

## **MANAGEMENT OF STUDENT ACTIVITIES FUNDS**

The administration is charged with the responsibility of making rules, regulations, and procedures for the conduct, operation, and maintenance of extracurricular accounts, and for the safeguarding, accounting, and auditing of all monies received and derived there from.

School-sponsored organization finances are under the direct control of the advisor through the principal's office. Advisors must make arrangements to see that all monies collected or raised through the sale of tickets, articles, or materials are deposited with the principal's office. Under no circumstances are students or sponsors excused from this policy. Student funds are deposited in the appropriate student activity accounts in the district office. Records of all transactions of receipts and disbursements shall be kept and shall be subject to an annual audit.

Expenditures from activity funds must be in accordance with all District policies, including but not limited to the wellness and gift policies.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when the class graduates or an activity is discontinued.

When an activity is terminated for any reason, the school principal will submit to the Board an account of its funds and will provide for their transfer to the general activity fund of the school.

### **Complementary Documents**

- ABCC, Wellness
- DEBC, Gifts to District Personnel
- HCAE, Disbursement of Monies

End of Apple Creek School Policy HEAC

**Adopted: 09 Jan 17**