

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 662.1
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Student Activity Funds

Each class and school-sponsored activity or organization shall have a faculty advisor approved by the building principal. After the annual election of officers each class, activity and organization shall submit a list of officers to the district office. Class activity and organization treasurers and faculty advisors shall be responsible to the building principal and business manager for proper documentation of the collection and disbursements of all funds.

All student organizations must deposit all receipts and make all payments through the appropriate school finance system fund. There will be no outside bank accounts or withholding of funds to pay debts directly. Funds shall be deposited on the day collected or at the earliest time at which the Business Office Staff is available to collect and receipt them.

The collection or raising of any funds by the class making use of school facilities or resources must have the recommendation of the building principal and faculty advisor as well as the approval of the district administrator. All such funds shall be under the financial control of the School Board.

All funds deposited in the student activity's fund will become part of the total school district funds, and are subject to audit by the school district auditor. Financial records of each account will be maintained by the District's Business Manager.

Disbursements of student activity funds are authorized only upon final approval and signature of the building principal. Advisors are to submit "Student Activity Account Voucher Request" forms complete with billings attached for payment. The school district will not be responsible for the payment of any bills incurred by school employees or students without proper authorization.

An organization must have adequate balances available prior to incurring expenses. If such funds are not available, the organization may submit a written proposal for earning the necessary funds to the building principal who, with the business manager, will consider such a proposal.

At the end of the school year, all balances will be carried forward to the next year with the exception of the funds of the senior class. The senior class officers, after covering the expenses and activities of that class, shall designate before the end of the school year how any remaining balances shall be spent. Any funds, which remain in the graduating class treasury at the end of the school year of graduation, and/or any organization which has ceased to exist, automatically will be assigned to a specific project or become part of the Student Council account to be used for general student activities.

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