



## INSTRUCTION

6145.8

### School Activity Fund

Each school shall maintain an activity fund and each principal is designated as its treasurer. The school activity fund serves as the fiscal accounting system for all money transactions which occur in the schools. The principal shall establish procedures for all school personnel to follow.

All monies derived from all school sponsored activities must be deposited in the school activity fund. This includes monies collected for field trips, books, school projects, lost or damaged books, fund raising events and all other activities approved by the principal. School personnel are responsible for establishing proper bookkeeping and accountability procedures within their classes or groups. At no time are school personnel to leave the school with any money received from a school sponsored activity.

All expenditures must pass through the school activity account. After the requests have been approved by the principal, the expenditures will be made by check from the school activity fund.

School activity accounts will be regularly audited.