



Book	Policy Manual
Section	600 Finances
Title	Special Purpose Funds
Code	618
Status	Second Reading
Adopted	August 8, 1985
Last Revised	September 12, 2024

Purpose

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

Authority

Student Body Funds are not part of district funds. The building principal shall be responsible for the daily operation of the student activity funds. Minimum duties are:[1]

1. Oversee daily desposits and expenditures.
2. Open and close accounts per policy.
3. Reconciliation of fund with banking statements.
4. Proper accounting and use of interest earnings.

The Business Manager shall have the following responsibilities:

1. Act as internal auditor.
2. Design and implementation of bookkeeping system and checking account.
3. Placement of investments, in accordance with board policy.[2]

Definition

For the purposes of this policy, the student activity funds shall include activities of nongeneral fund nature such as student government, student clubs, student entertainments, student publications, school classes, school band and in support of interscholastic athletics.

Each student body activity covered by this policy must be recognized and budgeted by the finance committee of the student body organization before funds can be collected or disbursed in the name of said activity. Said committee shall be composed of the school principal and student body advisor.

Guidelines

In order to ensure proper supervision of all student activity funds using the name of the school, the Board establishes the following guidelines:

1. Investments of funds are to be made to the extent possible without delaying payment of bills owed by the various accounts within the fund. All investments will be made in accordance with law and Board policy.[2]

2. Interest earnings from funds of the student activity accounts will be credited to a general student beautification account. Funds from this account can be used to the benefit of the entire student body.

Funds collected shall be turned in to the building Principal before the end of each school day, to be safeguarded until they are deposited as soon thereafter as possible.

Records shall be maintained of the receipt and disbursement of all such funds in designated accounts according to the activity involved [\[1\]](#).

Disbursements from such funds shall be made by check only upon request of the authorized advisor and the approval of the building principal.

All checks shall be signed by the two (2) persons authorized to approve such disbursements.

Contracts for materials or supplies whether on purchase or rental may be made for a one-year period only by the Business Manager and the Building Principal.[\[1\]](#)

Graduating classes must close their class accounts by June 30th of the graduation year.

A financial report of the condition of each student activity fund organization shall be submitted to the board quarterly.[\[1\]](#)

Legal [1. 24 P.S. 511](#)

2. Pol. 609

[618-AR-0-CHSStudentClubApplication.docx \(54 KB\)](#)

[618-AR-1-StudentActivityFundsAndAccounts.docx \(28 KB\)](#)

[CENTRAL TREASURY HANDBOOK.pdf \(269 KB\)](#)