

**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 as outlined in the campus accounting manual, and the **TEXAS EDUCATION AGENCY (TEA) Financial Accountability System Resource Guide.** ~~(FASRC)~~

**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 **RAISED AND** collected **BY STUDENT CLUBS OR ORGANIZATIONS** from students, employees, and outside organizations for a school-related purpose. The principal or designee and campus financial clerk 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 **STUDENT CLUB OR** organization. ~~or upon approval of the sponsor.~~ The principal **AND SPONSOR** ~~or designee~~ shall **MANAGE AND** approve all disbursements. **EXCEPT AS PROVIDED IN THIS POLICY, ALL** funds raised by student **CLUBS OR** organizations must be expended for the benefit of the students.

Contributions to
Charitable
Organizations

~~**CLUB OR ORGANIZATION** Except as provided in this policy, all funds raised by student groups must be expended for the benefit of the students.~~ Organization funds and/or services may be contributed to a charitable or other nonprofit organization upon the majority vote of the membership of the student **CLUB OR** 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 **CLUB OR ORGANIZATION** group plans to make a contribution to an outside charitable or nonprofit entity, then any ~~FUNDRAISING~~ fund-raising plan to raise the funds to be donated shall clearly stipulate that the event is being sponsored by the student **CLUB OR** 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 **CLUB'S OR** 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 nonprofit organization shall provide a determination letter indicating its tax-exempt status.

**District and Campus
Activity Funds**

The Superintendent shall **ENSURE DISTRICT ACCOUNTING PRACTICES AND PROCEDURES ADDRESS** ~~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.

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 **A CLUB OR** ~~an~~ organization ceases to function or exist for at least three years, the principal shall determine whether the unexpended funds of the **CLUB OR** 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 recommend 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.