

STUDENT ACTIVITIES FUNDS MANAGEMENT

To safeguard and provide for the efficient financial operation of student activities, the funds of these activities will be managed as follows:

1. An activity account clerk will be appointed by the Superintendent to work under the jurisdiction of the Treasurer. The Treasurer will be authorized to receive and disburse student funds in support of the entire school activity program. The Treasurer will be directly responsible for the proper accounting of student activities funds.
2. Requests for purchases from student activities funds can be made only by faculty advisors, coaches, or teachers assigned to an activity. These requests must be approved in writing by the school principal or other person designated by the Superintendent. Funds must be available before such purchases may be authorized. Expenses will be subject to Board approval.
3. An accounting of all student funds will be made monthly, and a report of all accounts will be made by the Treasurer to the Superintendent and the Board. The account system will comply with the regulations of the Ohio Auditor. The system will separate and verify each transaction and show the sources from which the funds revenue is received, the amount collected, source, and the amount expected for each purpose.
4. When an unexpended balance remains in the account of a graduating class (Fund 200), the class should specifically indicate its intent to the Board of Education for the disposal of such funds. The Board will exercise its prerogative in disposing of such funds when the graduating class is negligent in giving instructions.

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LEGAL REFS.: ORC 3313.25; 3313.51; 3313.53; 3313.811
3315.062
5705.41; 5705.412