

Student Activity Fund

The Board is responsible for the establishment and management of student activity funds, student custodial funds, and special building funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity or benefit to all of the students of a school or school building;
4. Receipt from vending machines located on school property; and
5. Funds raised or grants benefitting student activities

The nature of expenditures of ASB funds must match the original intended purpose of the funds granted or collected. The type of expenditure shall be limited to purchased services, supplies, and equipment that match the intended purpose of the funds granted or collected.

The funds collected by the schools shall be maintained in accounts requiring two (2) authorized signatures for the distribution of funds: one signature shall be by a person designated by the Board as an assistant treasurer and the other shall be the principal or other designated signatory of the building or District. The assistant treasurer shall be approved by and responsible to the District treasurer. All disbursements from Student Activity Funds must have an approved purchase order prior to commitment of funds. Disbursements made from Student Activity Funds must be approved by the Superintendent or designee prior to the commitment of funds.

The funds shall be deposited and expended by regular check in a bank account maintained by the District for each student activity fund attending the school or participating in the organization for whom the fund is created. The use of the student extra- and co-curricular funds is limited to the benefit of the students. The funds shall be utilized solely for the purpose of advancing the educational, athletic, extracurricular, and social progress of the students. Funds shall be utilized to benefit the entire organization or school, and not an individual student, without approval from the Superintendent or designee. All funds collected or received for school programs, activities, or students use are by Idaho law public monies and the care, custody, control, and accounting for such monies is the duty and responsibility of the treasurer and the administrative officer of the District. The treasurer of the District shall provide accounting procedures for the receipt, deposit, expenditure, and withdrawal of such moneys.

The management of student activity funds shall be consistent with sound business practices. Authority is delegated to the Superintendent to require each school within the District to conform to accounting procedures for the receipt, deposit, management, expenditure, and withdrawal of

funds. . The Principal is responsible for the proper collection, disbursement, and control of all school activity funds. Personnel are to be responsible for knowledge of the content of such guidelines and acting in accordance with it regarding all fiscal management and accounting procedures.

For other activity or student funds, the Board may create a separate fund(s) and implement procedures for the accounting and control of the same.

Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract from the instructional program. All fundraising projects must have the approval of the principal. Solicitation of funds outside the school must have the approval of the Superintendent or designee.

Legal Reference: I.C. § 33-509A Assistant Treasurers
 I.C. § 33-705 Activity Funds

Policy History:

Adopted on: 7/10/17

Revised on: