

Etowah City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Student Activity Funds Management</h2>	Descriptor Code: 2.900	Issued Date: 09/22/08
		Rescinds: 857/472	Issued: 1992

1 *Individual Schools*

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3 The activity funds of each school shall include athletic and student organization funds and any other

4 fund belonging to any student group, class, or activity.

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6 The school principal shall countersign each check drawn on the activity fund by the appropriate activity

7 sponsor, director or manager.

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9 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the

10 specific control of the school principal. Contracts with fund-raising agencies must comply with board

11 policy and be approved in writing by the director of schools.

12

13 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be

14 subject to disciplinary action.¹

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16 Student activity funds shall be deposited in respective school activity accounts. Proper records of re-

17 ceipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*

18 *Accounting Policy Manual*.²

19

20 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in

21 writing by both the activity group sponsor and the principal.³

22

23 An annual audit of the account and records of all student activity funds shall be conducted as a part of

24 the audit of all other district funds.⁴

25

26 Any unencumbered class or activity funds automatically revert to the general activity fund of the school

27 when a class graduates or an activity is discontinued.

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29 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or

30 other support organizations are not subject to this policy, unless such funds are in sole custody of the

31 school.⁵

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35 Legal References:

- 36 1. *Tennessee Internal School Uniform Accounting*
- 37 *Policy Manual*; Section 4-26
- 38 2. TCA 49-2-110(c)(d)
- 39 3. *Tennessee Internal School Uniform Accounting*
- 40 *Policy Manual*; Section 5-25
- 41 4. TCA 49-2-112(a)
5. TCA 49-2-110(e)

Cross References:

- Parent Organizations/Booster Clubs 4.503
- Student Solicitations/Fund-Raising 6.701