

# NAZARETH AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: APRIL 25, 2005

REVISED:

618. STUDENT ACTIVITY FUNDS	
1. Purpose	<p>The Board believes that the existence of student activity funds is a viable means of funding certain district operations and provides a valuable learning experience for the students through the raising, control and disposition of such funds.</p> <p>It is the intent of the Board that such funds raised by an activity or an operation within the district are to be used solely for the benefit of the students or operations that raised the funds.</p> <p>In no instance are student activity funds to be used to supplant or replace general fund allocations without the prior approval of the Board.</p>
2. Definition	<p>For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision making process regarding these areas.</p>
3. Authority SC 511	<p>Student activity funds shall be established only under the express authorization of the Board.</p> <p>Board action will be taken only upon the submittal of a "Request to Establish a Student Activity" form approved by the sponsoring administrator, the Business Administrator/Board Secretary, and the Superintendent.</p> <p>Two (2) copies of the request are to be submitted for Board approval. The original will be retained as part of the Board minutes; the copy will be returned to the sponsoring administrator as notification of the Board action taken.</p> <p>In the event that the Board elects to disapprove or conditionally approve an application, the Business Administrator/Board Secretary will complete the last item on the request indicating the conditions or the reasons why it was disapproved. This will be returned to the sponsoring administrator for action needed and, if applicable, resubmitted for approval at a future Board meeting.</p>

Organization Of Activities

It is the intent of the Board that the students involved in various activities sponsored by the school district shall have an important voice in the running of the activities. Toward this end, each club, activity, or organization shall have either:

1. Officers elected by the students participating in the activity.
2. A voluntary Advisory Board consisting of no less than five (5) students when the activity or organization is district-wide or supported by the general student body or the public when such an Advisory Board is deemed necessary by the School Board.

These officers or Advisory Boards shall meet not less than three (3) times per year while school is in session for the purpose of discussing the affairs of the organization and conducting its business.

Each organization will be guided by an employee of the district who shall be duly appointed and shall be designated as the organization Club Advisor. In most instances, the advisor will be the employee appointed by the Board to fill the "EPED" position shown in the agreement to head the specific activity.

The duties of the advisor shall include, but not be limited to, the following:

- 1. Generate interest in the organization among the student body.**
- 2. Conduct elections of officers of the organizations or appoint an Advisory Board for the organization from the students who volunteer.**
- 3. Call and organize meetings as necessary to conduct the business of the group.**
- 4. Provide guidance and assistance to the students as needed.**
- 5. Approve all disbursements or transfer of funds of the organization before they are made.**

The sponsoring administrator shall have final responsibility for authorizing the signing of checks for the disbursement or transfer of funds and for the approval of any and all contracts entered into in behalf of the school district.

All central office administrators and public accountants shall be available to the sponsoring administrator for advice and consultation as deemed necessary.

Closing Activity Funds

No fund shall be closed nor an organization disbanded without the approval of the Board. It shall be the responsibility of the sponsoring administrator to see that such closings are put on the Board agenda so that proper action can be taken.

A major part of the disbanding of any organization will be the disposition of any funds accruing to said organization. It will be the responsibility of the sponsoring administrator to ensure that the organization officers or the Advisory Board has been consulted and has approved the distribution or expenditure of such funds before any disposition is made.

The Board approval of the closing of any funds shall include in the resolution the disposition of any monies being held in the name of the organization.

As each class graduates, the funds raised by that class and remaining unspent shall be distributed in a manner consistent with and as directed by the class officers for general school purposes. Funds shall not be held for reunions or other post-graduate affairs for any class.

General

The establishment or use of slush funds, which are general funds with no specific intent or similar funds, will not be authorized.

Funds that are under the control of organizations that are not part of the district are to be excluded from the requirements of this policy.

Funds raised by employees and solely for the benefit of said employees shall not be covered by this policy.

Funds will be co-mingled so that dormant money can be invested. The Business Office will maintain the books of account to enable financial reporting by fund, and a reasonable audit trail.

Sufficient safeguards in the collection, receipt, deposit and disbursement of funds shall be adopted by each activity or operation to diminish the possibility of misappropriation, stealing, or diversion of money by anyone associated with the organization for his/her own use. It shall be the responsibility of the fund advisor to establish and implement these safeguards.

The transfer of money from one (1) fund to cover a deficit in a second fund shall require approval from the officers or administrators of both funds before such a transfer is made.

The payment of advisor salaries from the funds raised by students or student-sponsored events shall be prohibited.

Fund Custodians

Each fund shall be under the control of no less than two (2) employees of the district based on the following ground rules:

1. Secondary Activity Funds – under the middle or senior high school principal with second signature responsibility resting with the Business Administrator/Board Secretary.
2. Elementary Activity Funds – under each school principal with second signature responsibility resting with the Business Administrator/Board Secretary.
3. Athletic Fund – under the high school principal with second signature responsibility resting with the Business Administrator/Board Secretary.

Deposit Of Receipts

It will be the responsibility of the advisor or authorized person designated for each fund to promptly deposit all monies received. Under no conditions are significant sums of money to be left in school buildings or retained personally by anyone.

Payment Of Bills

No payments shall be made from any funds without the presentation of an approved requisition, a valid invoice by the payee. The principal with check signing authority is certifying with his/her signature that said invoices have been reviewed and are valid.

Books Of Account

The books of account for all funds will be maintained in the Business Office. It will be the responsibility of the principal's office to forward to the Business Office on a timely basis the following:

1. A supplier invoice, an approved requisition or other similar satisfactory documentation for each check to be written. This documentation must indicate the amount to be paid, the date to be paid, who the check is to be made out to, and the fund to be charged.
2. The deposit slip for each deposit made to the fund. The date and amount must be clearly shown on the slip.

