

6660 STUDENT ACTIVITY FUND

The Board of Education directs the establishment of a student activity fund for the financial administration of co-curricular activities operated for the benefit of pupils and duly approved by the Board.

The student activity fund will include moneys collected for and dedicated to the purposes of student government, clubs, publications, school trips, the school band and orchestra, and other school activities.

The School Business Administrator/Board Secretary shall be responsible for the administration of the student activity fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved co-curricular program.

All funds collected must be turned in to the Business office within forty-eight hours of collection and must be deposited within twenty-four hours.

All payments for supplies, equipment, and services for the co-curricular program will be made in accordance with established purchasing procedures of the district. Purchase orders for goods and services purchased through the student activity fund will be approved by the School Business Administrator/Board Secretary. Disbursements will be made by check and only upon the request of a staff advisor and the approval of two of the following administrators: Building Principal, Superintendent or School Business Administrator/Board Secretary.

All moneys accumulated in the account of a specific class or activity will, upon the graduation of that class or the discontinuance of the activity, revert to the student activity fund.

N.J.S.A. 18A:19-14; 18A:23-2

Adopted: 26 May 2009

