FIDUCIARY RESPONSIBILITY

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-approved accounting practices and procedures, and the TEA *Financial Accountability System Resource Guide*.

STUDENT ACTIVITY FUNDS (FUND 865)

The Superintendent or designee shall ensure that student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

USE AND EXPENDITURE

Funds collected by student groups shall be used only for purposes authorized by the organization and upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

DISTRICT AND CAMPUS ACTIVITY FUNDS (FUND 461)

The Superintendent or designee shall establish regulations governing the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of its students or the campus as a whole and shall be related to the District's educational purpose.

APPROVAL

Approval from the campus principal/director must be obtained prior to any purchase being made, and all purchases shall be made in accordance with CH(LOCAL).

ANNUAL AUDIT

Campus and student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

CARRYOVER FUNDS

All funds shall be left in the appropriate account, and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.

SENIOR CLASS FUNDS

Any senior class having funds remaining in a class account at the end of its senior year, after all outstanding bills have been paid, shall make a recommendation to the Board as to the disbursement of these funds. These funds shall be used to purchase an item or items for the school or can be transferred to the high school general activity fund. The senior class shall no longer have proprietary interest in the funds after the last day of regular classes.