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Student Activity Fund Management

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Any activity which involves the expenditure of activity funds shall be subject to prior approval of the principal.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. No funds shall be expended from these accounts except in support of the student activity program. No activity account shall have a negative balance.

The Board shall receive a monthly report on all activity accounts.

All student activity funds will be audited annually at the same time as the general fund budget.

All payments from student activity funds shall be made from purchase orders signed by the employee responsible for the fund.

Receipts shall be kept from all revenue deposits into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Activity Fund Deposits

Activity funds from gate receipts or other sources shall be deposited directly into a bank account maintained for this purpose in a timely manner. Activity funds shall be secured nightly with a night deposit.

Inactive Activity Funds (See JH)

The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board.

Each student activity fund shall have an employee in charge of the fund. The employee shall be responsible for making a monthly report to the superintendent and the board.

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The monthly student activity report shall show opening and closing balances of each fund. The report shall also show the total amount of deposits and an itemized list of expenditures.

Approved: October 13, 2008

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 506, Labette County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No 506, Labette County, Kansas, that an activity fund designated as the LCHS activity fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics, and other board-approved student extra-curricular activities.

The fund shall be administered by the high school principal. The activity fund secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of KSA 72-8202(d) and the provisions of KSA 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 506, Labette County, Kansas, the _____ day of _____, 20_____.

[NOTE: A separate resolution must be adopted for each activity fund.]