

# Pendleton School District 16R

Code: **IGDG**  
Adopted: 1/10/89  
Readopted: 6/14/10  
Orig. Code(s): IGDG

## Student Activities Fund Management

Student activity funds are those funds raised or collected by and/or for a specific school building-approved student group(s), excluding those funds budgeted in the general funds.

Funds collected for student class projects will be held in trust accounts outside the student activity funds and the general fund. The funds will be maintained at the appropriate building site.

Student activity funds will be collected and expended for the purpose of supporting the school's cocurricular activities program.

1. The principal and the activities director will be responsible for administering student activity funds.
2. The student business manager or student treasurer of the student government organization will serve as a representative of that organization in partial administration of student activity funds.

The student activities budget will be reviewed and approved by the superintendent.

All student activity funds will be receipted and deposited by the designated employee according to district policy and acceptable accounting procedures.

All student activity fund expenditures must be approved by the principal and/or the activities director and the student government organization.

All funds pertaining to student activities will be subject to an annual audit by the district's auditors and such findings reported annually to the Board.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

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