

BUSINESS PROCEDURE

Series 800

Policy Title: Accounting Policy for Student Activity Funds

Code Number: 871.5

1. All disbursements from and receipts into Student Activity Funds need to comply with Board Policies and State and Federal laws. Per Iowa case law and rulings. Activity Funds are under the control of the District and are considered District funds. The District will honor all restrictions on gifts it accepts per the District gift policy.
2. The Chief Financial Officer of the District needs to approve expenditures greater than \$5,000.
3. Building student activity funds will not be used to directly pay substitute teachers, instructional assistants, or any other employees who officiate at athletic events or perform any additional duties for extracurricular activities. Any person working for the district in even a part-time or temporary capacity must be paid through the payroll department.
4. Advances to employees for future travel expenses are not allowed under Iowa school law. Neither Student Activity funds, building level funds, General Fund or any District money can be used for travel advances. This is governed by (Attorney General Opinion 78-12-11).
5. Except in infrequent, immaterial instances, sales tax will not be reimbursed for expenditures that could have been purchased through normal district procedures or by using the District sales tax exemption certificate.
6. Elementary and middle schools shall submit Receipt and Account Payable Vouchers to the Finance office for audit review. High schools shall account code all receipts and disbursements, enter into the Pentamation system, and file these documents at their building. The ESC finance office will periodically audit these accounts.

First Adoption: July 10, 1984
Revision Adoption: January 27, 1998/February 9, 1999/January 25, 2010
Legal Reference: Iowa Code Chapter 11.23, .279.8 (1997)

Board Policy Document

7. Building requests for reimbursement of Activity Fund expenditures from District funds must be supported by the following information:
 - Building name and account to which funds are to be reimbursed.
 - Copy of invoice.
 - Copy of activity fund voucher with reference number(s) or check number(s) for the expenditure(s) and a brief description of the expenditure(s).