

# **POLICY**

## **Board of Education Bernards Township**

**File Code: M 6660  
STUDENT ACTIVITY FUND**

The Board of Education directs the establishment of a student activity fund for the financial administration of co-curricular activities operated for the benefit of pupils and duly approved by the Board.

The student activity fund will include moneys collected for and dedicated to the purposes of student government, clubs, publications, school trips, the school band and orchestra, and similar district sponsored student groups.

The building principal shall be responsible for the administration of the student activity fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved co-curricular program.

All cash funds collected must be turned in to the main office within twenty-four hours of collection and must be deposited by close of the next business day after they are received.

All payments for supplies, equipment, and services for the co-curricular program will be made in accordance with established purchasing procedures of the district except that purchases in amounts under \$3,000.00 will be exempted from those procedures. Purchase orders for goods and services purchased through the student activity fund will be approved by the building principal. Disbursements will be made by check and only upon the request of a staff advisor and the approval of the building principal.

All moneys accumulated in the account of a specific class or activity will, upon the graduation of that class or the discontinuance of the activity, revert to district operating funds.

N.J.S.A. 18A:19-14; 18A:23-2

Cross reference: Policy Guide No. 5830

**ADOPTED:** December 14, 2009