

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: IGDG -AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

STUDENT BODY FUNDS

Each school of this district is authorized to have a student body fund.

A student body fund is an accounting entity which exists for the purpose of:

1. Recording revenues generated at the school, by the school and/or by school approved student groups;
2. Recording expenditures for the school and/or for school approved student groups.

All accounting records and documentation for transactions shall be maintained in accordance with applicable state and federal laws. Student body funds may not be commingled with any other monies that may be available in the school building. Student body funds are agency funds of the district, and shall be audited annually by the Board's designated auditor.

Each school principal is responsible for the administration of the school's student body fund. This responsibility may not be assigned to a non-school entity, such as a booster club or a parent/teacher/student organization. Student body funds shall be governed in accordance with the following guidelines:

A. Elementary Schools

1. Receipts shall be written for all monies entering the student body funds;
2. Monies shall be deposited regularly into the bank account(s). It is the Board's intent that large amounts of money collected for student body fund purposes be deposited in a timely manner. The superintendent shall develop procedures as necessary governing the collection and deposit of funds to safeguard the district's interests. The school principal shall determine the bank(s) to be used for deposits;
3. Student body funds may be invested, pursuant to Board policy DFA - Investments and Portfolio Guidelines;
4. Expenditures must be supported by invoices, statements, vouchers or other appropriate documentation. All such documents shall be co-signed by the principal and his/her designee. All checks issued on the student body fund shall be so-signed. The principal's signature is required on all checks;

5. Each principal shall establish written rules at the school to carry out this policy and related procedure(s).

B. Secondary Schools

1. Revenues -

a. The school principal's approval shall be required prior to any fund raising event of the student body or any school sanctioned, student group.

b. The gross proceeds from each fund raising event shall be turned over to the principal or designee.

c. Receipts shall be written for all monies entering the student body fund.

d. Monies shall be deposited regularly into the bank account(s). The school principal shall determine the bank(s) to be used for deposits.

e. Student body funds may be invested, pursuant to Board policy DFA - Investments and Portfolio Guidelines.

2. Expenditures

a. Prior written authorization for expenditure is required by the appropriate activity advisor and the school principal;

b. Expenditures must be supported by invoices, statements, vouchers or other appropriate documents;

c. All checks issued on the student body fund shall be co-signed. The principal's signature is required on all checks.

3. The principal shall establish written rules at the school to carry out this policy and related procedure(s).