

# Houston County Board of Education

Monitoring:  
**Review: Annually,  
in January**

Descriptor Term:

## **Student Activity Funds Management**

Descriptor Code:  
**2.900**

Issued Date:  
**07/08/13**

Rescinds:  
**DJ/JO**

Issued:  
**04/15/99**

### *Individual Schools*

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the school principal. Contracts with fund-raising agencies must comply with board policy.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.<sup>1</sup>

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.<sup>2</sup>

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.<sup>3</sup>

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.<sup>4</sup>

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.<sup>5</sup>

### **NATIONAL CONFERENCES**

When available, the Board will support sending a student/students to a national conference by making a contribution of \$500.00 to help defray the cost. The contribution will be made to the school organization under the following guidelines:

- A student must EARN the right to attend a national conference (by competing at the state level or by earning a national award), not by invitation. It is understood that some contests allow more entrants per state than others; and in some cases you do not have to place at the state level to enter at the national level.

- This policy is **ONLY** for those who will be representing the state as their contestants (not local contestant just because you can — this would constitute an invitational).
- The student/students must be in good standing in his/her organization, must have at least passing grades in all classes, and must have good attendance practices.

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**Legal References:**

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-26
2. TCA 49-2-110(d)-(e)
3. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 5-25
4. TCA 49-2-112(a)
5. TCA 49-2-110(f)

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**Cross References:**

Parent Organizations/Booster Clubs 4.503  
Student Solicitations/Fund-Raising 6.701