

ACTIVITY FUND PROCEDURE MANUAL

SECTION 1 GENERAL INFORMATION

1.1 PURPOSE OF ACTIVITY FUNDS

The Activity Fund is designed to account for funds held by the district in a trustee capacity or as an agent for student or campus organizations, teachers and the general administration of the school. These funds are used to promote the general welfare of the school and the educational development and morale of all students. Student activity funds shall be used exclusively for the benefit of students. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. Class/club meeting notes should be on file to support student decisions regarding the expenditure of their class/club funds.

1.2 RESPONSIBILITY FOR ACTIVITY FUNDS

The school principal and/or athletic director is responsible for overseeing the proper collection, disbursement and control of all activity fund monies. This responsibility includes:

- A. Providing for the safekeeping of monies.
- B. Proper accounting and administration of fund transactions.
- C. Expenditure of funds in compliance with applicable state laws, and local board policy administrative guidelines.
- D. Adequate training and supervision of all personnel designated by the principal and/or athletic director to administer activity funds

1.3 AUDIT OF ACTIVITY FUNDS

Activity Funds are audited annually by the District's auditor. The principal and/or athletic director may request in writing a special audit if a situation or event warrants it.

1.4 RETENTION OF RECORDS

All records should be kept current and in good order for a period of five years and available for audit any time.