

# POLICY

## BOARD OF EDUCATION ROSELAND

TEACHING STAFF MEMBERS  
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School Activity Fund

### 3453 SCHOOL ACTIVITY FUND

The school activity fund (fund derived from pupils' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education.

The pupil activity fund for the school shall be kept in a separate account, supervised by the building Superintendent/Principal. Separate and complete records shall be maintained for each pupil organization. Bank deposits shall agree with the receipts in the cash receipt book and shall be traceable to definite receipts or groups of receipts.

Disbursements must be made by check signed by the Superintendent/Principal and Administrative Assistant and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear two authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

An invoice or voucher shall be obtained to verify payment in accordance with district policies and regulations.

Borrowing from the pupil activity account is prohibited.

An account shall be submitted monthly to the business administrator and shall include a listing of all receipts and disbursements. Book balances shall be reconciled with bank balances. Cancelled checks and bank statements shall be retained for examination as part of the annual audit required by law and code.

Adopted: January 23, 2003



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