

Business

Activity Funds Management

Statement of Purpose

The Board of Education recognizes that student body business, including the raising and expending of money, provides educational experiences and co-curricular activities beyond those provided by the core curriculum. Therefore it encourages those activities.

Procedures

- a) All Student Activity Funds may be raised and spent only for the enrichment and direct benefit of the students. No funds shall be used for personal gain or the private enjoyment of any employee of the Brookfield School System.
- b) The building principal has the sole responsibility for the funds designated to his/her building and this responsibility may not be delegated.
- c) The Business Manager shall act as custodian of these funds and shall supervise the accounting, collection, disbursement, and investment (if feasible) of all Student Activity Funds. This activity shall be in accordance with State of Connecticut laws and sound fiduciary practice. The fund(s) shall be audited yearly by the Independent Audit firm engaged to audit the regular Board of Education accounts at Board of Education expense.
- d) Disbursement shall be authorized by TWO signatures, generally the principal and the activity advisor, and shall be accompanied by appropriate invoices, receipts and/or proper explanation of the reason for the disbursement. The Business Manager must approve all expenditure requests.
- e) Deposits must be made directly to the Student Activity Fund or delivered to the Business Office not more than three days from the collection and in no case should such funds be allowed to accumulate in school buildings.
- d) The Business Manager shall act as Chairman of a committee appointed by the Superintendent which consists of at least two administrators. Such committee shall meet when necessary to draft administrative procedures for the conduct of the Student Activity Fund.
- e) When the purpose for a fund has been satisfied, any balance shall be transferred to the Student Council account or if no such account exists, the principal's fund for the appropriate building. In the case of class funds, these funds will be held for one year from the date of graduation and then will be transferred to the High School Student Council Fund. The Student Activity Fund may not be used as a receptacle for reunion or other post graduation functions.

Policy:
adopted: 12/7/1994

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut