

## **MANAGEMENT OF STUDENT ACTIVITIES FUNDS**

The Jamestown Public School District Board shall establish a student activities fund for the support of school-related extracurricular activities.

The Superintendent shall establish procedures for the operation and maintenance of student activity accounts.

The Athletic Director of each school building is responsible for the overall operation of the student activity funds, including approving disbursements, fundraising plans, and assigning faculty advisors to each student activity.

The faculty advisor for the student activity shall supervise all activities and finances. The faculty advisor shall have the Athletic Director approve all transactions of the student activity and shall maintain proper supporting financial documentation. The faculty advisor shall promptly collect, receipt and deposit all monies with the Business Manager.

All checks for an extracurricular activity should be made payable to Jamestown Public School.

The Business Manager shall deposit all student activities funds into the appropriate student activity account.

Records of receipts and disbursements shall be part of the annual district audit. Payments for the audit must be made from district funds. The Business Manager shall give the Board a monthly report of receipts, expenditures, and balances in the activities fund.

When a student activity is terminated, the Business Manager shall submit an account of those funds to the Superintendent, the Principal, and the Board. An unencumbered student activity account will revert to District Administrator when a class graduates or the student activity is discontinued.

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### **Complementing Policies:**

- HCAA, Purchasing Agent
- HCAE, Disbursement of Monies
- HEBB, Cash in School Buildings
- HEBD, Audits

**End of Jamestown Public School District Policy HEAC ..... Adopted: 1/15/2018**