

## STUDENT ACTIVITY FUND MANAGEMENT

All student organizations will have an account maintained within the student activity fund. The assistant bookkeeper shall maintain records of all student organization account transactions within the student activity fund and report monthly to the School Board the amount of funds transferred in, the amount of funds transferred out and the fund balance for each student organization account. The assistant bookkeeper shall report any concerns or irregularities concerning either individual student organization accounts or the student activity fund to the district administrator. The guidelines that follow will be used for managing student organization accounts and the student activity fund.

### Guidelines

1. Transfer of funds between student organization accounts will not be allowed with the exception of transfer of funds from the high school and middle school student council accounts to other organizations.
2. Organizations must maintain a positive balance in their accounts.
3. At the end of each calendar year the interest earned on all student accounts in the activity fund will be divided into two equal amounts and transferred to the accounts of the high school and middle school student councils.
4. Organizations will not be allowed to raise account balances in excess of those necessary to achieve the purposes of the organization and the collection of funds through dues, fees, resale or fund raisers must have the approval of the building principal.
5. Disbursement of Funds
  - a. Funds in organization accounts can only be spent with the written approval of both the advisor and the building principal.
  - b. A purchase order must be completed by the organization's advisor and signed by the building principal.
  - c. The assistant bookkeeper will process a check only when the purchase order and invoice are submitted.
  - d. All purchases must be in compliance with the district purchasing policy.
  - e. Purchases of assets having a life of more than one year must receive prior approval from the Board.
  - f. Disbursements or purchases through the student activity account are specifically prohibited for the following reasons:
    - 1.) Taking advantage of district purchasing privileges.
    - 2.) Circumventing the normal budget process.
    - 3.) Hiring speakers for staff activities such as inservice.
    - 4.) Creating a negative organizational fund balance.
6. The district office fund will serve as a temporary depository for fees including work permits and field trips as well as a source of change for extracurricular activities.
7. Vending Machines located on district property are subject to control of the Board.

- a. Faculty Room Vending Machines--subject to limits established by the Board, vending machines in faculty rooms will be provided electricity and accommodation by the district without charge to the staff. Staff will be allowed to use profits from such vending machines at their discretion as long as the public or the student body does not generally access the machines.
  - b. High School Vending Machines--profits from student-operated vending machines located in the high school will be dispersed for student use by the high school student council.
  - c. Middle School Vending Machines--profits from student-operated vending machines located in the middle school will be dispersed for student use by the middle school student council with a minimum of 50% of the funds used to purchase computer hardware by the district's computer technology coordinator.
  - d. Milk Vending Machine--the FFA will be responsible for the operation of the milk vending machine located in the high school including all revenues and expenses.
8. Disposition of Funds
- a. The balances in each organization's account will be carried forward to the next school year with the exception of the graduating class fund balance.
  - b. The graduating class, after paying all expenses, shall designate how any remaining balance will be disposed of by designating in writing to and approved by the district administrator before the end of the school year with any undesignated balance to be transferred to the district's general fund.
  - c. Organizations that decide to disband or become inactive for a period of more than two consecutive years shall follow the same procedure as outlined in paragraph 8(b) for graduating classes.
  - d. Inactive organizations without an identified officer shall be listed on the school bulletin board outside the principal's office for a period of 20 school days prior to the transfer of funds to the district general fund.

Approved: March 21, 2005