

STUDENT ACTIVITIES FUNDS

Moneys collected by school district employees and students will be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion and to teach such procedures to students.

School and Student Activities (SSA) are sponsored by District teachers. When the SSA activity involves the collection of money, the sponsor is responsible for collecting and accounting for all monies, maintaining records by student name and amounts paid. The Teacher Collection Form and the Deposit Envelope are to be used for this purpose. Teachers are not to keep money in the classroom overnight. Activity sponsors must submit all funds to the school business office on a daily basis. All moneys collected by the school business office shall be receipted, accounted for and deposited without delay (at least weekly).

SSA account expenditures will be subject to the same District accounting policies and procedures as all other funds, regardless of source. There is an expectation that funds raised by each student organization will be spent for the purpose for which it was raised. These student organization funds should not be used to pay for the activities of other student organizations or to pay for school office expenditures, unless part of an account close-out.

All requests to purchase items with school and student activity funds shall require appropriate approval, in accordance with manual guidelines. (see District 11 Accounting Procedures Manual).

Equipment purchases, both non-capital (<\$5K per item) and capital (> or = to \$5K per item) are not permitted using SSA funds unless those funds were collected for that specific purpose. If equipment is purchased using SSA funds, and that equipment is intended to become District property, it must be asset tagged and added to the District inventory list. In order to be added to District inventory, the equipment must comply with existing purpose and purchasing guidelines. If purchased equipment is not intended to become District property, District resources will not be used to maintain or repair said equipment. If proposed purchased equipment requires any type of installation, prior approval from the appropriate district level department will be required.

Accounting for school and student activity funds shall be in accordance with the Accounting Procedures Manual.

Residual funds from active student organizations carried over from the prior school year shall submit a brief written plan for the fund's use to the School's Principal and SAC committee.

Residual funds from student organizations that have been inactive for an entire school year will be transferred to the general student body unless a request is submitted by a teacher/sponsor to transfer the funds to another student organization. The allocation of residual funds to any organization other than the general student body must be approved by the school's principal and the SAC committee.

Adopted September 1972
Revised October 10, 1979
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CROSS REFS.: DG, Banking Services (And Deposit of Funds)
 DID and DID-R, General Fixed Assets - Inventories

DJ, Procurement and Contracting
DM, Cash in School Buildings
Colorado Springs School District 11 Accounting Procedures Manual