



## TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

### STUDENT ACTIVITY FUND

6800

6800.1 The Activities Fund should not be used for small cash and check needs of other funds and organizations. Student Activities Fund should be used solely for their intended purpose.

6800.2 As new programs, clubs or organizations are formed, Principals may request the Activities Fund Book Keeper to establish new accounts. New accounts should not be established solely for individual charitable drives. Requests from Principals should be in writing and occur only after a need for new financial accounts is determined. Principals should request in writing, to terminate an account.

6800.3 All payments for Activities Fund purchases should be made by check. No expenses should be paid in cash directly from gate receipts, dues collections, sales, or other cash receipts.

6800.4 The checks will be signed by the Principal in charge of the activity and the Treasurer appointed by the Board of Directors or other approved personnel. The persons signing the checks should require invoices or other evidence of obligation properly approved by the Athletic Director or advisor.

6800.5 Activities Fund balances should be deposited in interest-earning accounts as permitted by School Code and in conjunction with the School Board designated depository. Interest on the individual accounts will be credited to the Student Body Activities Account. The Principal, along with the executive council of the Student Council will make recommendations to the School Board regarding use of such funds.

6800.6 The following internal controls should be used to protect cash:

- A. Receipts ~~should~~ *shall* be written when money is received in the School Office so its arrival is established for accounting and insurance purposes. ~~A triplicate receipt book is used with the office retaining one copy.~~
- B. Cash receipts ~~should~~ *shall* be deposited daily in the bank.
- C. Large gate receipts, such as those from football games, should be deposited in an over-night bank depository rather than in school.

6800.7 Student Activities Funds should not be used to make loans to other organizations or persons other than pupils.

6800.8 Purchases usually should be initiated by a purchase order and/or a student activity report.

6800.9 All School District employees who are paid by Student Activities Funds for services such as coaching, sponsoring, faculty advising, ticket selling, security guard and timing should be paid through payroll with regular deductions.

6800.10 Section 511 of the School Code requires that purchases of materials and supplies by any organization, club, class or group in excess of ~~\$1,000.00~~ *\$4,000.00* shall be made upon solicitation of three quotes or bids. Any purchases of materials or supplies that go through the Student Activities Fund are subject to the bidding requirement. Services, such as those of prom hotels and music groups are not subject to the bidding requirement. If purchases do not go through the Student Activities Fund, then bidding is not required.

6800.11 Student groups may obligate themselves by contracts for materials, equipment or services with the approval of the Principal, provided that legal requirements for bidding and District policies are followed. All contracts must be reviewed by the Principal.

6800.12 When the interest of membership in a student club or organization, funded by the students themselves, declines to the point where organizational activities cease, and there is a financial balance in the account, the money must be transferred. If the contributors are in school and easily identified, the money may be returned to the students. Under recommendation of the Principal and Student Council the balance may be

transferred to the Student Body Account. Graduating classes will be given up to one year or until which time all bills are paid to transfer the class balance to their designated school fund. After that time the money will be transferred into the Student Body Account.

**6800.13** At the conclusion of each activity where admission is charged a report must be filed with the Treasurer of the School Board.

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*Revised 4/17/06*