

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
FILE: JJF

STUDENT ACTIVITY FUNDS MANAGEMENT

The Board hereby authorizes the establishment and maintenance of a Student Body Fund at each of the schools within the district. The principal of the school shall be responsible for the proper administration of the financial activities of each student account within the Activity Fund in accordance with the provisions of state statute, district policy, administrative procedures, and appropriate accounting practices and procedures. All monies collected shall be deposited in the Student Body Fund at a local bank designated as depository for that fund. All payments made from the student body fund shall have the approval of the administrator who is responsible for the fund.

The annual school district audit shall include an audit of each school's Student Body Funds.

The administration is charged with the responsibility of developing proper procedures for the administration of activity funds to include provisions for the safe keeping of money and its protection from theft. The District will not assume liability for lost or stolen activity money, which has not been properly receipted by the building secretary. Funds left over from discontinued extra class activities, and from graduating classes, shall automatically revert to the account of the general student organization and shall be expended in accordance with that organization's constitution.

Adopted: 1/11/79
Revised: 1/22/86
Revised: 4/10/86

Cross Ref: W.S. 21-3-110(a)(xiv)