

Board Policy DK: Student Activities Funds Management

Status: ADOPTED

Original Adopted Date: 09/11/2000 | **Last Revised Date:** 07/01/2013 | **Last Reviewed Date:** 07/01/2013

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 purposes; 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 District shall provide for an annual audit of student activity funds by either an internal or external audit.
 5. The School District shall return to the contributing students any surplus funds from a completed project. Deficits in funding shall be managed by the school(s) involved.
 6. The School District shall use an accounting system that complies with generally accepted accounting principles and rules issued by the department.
 7. The School District shall pay the cost of external audits from the funds being audited.
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