

Student Activity and Other Funds

Besides those included in the general fund of each district, there are other funds that may or may not fall under the jurisdiction of the district. This administrative rule provides guidelines regarding some of those funds including student activity funds, staff funds, scholarship funds, certain government funds and parent club/booster club funds.

1. **Student Activity Funds:** Those funds raised or collected by and/or for school approved student groups.

These funds come from a variety of sources, usually from activities supplementing the cocurricular or extracurricular student activities program. Administration of these funds usually involves some student decision-making. Student activity funds may be categorized as follows:

- a. Club funds which may be:
 - (1) Academic (e.g., speech, drama, foreign language, vocational);
 - (2) Special interest (e.g., rodeo, drill team);
 - (3) Special events (e.g., sports banquet, talent show).
- b. Class funds which are those designated for a specific grade level (e.g., grade six, eight, ten, or twelve);
- c. General student body funds which pertain to the student body rather than to a club or class (e.g., student council, executive council);

While policies for the management of these funds are needed to protect school district employees and the students' cash assets, they should not be unduly restrictive. Components of a management system for these funds should include the following:

- a. A faculty advisor for each activity who is guided by Board policy and administrative procedures on:
 - (1) Parameters of expenditures;
 - (2) Disposition of dormant accounts;
 - (3) Authority to establish fees;
 - (4) Fund raising activities;
 - (5) The role of students in fund administration;
 - (6) Requirements for accountability and record keeping;
 - (7) Procedures for establishing student organizations;
 - (8) Guidelines regarding deficit accounts;
 - (9) Establishment of bank accounts and investment of money.

- b. Elected student officers who decide:
 - (1) Calendar of fund raising activities;
 - (2) Anticipated revenue projections;
 - (3) Expenditure allocations.
- c. Financial reports which are prepared periodically to show student activity fund account status;

(NOTE: School employees cannot make decisions on expenditure of student funds except to prohibit such when they are illegal or in conflict with Board policy, etc.)

2. **Staff Funds:** Those funds raised and spent for the benefit of staff members.

These funds are usually derived from the sale of food/drink and staff donations. They are frequently used for coffee, flowers and other gifts, and special occasion meals or other such events.

Funds in this category should be accounted for separate from student activity funds and district funds. Administration of staff funds should be accomplished by the group and not controlled by one individual. Board policy in this area would only address the existence of these funds.

3. **Scholarship Funds:** Those funds donated to schools to benefit graduates who pursue higher education.

These monies are called fiduciary funds and should be deposited and accounted for at the district level. They are district funds. The school may, however, retain control over these funds. Disbursement of scholarship monies should be in accordance with the donor's desires and appropriate Board policy and procedures.

4. **Governmental Funds:** Certain funds commonly receipted at a school are governmental funds and should not be commingled with student activity funds. Examples of these include athletic gate receipts, book fines and replacement fees, towel fees and athletic user fees.

These funds may be receipted in the student activity fund checking account but must be accounted for in separate ledger accounts. The funds should be transferred by the school to the district along with an accounting of the activity. The appropriate fund classification would be general fund or special revenue fund, not fiduciary. The funds are considered "governmental" and should be budgeted in accordance with Oregon Local Budget Law.

5. **Parent Club/Booster Club Funds:** Those funds provided through the fund raising efforts of school parent or booster organizations.

These organizations support Oregon schools and should be encouraged to work closely with schools to accomplish their common goals. School personnel should encourage these organizations to:

- a. Develop a group structure such as officers with a charter;
- b. Account for and maintain their own bank account;
- c. Keep fund raising activities consistent with Board policy;

- d. Coordinate expenditures with the school and district;
- e. Abide by district policy and facilities use agreements when using district facilities (e.g., concession booths);
- f. Comply with necessary tax requirements or acquire tax exempt status.