

Activity Fund	C.8
<i>Adopted: July 23, 2013</i>	

The Hilldale Board of Education shall exercise control over all revenue received or collected from student or other extracurricular activities conducted in the school district or other monies placed in the district's activity fund. At the beginning of each fiscal year, and if needed during the fiscal year, the board shall approve all school activity fund sub-accounts and all sub-account fund-raising activities.

Handling Activity Fund Money

The board of education believes that a sound system of activity fund accounting will make possible an accurate determination of the cost of an activity, will facilitate auditing procedures, and will safeguard and protect both the funds and the persons responsible for handling the money. To that end, no collections proceeds from any contract, proceeds from the sale, lease, or rental of property, or interest from student fund-raising shall be deposited or transferred to any sub-account unless board approval has been given.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs and the building principal, administrative assistant or superintendent. All such checks are to be issued and signed by the clerk of the activity fund countersigned by the activity fund custodian.

All activity monies shall be deposited daily.

The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board, and the cost of the audit shall be paid from the general fund.

All activity fund custodians shall maintain complete and accurate records of the activity funds for which they are responsible and shall submit monthly reports as to the status of each account.

Activity Fund Drives

Public Involvement – The Board shall assure that the public is informed concerning fund-raising activities through a public school board meeting and /or through other communication with the community.

Student and Teacher Involvement – All drives for funds in schools by school children and teachers are prohibited except for approved ticket sales and promotions. All drives for funds in the schools must be approved by the Board of Education.

Special Collections and Funds – Students and faculty will be allowed to take collections and solicit funds for flowers or gifts, in such instances as the death of a student or a teacher. However, permission to take collections and/or solicit funds under such circumstances must be granted by the principal at the school site.