

SHALER AREA SCHOOL DISTRICT

No: 618

SECTION: FINANCES
TITLE: STUDENT ACTIVITY FUNDS
ADOPTED: JUNE 18, 1998
REVISED: NOVEMBER 12, 2014

618. STUDENT ACTIVITY FUNDS	
1. Purpose	The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.
2. Definition	For purposes of this policy, student activity funds shall include the funds of Board-approved student groups, such as: student government, clubs, publications, performing groups, and school classes. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.
3. Authority SC 511	Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.
4. Delegation of Responsibility Pol. 811	<p>The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.</p> <p>The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. The principal shall serve as custodian of the funds and shall countersign all checks drawn upon them. The principal and accounting clerk shall be bonded.</p> <p>Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.</p> <p>The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board as deemed necessary. All expenditures from activity accounts shall be related to the goals and objectives of the student activity programs.</p>
5. Guidelines	<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>Student activity funds generated through school-wide, fundraising activities, commissions, and investment of student funds shall be used to subsidize school</p>

	<p>classes and clubs, student government, student welfare, and the operation of the funds.</p> <p>Student group advisors and student government officers, as a committee, except if the age of the students involved precludes sufficient understanding of the process, shall approve the disbursement of funds generated through school-wide, fundraising activities, commissions and returns on investments. Specific school-wide fundraising may be designated by the building principal to have the income prorated to the classes involved in the fundraiser.</p>
<p>SC 440.1, 623</p>	<p>Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.</p>
<p>SC 511 Pol. 608</p>	<p>All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.</p> <p>Funds collected shall be turned in to the custodian of the fund 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 approved by the Board.</p> <p>Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation. All checks shall be signed, in original ink, by two (2) individuals authorized to approve such disbursements. Checks shall not be made out to cash.</p> <p>Obligations incurred by students or student groups without prior authorization from an appropriate building principal shall not be the responsibility of the school, the student activities fund, or the district.</p> <p>Student activity funds shall not be used to supplant district funds in providing materials and services essential to the operation of instructional programs.</p> <p>Student groups that raise funds through group activities shall be required to use the funds raised for the benefit of the group(s), as opposed to specific individuals. The funds derived from fundraising activities shall be expended, to the extent possible, to benefit currently enrolled students.</p> <p>Contractual agreements for the purchase of materials or supplies may be made, for a one-year period, by the building principal. All contracts shall be signed by the building principal.</p>
<p>SC 511, 807.1</p>	<p>All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.</p>

<p>SC 511</p> <p>SC 511</p> <p>Pol. 619</p>	<p>All funds shall be of 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.</p> <p>All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.</p> <p>A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.</p> <p>The student activity fund shall be audited annually during the district's established audit.</p> <p><u>Inactive Accounts</u></p> <p>Inactive accounts may be liquidated, at the direction of the building principal, after being inactive for a full school year. The provision of notice shall be given to the authorized student representative and faculty advisor. The funds may be transferred to the student government account, or to a similar organization, with prior student approval.</p> <p><u>Graduating Classes</u></p> <p>Class accounts shall be established when a group of students enters the 4th grade of a school in the district. The account shall accompany the class from one (1) building unit to another.</p> <p>All graduating classes, after payment of all financial obligations and prior to the date of graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund or be equally distributed among remaining high school classes.</p> <p>Funds may not be disbursed or set aside for future obligations, such as class reunions.</p> <p>In the event that an unexpended balance exists after one (1) calendar year from the date of graduation, the balance shall be transferred to the high school Student Council Activity Account for general use, as authorized by the student body.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1</p> <p>Board Policy – 000, 608, 619, 811</p>
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