

SCHOOL ACTIVITY FUNDS

School activity funds (funds derived from pupils' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education and in compliance with Medford Lakes District Policy 3450.

The pupil activity funds for each school shall be kept in separate accounts, supervised by the building principal*. Separate and complete records shall be maintained for each pupil organization. All receipts from pupil fund-raising projects, athletic events, and other events for which admission is charged will be deposited promptly. Bank deposits shall agree with the receipts in the case receipt book and shall be traceable to definite receipts or groups of receipts.

Disbursements must be made by check signed by the building principal* and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear two or more authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

Borrowing from the pupil activity accounts is prohibited.

An account shall be submitted monthly to the board secretary* and shall include a listing of all receipts and disbursements. Book balances shall be reconciled with bank balances. Cancelled checks and bank statements shall be retained for examination as part of the annual audit required by law and code.

Date: **Reviewed: May 17, 2000; May 15, 2002; February 16, 2011**
 Readopted: May 17, 2000; January 21, 2004; April 13, 2011

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

School Activity Funds, Athletic Funds, Class Funds

*Depending on the organization of the district, the person responsible may vary.

Legal References

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QSAC Monitored:

Section 4: Fiscal Management

Mandated:

N.J.A.C. 6A:23A-16.12(c) requires the district board of education and charter school board of trustees adopt policy that ensures appropriate fiscal accountability and sound business practices in maintaining student activity funds.

Other Reasons:

A policy acknowledging the board's accountability for funds raised through pupil activities and setting guidelines for handling such funds is good business practice.

The handling of pupil-raised funds could be a sensitive issue, since the board is legally responsible for such money, and it will be included in the annual audit.

Recommendation:

A policy addressing board accountability, setting guidelines and assigning staff responsibility for such accounts. Include requirements listed in the administrative code.

Legal References: N.J.S.A. 18A:19-14 Funds derived from pupil activities
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6A:23A-16.1et seq. Prescribed system of double entry bookkeeping and GAAP Accounting

See particularly:
N.J.A.C. 6A:23A-16.12(c)

Possible

Cross References: *3280 Gifts, grants and bequests
*3400 Accounts
*3450 Money in school buildings
3571 Financial reports
*3571.4 Audit
*5136 Fund-raising activities

*Indicates policy is included in the Critical Policy Reference Manual.