

**FINANCIAL MANAGEMENT**

**7260**

Student Activity Funds

The Board is responsible for the establishment, management, protection, and control of student activity funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity or benefit to all of the students of a school or school building; and
4. Receipt from vending machines located on school property.

Such funds shall be used for such expenditures as officials, uniforms, etc., clubs, and student related activities. The District may allow the associated student body to be involved in decision-making processes related to the use of these funds.

The funds collected by the schools shall be maintained in accounts requiring two authorized signatures for the distribution of funds: one signature shall be by a person designated by the Board as an assistant treasurer and the other shall be a designated signatory of the building or District.

The funds shall be deposited and expended by regular check in a bank account maintained by the District for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students. All funds collected or received for school programs, activities, or student use are, by Idaho law, public monies; and the care, custody, control, and accounting for such monies is the duty and responsibility of the treasurer and the administrative officer of the District. The treasurer of the District shall provide accounting procedures for the receipt, deposit, expenditure, and withdrawal of such moneys.

The management of student activity funds shall be consistent with sound business practices. Authority is delegated to the Superintendent to require each school within the District to conform to accounting procedures for the receipt, deposit, and withdrawal of funds. A report of the activity of these funds shall be submitted to the Board at each monthly Board meeting by the treasurer. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with the Board of Trustees policies and procedures. The report shall include the ending totals in any savings and checking account, and the report shall bear the signatures of the building principal, the assistant treasurer, or other designated staff member. The principal is responsible for the proper collection, disbursement, and control of all school activity funds. The high school secretary, whom the Board shall be appointed as an assistant treasurer, shall maintain the activity funds of the District.

The activity funds will be audited annually in conjunction with the District accounts. An annual report will be prepared for the Board disclosing all result of the audit along with the District accounts.

For other activity or student funds, the Board may create a separate fund(s) and implement procedures for the accounting and control of the same. Individual organization accounts may be maintained under an activity fund.

Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract from the instructional program. All fundraising projects must have the approval of the principal. Solicitation of funds outside the school must have the approval of the Superintendent.

### Receipts

All cash and check collection will be recorded by the person receiving the collection. A cash receipt will be prepared immediately.

Checks received will not be post-date for any reason.

Legal Reference: I.C. § 33-705      Activity Funds

### Policy History:

Adopted on: April 17, 2017

Revised on: January 15, 2024