

I-21 STUDENT ACTIVITY/FUND RAISERS FUNDS MANAGEMENT

All activity funds are to be handled through the principal's office by a School Board appointed and bonded treasurer, subject to the direction of the building principal and superintendent or his or her designee. The treasurer's bond is to be paid by the school corporation.

The treasurer shall have the charge of the custody and disbursement of any funds collected by a collecting authority and expended to pay expenses: (1) approved by the principal or teacher in charge of the activity, and (2) incurred in conducting any athletic, social, or other school function (other than functions conducted solely by any organization of parents and teachers). The State Board of Accounts is of the audit position that all funds raised from activities involving students must be accounted for in the Extracurricular Account. This is not to say that material (order forms) sent home with a student and returned to the school is "activities involving students."

All fund raising activities associated with athletic, social, or other school functions shall be pre-approved by the principal. The corporation treasurer shall prescribe the approval form and procedures.

All purchases and expenses chargeable to activity funds are to be approved by the principal. Activity fund requisitions and purchase orders are to be used as specified by the State Board of Accounts. Teachers are not to pay bills and expect activity fund checks to be written to them without prior approval of the principal.

An annual report of activity fund receipts and expenditures shall be submitted to the superintendent and Board of School Trustees in July of each year.

All fund raising activities sponsored by parent groups such as PTO's and Booster Clubs are not considered school sponsored groups. Fund raising activities by these types of groups may not be organized in conjunction with a school corporation employee or student. These types of groups are solely responsible for the collection and accounting of all revenue and receipts.

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/10/66

REVISED: 08/01/72, 03/22/90, 04/13/06, 4/09/09