

School District of Lodi
Student Activity Accounts

No. 662.1
(A) 8-9-04
(R) 10-12-15

In order to facilitate efficient record keeping and proper money handling procedures, student activities and organizations that have funds generated through fundraising, received through donations, fees, grants or other means shall manage their finances utilizing a student activity account.

Student activity accounts are defined as an internal accounting mechanism, coordinated by the district business manager or designee that will provide a system for each student activity to record its income and expenses. Student activities covered by this policy are all clubs, co/extra curricular activities, class activities (i.e. Class of 20xx), and other student organizations that operate under district authorization.

Student activity accounts shall be managed according to the following guidelines.

Funds in a student activity account shall be expended based on the majority vote of the participants in the class, club, or activity; except that funds directed to the class, club, or activity or raised by the class, club, or activity, for a specific purpose, will be expended for that purpose.

All funds directed to or raised by a class, club or activity shall remain with that class, club or activity.

If a club or other activity is to be disbanded, the remaining members, or if there are no members, the district administrator or designee, shall determine the disposition of funds.

Prior to graduation, each class shall determine the disposition of any funds in its activity account (to go to alumni or some other location as determined by the class).

The principal of each school shall be responsible for insuring that every class, club or activity in their school is in compliance with this policy and associated procedures.

The board of education reserves the right to overrule the fund disposition decisions of any class, club or activity.

The district business manager shall submit an annual report to the board of education detailing the transactions and status of each student activity account. Said report shall be submitted after the conclusion of each school year, and no later than the September regular school board meeting.

Policy references: 656 – Student Fees
 840– Public Gifts to the Schools
 374 – Fund Raising