

Student Activity Funds Management

The Board authorizes the establishment and maintenance of student activity accounts at the elementary, middle and high school. The principal shall be responsible for the proper administration of the financial activity of the accounts in accordance with the provisions of state law and appropriate accounting practices and procedures.

Student activity funds shall be defined as those funds which include all monies raised, or collected by and/or for school-approved student groups.

Student activity fund monies are to be collected and expended for the purpose of supporting a program of authorized co-curricular school activities.

Co-curricular activities are comprised of a group of school-sponsored activities, under the guidance or supervision of qualified adults, designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups, or in large groups at school, public events, or a combination of those, for the improvement of skills, motivation and enjoyment.

Funds derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and the student body shall be represented in democratic management of those funds raised by the students and expended for their benefit.

Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, in so far as possible, to benefit those students currently in school who have contributed to the accumulation of those funds.

Student activity funds of all types are to be deposited and maintained in a federally insured checking account, except for funds temporarily in excess of current needs, which may be deposited in a federally insured savings account or invested in federally insured time certificates of deposit or the local government investment pool.

All student activity fund expenditures must be approved by at least the principal and the person in charge of the specific student activities program making the purchase. All expenditures from the student body General Fund or ASB account must also be approved by the Student Council. All expenditures from student club and organization accounts must be approved by members of that organization and their staff advisor.

All activity funds will be audited on an annual basis at the same time as the total district audit is conducted. Payment for the audit shall be made from district funds.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

OAR 581-022-1660(2)