

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

STUDENT ACTIVITY FUNDS MANAGEMENT

Activity funds for a particular school shall be deposited in the bank which the board has designated as the depository for funds of that school. Individual accounts are approved for the funds of **Burlington Public School, Rocky Mountain High School, Rocky Mountain Middle School, and Rocky Mountain Elementary School.**

The Budgeting, Accounting, and Reporting Manual for Wyoming Schools shall be used as the guide for accounting for student activity funds.

A receipt shall be issued for all monies received from student activities. A control account showing the receipts, expenditures and balance of each account within said fund shall be kept by the building secretary. Ledgers shall be available for inspection during regular school hours.

Authorization for expenditures from the activity fund must be made on an extra-curricular payment voucher, which has been signed by the activity sponsor and the principal. All invoices, packing slips or statements of services rendered, and/or material received shall be attached to the original voucher and shall be kept for the annual audit.

No expenditure shall be authorized if funds are not available in the account of the organization requesting expenditures.

All payments for student activities expenses shall be made by check, which shall be approved by the Board of Trustees at their regular monthly business meeting.

Regular bank deposits are to be made to avoid having unnecessarily large amounts of cash in the school. If it is impractical or impossible to make a deposit, a postal money order may be purchased in the amount of cash to be deposited. Checks and the postal money order should be endorsed and deposited by mail.

At the conclusion of any student activity fund-raising project the sponsor and a member of the organization are to count the money earned. The faculty sponsor is responsible for the safekeeping of the money until they can be receipted by the school secretary. The school district is not liable for student activity money until they have been receipted.

Adopted: 1/11/79
Revised: 1/22/86
Revised: 4/10/86
Revised: 8/22/06