

POLICY TITLE <b>School Activity Funds</b>		
ADOPTION/EFFECTIVE DATE	MOST RECENTLY AMENDED: <b>12/03/2012</b>	MOST RECENTLY REAFFIRMED: <b>01-13-2015</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>School Management</b>		

### I. Purpose

The purpose of this policy is to authorize and establish criteria related to school activity funds.

### II. Definitions

A. School activity funds means all funds held in the name of the school, derived from school sponsored activities and maintained in the school bank account(s). This includes fund raising proceeds, cash donations and other funds received at the school level that are not allocated through the HCPS operating budget.

B. School sponsored means authorized, supervised and controlled by Harford County Public Schools (HCPS) or the school's administration.

### UL Policy Statement

A. School activity funds shall be used for school-related purposes and shall promote the general welfare, education and morale of the students and staff of the school.

B. Effort shall be made to spend funds within the school year in which they were received or within a reasonable amount of time after receipt. Funds may be set aside for a specific future purpose provided the purpose is clear and legitimate.

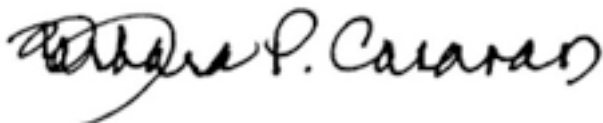
C. Fund raising projects in support of school sponsored activities must contribute directly to the educational experience of the students and may not conflict with the instructional program. School activity funds shall be used solely in accordance with the purpose for which such funds are collected.

D. Student representation is encouraged in the management of funds raised by the student body and spent for its benefit. This management is subject to supervision by HCPS employees.

E. School activity funds shall be managed by the school principal in accordance with sound business practices, including strict control over cash receipts and disbursements and adherence to accepted accounting practices.

- F. All funds collected from students on school property, with the exception of direct sales to students by vendors as authorized in Policy 06-0032, should be deposited into, separately accounted for, and disbursed from the school activity fund for control purposes. All funds collected should be deposited into the school's checking account without delay. Un-deposited funds must be secured in the school safe.
  
- G. The Superintendent of Schools shall have responsibility and authority to implement all procedures pertaining to the management of school activity funds.

**Board Approval Acknowledged By:**



**Barbara P. Canavan**  
Superintendent

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980	Reaffirmed	01-13-2015		
Reaffirmed	4/14/1997				
Reaffirmed	4/22/2002				
Amended	12/03/2012				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME <b>Jennifer Birkelien</b>	JOB POSITION OF LAST EDITOR/DRAFTER <b>Internal Auditor</b>	
PERSON RESPONSIBLE <b>Jennifer Birkelien</b>	JOB POSITION OF PERSON RESPONSIBLE <b>Internal Auditor</b>	
DESIGNEE NAME <b>NIA</b>	JOB POSITION OF DESIGNEE <b>N/A</b>	
REFERENCE 1 TYPE	REFERENCE 1 NO	REFERENCE 1 DESCRIPTION
REFERENCE 2 TYPE:	REFERENCE 2 NO	REFERENCE 2 DESCRIPTION
REFERENCE 3 TYPE:	REFERENCE 3 NO	REFERENCE 3 DESCRIPTION
REFERENCE 4 TYPE	REFERENCE 4 NO	REFERENCE 4 DESCRIPTION.
REFERENCE 5 TYPE.	REFERENCE 5 NO	REFERENCE 5 DESCRIPTION
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