

STUDENT ACTIVITY FUNDS MANAGEMENT

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 program is extraclassroom 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 extraclassroom activities and to provide for the proper handling and safeguarding of extraclassroom activity funds, the Board hereby adopts the following rules and regulation for the guidance of students, teachers, and Principals.

Purpose: Student extraclassroom activities may only be formed for educational and school service purposes.

Organizational Procedures: Students desiring to form an extraclassroom activity shall petition their Principal in writing. The petition shall state the purpose of and describe the activities of the proposed extracurriculum activity. If the purpose falls within the scope of the educational or school service purposes and if the necessary space and equipment are available, the Principal may recommend to the Chief School Officer that the extraclassroom activity be approved by the Board.

Officers: Each extraclassroom activity shall have a President, Vice President, Secretary, and Treasurer.

Meetings: All extraclassroom activity meetings shall be held on school property. Extraclassroom activities shall not meet outside property unless they have received the consent of the school Principal.

Adviser: Each extraclassroom activity shall have an adviser appointed by the Board. The adviser should attend all meetings and activities of the extraclassroom activity.

Central Treasurer: It shall be the duty of the central treasurer to have custody of all funds. All disbursements shall be by prenumbered checks signed by the central treasurer and Building Principal or district treasurer upon receipt of a signed disbursement order all funds placed in his/her custody, and shall deposit

Audit: The extraclassroom activity fund shall be audited annually by the independent auditor appointed by the Board.

Inactive Accounts: Extra classroom activity accounts that are inactive due to lack of student interest or because a graduating class leaves an unused balance will be closed at the end of the first semester following the date of graduation or after one year's activity. The unused balance in these accounts will be transferred to the Student Council.

Financial Procedures: Every adult working with students is responsible to see that money is handled very carefully, scrupulously accounted for, and handled in accordance with the financial procedures illustrated by Finance Pamphlet 2, The Safeguarding, Accounting and Auditing of Extra classroom Funds, published by the New York State Education Department.

Cross-ref: 6240, Investments
6400, Depository of Funds

Ref: 8 NYCRR Part 172
SED, The Safeguarding, Accounting and Auditing of Extraclassroom Funds

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