

## SCHOOL ACTIVITY FUNDS

**Date of Adoption:** February 22, 2007

Student activity funds 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 student activity funds for each school shall be kept in separate accounts, supervised by the building principal. All receipts from student 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 student organization.

An account will be submitted monthly to the Assistant Superintendent or Business Administrator and will include a listing of all receipts and disbursements.

Scotch Plains-Fanwood Public Schools

**Legal Reference:**  
NJSA 18A:23-2