

EAST QUOGUE UNION FREE SCHOOL DISTRICT

EXTRA CLASSROOM ACTIVITY FUNDS

POLICY 6675

All extra-curricular and co-curricular activities, student organizations and intramural/interscholastic activities in the School District are considered extra classroom activities which may be allowed to set up Extra Classroom Activity Funds. Extra Classroom Activity Funds are defined as those funds that are raised other than by taxation (Board of Education subsidy excepted) or through charges of the Board of Education for, by, or in the name of a school, student body, or any subdivision thereof. Each extra classroom activity fund shall be under the supervision of a central treasurer who shall be appointed annually by the Board of Education, and shall be bonded in an amount determined by the Board of Education. Under no circumstances shall a student or staff member receive or pay any funds associated with the activity through any means other than the extra-classroom activity fund.

Extra classroom activity funds are those collected voluntarily by pupils and expended by them as they see fit provided that all transactions and procedures are in accordance with the rules and regulations established for the conduct, operation, and maintenance of the extra classroom activity and for the safeguarding, accounting and auditing of all monies received and derived therefrom. In accordance with General Municipal Law, extra classroom activity funds that are not required for immediate expenditure shall be invested.

Extra classroom activity funds and procedures, rules and regulations will be consistent with the regulations of the Commissioner of Education. The Superintendent of Schools and Business Manager shall be charged with developing regulations regarding Extra Classroom Activity Funds that will include:

- a) The method to be followed in establishing a club or organization.
- b) The records of receipts and expenditures to be maintained and the reports to be made at least quarterly to the Board of Education.
- c) The authority to expend monies that shall be distinct and separate from the custody of those monies and determine that clubs do not overspend their available resources.
- d) The independent and impartial audit of the extra classroom activity funds shall be made at least annually in conjunction with the audit of the School District records.
- e) The method of disposing of funds of defunct organizations.
- f) The process for the Superintendent of Schools or designee to formally approve/disapprove activity fundraisers.
- g) Adequate controls over the receipt of monies through use of pre-numbered admissions tickets and pre-numbered receipt forms, together with reconciliation of receipts.

Cross-ref: 6410 Authorized Signatures
6700 Purchasing

Ref: Education law § 2503
General Municipal Law § 11
8 NYCRR 172 §§ 172.1 – 172.5

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