Fiduciary Responsibility

The principal and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-approved accounting practices and procedures, and the Texas Education Agency (TEA) Financial Accountability System Resource Guide.

Student Activity Funds

The Superintendent or designee shall ensure that on each campus student activity accounts are maintained to manage all class funds, organization funds, and any other funds raised and collected from by students bona fide student clubs or organizations for activities that support the student-led organizations. According to the State Comptroller’s office, a bona fide organization is a group that must be organized for activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and organized by electing officers (not just participatory captains), holding meetings, and conducting business is a bona fide organization of the school district a school-related purpose.

The principal or designee shall issue receipts for all funds and prior to their deposit those funds into the appropriate District account at the District depository. All cash and checks should be stored in safes until picked up by the District’s armored courier, on the same day if possible.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

Use And Expenditure

Funds collected by student groups shall be used only for purposes authorized by the student club or organization or upon approval of the sponsor. The principal or designee and sponsor shall manage and approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

District And Campus Activity Funds

The Superintendent shall establish regulations governing District accounting practices and procedures address the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District’s educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

Carryover Funds

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If a club or an organization ceases to function or exist, the unex-
Pended funds of the organization shall be credited to the appropriate administrative activity account.

[See the Finance Procedures Manual for additional information regarding activity funds management]

**Effective Date**

This policy shall be effective as of the adoption date, September 9, 2022.