

Associated Student Body Accounts

Performance Responsibilities

1. Associated Student Body Funds shall be defined as those funds which include all monies raised or collected by and/or for school approved student groups; monies collected from sale of merchandise, towel rental, shop cards, library fines, etc.
2. Funds collected for student activities shall be collected and expended for the purpose of supporting the school's cocurricular activities program.
 - a. Cocurricular activities are comprised of the group school-sponsored activities, under the guidance and supervision of qualified adults, designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups, or in large groups at school events, public events or a combination of these--for purposes such as motivation, enjoyment and/or improvement of skills.
 - b. Participation is usually not required and school credit will not be given.
3. Funds collected from sale of merchandise, towel rental, shop cards and library fines will be expended for the purpose of replacing merchandise, towel laundry, library supplies, etc.
4. Associated Student Body Funds shall be administered within the school.
 - a. The superintendent/principal shall be responsible for administration of the student body funds. Student accounts are established upon authorization of the superintendent/principal.
 - b. The student government organization may designate representatives of that organization for partial administration of the student activity funds.
5. All Associated Student Body monies shall be receipted and deposited according to district policy and acceptable accounting procedures.
6. All Associated Student Body fund expenditures must be approved by the superintendent/principal and the person in charge of the student activities program. The assistant principal or office manager may approve expenditures in the absence of the superintendent/principal.
 - a. All expenditures from the general account of student body funds must be approved by the school recognized student government.

- b. All expenditures from a specific account of student body funds related to other school recognized student groups must be approved by the members of that organization and their staff advisor.
 - c. All purchases to be charged to student body funds must be accompanied by an Associated Student Body purchase order signed by the head advisor and superintendent/principal or his/her designated representatives.
 - d. Capital outlay items will not be purchased from Associated Student Body funds without Board approval. Items purchased which must be maintained by the district and/or must be covered by district insurance, become the property of the district. Example: Audio Visual equipment will be maintained by the Audio Visual Department and will be placed on that inventory.
7. All student activities for which the school has responsibility must maintain the appropriate funds in the Associated Student Body accounts. Organizations will not have individual bank accounts.
8. Whenever a specific account is inactive for two years, any remaining funds will be transferred to the Associated Student Body general fund and will remain the property of that account. The inactive account will be discontinued.
9. In no case will monies deposited into the Associated Student Body accounts be refunded to individuals with the exception of any unused student fees. Unexpended monies will remain in the account to be used according to the guidelines mentioned in items #2 and #3.