

**Griffin Technology Academies
Board Policy**

STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money to promote the general welfare, morale, and educational experiences of students. Student funds shall finance worthwhile activities which go beyond those provided by the organization.

Student funds shall be managed in accordance with sound business procedures 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.

With Board of Directors' approval, student funds shall be held or invested in one of the methods allowed by law.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by the school Director or designee, the certificated employee who is the student organization advisor, and a student organization representative.

The Director or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant.

General Principles

1. Students funds are to be used to finance a program of co-curricular school activities provided by the organization.
2. Projects for the raising of student funds shall contribute to the educational experience of students and shall not conflict with but shall complement the instructional program.
3. Monies derived from the student funds as a whole shall be expended in a manner approved by and to the benefit of the student body as a whole.
4. Student funds shall be expended in such a way as to benefit those students currently in school who have contributed to the accumulation of such funds, insofar as possible.

5. Student participation in the decision-making process is a requirement that may be met through representation on matters concerning the raising of funds, management, and expenditure of funds for the benefit of the student body.
6. The management of student funds shall be in accordance with sound business practices, including budgetary and accounting procedures.
7. Student fund business shall be conducted in accordance with all state and federal laws and regulations and may not conflict with county or municipal ordinances.

Administration of Student Activity Funds

Student organizations in the schools are governed by the Education Code, as applicable, and the rules and regulations of the organization. The Education Code charges the Board of Directors with responsibility for and authority in student organization financial matters.

Delegation of Authority

1. The Superintendent shall have the responsibility to implement all policies and rules pertaining to the supervision and administration of student funds in accordance with established policies of the Board of Directors.
2. The Chief Business Official shall serve in an advisory capacity in the general supervision of student funds and in the preparation of policies, rules, and schedules.
3. The school Director shall be directly responsible for the conduct of the student body financial activities, the safeguarding of the student funds, and the supervision of their expenditures in accordance with Board adopted policies and procedures.

The school Director shall be responsible for appointing a qualified certificated staff member to serve as an advisor for each secondary organization or club.

Each Director or designee shall meet with each Club Advisor and the student officers of each group at least once a month to review the financial condition of each group.

The Director shall have the power to veto any action regarding student funds which, in his/her judgement, is contrary to the best interests of the school or to the policies and procedures which govern student funds. Any action vetoed may be appealed by the Student Council to the Superintendent. Such appeal shall be in writing and recorded in the official minutes of the organization. The Superintendent shall within fifteen days of receipt of the written appeal, act upon said appeal. His/Her decision shall be final.

On or before the first day of the beginning of the fourth quarter of each school year, the school Directors shall provide the Chief Business Official with a proposed list of fund-raising activities to be conducted at his/her school for the next year.

4. All contracts are required to have the recommendation of the school Director or designee and the approval of the Chief Business Official or designee. Contracts extending beyond the fiscal year must generally be limited.
5. The student organization shall keep accurate minutes for each meeting, manage funds, keep records of its transactions and establish procedures which shall be available for reference and audit by the Chief Business Official and auditors approved by the Board of Directors.
6. The student organizations of each school shall prepare a tentative budget for the ensuing school year by May 1 and the final adopted budget by October 1 of the following year. Each budget shall be submitted first to the student council, the Director, and then to the Chief Business Official, who shall be responsible for their review and approval. The final adopted budget shall be presented to the Board of Education for its approval during its first meeting in November.

The student organization shall also prepare a list of fundraisers to be held on or off campus for the ensuing school year and submit it to the Chief Business Official by May 1.

7. The Club Advisor shall present, in writing to the school Directors and the Student Council, a request to sponsor or promote any type of fund-raising activity. The written request shall include a) the activity and b) exactly how the monies raised will be utilized. The Club Advisor shall assume responsibility for instructing students in procedures that have been adopted by the Board of Directors.
8. Clubs shall be composed entirely of students enrolled at any secondary school located within GTA. Students who wish to organize a club must a) secure an interested qualified certificated staff member as a club advisor, and b) submit an application, proposed charter or constitution and an estimated budget to the Student Organization for approval. The proposed charter or constitution shall include a) the title, powers, and duties of the officers and the manner of their election, b) the scope of proposed activities, and c) the name of the organization. The charter or constitution shall be approved by the Student Organization and the Director and shall be kept on file with the Student Organization.

Student clubs may use the school premises and properties without charge, subject to such regulations as may be established by the GTA Board of Directors.

9. A financial statement for each school shall be submitted through the business office for the information of the Board of Directors for each month that school is in session.

Approved Activities

Students enroll usually acquire income for the student organization of their clubs by conducting fundraisers. These fundraisers must originate within the school organization and are directly under the control of the school Director. The student council at each school shall determine the number of fundraisers which may be conducted.

Student Organization Bank Accounts

The funds of student organizations shall be deposited in a financial institution approved by the Board of Directors. All checks and withdrawals must have two authorized signatures. Expenditures shall be subject to procedures established by the student organization and the Chief Business Official.

Alteration of School Property or Equipment by the Student Organization

In the event it becomes necessary, either by any student organization or a contracting concessionaire, to change, alter, or attach anything to school property, the written approval of the Superintendent or designee must be obtained prior to such change, alteration, or attachment.

Violation of Rules and Regulations

In the event of violation of any of the laws and regulations and/or policies established by the Board of Directors governing student financial activities, the school Director shall be responsible for taking such disciplinary action as he/she may deem necessary, provided such action is not contrary to law or the adopted policy and regulations of the Board of Directors. The Director shall report such violations, together with substantiating evidence and disciplinary action taken, to the Superintendent.

The Superintendent or designee may suspend the capability of the student organization or any club to raise or expend funds for due cause for reasonable periods pending correction of illegal or nonconforming activities or conditions.

Financial Responsibility for Non-Compliance

Any student officer, certificated staff member serving as club advisor, or administrator responsible for student body funds who conducts a financial transaction that does not comply with Board adopted policies and regulations shall be held personally financially liable for actual loss of funds collected whether the loss results from gross negligence or intentional wrongdoing. By way of example, financial transactions of student bodies and organizations include fundraising, purchasing, responsibility for equipment, cash handling and payments.

The Superintendent shall develop such administrative regulations as are necessary for implementation of this policy.

Adopted: 10/12/2021