

Obion County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 11/03/03
		Rescinds: Sec. 20-21D	Issued: 06/27/99

1 *Individual Schools*

2
3 The activity funds of each school shall include athletic and student organization funds and any other fund
4 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 school principal.

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 receipts
14 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

29
30 Disciplinary action for employees who violate this policy will be taken if deemed necessary by the director
31 of schools.

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34 _____

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