

## STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. The Superintendent will recommend and the Board will appoint a competent and qualified faculty advisor for each club or organization. Each student organization shall have a student treasurer who will be responsible for all monies raised by the organization. In addition, the Board will appoint a treasurer for the management of the funds associated with these clubs and organizations at the annual board organizational meeting. All money received by the student treasurer shall be counted and then recorded in the organization's receipt book. The monies shall be turned over to the student activities treasurer appointed by the Board to receive, record, and deposit such monies.

Disbursement of student account funds will be made upon a request from a student treasurer, which is approved by the activity advisor and the student president of that club. Upon approval, a check will be drawn from that account and signed by the signatories approved at the organizational meeting.

### *Termination of Student Organizations*

Prior to termination of a student organization, all funds remaining in the treasury must be disposed in one of the following ways:

- Expended by a majority vote of the organization, as provided for in its by-laws.
- Transferred to another student organization or for another purpose, as determined by the membership of the student organization.

If no action is taken by the student organization, leftover funds of inactive or discontinued extra-classroom activities and of graduating classes shall automatically revert to the account of the general student organization or student council.

Financial transactions will be carried out in conformance with district policies and procedures. An audit of all accounts will be made annually by the independent/external auditor.

Cross-ref: 2210, Board Reorganizational Meeting  
5210, Student Organizations

Ref: Education Law §207  
8NYCRR Part 172

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