

ACTIVITY FUNDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds:** Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, and the board of education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from the school activity fund or the general fund.
2. **Record of Funds:** Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.
3. **Audits:** The activity funds auditor is appointed by and is responsible to the board of education. The auditor will make random audits of activity fund accounts and will furnish a detailed report to the board of education at the conclusion of the audit showing the receipts, disbursements, and financial position of the audited accounts so far as may be determined from the records. The auditor will give assistance and advice when necessary to insure adequate compliance with activity fund procedure.
4. **Sponsors**
 - A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall approve the sponsor. Sponsors shall be held responsible for the collection and expenditure of each organization's funds and for following the procedures for both purchasing items and depositing funds.
 - B. **No sponsor of any account shall make purchases or obligations in excess of funds on hand.**
 - C. **Sponsor Receipt Books:** Each sponsor will have a receipt book containing duplicate receipts. When a student turns in money for any purpose, the sponsor will **immediately** prepare a receipt and provide the original of the receipt to the student. The sponsor will add the amount of receipts written since the date of the last deposit and will take the money **and** the classroom receipt book to the finance secretary on a daily basis. The finance secretary will then again add the receipts and the money and prepare a receipt to be sent to the activity fund custodian or the assistant treasurer for deposit. If collections are for amounts less than \$10.00, the sponsor may use a sign-in sheet in lieu of individual receipts. The sign-in sheet shall have each student's name, amount paid, date paid, and item purchased. The sign-in sheet shall be reconciled in the same manner as individual receipts.

No money shall be held in any location other than the school office beyond the end of the school day that the money is collected. Money shall be turned in daily for activities which take place over a period of time.
5. **Disbursements** from each fund must be made only for the specific purpose for which the fund was created. The sponsor shall request, by purchase order that funds are to be encumbered for items to be purchased. After the purchase order is approved, the sponsor may make the purchase and present the invoice to the activity fund custodian for payment. Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases; they may be signed requests for payment from individuals. Invoices will be

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numerically filed according to purchase order number for audit and reference purposes. (Financial transactions with board members or employees/employers of board members or their families are prohibited by law.)

6. **Bank Deposits:** The board approved bank will be used as the school depository for all activity funds. Receipts of less than \$100 shall be turned into the finance secretary in a timely manner. Receipts of more than \$100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. Deposits will be made when received by the assistant treasurer or activity fund custodian. At the end of the month, the sponsor of each organization will have access to a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the activity fund custodian or assistant treasurer.
7. **Records:** All necessary documentation including invoices, deposit slips, receipts, bank statements, and other reports will be kept on file in the office of the activity fund custodian or assistant treasurer.
8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred, with approval of the board of education, to some other approved school activity fund.
9. **Donation:** All rules and procedures regarding donations established in Board Policy CDC will be observed. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations with restrictions, conditions, or qualifications are generally not acceptable. However, a conditional gift can be approved by the board of education upon the compliance with the board's policy of standardizing materials and equipment in the district.
10. **Teacher Fund (Other Funds):** If approved by the board of education, the activity fund custodian may act as custodian for any money the teachers care to pool and will establish a separate subaccount for such funds. All such collections and expenditures made for the teachers are **not** to be commingled with any other fund account or subaccount. The "Teacher Fund" subaccount will have its own account on the ledger and on the monthly report form. Payment for flowers, professional dues, etc. may be made from this fund. However, **expenditures from such funds are never to exceed the balance in the fund account.**
11. **The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.**

REFERENCE: 70 O.S. §5-129
70 O.S. §5-135

CROSS-REFERENCE: Policy CFB, Activity Funds
Policy CFB-E1, Annual Activity Fund Approval Package
Policy CDC, Public Gifts & Donations
District Activity Fund Handbook