

Business and Noninstructional Operations

Student Body – Finance and Operations

A. Principles Governing Student Body Finance

The purpose of student body organizations is to promote the general welfare, morale, and educational experiences of the students. Associated student body (ASB) organizations may be formed with the approval and under supervision of the Board of Education.

In the operation of a student body organization, certain accounting practices should be maintained. These include:

1. Student body funds are to be used to promote and finance a program of worthwhile co-curricular activities beyond those provided by the District.
2. Funds derived from the student body activities must be expended in a manner approved by the student organization. All disbursements must be approved by the school principal or designee, a certificated employee assigned as the student organization advisor, and a student organization representative.
3. Student body funds must be managed in accordance with sound business practices, designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.
4. The school principal shall be responsible for the proper conduct of student body financial activities. The Superintendent or designee shall periodically review the organization's general financial structures and accounting procedures.

B. Audits of Student Body Organization Account

The Board of Education will provide for an annual audit of the student body organization accounts in accordance with Education Code requirements. The cost of the audit shall be paid from District funds.

C. Deposit and Disbursement of Student Body Funds

With Board of Education approval, student funds will be held or invested in one of the following ways:

1. Deposited or invested in a federally-insured bank or savings and loan; or in a state or federally-insured credit union.
2. Invested in U.S. Savings Bonds or obligations.

Business and Noninstructional Operations

Student Body – Finance and Operations – (continued)

3. Loaned to other District student organizations or invested in District improvements pursuant to Education Code 48936.
- D. The Superintendent or designee will develop and provide all schools with appropriate Student Body Accounting guidelines.

Legal References: Education Code 41020; 48930-48938

Policy Adopted: 6/19/59

Policy Amended: 9/15/64; 7/2/74; 2/19/85; 7/19/94; 2/4/03

Formerly Board Policy 3610