

Student Activity Funds

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate co-curricular activities of the student body organization which promote the general welfare, education and morale of all students.

For purposes of this policy, a "study activity fund" may include but not limited to, the following activities: student government; student clubs; student entertainments; student publications; school classes; school band; interscholastic athletics; Honor Society; and other approved by the Board.

The Board uses the State Auditor's Office AUD-0019 as the Policy of Operation of Student Activity Funds.

Each activity covered by this policy must be recognized by the Board of Education before monies can be collected or disbursed in the name of said activity. Any and all proposed expenditures from a student activity fund must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose. The Superintendent is directed to submit annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

All other activities shall be on a self-sustaining basis.

The Board authorizes the advisor to act on its behalf to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the advisor shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose.

Individuals being contracted for services (i.e. not on payroll) which are estimated to cost more than \$500 per year, must have a signed contract in place prior to providing such services. The same individual must be approved via board agenda and noted as "(to be paid as a contracted service per Exhibit)".

Fundraising for all student activities requires the prior approval of the Superintendent. An invoice or voucher shall be obtained to verify payment.

All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.

Student activity funds are to be used for student related purposes only.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.

The Superintendent shall implement administrative procedure which will ensure that all student activity funds are managed, recorded, and deposited in accordance with law and sound fiscal practice. (4.22a)

R.C. 9.38, 9.39, 3313.47, 3313.51, 3313.53, 3315.01, 3315.062

R.C. 3315.12, 3315.14, 3317.024, 5705.41, 5705.412

A.C. 117-2-18, 117-2-20

Adopted 4/30/2012,

Revised 7/20/2020