

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: FINANCES

TITLE: INTERNAL/ACTIVITY FUNDS

ADOPTED: March 14, 2006

REVISED:

	618. INTERNAL/ACTIVITY FUNDS
1. Purpose	The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.
2. Definition	For purposes of this policy, <b>internal/activity funds</b> shall include the funds of Board-approved student groups. Such activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.
3. Authority SC 511	Internal/activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of funds under the district's responsibility.
4. Delegation of Responsibility  Pol. 811	<p>The Superintendent or designee is responsible for developing and implementing administrative procedures governing internal/activity funds.</p> <p>The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records.</p> <p>Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and procedures by the student organization.</p> <p>The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed, submitting required reports to the building principal, and reporting to the Board on a quarterly basis.</p>
5. Guidelines	<p>Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.</p> <p>All student activities shall be on a self-sustaining basis, except for situations approved by the Board.</p>

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	<p>If an internal/activity fund is maintained in a school, it shall be in a bank approved by the Board as a depository for school funds. Such bank account shall honor checks written on the internal/activity fund and signed by the principal and/or another authorized employee identified by the principal. The check blanks shall be prenumbered and there shall be an accounting for each blank.</p> <p>No separate bank accounts shall be maintained by any school organization, except for organizations composed of parents/guardians and/or teachers.</p> <p>Each expenditure from school internal/activity accounts shall be made by check only, signed by the principal and another employee authorized by the principal or, in lieu of a second signature, such checks may be signed by the principal upon receipt of a "check request" prepared and signed by the individual responsible for the financial affairs of a particular organization or activity.</p>
Pol. 811	<p>Each employee authorized to handle internal/activity funds or to sign checks shall be bonded.</p> <p>Cash and other receipts shall be deposited in the bank each day so that a minimum amount of cash will be left in the school. Custodians of funds are authorized and directed to make use of night depository services offered by banks to deposit funds received after banking hours. No school funds shall be removed from school property for safekeeping to any location except the official bank depository.</p> <p>Receipts in the form of checks shall be written in favor of the school district or in the name of the internal fund of the particular school, as may be proper. Checks written in favor of an individual shall be immediately endorsed in favor of the school district or the activity fund of the particular school, as may be proper.</p> <p>Those activity funds having subaccounts shall maintain a specific student activities account designated by the principal. All assets from subaccounts having no activity for a period of one (1) year shall be transferred to a specific student activities account designated by the principal.</p>
SC 440.1, 623	<p>Interest accrued from investments made directly by any club or organization shall be credited to the investing organization. Interest accrued from investments made with assets from the activity fund in general shall be prorated on the basis of the average quarterly balances held by each organization at the time the interest was earned. The system used to prorate the interest money shall be approved by the Board.</p>

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Pol. 229	All internal/activity funds are established for the direct benefit of students in the school district, and all fundraising activities are carried out with this aim in mind. Therefore, any unspent class funds that remain after a class graduates and all legitimate expenses are approved and paid, shall be distributed to school activities of the class's choosing. Funds that are raised on behalf of the school for the benefit of students shall not be used or earmarked for any postgraduation activity.
SC 511	Periodic financial reports of the status of accounting balances in the activity funds shall be submitted to the Board, as requested.
Pol. 619	All internal/activity funds authorized by the Board shall be subject to audit.
SC 511	Records shall be maintained of the receipt and disbursement of all funds in designated accounts.
SC 511, 807.1	All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.
SC 511	All funds accumulated in the name of a specific activity must be closed out annually, and any residual funds shall revert to the same group for the following school year.
School Code 440.1, 511, 623	
Board Policy 619, 811	