

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3452.1(a)

Business and Noninstructional Services

Use of Student Activity Funds

Regulations for Student Activity Finances

1. Supervision

The direct supervision of the fiscal administration of all student body activities shall be delegated to the principal of the school. In order to conform to the requirements of these regulations, the Associate Superintendent, Business Services, shall be responsible for general supervision of student body finances.

2. Accounts

There shall be one general bank account for the student body funds. Accounting records shall be kept by the central business office for the different activities of each school.

3. Payment of Bills

Payment of all student body bills of should be made by check issued by the central business office. No payments shall be made in advance of receipt of goods or services without the approval of the Associate Superintendent, Business Services.

4. Reimbursement for Expenditures

Individuals will be permitted to pay bills and thereafter be reimbursed by student body checks. In all cases, an itemized statement of expenditures shall be required.

5. Petty Cash Fund

A petty cash fund, never to exceed a total of \$300.00 in a senior high school, \$200.00 in an intermediate and \$100.00 in an elementary school, may be established in each school to take care of expenditures under \$50.00. No cash shall be withdrawn from this account without an itemized statement signed by the teacher in charge of the activity. Both the petty cash fund and the respective accounts concerned shall be charged properly for such expenditures.

6. Savings Accounts

Any reserves not needed to pay current bills shall be deposited by the central business office into Saving Accounts or Certificates of Deposit. Interest from these accounts shall be disbursed to the school accounts at the end of the year in proportion to each school's average balance.

7. Reserve Fund

No large reserve fund shall ever be accumulated. The amount carried over from any school year to the following year may not exceed \$100,000 for each senior high school; \$75,000 for each intermediate school; and \$50,000 for each elementary school. Savings must be indicated as available for expenditure if and when financial assistance from the District is sought.

Use of Student Body Funds

1. Authorization for Expenditures

All expenditures of student body money shall be authorized by the student body through its budget or in accordance with its adopted rules and procedures, with the approval of such faculty members as shall be named to supervise the student body funds. The listing of such authorized expenditures shall appear in the student body minutes as required by the financial code of the student body constitution.

2. Veto of Expenditures

The principal of the school and/or the Associate Superintendent, Business Services, acting for the Governing Board shall have the power to veto any authorized student body expenditures which in his judgment is prejudicial to the best interests of the school or schools.

3. Authorization for Major Expenditures

Application to make expenditures for equipment or to meet unusual expenses in excess of \$1,000 shall be made to the Area Administrator and Associate Superintendent, Business Services, or designee. All purchases of equipment or supplies of \$1,000 or more shall not be finally authorized without approval of the Assistant Superintendent, Business Services or designee.

4. Supplies and Equipment

Student body funds shall be expended for supplies and equipment necessary for conducting authorized student body activities, and for such other purposes as receive the approval of the Superintendent and the Board of Education.

5. Gifts

No student body funds shall be used to purchase gifts of any kind other than awards for recognition of services to the school.

Incurring Obligations

1. Student body associations shall not incur a financial obligation prior to having sufficient funds on deposit to adequately cover the obligation.

2. Consignment contracts are permissible only if the contract provides for full credit for unsold or returned merchandise.

3. Contracts by student body associations shall not extend beyond the current school year.
4. No individual shall obligate the student body in any way without first having obtained written authority from the school principal or director of student activities.

Trust Accounts

1. Definition

a. Trust accounts are defined as money collected or raised by:

- (1) Limited Group - A limited group for the purpose and benefit of that group. Examples are clubs and junior and senior classes.
- (2) Student Body - The entire student body for a specific purpose or purposes and turned over to the student body as trustee. These funds should be represented at all times by cash in the bank.

2. Restrictions

Trust accounts may not be overdrawn. Trust accounts may not be loaned.

Governing Board Accounts

1. Definition

Governing Board accounts are defined as money collected for broken, damaged, or lost property belonging to the School District. Sources from which these collections are made are broken windows, damaged desks, breakage in chemistry or physics laboratories, lost or damaged books and the like.

2. Depository

Funds collected for the above reasons shall be sent to the central Business Office whenever a total of \$25 has been collected, but not less often than every two weeks, together with a copy of the receipt given to the party making payment. The original copy of the receipt shall be given to the party making the payment.

3. Charges for Lost or Damaged Property

Charges to students for lost and damaged property of the Board of Education shall be made on the basis of replacement cost derived from price lists, less a reasonable deduction for use or age of article, plus installation.

Student Body Purchases

1. Purchase Order

A properly authorized purchase order must be issued for the purchase of equipment or supplies. A copy must be sent to the Central Business Office and attached to the receipted bill after it has been paid.

2. Cash Discounts

Student body associations should take advantage of all discounts allowed for prompt payment.