

SENECA VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED:

REVISED: November 8, 1999

| 618. STUDENT ACTIVITY FUNDS | |
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| 1. Purpose | It is the purpose of this policy to establish financial supervision and controls for administering various activities that comprise student activity funds. |
| 2. Definition | For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. |
| 3. Authority SC 511 (d) | <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> |
| 4. 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> |
| SC 511 | <p>Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the by-laws of the activity involved.</p> <p>Disbursements from such funds shall be made by check only upon the request of the authorized advisor and the approval of the Superintendent or designee.</p> |
| SC 511 (e) | Contracts for materials or supplies, whether on purchase or rental, shall be in accordance with bidding requirements and may be made for a one-year period. |
| SC 511 (d) | 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. |

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| <p>SC 511 (d)</p> <p>School Code 440.1, 504, 511</p> <p>Board Policy No. 808</p> | <p>A financial report of the condition of each student activity fund shall be submitted to the Board.</p> |
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