neat and accurate record of receipts and expenditures of all such funds and make all disbursements by check. The principal must approve all expenditures from any of the funds in advance. Organizations may use the funds only for authorized purposes.

The certified public accountant selected by the district will audit the funds at the close of each fiscal year or at any other time when circumstances so demand. Schools will keep financial records on activity funds on file for a minimum of five years.

Liquidation of activities funds

Schools will carry over funds remaining in the account of a student, class or alumni organization at the end of the year. The school will carry over funds until the next year as long as that organization continues to function.

If an organization does not meet at least once annually and elect officers, the school will consider that organization inactive and liquidate their funds. The school will then place the funds in the general school account.

Adopted 7/1/75; Revised 8/13/91, 6/14/05