

STUDENT ACTIVITY FUNDS

All money that is collected or received by a school organization or for school activities, are considered Student Activity Funds.

All Student Activity Funds are required to have a financial budget and purpose statement (funds 018, 200, and 300). They must be approved by the Board of Education and the Building Principal before the student group can operate. For existing organizations, the budget is prepared on an annual basis. For proposed new organizations, the budget and purpose statement is prepared and submitted for approval when the group is being formed.

Purpose Statement: The purpose statement is a brief explanation of why the activity exists and what it plans to do. Generally speaking, all expenditures from a student activity fund must relate to the purpose statement. Expenditures that do not are unauthorized.

When establishing a new student activity account, the advisor/sponsor is to submit a purpose statement to the building principal. If the principal approves, it will then be forwarded to the treasurer's office to submit for Board approval. The purpose statements should be reviewed on an annual basis and changes should be forwarded to the treasurer's office, to submit for Board approval.

Student Activity Budget: The advisor/sponsor will complete the student activity budget form and return it to the building principal. The principal will then forward the budget to the treasurer's office for final approval. The budget must be approved before any activities are started. The budget may require revision by the sponsor during the school year, and requests for changes are permitted.

[Click here](#) for the Budget Form and Purpose Statement

CLOSING STUDENT ACTIVITY FUNDS

- A. When an organization becomes dormant there must be a disposition of the remaining funds.
1. 200 Funds are defined as those student activity funds in which students participate and manage. When dissolving a club the club officers and departing class officers are responsible for determining the use of the unencumbered funds prior to the end of the school year and communicating this to the building principal and the treasurer's office. In the event a decision is not made, the advisor and building principal will decide what will happen to the funds and forward that information to the treasurer's office for proper accounting of the funds.
 2. 300 funds are defined as those student activity funds in which students participate, but the district manages. The Athletic Fund is a 300 fund. Disposition of remaining balances can be approved by district personnel.
 3. 018 funds are defined as public school support funds which are managed by the district to support the students and staff at a particular school. Disposition of remaining balances can be approved by district personnel.

B. Methods of closing

1. Authorized expenditures - the organization may stipulate that part of the balance be used to purchase specific allowable items.
2. Donation - the organization may stipulate that remaining funds be donated to another student organization that has a similar purpose statement.
3. Transfer - the organization may stipulate that the remaining funds be transferred to another fund (such as the Principal's 018 fund) in accordance with legal requirements.