

**Klamath County  
School District**

Code: **IGDG**  
Adopted: 1/23/90  
Readopted: 5/17/12  
Orig. Code(s): IGDG

**Student Activity Funds**

The school lunch program, all clubs, classes and any other organization with student body membership over which any administrative responsibility is required shall participate in a central accounting system.

All money received by the programs, clubs, classes and organizations mentioned in the above shall be deposited and disbursed in keeping with the following procedure.

1. Official receipts shall be issued for all money received.
2. All money received shall be deposited in a bank weekly.
3. All disbursements, except from petty cash, shall be made by check which is signed by the principal in an elementary school and co-signed by the principal and the principal's secretary or faculty member especially designated in the secondary school. Also, specific clubs or organizations involving student funds will include the signature of the staff advisor and student treasurer as well as the principal on requisitions for disbursement.
4. Duplicate receipts, deposit slips, approved requisition orders, supporting invoices, canceled checks, and bank statements shall be submitted annually with the books for the district audit.
5. Bank reconciliation shall be made each month.
6. Monthly and yearly financial statements shall be prepared.
7. School account books shall be audited annually by law.
8. All schools will use the district's computerized accounting system.

Cash disbursements may be paid from the petty cash fund for supplies and related materials.

Petty cash voucher slips shall be used which will show the date, the amount of the petty cash withdrawal, the signature of the person paying the money from the petty cash, the organization which will be debited for the withdrawal, and the signature of the person to whom the petty cash payment is made.

When the petty cash is to be replenished, all of the vouchers shall be totaled and submitted to the district office. A check shall then be drawn for the amount with the organizations charged back as reflected by the voucher slips. All petty cash voucher slips and itemized journal entries will be submitted at the end of the school year for audit purposes.

The official accounting system of all schools in the district shall be kept by the secretary or a faculty member designated by the principal.

The secondary schools may continue to use a student treasurer who will keep a set of books on all the financial transactions of the various activity organizational funds.

It will be the district's intent to have all schools using a double entry system of bookkeeping which requires that for every entry made to the debit side of an account, an entry is made for the corresponding amount to the credit side of another account.

It is recommended that regular and clearing accounts be established in a one-fund system. It is further recommended that double entry columnar accounting sheets be used for all manual or computerized entries. These should be kept in a suitable post binder.

It will be the district's intent to develop an accounting handbook for all schools to insure compliance with established procedures and requirements.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

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