

Hamilton County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 12/16/04
		Rescinds:	Issued:

Individual Schools

- 1
- 2 The activity funds of each school shall include athletic and student organization funds and any other
- 3 fund belonging to any student group, class, or activity.
- 4
- 5 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
- 6 specific control of the school principals. Contracts with fund-raising agencies must comply with board
- 7 policy and be approved in writing by the director of schools.
- 8
- 9 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
- 10 subject to disciplinary action.¹
- 11
- 12 Student activity funds shall be deposited in respective school activity accounts. Proper records of re-
- 13 cepts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*
- 14 *Accounting Policy Manual*.²
- 15
- 16 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
- 17 writing by both the activity group sponsor and the principal.³
- 18
- 19 An annual audit of the account and records of all student activity funds shall be conducted as a part of
- 20 the audit of all other district funds.⁴
- 21
- 22 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
- 23 when a class graduates or an activity is discontinued.
- 24
- 25 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
- 26 other support organizations are not subject to this policy, unless such funds are in sole custody of the
- 27 school.⁵
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Legal Reference:

- 33
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- 35 1. *Tennessee Internal School Uniform Accounting*
- 36 *Policy Manual*; Section 4-26
- 37 2. TCA 49-2-110(c)(d)
- 38 3. *Tennessee Internal School Uniform Accounting*
- 39 *Policy Manual*; Section 5-25
- 40 4. TCA 49-2-112(a)
- 41 5. TCA 49-2-110(e)

Cross References:

- Parent Organizations/Booster Clubs 4.503
 Student Solicitations/Fund-Raising 6.701