

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 3453

SCHOOL ACTIVITY FUNDS

School activity funds (funds derived from pupils' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education.

The pupil activity funds for each school shall be kept in separate accounts, supervised by the building principal or designee. All receipts from pupil fund-raising projects, athletic events, and other events for which admission is charged will be deposited promptly. Disbursements must be made by check signed by the building principal or designee. Separate and complete records shall be maintained for each pupil organization.

An account will be submitted monthly to the board secretary or designee and will include a listing of all receipts and disbursements.

Legal References:

<i>N.J.S.A. 18A:19-14</i>	<i>Funds derived from pupil activities</i>
<i>N.J.S.A. 18A:23-2</i>	<i>Scope of audit</i>
<i>N.J.A.C. 6:20-2A.1 et seq.</i>	<i>Double entry bookkeeping and GAAP accounting in local school districts</i>

Adopted: December 18, 2001