

The following student activity funds management administrative procedures shall be adhered to in the Richmond District:

1. An advisor assigned by the District Administrator shall supervise a class, club or student organization for one year.
2. The District Administrator shall review and approve a new student activity account.
3. Disbursements of class, club or student organization funds may be made only with the recommendation of the advisor and the approval of the District Administrator or his/her designee. Proper documentation must accompany each disbursement.
4. At the end of the school year, all balances of class, club or student organization funds shall be spent. The carryover of any funds shall be approved by the District Administrator.
5. No student class, club or student organization shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the District Administrator based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.
6. A student activity account shall be considered inactive after 24 consecutive months without financial activity. Inactive accounts shall be closed on July 1 and the funds shall be transferred to the General Fund.
7. Student activity funds shall be deposited through the school office to the proper account and shall be used only for its intended purpose.
8. Student activity money shall, insofar as possible, be expended in such a way as to benefit the school-related activities of those pupils who have contributed to the accumulation of said money.
9. An audit of all student activity funds shall be made at the same time as the annual audit of district funds.