

ACCOUNTS

Student Activity Accounts will be maintained utilizing separate accounts for each class or organization will be maintained. Pre-numbered receipts shall be issued by the Principal or designee for all funds prior to their deposit into the appropriate account at the District Depository. Deposits will be made daily. If cash must be kept overnight, it must be secured in the campus vault. Bank statements will be reconciled on a monthly basis and the Principal will acknowledge the reconciliation.

The Principal and sponsor shall be responsible for the proper administration of student funds in accordance with state and local law, District-approved accounting practices and procedures, and the TEA Financial Accountability System Resource Guide.

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The Sponsor must sign requisitions for purchases or disbursements. Finally, the principal or designee must approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students. Fundraisers must receive prior approval from the Principal.

The principal shall be authorized to expend funds from the campus administrative (office) activity fund to be used for activities for the students, faculty, staff, or campus.

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.

FUND RAISERS

Principals will regulate all fund raisers or fund raising activities on campus to ensure that groups or clubs follow Foods of Minimal Nutritional Value rules, sell at appropriate times, and monitor to verify that feeder pattern campuses sales do not over burden the community.