

Hardin County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 11/04/02
		Rescinds:	Issued:

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 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.

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

15 *Accounting Policy Manual*.²

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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

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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.

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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

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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)

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34 Cross References:

35 Parent Organizations/Booster Clubs 4.503

36 Student Solicitations/Fund-Raising 6.701