

TITLE: STUDENT ACTIVITY FUNDS CONTROLLING AND ACCOUNTING		NUMBER: 312.0
Initiated by: SUPERINTENDENT ORR	_____ New	
Proposal Date: JANUARY 18, 1996		
Approval Date: FEBRUARY 22, 1996	__X__ Revised	

All activity funds in the school district are under the jurisdiction of the Board of Trustees. Disbursements from any of these funds shall be by regular bank check requiring two signatures and signed by the treasurer or assistant treasurer of the district and by the chairman or vice-chairman of the Board of Trustees or by an employee of the district designated by the Board of Trustees.

The principal of the school is hereby designated assistant treasurer of the school district, authorized to sign checks for disbursements of student activity funds accounted for at the school. The secretary to the principal will be the other employee designated by the Board of Trustees to countersign such checks.

The assistant treasurer will account in writing to the Board of Trustees each month for each student activity fund. The written report will include at least the following:

1. Beginning balance;
2. The amount received and from what source;
3. The amount disbursed, to whom and for what purpose;
4. The ending fund balance;
5. Amounts contained in any savings account or certificates of deposit;
6. A written explanation for any disbursements of fund transfers of comparatively large size but definitely if the amount of such disbursements or transfers is larger than \$500.00.