

<b>Category:</b>  <b>5000 BUSINESS</b>	<b>Policy Number:</b>  <b>5375</b>
<b>Policy Title:</b>  <b>Student Activity Funds</b>	<b>Effective Date:</b>  <b>February 18, 2003</b>

**Student activity or trust funds are defined as those resources that are owned, operated and managed by the student body under the guidance and direction of the school district personnel, for educational, recreational or cultural purposes. Idaho Code 33-705 requires the local board of trustees to promulgate policies that govern the establishment, control, accounting and reporting procedures related to all extra-curricular activity funds or monies that it holds as custodian for pupils. The board of trustees has the ultimate responsibility for student activity or trust funds. Activity sponsors are encouraged to prepare annual budgets and submit them to the building principal for approval. Examples of these activities are yearbooks, choral and band classes, clubs, student council and athletics.**

**Reference: Idaho Code 33-705  
Policy 5300, "Budget Financial Accounting"  
Procedure, 5375p, Student Activity Funds"  
Snake River Business Procedure Manual**

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Student activity funds will control, account for and report assets, receipts, deposits, expenditures, liabilities, and fund balances for school related activities such as:

- Admission charges for interscholastic activities,
- Publications,
- Clubs,
- Student organizations,
- Student activities,
- Student fee collections which are used to provide more than one (1) activity or benefit to all of the students of a school or school building.

Each building is authorized to establish a bank account at a local institution. The building administration has direct responsibility for the establishment of proper accounting procedures. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with district policies and procedures. The advisor will keep a close check on the class or club funds to assure good business practices prevail. Student activity accounts must operate under a system of checks and balances that include:

- More than one authorized person must sign or issue checks on activity accounts.
- Purchase orders for all purchases shall be signed by the Principal or Asst. Principal.
- Fund disbursements must be documented by the original invoices, sales slips or register tapes.
- All bills must be paid prior to the end of the school year.
- Building principals will submit monthly 750's reports to the district office using acceptable accounting procedures established by the superintendent.
- Student activity funds will be made available at all times for examination by the district auditor.

**Senior Class Funds:**

- Snake River High School will retain control of the Senior Class funds for one year after the district audit is approved by the board of trustees.
- The first \$200, or any amount up to that amount, remaining after the year end audit on July 1 of the year the class graduates will be placed in a separate banking account in the name of the class. This money will be disbursed to two officers of the class at the time of their five year reunion. A high school administrator and one of the officers will sign for the release of the money for the class reunion.
- At the time of the disbursement of the funds in the class account, Snake River High School will cease to be the depository of the class funds.
- Any funds remaining in the class account above \$200 will remain with Snake River High School to be administered by the high school principal.
- Each Senior Class must designate to the principal on a written form before graduation which of the officers is to be held responsible to receive the funds at the time of their five year class reunion.