

**Douglas County
School District 15**

Code: **IGDG**
Adopted: 10/08/03
Readopted: 1/20/15
Orig. Code(s): IGDG

Student Activity Funds

Student activity funds are a result of revenues and donations collected which are not part of the district's operating budget. These funds are collected through various student-related activities for the purpose of supporting and continuing such activities. Requirements regarding the accounting and use of student activity funds are as follows:

1. Student activity funds will be contained only in a local bank account designated for that purpose. Expenditure of student activity funds will require approval of the class/club advisor, one class officer and the superintendent or designee. Expenditures will be paid by check;
2. The cash basis of accounting shall be used. The school secretary and business manager are the primary persons responsible for the accounting and expenditure of student activity funds. A cash receipt will be issued for all money received into this fund;
3. Materials and equipment purchased by such funds become district property and shall be reported as a gift to the district;
4. An annual audit will be made of all student activity funds by the district's independent auditor.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

[OAR 581-022-1660\(2\)](#)