

## BOARD POLICY

No. 3210

### 3000 **BUSINESS**

#### 3210 **School Activity Fund**

As a means of encouraging student activities, the Board of Education shall take advantage of the provisions of Connecticut General Statutes to provide a Student Activity Fund for the deposit of funds raised by students and obtained from other sources for various activities. The principal shall be the director of the School Activity Fund. The accounts shall be maintained and audited as provided in Connecticut General Statutes.

Should a specific activity be terminated, any remaining funds shall be distributed to student councils. Specific class funds shall be disposed of as provided in Policy 5134a, Disposition of Funds of Graduating Classes. Any specific class funds not disposed of under the provision of Policy 5134a shall be distributed evenly to active class and student council accounts.

Funds in the School Activity Fund may be invested under the provisions of Connecticut General Statutes.

Legal Reference: Connecticut General Statute, Sections 10-51(c), 10-237

APPROVED:	October 1998
REVISED:	March 2007
REVISED:	November 2009
REVISED:	November 2011
REVISED:	October 2013
REVISED:	April 2016
REVISED:	November 2024

## **ADMINISTRATIVE REGULATION 3210**

### **Student Activity Fund**

#### Student Activity

##### I. General

- A. Each school building shall establish a school activity fund to manage and account for funds outside of the Board of Education budget, received and used by the school for student activities.
- B. The principal shall be the director of the school activity fund. The Superintendent will designate the principal's secretary or other person as Treasurer.
- C. The treasurer shall be responsible for the preparation of checks and the maintenance of all records for the school activity fund.
- D. The district's business office is responsible for the oversight of the school activity fund.
- E. Financial records shall be audited annually in the same manner as other accounts of the Board of Education.
- F. Sub-accounts of the school activity fund are as follows:
  - 1. Club/Team/Class Accounts - maintained under each sanctioned Club/Team/Class and used to record receipts and expenditures for that class.
  - 2. Special Purpose – maintained for those functions that are not class or club activities.

##### II. Guidelines for Control of Accounts

###### A. Club/Team/Class Accounts

- 1. Will contain all receipts collected for any purpose (club purchases, field trips, fundraisers, etc.).
- 2. Disbursements from these accounts are authorized by the principal and specific advisors.
- 3. Funds remaining in a graduating class account at the end of the school year must be dispersed by December 31 of the graduating year as directed by the graduating class officers. Funds will remain in club accounts from year to year until such time as the group is disbanded. Any funds remaining at this time will be disbursed as authorized by the club members and principal.

###### B. Club Accounts

- 1. Will contain all receipts collected for any purpose by school sanctioned clubs (music boosters, etc.).
- 2. Disbursements from these accounts are authorized by the principal and specific club president.
- 3. Funds will remain in club accounts from year to year until such time as the group is disbanded. Any funds remaining at this time will be disbursed as authorized by the club president and principal. If there are no current officers remaining, funds will be transferred to the General Fund.

###### C. Special Purpose

- 1. Will contain all receipts from special purpose sources (Electronic sign or memorial garden)
- 2. Disbursement from these accounts are authorized by the principal and the specific

- person responsible for each account.
3. Balances in these accounts will be carried from year to year. Final balances at closure for account will be disbursed in accordance with the purpose of the specific account. Beyond that, the remaining balance will be transferred as directed by the principal

### III. Management of School Activity Funds

#### A. Money Collected

1. All parties maintaining sub accounts in the school activity fund are to deposit monies collected immediately with the club advisor. Under no circumstances is money to be left in a classroom or anywhere else in the building other than the school safe.
2. All deposits are to be counted and verified by 2 people and accompanied by a Student Activity deposit slip and signed by both counters and placed in a sealed envelope.
3. A detailed list of cash receipts collected should be maintained.
4. The accounting services department will deposit all cash receipts as soon as possible.
5. The accounting services department will issue a receipt for the money received so its arrival is established for accounting and insurance purposes.
6. All checks should be made payable to Regional School District 8

#### B. Purchasing

1. All purchases require an approved purchase order as per BOE Policies before ordering items.
2. As per BOE Policy only the Superintendent of Schools is allowed to enter into contract or sign agreements.
3. All orders must be shipped to RHAM addresses only

#### C. Payments

1. Requests for payments shall be supported by adequate evidence in the form of invoices or receipts for refunding of dues.
2. All requests for payment shall be approved by the Club advisor
3. Checks issued from the school activity fund must bear the signature of the principal.

#### D. Financial Statements

1. Bank accounts must be reconciled monthly.
2. Reports must be presented to the BOE monthly as part of the financials.

#### E. Audits

1. The funds and annual financial report of the school activities will be audited annually by an independent auditor.
2. For information purposes and possible improvement of procedures, a meeting will be held after the annual independent audit.