

STUDENT ACTIVITY FUNDS MANAGEMENT GUIDELINES

ADMINISTRATION

The district administrator shall have the responsibility and authority to implement all policies and rules pertaining to the supervision and administration of the student activity funds in the Parkview School District.

The building principal's shall be directly responsible for the conduct of student financial activities in accordance with the policies and rules set forth.

The school district bookkeeper, under the direction of the business manager, shall be responsible for maintaining the activity fund accounts and for regular reporting of receipts, expenditures and balances for each account.

ACCOUNTING GUIDELINES

1. Receipts - All money collected must be substantiated by pre-numbered receipts. When tickets are used, they shall be pre-numbered and audited. Activity fund money should be deposited daily.
2. Disbursements
 - a. Disbursements shall be made by a check prepared by the district bookkeeper and mailed directly to the payee, unless specifically authorized by the principal or business manager to do otherwise.
 - b. Checks will be prepared only when a "Request for Payment" form is completed and properly signed by a club officer, other person authorized on the signature card and/or the faculty advisor, and approved by the building principal.
 - c. Classes and student organizations shall not be permitted to overdraw funds in the activity accounts. Under certain conditions, funds may be advanced to an organization, when a written request is made by the organization sponsor, recommended by the building principal, and approved by the business manager. Such request must state the reason for needing the advance, and present a detailed plan for repayment and the date or dates when the repayment will be made.
3. Investment of Funds - Any activity fund balance is deposited in the local government investment pool. Any interest earned will be used to fund the activity fund scholarship for a Parkview High School graduate.
4. Account Planning - A meeting including the class president, class treasurer, principal and class advisor will be scheduled prior to graduation. A form stating the school board's policy regarding inactive accounts will be signed and dated at this meeting by each of the above representatives. A copy of this form will be given to each member present.
5. Inactive Accounts - Inactive accounts may develop when a high school class graduates, an organization disbands, or the reason for a special purpose account no longer exists. In the event an inactive account develops, the graduating class, the disbanding organization, or the sponsor of a special purpose account shall present a plan for dissemination of the account in writing. The following guidelines shall be used when closing inactive accounts:

- a. The organization, class or activity should be encouraged to close out the account through expending the funds in line with the purpose of the account and the organizational objectives.
 - b. If the organization, class or activity fails to make arrangements to close out the account or is unable to dispose of the funds prior to August 15th, following their graduation, the fund balance will be absorbed by the General Fund.
 - c. The senior class, upon graduation, will have two options with unexpended balances:
 - (1) Spend the money in their name on a gift for the school: or
 - (2) Withdraw the money and establish a separate bank account in the names of the Class President and Class Treasurer for use in planning and financing class reunions.
6. Record-keeping - The activity fund accounts shall be audited annually by the certified public accountant employed to audit the school district accounts. Activity fund accounting records shall be preserved in accordance with state law, but not less than:
- a. Canceled checks..... 7 years
 - b. Paid invoices 3 years
 - c. Receipts, Journals and Account Ledgers..... 3 years

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