

# Wilson County Board of Education

Policy Description:  Student Activity Funds Management	Policy Number: 2.900	Amended Date: 06/04/07
	Rescinds:	Issued: 06/03/04

1 **INDIVIDUAL SCHOOLS**

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3 The activity funds of each school shall include athletic and student organization funds and any other fund  
4 belonging to any student group, class, or activity.

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6 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific  
7 control of the school principal. Contracts with fund-raising agencies must comply with board policy and be  
8 approved in writing by the director of schools.

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10 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to  
11 disciplinary action.<sup>1</sup>

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13 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and  
14 disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy*  
15 *Manual*<sup>2</sup> and the *Wilson County Schools Accounting Manual*.

16

17 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing  
18 by both the activity group sponsor and the principal.<sup>3</sup>

19

20 An annual audit of the account and records of all student activity funds shall be conducted as part of the audit of  
21 all other district funds.<sup>4</sup>

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23 Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a  
24 class graduates or an activity is discontinued.

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<sup>1</sup> Tennessee Internal School Uniform Accounting Policy Manual; Section 4-26

<sup>2</sup> TCA 49-2-110(c)(d)

<sup>3</sup> Tennessee Internal School Uniform Accounting Policy Manual; Section 5-25

<sup>4</sup> TCA 49-2-112(a)