

STUDENT ACTIVITY FUND ACCOUNTING

All funds received from student activities will be handled in accordance with proper accounting practices to include:

- Proper receipt and deposit procedure
- Provisions for safe guarding of funds
- Dual signatures are required on all activity account expenditures
- Monthly reconciliation
- Annual audit
- Annual district insurance for oversight of activity funds

Adopted: October 10, 1978

Revised: 6/3/97

Reviewed : March 12, 2013