

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: August 12, 2002

REVISED: February 25, 2013

<p><i>Replaces former policy 5135</i></p>	<p>618. STUDENT ACTIVITY FUNDS</p>
<p>1. Purpose</p>	<p>It is the purpose of this policy to establish financial supervision and controls for administering various activities that comprise student activity funds.</p>
<p>2. Definition</p>	<p>For purposes of this policy, student activity funds shall include the funds of Board-approved student groups.</p>
<p>3. Authority SC 511(d)</p>	<p>The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.</p> <p>Student activity funds are not part of district funds but must be approved by the Board and supervised by the Superintendent or designee, who shall countersign all checks drawn upon them.</p>
<p>4. Guidelines</p>	<p>Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.</p> <p>All student activities shall be on a self-sustaining basis, except for situations approved by the Board.</p> <p>Funds collected shall be turned in to the building principal or designee before the end of each school day, and they shall be safeguarded until deposited as soon as possible.</p>
<p>SC 511</p>	<p>Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity involved.</p>
<p>SC 511(d)</p>	<p>All funds accumulated in the name of a specific activity must be closed out annually, and any residual funds shall revert to the same group for the following school year.</p>
<p>SC 511(d)</p>	<p>A financial report of the condition of each student activity fund shall be submitted to the Board periodically.</p>

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<p>SC 440.1</p> <p>Pol. 610</p> <p>SC 5-508</p>	<p>Additionally, the following shall apply:</p> <ol style="list-style-type: none"> 1. Student Activity Funds should be used to promote the general welfare, education and morale of all the students and to finance the normal, legitimate extracurricular activities of the various student activities. 2. All funds derived from an individual student activity, as a whole must be expended only to benefit that student activity as a whole, the entire student body, or some other appropriate and worthy cause, subject to the approval of the organization and the building principal. 3. Each activity group will consist of a faculty advisor and whatever officers the group deems fit. One person from each activity group, with the aid of the faculty advisor, shall be responsible for maintaining a record of their activity's balance. Periodically, this balance must be reviewed and compared with the fund report so that any discrepancies can be reconciled. The elementary schools are not required to have student involvement. 4. The ultimate responsibility for the operation and maintenance of these funds rests with the building principal. S/he may designate a person to perform the necessary accounting procedures and prepare both the accounting records and periodic reports. 5. These records and reports are subject to a periodic internal audit as well as an annual examination by an outside independent auditor. 6. Student activity fund balances must be deposited in an interest-bearing account or otherwise invested in interest-earnings investments permitted by the School Code. Interest income from these individual student activity accounts will be credited as revenue to the Student Body Activities Fund. Interest earnings shall be under the domain of the respective student councils. Direct administrative expenses (including the cost of purchasing the required forms, checks and postage to implement the accounting procedures but excluding the wages paid to the clerk) may be paid from these earnings. Any remaining interest earnings shall be used for the student body as a whole or to support student groups, as determined by the student council and subject to the approval of the faculty advisor, president and treasurer of student council, and the building principal. 7. The purchase of materials or supplies costing in excess of \$1,000 must be made upon solicitation of quotations or bids from three (3) or more responsible suppliers. Purchase above that limit must be made from the lowest responsible vendor on the basis of price, quality and service. 8. All contracts entered into on behalf of the student activity group in the amount exceeding \$100 must be approved by the Superintendent or his/her designee and
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<p>5. Delegation of Responsibility</p> <p>School Code 440.1, 504, 511</p> <p>Board Policy No. 808</p>	<p>the School Board.</p> <p>9. Any contractor hired on behalf of the student activity which is not incorporated, part of a partnership or limited partnership, or otherwise a legal business entity under the laws of the Commonwealth, must be approved by the Superintendent or his/her designee, who shall determine if the contractor's status is correctly specified, or if the hiree should be treated as an employee of the District under the Fair Labor Standards Act.</p> <p>10. As a senior class nears graduation, a decision regarding the liquidation of the class funds must be made. The graduating class should liquidate these funds prior to graduation or as soon as reasonably possible thereafter, but in no case later than one (1) year.</p> <p>11. Balances of student organizations which have been disbanded or are no longer active shall be designated for some appropriate educationally school-related purpose or shall be transferred within one (1) year following the cessation of the student organization to the student council.</p> <p>12. No organization within the Student Activity Fund shall operate with a deficit balance.</p> <p>Fiscal procedures and guidelines used to accomplish Student Activities Fund accounting objectives are contained in the Administrator's Handbook. They will be reviewed annually by the entire administrative team and revised as necessary.</p> <p>The Superintendent, business manager and building principals shall participate in the preparation, modification and interpretation of the rules, regulations, and procedures affecting the student activity funds and shall make appropriate recommendations to the Board.</p>
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