
STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. The Board will appoint a competent and qualified faculty advisor for each club or organization. An audit of all accounts will be made annually by the school auditor.

Preamble

The Board of Education recognizes that the fundamental task of the schools is to prepare young people for life. In order for this preparation to be done properly, the educational program of the schools must be as wide as life itself. An integral part of such a program is extra-classroom activities. They represent an essential part of the educational experiences which should be available to young people. In order to promote the organization and maintenance of extra-classroom activities and to provide for the proper handling and safeguarding of extra-classroom activity funds, the Board of Education hereby adopts the following rules and regulations for the guidance of students, teachers and Principals.

*Part I-Rules and Regulations for the Conduct, Operation and Maintenance of Extra-classroom Activities*1. *Purpose*

Student extra-classroom activities may only be formed for educational and school service purposes.

2. *Organizational Procedures*

Students desiring to form a new extra-classroom activity shall petition their Principal in writing. The petition shall state the purpose of and describe the activities of the proposed extra-classroom activity and shall be signed by at least seven students before it is presented to the Principal for action. If the purpose of the proposed extra-classroom activity falls within the scope of educational or school service purposes and, if the necessary space and equipment are available, Building Principal shall recommend to the Superintendent of Schools that the extra-classroom activity be approved by the Board.

3. *Approved Extra-classroom Activities*

All extra-classroom activities shall be approved by the Board of Education. The Superintendent of Schools shall maintain an up-to-date register of all extra-classroom activities that are approved or discontinued.

4. *Faculty Advisor*

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Each extra-classroom activity shall have a faculty advisor appointed by the Board. The faculty advisor shall attend all meetings of the extra-classroom activity.

5. *Meetings*

All extra-classroom activities shall meet regularly while school is in session. These meetings shall be held on school property. Extra-classroom activities shall not meet outside school property unless they have received the consent of the appropriate Building Principal.

6. *Officers*

Each extra-classroom activity shall have a president, vice president, secretary and treasurer. These officers shall be elected annually.

7. *Constitution*

Each extra-classroom activity shall adopt a constitution or by-laws which shall define the purposes of the organization, duties of its officers, membership prerequisites, rules of procedure, and such other matters as are deemed necessary. This constitution shall incorporate any rules and regulations of the Board of Education which are applicable; and if the school has a general student organization, any rules of the latter which are applicable. The constitution of each extra-classroom activity shall be approved by the faculty advisor and the Building Principal, and approved by the Board. A copy of the constitution shall be on file in the Building Principal's office.

Part II - Rules and Regulations for the Safeguarding, Accounting and Auditing of Extra-classroom Activity Funds

1. *Definition*

Extra-classroom activity funds are funds raised other than by taxation or through charges of a Board of Education, for, by, or in the name of a school, student body or any subdivision thereof.

2. *Financial Procedures*

All extra-classroom activity funds shall be handled in accordance with the following procedures for the safeguarding, accounting and auditing of these funds:

- A. All funds of student organizations shall be received and dispensed by a central treasurer, on approval of a comptroller, both of whom shall be appointed annually by the Board of Education. The Building Principal, who is the comptroller, shall supervise expenditures.

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- B. Payments are to be made only by check, signed by the comptroller, and central treasurer, and made out only to a person or firm, by name, for services rendered or supplies furnished. An itemized bill should be filed for each check drawn. When an advance payment is necessary, an accounting should be made of the unspent amount and an itemized bill presented for the amount spent. No checks are to be drawn to "cash."
- C. The central treasurer shall keep a journal and ledger covering all receipts and expenditures of the approved organizations and file a report of such receipts and expenditures with the Superintendent of Schools quarterly for transmittal to the Board of Education and the Building Principal.
- D. Each extra-classroom activity must submit the name of their treasurer to the Building Principal by November 1st.
- E. The student treasurer, supervised by the extra-classroom advisor, shall be responsible for maintaining duplicate receipts and for transmitting same to the central treasurer for entry in his/her record.
- F. Separate accounts shall be kept for each subsidiary approved organization fund.
- G. Twenty-four hours after money is collected it must be deposited with the Central Treasurer. He/She will issue a pre-numbered receipt. If the fund-raising activity takes place on a weekend, the money must be deposited the first day back to school.
- H. The Superintendent of Schools will be responsible for having an annual audit of the books of the central treasurer.
- I. Sales tax will be collected for all sales to which sales tax applies according to New York State law.

3. *Leftover Funds*

- A. Graduating classes must designate prior to graduation the distribution of any left-over funds within one-year following graduation. All left-over funds remaining after one year will be distributed per the guidelines set forth for the discontinued extra-classroom activities.
- B. Leftover funds of discontinued extra-classroom activities shall automatically revert to the account of the general student organization or student council and shall be expended in accordance with that organization's constitution.

In accordance with regulations of the Commissioner of Education, all monies raised or collected by school individuals or groups will be deposited with the Board-appointed treasurer of extra-classroom funds. These funds will be known collectively as the extra-classroom fund accounts.

Extra-classroom funds will be expended only for purposes which benefit the student body of the school, and only in accordance with state regulations covering such accounts. Appropriate records will be maintained of all receipts and expenditures.

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A report on the status of all extra-classroom fund accounts will be presented to the Board monthly.

Cross-ref: 2210, Board Reorganizational Meeting

Ref: Education Law §207
8 NYCRR Part 172

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