

EASTERN  
WESTMORELAND  
CAREER &  
TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: APRIL 22, 2015

REVISED:

| 618. STUDENT ACTIVITY FUNDS                        |  |
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| 1. Purpose   | The Joint Operating Committee is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.  |
| 2. Definition                                      | For purposes of this policy, <b>student activity funds</b> shall include the funds of student groups approved by the Joint Operating Committee. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.   |
| 3. Authority<br>SC 511                             | Student activity funds are not part of center funds but must be approved by the Joint Operating Committee. The Joint Operating Committee adopts this policy to ensure proper supervision of student activity funds under the center’s responsibility.  |
| 4. Delegation of<br>Responsibility<br><br>Pol. 811 | <p>The Administrative Director or designee is responsible for developing administrative regulations governing student activity funds.</p> <p>The Business Manager is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. The Business Manager shall serve as custodian of the funds. All checks must be signed by the Business Manager and one other authorized signer.</p> <p>Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.</p> <p>The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Joint Operating Committee.</p> |
| 5. Guidelines                                      | Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.  |

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| <p>SC 440.1, 623</p>       | <p>All student activities shall be on a self-sustaining basis, except for situations approved by the Joint Operating Committee.</p>   |
| <p>SC 511<br/>Pol. 608</p> | <p>Funds of any student body organization must be deposited or invested in banks whose accounts are insured by FDIC.</p> <p>All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Joint Operating Committee. No center-sponsored student organization is permitted to establish an account separate from the student activities fund.</p>  |
| <p>SC 511</p>              | <p>Funds collected shall be turned in to the custodian of the fund before the end of each school day. Funds shall be safeguarded and deposited as reasonably possible and shall be safeguarded at all times prior to deposit.</p> <p>Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Joint Operating Committee.</p>                              |
| <p>SC 511, 807.1</p>       | <p>Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation. All checks shall be signed by two (2) individuals authorized to approve such disbursements.</p> <p>All purchases of materials or supplies for any organization under this policy shall be made by an approved purchase order.</p> |
| <p>SC 511</p>              | <p>General funds under this policy should be raised for a specific purpose and should be monitored periodically by the Business Manager.</p> <p>All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.</p>  |
| <p>SC 511<br/>Pol. 619</p> | <p>A financial report of the condition of each student activity fund shall be submitted to the Joint Operating Committee at least quarterly.</p> <p>The student activity fund shall be audited annually during the center's established audit.</p>  |

Senior Classes

All senior classes, after payment of all financial obligations and prior to completion, shall make a commitment for distribution of the funds remaining in the class account to center activities of the class's choosing, such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

References:

School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1

Joint Operating Committee Policy – 000, 608, 619, 811