

EPHRATA AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUND

ADOPTED: September 28, 2009

REVISED: January 29, 2018

618. STUDENT ACTIVITY FUND	
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, student activity fund shall include the funds of Board-approved student groups. Student 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	Student 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 student activity funds under the district's responsibility.
4. Delegation of Responsibility	The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.
Pol. 811	The Athletic Director is responsible for working with student and advisors, implementing policies and procedures, and maintaining fiscal records. The Athletic Director shall serve as custodian of the funds and shall countersign all checks drawn upon them.
	Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.
	The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board.
4. Guidelines	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>SC 511</p>	<p>All student activities shall be on a self-sustaining basis, except for situations approved by the Board.</p> <p>Student Activity Fund receipts shall be deposited in an interest-bearing account.</p> <p>No school-sponsored student organization is permitted to establish an account separate from the student activities fund.</p> <p>Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.</p> <p>Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.</p> <p>Disbursements from such fund shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation.</p> <p>All checks shall be signed by the Board President, Board Secretary, and Board Treasurer.</p>
<p>SC 511, 807.1</p>	<p>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.</p> <p>Money should not be raised or collected unless there is a definite purpose for doing so. Large balances should not be permitted to accumulate. Negative balances are unacceptable for two consecutive months.</p>
<p>SC 511</p>	<p>All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year. These residual funds should not exceed more than one and a half year's fundraising effort.</p>
<p>SC 511</p>	<p>A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.</p>
<p>Pol. 619</p>	<p>The student activity fund shall be audited annually during the district's established audit.</p> <p><u>Graduating Classes</u></p> <p>All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as senior gift or</p>

scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

References:

School Code – 24 P.S. Sec. 511, 807.1

Board Policy – 619, 811