

**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, local policy, District-approved accounting practices and procedures documented in the District's *Campus Accounting Manual*, and the TEA *Financial Accountability System Resource Guide*.

**Student Activity
Funds**

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.

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

**Use and
Expenditure**

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

Student accounts within an organization's activity funds shall not be allowed. Revenues raised and/or expenses incurred must apply to the group as a whole. Funds shall not be credited to individuals within a group based solely on the amount of money raised by the individual.

**District and Campus
Activity Funds**

The Superintendent 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 the District or its students and shall be related to the District's educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

End-of-Year Balance

All funds shall be left in the appropriate account and each sponsoring group shall retain any end-of-year balance 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 activity account as approved by the principal.