

PELHAM SCHOOL DISTRICT POLICY JJF – STUDENT ACTIVITIES FUND

Category: Recommended

The Principal of the school shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. All monies collected shall be deposited to the Student activities account at the local banks. All payments made from the student activities account shall have approval of the Principal and his/her designate.

Monies raised by student organizations or class activities must be expended for the benefit of students.

Accounting Standards:

1. Student activity funds shall utilize a computerized fund accounting system, maintaining separate records for each activity.
2. Funds shall only be used in accordance with the stated general purposes of the supporting activity.
3. All school sponsored classes or clubs engaging in financial transactions must maintain its account with the student activity fund of the school.
4. Senior class accounts shall be released to class officers as soon as administratively possible following graduation.
5. Scholarship funds shall be held in custody and administered by the Trustees of the Town Trust Funds as required by New Hampshire RSA 31:31.
6. All payments of funds from student activity accounts must be done using bank checks.
7. All checks drawn on a student activity fund require two signatures of school level administrators or the business administrator. All signatures must be original signatures. Signature stamps are not allowed.
8. Student activity funds shall not be used as a substitute for the School District's normal purchasing process.

The Pelham School District Business Administrator shall have oversight responsibility of all Pelham School District student activity fund accounts. Student activity accounts are subject to auditing at any time by the Business Administrator or designee, and by the School District external auditors on an annual basis.

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District Policy History:

Adopted: July, 1998

Revised: September, 1999

Revised: November 22, 2006

Revised: March 6, 2024