

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: May 11, 2011

REVISED:

MUHLENBERG SCHOOL DISTRICT

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. 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. All monies in student activity funds shall be used for purposes and activities related to the school program.
4. Delegation of Responsibility	The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.
5. Guidelines	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.
SC 440.1, 623	All student activities shall be on a self-sustaining basis, except for situations approved by the Board.
SC 511 Pol. 608	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.
	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.

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SC 511	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.
SC 511, 807.1	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.
SC 511	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.
SC 511	A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.
Pol. 619	The student activity fund shall be audited annually during the district's established audit.
	<u>Graduating Classes</u>
	All graduating classes, after payment of all financial obligations and prior to 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.
	Funds may not be disbursed or set aside for future obligations, such as class reunions.
	References:
	School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1
	Board Policy – 000, 608, 619, 811