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| Administrative Procedures Manual | Administrative Procedure 512 |
| | Appendix B |
| | Student Activities Fund Management |
| | APPROVED: September 2013 |
| Page 1 of 1 | AMENDED/REVIEWED: September 2019 |
| LEGAL REFERENCE: | Section 52, 53, 197, 222 Education Act |

Background

Any club, group or student organization having control of monies either as membership dues or income from other sources will deposit the funds with the Principal or designate who will act as treasurer of the organization. The money will be disbursed by cheque only for such purposes as may be authorized by action of the club or upon approval of the sponsor.

Student members, the organization concerned, and Principal are to be systematic in the handling of funds. Accordingly, the following procedures are established.

Procedures

1. Consistent with the Division fiscal year and the requirement for a statement of revenue and expense to form part of the audited financial statements of the Board, the fiscal year of each activity fund will begin September 1 and terminate on the following August 31.
2. A system of accounting and reporting shall be established by the Secretary-Treasurer.
3. As soon after August 31 of each year as practicable, the Principal will bring a summary of the school activity funds to the Secretary-Treasurer or designate who will review them.
 - 3.1 After the review, a written report may be issued by the Secretary-Treasurer to the Principal of the school concerned.
 - 3.2 A copy of such a report shall be furnished to the Superintendent. The Division will include the activity funds in the annual audit by the independent auditor.