

**Policy**

SCHOOL ACTIVITY FUNDS

School activity funds (funds derived from students' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education.

The student activity funds shall be kept in separate accounts, supervised by the superintendent or his or her designee. Separate and complete records shall be maintained for each student organization. All receipts from student fund-raising projects, extracurricular events, and other events for which admission is charged will be deposited promptly. Bank deposits shall agree with the receipts in the case receipt book and shall be traceable to definite receipts or groups of receipts.

Disbursements must be made by check signed by the principal and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear two or more authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

Reserves may be carried over from year to year as necessary for the beginning of the following year's operation.

Moneys raised by student organizations must be expended for the benefit of students. The superintendent or his or her designee shall be responsible for developing guidelines for the accounting of student activities funds within each school. Such guidelines shall be approved by the superintendent and board of education, and shall be published in staff handbooks for the information of teachers and activities sponsors.

Borrowing from the student activity accounts is prohibited.

An account shall be submitted monthly to the board secretary and shall include a listing of all receipts and disbursements. Book balances shall be reconciled with bank balances. Cancelled checks and bank statements shall be retained for examination as part of the annual audit required by law and code.

Adopted: March 24, 1998  
Revised: September 23, 2003, February 23, 2016  
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Readopted:

Key Words

School Activity Funds, Athletic Funds, Class Funds

**Legal References:** N.J.S.A. 18A:19-14 Funds derived from student activities  
N.J.S.A. 18A:23-2 Scope of audit  
N.J.A.C. 6A:23A-16.1 et seq. Prescribed system of double-entry bookkeeping and  
See particularly: GAAP accounting  
N.J.A.C. 6A:23A-16.12(c) School activity funds

**Possible**

**Cross References:** \*3280 Gifts, grants and bequests  
\*3400 Accounts  
\*3450 Money in school buildings  
3571 Financial reports

SCHOOL ACTIVITY FUNDS (continued)

\*3571.4 Audit  
\*5136 Fund-raising activities

\*Indicates policy is included in the Critical Policy Reference Manual.