

Lewis Center for Educational Research

BP 3452: STUDENT ACTIVITY FUNDS

Adopted: September 12, 2011

Revised:

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 district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

(cf. [1321](#) - Solicitation of Funds from and by Students) (cf.

[3554](#) - Other Food Sales)

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.

(cf. [3312](#) - Contracts)

(cf. [3450](#) - Money in School Buildings)

With Board 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 district student organizations or invested in district property improvements pursuant to Education Code [48936](#).

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code [48933](#))

The principal or designee of the school is responsible for the proper administration of the financial activities of each student body account in accordance with the provisions of State law and uniform accounting procedures established by the district Accounting Department.

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

(cf. [3400](#) - Management of District Assets/Accounts) (cf. [3530](#) -

Insurance Management)

Legal Reference:

EDUCATION CODE

[41020](#) Requirement for annual audit

[48930-48938](#) Student body organization