

Weakley County Board of Education



Monitoring:

Descriptor Term:

Student Activity Funds Management

Descriptor Code:

2.900

Issued Date:

11/2/2006

- 1
2 *Individual Schools*
3
4 The activity funds of each school shall include athletic and student organization funds and any
5 other fund belonging to any student group, class, or activity.
6
7 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and
8 under the specific control of the school principal. Contracts with fund-raising agencies must
9 comply with board policy and be approved in writing by the director of schools.
10
11 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities
12 shall be subject to disciplinary action.¹
13
14 Student activity funds shall be deposited in respective school activity accounts. Proper records of
15 receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School*
16 *Uniform Accounting Policy Manual*.²
17
18 Revenue raised for specific purposes must be expended for that purpose, unless otherwise
19 authorized in writing by both the activity group sponsor and the principal.³
20
21 An annual audit of the account and records of all student activity funds shall be conducted as a
22 part of the audit of all other district funds.⁴
23
24 Any unencumbered class or activity funds automatically revert to the general activity fund of the
25 school when a class graduates or an activity is discontinued.
26
27 Funds derived from activities sponsored by parent-teacher associations, parent-teacher
28 organizations or other support organizations are not subject to this policy, unless such funds are
29 in sole custody of the school.⁵
30

Legal References:

¹ *Tennessee Internal School Uniform Accounting Policy Manual*;
Section 4-31

² TCA 49-2-110(d)

³ *Tennessee Internal School Uniform Accounting Policy Manual*;
Section 5-23

⁴ TCA 49-2-112(a)

⁵ TCA 49-2-110(f)

Cross References:

2.404 School Support Organizations

6.701 Student Solicitations/Fundraising