

ACTIVITY FUND PROCEDURE MANUAL

SECTION 9 ACTIVITY FUND MANAGEMENT

9.1 ACTIVITY FUND MANAGEMENT

The principal and/or athletic director of the school shall be responsible for the proper administration of each organization's funds in accordance with state and local law, District and TEA approved accounting practices and procedures. Student activity funds shall be included in the annual audit of the District's fiscal accounts. (See CFC)

Requests to open a new activity account must be submitted in writing to the principal and/or athletic director and approved by the superintendent. This request must be accompanied by the Organization Information (Form O), club bylaws and constitution.

All existing organizations are **required** to submit the Organization Information (Form O) to the business office at least annually and additionally whenever a change occurs.

Monies collected by student groups shall be disbursed only for purposes authorized by the organization or upon approval of the sponsor. All funds raised by student organizations must be expended for the benefit of the students.