

# North Lake School District 14

Code: **IGDG**  
Adopted: 1/11/93  
Readopted: 9/10/12  
Orig. Code(s): IGDG

## Student Activity Funds

It is the policy of the district that the student activity fund shall be defined as that fund which includes all monies raised or collected by and for Board approved student groups and/or for the general student body, excluding those monies budgeted in the district's general fund.

All student activity fund monies shall be receipted, deposited and administered for the purpose of supporting the school's co-curricular activities program. The following accounting procedures will be followed:

1. The principal or designee, if under bond, will be responsible for the administration of the student activity funds;
2. Student body checks or savings withdrawals shall be signed by two authorized signatures;
3. A double-entry bookkeeping system shall be used. An annual audit shall be made by the clerk or deputy clerk at the close of each fiscal year;
4. Funds raised for individual classes shall be used to pay for prom, the seniors' graduation ceremony, class gifts to the school, or other activities approved by both the superintendent and class advisor. These funds are not to be used for graduation parties/trips or for presents/gifts for students;
5. Class funds left over after a class has graduated will be used at the discretion of the district.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

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