

Decatur County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 07/13/17
		Rescinds: 2.900	Issued: 05/09/02

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the board and under the
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board
6 policy and be approved in writing by the director of schools.

7 Principals and/or sponsors who knowingly authorize/allow unapproved fundraising activities shall be
8 subject to disciplinary action.¹

9 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts
10 and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*
11 *Accounting Policy Manual*.²

12 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
13 writing by both the activity group sponsor and the principal.³

14 An annual audit of the account and records of all student activity funds shall be conducted as a part of
15 the audit of all other district funds.⁴

16 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
17 when a class graduates or an activity is discontinued.

18 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
19 other support organizations are not subject to this policy, unless such funds are in sole custody of the
20 school.⁵

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d)
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)

Cross References

Fundraising Activities 2.601