

662.1–RULE STUDENT ACTIVITY FUNDS MANAGEMENT GUIDELINES

The following student activity funds management guidelines shall be adhered to in the District:

1. An advisor assigned by the building principal shall supervise a class, club or student organization.
2. The building principal or designee shall review and approve any new student activity account.
3. Disbursements of class, club or student organization funds may be made only with the recommendation of the advisor and the approval of the building principal or his/her designee. Proper documentation must accompany each disbursement.
4. At the end of the school year, all balances of class, club or student organization funds shall be carried over to the next school year.
5. The graduating class treasury shall be closed out no later than one year after graduation of the class. Any funds remaining in a graduating class treasury, one year after graduation shall become part of the General Activity Fund.
6. School activity accounts must have zero or positive balances on June 30 of each year. Funds from other school activity accounts will be transferred to those not showing a zero or positive balance on that date. Such accounts will not be opened for the following school year.
7. Mismanaged activity accounts may be closed for the following year.
8. An account shall be considered inactive after 24 consecutive months without financial activity. Inactive accounts shall be closed on July 1, and the funds shall be transferred to the General Activity Fund.
9. Interest earned on funds deposited in all activity accounts shall be placed in a separate scholarship account until the end of the fiscal year at which time the balance will be donated to Honours, Inc. for the sole purpose of providing scholarships to graduating seniors of Slinger High School.

Reviewed, revised, and approved by the Board of Education on June 18, 2007.