Business and Non-Instructional Operations
School Activity Funds

The basic purpose of education is to prepare each generation of children for life's experiences. An important segment of the educational program is extracurricular activities. These programs represent experiences that should be available to all students.

The various extracurricular programs established by the Board of Education should ensure that young people have the opportunity to participate in these experiences.

The raising and expenditure of activity money by student bodies have one purpose: to promote the general welfare, education, and morale of students and to finance the normal, legitimate extracurricular activities of the student body organization. The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and thorough audits.

Legal Reference: Connecticut General Statutes

10-237 School Activity Funds

Policy adopted: 2/12/98

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Business and Non-Instructional Operations
School Activity Funds

Funds Management

This regulation sets forth the guidelines and regulations governing all aspects of school district fundraising activities.

Each school shall maintain student activity funds, which shall be administered in keeping with the following policies:

1. Student activity funds shall be expended for the direct benefit of students. In addition to student activity funds, the Principal may establish other holding accounts as the Principal sees fit, and expenditures may be made for the specific purpose for which the fund was established.
2. There shall be three basic categories of accounts:
   A. General (regular account, ski club);
   B. Special (building account, holding account); and
   C. Accommodations (faculty fund, etc.).

   The Principal of each school shall establish and be the custodian of said accounts; however, the Superintendent shall be made knowledgeable of all accounts under these guidelines in the several schools of the district. This shall be accomplished via an established procedure as set up by the Assistant to the Superintendent for Business, to whom monthly reports shall be filed.
3. All activities must remain solvent within themselves to continue; however, existing deficits shall be balanced as soon as possible. The Principal may make adjustments to balance accounts at any time, but no more than 10% may be transferred from the building account to another account.
4. Checks will be drawn on approved vouchers only. The voucher should be signed by the activity sponsor and the activity fund bookkeeper. Checks shall be drawn on approved vouchers and signed by the Principal, as custodian of the funds, or an authorized designee. One signature is sufficient. No person shall sign checks whose signature is not on file at the bank.
5. No salary for instructional or coaching personnel (athletic or non-athletic) shall be paid from activity accounts.
6. All funds shall be subject to at least an annual audit by a certified auditing firm.

(cf. 1324 - Solicitation of Funds from and by Students)
(cf. 6145.8 - Activity Funds Management)

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