

Student Activities Funds

School principals shall be responsible for ensuring that all funds and accounts within the student activity areas under their jurisdiction shall be accounted for in such a manner as to provide for detailed information on all receipts, disbursements and transfers of moneys. Specifically, the building principals shall ensure that:

1. All moneys received are receipted and receipts are maintained.
2. All purchases are accompanied by a receipt which is signed by an employee who is the designated sponsor of the activity for which the purchase is made and the building principal.
3. Up-to-date records are maintained of all income/expenditures, balances, statements and that checkbook balances coincide on a monthly basis.
4. All moneys are frequently deposited into a bank and that no moneys are left unattended.

Approved: December 14, 1994

Revised: December, 2005