

Hardeman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 01/10/13
		Rescinds: 2.900	Issued: 08/15/02

1 *Individual Schools*

2
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.

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

9
10 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
11 subject to disciplinary action.¹

12
13 Student activity funds shall be deposited in respective school activity accounts. Proper records of re-
14 cepts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*
15 *Accounting Policy Manual*.²

16
17 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
18 writing by both the activity group sponsor and the principal.³

19
20 An annual audit of the account and records of all student activity funds shall be conducted as a part of
21 the audit of all other district funds.⁴

22
23 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
24 when a class graduates or an activity is discontinued.

25
26 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
27 other support organizations are not subject to this policy, unless such funds are in sole custody of the
28 school.⁵

33 _____
34 Legal References:

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

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