

School fund raising activities are to be kept to a minimum.

All such student activity funds must be receipted using standard receipt forms and turned over to the designated faculty representative.

The principal is responsible for the security, proper handling, and proper spending of all activity funds. The principal is also responsible for seeing that accounts are not over-spent.

Money raising projects must have the prior approval of both the principal and the superintendent, and the principal is responsible for supervising the conduct of each approved activity.

All purchases made from activity funds, athletic or otherwise, are to be approved by both the faculty representative and the principal. Bids should be received whenever practical and any and all bids may be refused.

The officers of any high school senior class or any other school organization or club, which is to be disbanded and which has funds accrued after all other obligations are satisfied, is to be informed by the principal of the amount of the balance along with a request for a recommendation for expending the funds. The officers of the class or organization, in consultation with the faculty representative and the principal, will make their recommendation to the principal regarding the use of the remaining funds. Should no acceptable recommendation be received by the principal within 30 calendar days of the request, then the funds may be transferred to the school general fund and expended at the discretion of the principal.

Legal References: G.S. 115C-435, -436, -445, -448

Cross References: Fiscal Management Standards (policy 8300), Daily Deposits (policy 8325), School Finance Officer (policy 8510), School Treasurer (policy 8520)

Administrative Procedure: 8411 School Fund Raising Activity Request for Approval

Adopted: May 14, 1998 to become effective July 1, 1998

Updated: June 12, 2014