

Van Buren County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Student Activity Funds Management</h2>	Descriptor Code: 2.900 Rescinds: 2.900	Issued Date: 10/14/02 Issued: 06/17/99
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- 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
- 7 the specific control of the school principal. Contracts with fund-raising agencies must comply with
- 8 board 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
- 11 be subject to disciplinary action.¹
- 12
- 13 Student activity funds shall be deposited in respective school activity accounts. Proper records of
- 14 receipts and disbursements shall be maintained in accordance with the Tennessee Internal School
- 15 Uniform Accounting Policy Manual.²
- 16
- 17 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized
- 18 in 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
- 21 of 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
- 24 school 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
- 27 or other support organizations are not subject to this policy, unless such funds are in sole custody
- 28 of the 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:

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