

Board Policy JHB: Student Activities Funds Management

Status: ADOPTED

Original Adopted Date: 09/11/2000 | Last Reviewed Date: 09/11/2000

*****THIS POLICY IS DUPLICATIVE OF POLICY DK: STUDENT ACTIVITIES FUND MANAGEMENT AND SHOULD BE DELETED****

CONTRACTS ON BEHALF OF STUDENTS

Funds collected from students and from other sources for student activities shall be expended for the purpose of the project, including school-related incidental expenses incurred by teachers and other school personnel.

1. School personnel shall have itemized receipts for cash purchases; other purchases shall be supported by purchase orders or contracts and paid only upon receipt of original invoices.
2. School personnel shall not require the collection of funds from students for expenditures that are included in the school system's budget.
3. School personnel shall maintain a clear audit trail from receipt of the funds to the disbursement of the funds.
4. The School System shall provide for an annual audit of student activity funds by either an internal or external auditor.
5. The School System shall return to the contributing students any surplus funds from a completed project. Deficits in funding shall be managed by the schools(s) involved.
6. The School System shall use an accounting system that complies with generally accepted accounting principles and rules issued by the department.
7. The School System shall pay the cost of external audits from the funds being audited.