

No. 618-AR
SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE

618-AR. STUDENT ACTIVITY FUNDS

The Board intends to establish financial supervision and controls for the administration of the various activities that involve Student Activity Funds.

The Student Activity Funds of the school district include:

1. Student Activity Fund
2. Athletic Fund

Student Activity Funds are not part of district funds to be used for general purposes, but shall be supervised by the Board Secretary or Business Administrator, who shall countersign all checks drawn upon them. The Treasurer will sign all checks drawn upon the Student Activity Fund.

The Student Activity Funds (s) shall include the following activities:

1. student government
2. student clubs
3. student entertainment
4. student publications
5. school graduation classes
6. school band
7. other organizations as identified by the school principal and Superintendent

Each student body activity covered by this policy must be recognized by the finance committee of the student body organization before funds can be collected or disbursed in the name of said activity. Said committee shall include the school principal, appointed faculty members and elected student body officers.

To ensure proper supervision of all Student Activity Funds using the name of the school, the Board establishes the following guidelines:

No. 618 AR

1. Funds of any student body organization will be deposited in the Student Activity Account of the school district.
2. All funds collected will be forwarded to the building principal before the end of each school day, and then deposited promptly according to the procedure for handling cash receipts.
3. Funds received from interscholastic athletic activities shall be handled by the Athletic Director and the Business Administrator.

Records of the receipt and disbursement of all such funds in designated accounts shall be maintained according to the activity involved and a report of the same reported to the Board on a monthly basis.

Disbursements from such funds shall be made by check only upon the request of the authorized advisor and the approval of the Business Administrator, building principal, or Athletic Director.

The person authorized to approve such disbursements shall sign all checks.

Contracts for materials or supplies, whether on purchase or rental, may be made for a one-year period only by the Superintendent or Business Administrator.

All funds should be on 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, without the prior approval of the building principal and Superintendent.

No funds shall be expended without the approval of the faculty advisor of the organization, a student representative of the organization and the building principal or Business Administrator.

All funds accumulated in the name of a specific graduating class shall be designated for some purpose prior to June 30th of the year of graduation. All unexpended funds will revert back to the student activity general account one year after graduation of the class.

The Business Administrator shall submit a financial report of the condition of the Student Activity Fund to the Board monthly.