

Phoenix-Talent School District 4

Code: **IGDG**
Adopted: 2/3/83

Student Activity Funds

Student Activity Funds are categorized as Special Revenue Funds or Trust and Agency Funds. A description of these two categories is listed below:

1. Special Revenue Funds are funds accruing from activities which, while involving students, are mainly initiated and governed by the District and are supported by District monies. An example would be gate receipts from football games. These funds are under the direct control of the building principal, and all expenditures are to be approved by him/her with a monthly review conducted by the District Office. A separate bank account for these funds shall be established, and the method of receipting and disbursing shall be in accordance with the Program Budgeting and Accounting Manual for School District (Handbook II).
2. Trust and Agency Funds are funds that accrue from activities that, while involving some District support and supervision, are mainly initiated, controlled, and carried out by student groups or clubs. An example would be money from a car wash conducted by band members. A separate bank account for these funds shall be established and maintained under the control of the building principal and/or designee. All proposed expenditures are to be submitted to the building principal for approval. It will not be necessary for Trust and Agency Funds to be coded or budgeted according to Handbook II.

All Student Activity Funds will be audited by the District's auditor and reported to the School Board annually.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

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

Cross Reference(s):

DJG/DJGA - Vendor Relations

IGDF - Student Fund-Raising Activities

JL - Solicitation of Funds by Students

JLA - Solicitation of Funds from Students