

STUDENT ACTIVITIES FUND MANAGEMENT

Statement of Purpose

The purpose of this policy is to authorize the establishment and maintenance of student activities accounts and to define procedures for their oversight.

Statement of Policy

1. **Student Activity/Internal Funds.** Student activity funds shall be composed of monies collected and expended within a school other than elementary and secondary lunchroom monies. Funds generated solely by parent-teacher organizations, booster organizations, or faculty groups may remain separate from activity funds; however, contributions from such organizations shall become student activity/internal funds. Funds voluntarily placed in the internal accounts shall be subject to all school district account policies and procedures.
2. **Administrative Responsibility.** The principal shall be responsible for internal accounting in the school and all activity accounts shall be audited annually. The School Board shall provide for the bonding of school employees who handle school monies.
3. **Fund Usage.**
 - a. Funds from the Student Body as a whole. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole rather than a specific group of students or an organization. Funds collected shall, insofar as is practicable, be spent to benefit those students currently in school from whom the funds were collected and for the purpose collected. Funds derived from the student body as a whole may be spent for various specific purposes that benefit specific students or specific groups of students throughout the fiscal year as long as the expenditure pattern demonstrates a commitment to serve the student body as a whole and not to serve only a specific group or certain specific groups. Funds may be allocated from the General account to a student organization or group to perform services that benefit the general student population.
 - b. Funds from Specific Groups. Funds raised from or by specific groups of students shall be spent for the benefit of those students. These funds shall be spent for the purpose(s) specified by the principal or designee. The purpose(s) shall be defined prior to the fund raising event. Such purposes shall be made clear to those contributing and participating.

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- c. **Parking Decal Fees.** Fees for parking shall first be used for services related to management of the parking spaces in the student parking lot(s). Accumulated balances in excess of the amount needed for parking lot management may be designated for specific purposes. Such purposes shall be documented in writing and evidence approval by the principal's immediate supervisor. These funds shall be accounted for in activity funds specifically for those purposes. Accumulated balances in excess of the amount needed for parking lot management not designated and approved for specific purposes shall be deposited in the General account at the end of the fiscal year.
- d. **Restricted Expenditures.**
 - Student activity account expenditures for equipment, supplies, forms, postage for curricular or classroom uses, curricular-related travel, professional, technical or consultant services, repairs and maintenance of school board equipment, or other items for which school board funds are available shall be allowable:
 - a. When funds have been collected for these specific identified purposes and are maintained in activity funds, or
 - b. When the purchase of such items from activity accounts demonstrably supplements, not supplants, the School Board approved budget for the same types of expenditures. The principal shall have to demonstrate through the budget and actual expenditures to his or her immediate supervisor that these types of restricted expenditures from internal activity accounts did not supplant the School Board budget allocated for the same expenditures.
 - Student activity account expenditures shall not be made for any articles for the personal use of students, employees, or other persons, except for specific items which are in recognition of service or promotion of school activities. Expenditures from activity funds collected for these specific purposes are allowable.
 - Student activity account expenditures under no circumstances shall be used for personal memberships or subscriptions, employee salaries or other compensation for duties or assignments which are the responsibility of the school district, loans, credit, or accommodation purchases for any individual.
4. **Fund-Raising Projects.** All fund-raising projects and activities by the school, or by any group within, or in the name of the school, shall not be in conflict with the overall instructional program. Such projects shall have the prior approval of the principal and Business Administrator. Accountability must be provided for all items purchased for resale in such fund-raising projects. Raffles or other games of chance involving prizes of significant value shall not be authorized.

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5. **Cooperative Agreements.** Prior to a cooperative activity involving student activity accounts, there shall be written agreement between the school and the outside organization. This agreement should include the responsibilities to be shared in the activity and the financial obligations of both parties.
6. **Future Liabilities.** The School Board of Sanborn Regional School District is the only authority that can obligate public funds beyond a fiscal year. No principal, or any other employee, is authorized to sign promissory notes, lease-purchase agreements, or any contracts containing commitments for payments in future school years.
7. **Safekeeping of Monies.** All monies received shall be recorded, banked and reconciled to the proper accounts.
8. **Commercial Competition.** Student body functions shall be conducted in such a manner so as to offer a minimum of competition to commercial firms, while still benefiting the student body.
9. **Expenditures.** All expenditures from student activity funds shall be made by check. Original invoices or other approved substantiating evidence shall be required for all payments from internal activity funds. All checks are to be signed by one person, the principal or designee.
10. **Purchases.** Purchases from student activity accounts which do not exceed \$1,500 are not required to be processed through the Business Office but shall be made on the basis of the best offer from several suppliers. Purchases that exceed \$1,500 shall be submitted to the Business Office for full processing. Purchases involving alterations of permanent structures or sites, safety, or significant usage of utilities, shall be referred to the appropriate school district administrator for approval.
11. **Administrative Office.** No item of equipment or furniture, technology, desks, rugs, chairs, textbooks, library books or other items consider "Fixed Assets" may be purchased for the school's administrative offices from general student funds unless prior written approval has been received from the Superintendent or his/her designated representative.
12. **Property.** All purchases from student activity funds, other than tokens of appreciation, shall remain the property of the Sanborn Regional School District.
13. **Credit Cards.** No school shall enter into a contractual arrangement for credit cards.
14. **Employee Pay.** Direct salary payments and non-recurring "wages" shall not be paid to employees out of student activity funds.
15. **Loans.** Student activity funds shall not be used to grant personal loans to individuals.

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16. **Tickets.** Pre-numbered tickets shall be used at school functions where an admission price is charged and all tickets acquired must be accounted for by perpetual inventory records.
17. **Faculty Expenses.** General student funds shall not be used to pay expenses of faculty members to attend professional meetings or conventions.
18. **Travel.** Travel expenditures shall be governed by the following principals:
 - a. avoidance of unnecessary travel;
 - b. joint travel in a single vehicle whenever feasible;
 - c. limitation of expenditures for reimbursements from all sources to the maximum amounts currently authorized by the Board;
 - d. cash advance for travel shall not be allowed.
19. **Transfer of Funds.** Transfer of funds from one student activity account to another student activity account must be accompanied by written authorization from the principal releasing the funds.
20. **Inactive Accounts.** Any balance on deposit by an inactive class, club, or organization, that is not committed to a specific project, shall be transferred to the general activity fund when inactive status has been clearly determined by the principal.
21. **Monthly Financial Report.** The principal shall file a student activity accounts quarterly summary financial report with the Business Administrator. All monthly financial reports are due no later than 30 days after each month end.
22. **Accounting Procedures.** The methods, procedures, and guidelines for internal accounting shall be outlined in manuals issued by the Superintendent or designee.
23. **Audit Response.** Within twenty (20) workdays after receipt of the annual financial audit, the principal shall submit a written reply to the Business Administrator when/if the audit determines the need for improvement. The reply shall give explanations and/or actions taken, or to be taken, for any deficiencies cited in the audit.

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