

Business

School Activity Funds

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered City accounts and shall be audited by the City auditor in the same manner as all other City accounts.

School Activity Funds for Student Organizations

School activity funds for student organizations may have student involvement in the management of the program. The purpose of such school activity funds should be to promote the general welfare education and morale of all students and to finance the normal, legitimate co-curricular activities of the student body organizations.

School activity funds for student organizations should be maintained and accounted for at the building level. All school funds shall be placed in at least one account and the school principal shall be responsible for the proper administration of each organization's funds in accordance with state and local requirements.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money. Monies collected by student organizations shall be disbursed only for purposes authorized by the student organization and approved in writing by the principal.

The school principal is responsible for the proper collection, disbursement and control of all student activity money relative to the school activity funds for student organizations in his/her building. This responsibility includes providing for the proper safekeeping of the monies, the proper accounting and administration of the same, and the supervision of the disbursement of funds.

A system for the safeguarding, accounting and internal control of school activity funds for student organizations are maintained in a separate accounting a procedural manual.

Legal Reference: Connecticut General Statutes § 10-237.

Policy
Adopted: 5/16/89

NORWICH PUBLIC SCHOOLS
Norwich, Connecticut

Policy
Revised: 5/22/07