

# POLICY

1997

5520

1 of 1

NON-INSTRUCTIONAL/BUSINESS  
OPERATIONS

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**SUBJECT: EXTRACLASROOM ACTIVITIES FUND**

An extraclassroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the Board of Education. All funds in the extraclassroom activities fund shall be kept according to standards of good financial management. Proper books will be kept and all moneys deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit.

All transactions involving extraclassroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from the extraclassroom activities fund in their respective buildings.

Interest earned on the extraclassroom activities fund shall be used to benefit students. Interest earnings will be distributed monthly to the individual clubs based on the end-of-the-month balance. The Student Council/Advisors shall be responsible for any expenditures from this fund. Extraclassroom activities accounts, having been inactive for a period of two years, shall be closed, and the unused balance of the accounts, shall be transferred to the school's general student organization or student council.

Such transfer of funds shall be expended in accordance with the receiving organization's constitution.

8 New York Code of Rules and Regulations  
(NYCRR) Part 172

Adopted: 1/27/97