

**MANAGEMENT OF STUDENT ACTIVITIES FUNDS**

The administration is charged with the responsibility of making rules, regulations, and procedures for the conduct, operation, and maintenance of extracurricular accounts, and for the safeguarding, accounting, and auditing of all monies received and derived there from.

School-sponsored organization finances are under the direct control of the advisor through the principal's office. Advisors must make arrangements to see that all monies collected or raised through the sale of tickets, articles, or materials are deposited with the principal's office.

The annual school district audit shall include an audit of student organization funds. Payment for the audit shall be made from district funds.

Under no circumstances are students or sponsors excused from this regulation.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

When an activity is terminated for any reason, the Business Manager will submit to the Superintendent an account of its funds and will provide for their transfer to the general activity fund of the school.

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Complementing Documents

- HCAA, Purchasing Agent
- HCAE, Disbursement of Monies
- HEBB, Cash in School Buildings
- HEBD, Audits

**End of McClusky School District #19 Policy HEAC..... Adopted: May 8, 2018**