

*Management of School Activity Funds*

The Controller shall issue the most current version of the Student Activity Accounting Manual annually to each of the following individuals at or near the beginning of each school term:

1. All Principals
2. The officially appointed advisor of each school activity
3. The Superintendent and any other administrator(s) designated by the Controller

The Controller shall also issue a Student Activity Accounting Manual to each new activity advisor prior to the commencement of their duties as advisor.