

*Management of School Activity Funds*

All school funds, including the funds of any extra-curricular or co-curricular activity, class group, school organization, athletic endeavor, shall be kept in an account established for student activities and maintained by a school treasurer designated by the Principal. The principal of each school shall supervise the assigned treasurer and shall exercise control over the Student Activities Accounts, subject to the approval of the Superintendent of Schools and the Board.

The Controller shall prepare and maintain a Student Activity Accounting Manual for this purpose.

All such funds shall be deposited promptly in a depository approved by the Board.

Employees responsible for handling these funds shall be bonded in such amount and with such sureties as set forth in Administrative Regulation periodically approved by the Board at intervals no less than every three years.

A financial statement of each Student Activities Account shall be submitted to the Board monthly, and an annual statement shall be rendered at the close of the fiscal year.

All Student Activities Accounts shall be audited in the same manner as the accounts of the District.