

<b>Timberlane Regional School District</b>	<b>Policy Code: DL</b>
<b>Adopted: 11-15-84</b> <b>Revised: 10-07-99</b> <b>Revised: 06-16-11</b>	<b>Page 1 of 1</b>

### **SCHOOL/STUDENT ACTIVITY FUNDS**

Each school may maintain school/students activity accounts. The principal shall be responsible for maintaining a record of expenditures and revenues. Expenditures and revenues must be itemized and documented with receipts. Checks drawn on the school/student activity fund will require the signature of the principal or his/her designee.

The School/Student Activity Fund will be reviewed routinely by the Business Administrator and annually by the School District Auditors.

No district funds or purchasing activities are allowed through these accounts with the exception of payment of athletic officials. Student activity funds will be maintained in accordance with the requirements and recommendations of School District Auditors.