

PROPOSED REVISIONS

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, as outlined in the campus accounting manual, and the TEA *Financial Accountability System Resource Guide (FASRG)*.

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, employees, and outside organizations for a school-related purpose. The principal **or designee and**, campus financial clerk, ~~or a 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

~~Use of funds collected by student groups shall be in accordance with state and local law, District-approved accounting practices and procedures, as outlined in the campus accounting manual, and the TEA FASRG. The principal or designee and sponsor shall approve fund-raising activities and all disbursements.~~

Funds collected by student groups shall be used only for purposes authorized by the organization or 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.

CONTRIBUTIONS TO CHARITABLE ORGANIZATIONS

Except as provided in this policy, All funds raised by student organizations-groups must be expended for the benefit of the students. The only exception shall be the contribution of Organization funds and/or services may be contributed by a school-approved club to a charitable organization or other nonprofit entity organization in accordance upon with a the majority vote of the membership of the student organization. This type of contribution must be consistent with the organization's local, state, or national charter (local, state, or national affiliate) or related to an instructional course objective.

If the student ~~organization-group~~ plans to make a contribution to an outside charitable or nonprofit entity, then any fund-raising plan to raise the funds to be donated shall clearly stipulate that the event is being sponsored by the student organization, and not the District or campus, and shall clearly identify the outside entity and/or cause to which the funds raised shall be donated. Any such

funds to be donated to an outside entity shall be accounted for separately from the student organization's other funds.

For purposes of this policy, a charitable or nonprofit organization is a qualified Section 501(c)(3), Internal Revenue Code, organization or a similar tax-exempt organization. The charitable or non-profit organization shall provide a determination letter indicating their tax-exempt status.

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. The principal shall approve disbursement to all other campus employees.

~~The appropriate associate superintendent for supervision and instruction or designee shall approve all disbursements or reimbursements to the principal. The principal shall approve disbursements to all other campus employees.~~

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 for at ~~minimum of least~~ three years, the **principal shall determine whether the** unexpended funds of the organization shall be credited to the campus general fund, student council, or Project Celebration 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 principal a use of the remaining funds. Such funds shall be used to purchase an item or items for the school or shall be donated to the incoming senior class. The outgoing senior class shall no longer have proprietary interest in the funds after the last day of regular classes.