

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
3/17/11	New	618.1

Title: Student Activity Accounts

Purpose: The purpose of this policy is to establish financial supervision and controls for the administration of various activities that involve student funds.

Definition: For the purpose of this policy, student activity accounts shall include the funds of approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision making process regarding these funds.

Authority: In accordance with section 511 of the School Laws of Pennsylvania (1949), the School Board directs the development, promulgation and adherence to regulations governing the procedures to be utilized as they relate to student activity funds.

It is the School Board's intention to have such practical procedures, which follow generally accepted accounting and/or auditing practices, implemented and scrupulously followed within the operation of the School District.

Reference: School Code § 511
Pennsbury School Board Policy 608.1, *Bank Accounts*
Pennsbury School District Administrative Procedure 618.1, *Guidelines – Student Accounts*

Delegation of Responsibility: The Director of Financial Services is responsible for developing and implementing administrative procedures governing student activity accounts.

The school principal or designated assistant principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records.

Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policies and procedures.

Each organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting reports as requested by administration.

Policy:

It is the policy of the School Board to maintain and operate Student Activity Accounts in accordance with applicable Pennsylvania State laws and School District Administrative Procedures.

Student activity funds are to be used to finance a program of non-curricular school activities augmenting but not replacing the activities provided by the school district. Management of the funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and thorough audits.

Each student activity organization covered by this policy must be recognized by the school Principal and the Director of Financial Services before funds can be collected or disbursed in the name of the group.

Accounting records of the organization should be maintained both in the school and in the Financial Services Department.

All funds collected by student organizations shall be deposited in a student activities account in a bank designated by the School Board. Funds of any student body organization may be deposited or invested in banks with proper security, in accordance with law and in accordance with Pennsbury School Board Policy 608.1.

Funds collected shall be turned into the building's designated office staff member in accordance with the School District's Administrative Procedure 618.1.

Disbursements from such funds shall be made only by check upon the request of the principal or designated assistant principal and the student officer of the organization. All disbursements must be in compliance with Pennsylvania school law and Pennsbury School District purchasing policies and procedures.

All student activity accounts shall be on a self-sustaining basis, except for situations approved by the School Board. All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year. Large balances in accounts are not encouraged and organizations should not accumulate large balances or raise funds if there is not a definite purpose for doing so.

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing. Funds may not be disbursed or set aside for future obligations such as class reunions.

Balance of accounts that are inactive for more than two years shall be transferred to the building's student council account unless the organization has made a previous designation to another group prior to becoming inactive.

A financial report of the condition of the Student Activity Accounts shall be submitted to the School Board as part of each regular meeting, at which financial reports are presented.

**Responsible
Administrator:** Director of Financial Services