

6660 STUDENT ACTIVITY FUND (M)

The Board of Education directs the establishment of a student activity fund for the financial administration of co-curricular activities operated for the benefit of pupils and duly approved by the Board.

The student activity fund will include moneys collected for and dedicated to the purposes of student government, clubs, publications, school trips, the school band and orchestra, and any other activity deemed appropriate by the School Business Administrator/Board Secretary.

The School Business Administrator/Board Secretary shall be responsible for the administration of the student activity fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved co-curricular program.

All funds collected must be turned in to the designated business office employee within twenty-four hours of collection and must be deposited within twenty-four hours.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

All payments for supplies, equipment, and services for the co-curricular program will be made in accordance with established purchasing procedures of the district. Disbursements will be made by check and only upon the request of a staff advisor and the approval of the Building Principal.

All monies accumulated in the account of a specific activity will, upon the discontinuance of the activity, **remain in the student activity fund as determined by the building principal.**

All monies accumulated in the account for a specific graduating class may be withdrawn subsequent to that class graduating. **Appropriate forms for withdrawal must be prepared and a check will be made payable to the class and not an individual.**

N.J.S.A. 18A:19-14; 18A:23-2

Adopted: 24 February 2010

