

Student Activity Funds

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the Office of Education. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With the Board of Education's approval, student funds shall be held or invested in one of the following ways:

1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)
2. Invested in U.S. savings bonds or obligations. (Education Code 48933)
3. Loaned to other Office of Education student organizations or invested in Office of Education property improvements pursuant to Education Code 48936.

Student funds shall be disbursed according to procedures established by the student organization and approved by the administration. All disbursements must be approved by the principal or designee, the certificated employee who is the student organization advisor and a student organization representative. (Education Code 48933)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board of Education shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from Office of Education funds. (Education Code 41020)

Legal Reference:

EDUCATION CODE

41020 Requirement for annual audit

48930-48938 Student body organization

Policy

Adopted: 11/14/01

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**HUMBOLDT COUNTY OFFICE OF EDUCATION
Eureka, California**