

***The management of non-budgeted activity funds shall in all cases be consistent with the procedures outlined in the Supplement 18 of the Public School Accounting and Budgeting Manual of Procedures.***

***Revenue for activity funds is generally earned through admission fees to sporting events and other spectator activities, and sales of goods and services. The chief characteristic of activity funds is that they do not involve the collection or expenditure of tax revenues.***

***All activity funds are under the direct supervision of the principal in each school. Accounts are controlled by the members of a particular activity under the supervision of the building principal, and expenditures are subject to the approval of the Board of Education.***

***The District Administrative Office shall be the fiscal agent for all activity programs. A record shall be kept of all receipts and expenditures and reports submitted regularly to the principal on the status of the accounts.***

***Trust accounts are those activity accounts in which the school district acts as a collection agency for the transmittal of funds to the designated recipients.***

***The collection of money for all activities within a school shall be under the direct supervision of the principal. He/she shall provide that money collected from students and others is properly receipted by those who receive it. He/she must also approve financial ventures undertaken for any activity and maintain accurate records.***