

Student Activity Funds

The following guidelines will apply to all student activity funds:

1. The raising and expending of student activity fund money by the student body should promote the general welfare, education and morale for all students;
2. Student activity funds should enhance but not replace district funds;
3. Fund-raising projects should contribute to the students' educational experience;
4. The number of separate student body funds should be kept to a minimum;
5. The management of student activity funds shall be in accordance with sound business, budgetary and accounting procedures;
6. All purchases made by students must be authorized by their advisor, one class officer and the superintendent or designee;
7. Double-entry accounting shall be utilized at Days Creek High School because of its self-balancing requirements, and because it is the accounting method generally used in business and government;
8. All entries are to be posted in a careful, legible manner. Care is to be taken to prove the accuracy of the entry prior to it being made;
9. Student activity funds will include funds for:
 - a. General associated student body fund;
 - b. Classes;
 - c. Clubs;
 - d. Publications;
 - e. Student enterprises.

All of the above funds are to be accounted for on the student activity fund records.

10. All newly formed clubs, groups, etc. must be approved by the Board. The approval must indicate the purpose and such other pertinent data as duration, sources of revenue, types of authorized expenditures and disposition of funds at termination;
11. All school funds are to be deposited and maintained in a single checking account;

12. Only properly approved school activity expenses are to be paid from the checking account;
13. Funds in excess of current needs may be invested in savings accounts and securities upon approval of the Board;
14. Bank accounts are not to be opened and/or closed without the approval of the superintendent;
15. Funds belonging to school clubs, class funds, scholarship funds and other departments may be deposited in the general bank account with general activity fund. However, separate accounting of each groups' balances shall be maintained. Interest received as a result of commingling of these funds will be accounted for as an income for the general activity fund.