

Policy 6660 STUDENT ACTIVITY FUND

The Board of Education directs the establishment of a general organization fund for the financial administration of co-curricular activities operated for the benefit of pupils and duly approved by the Board.

The general organization fund will include moneys collected for and dedicated to the purposes of student government, clubs, publications, school trips, the school band and orchestra, and other appropriate activities.

The Principal or designee shall be responsible for the administration of the general organization fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved co-curricular program.

All funds collected must be turned in to the Principal within forty eight hours of collection and must be deposited on the day they are received.

All payments for supplies, equipment, and services for the co-curricular program will be made in accordance with established purchasing procedures of the district except that purchases in amounts under \$100.00 will be exempted from those procedures. Goods and services purchased through the general organization fund will be approved by the Principal. Disbursements will be made by check and only upon the request of a staff advisor and the approval of Principal or designee.

N.J.S.A. 18A:19-14; 18A:23-2

Adopted: 11 June 1997