P3420 ADMINISTERING SCHOOL ACTIVITIES AND SCHOOL ACTIVITY FUNDS

BOARD POLICY:

The principal has the delegated administrative responsibility for the school activities program and activity funds.

Administrative Implemental Procedures:

1. School activities shall meet each of the following criteria:
   a. Be as broad and varied as necessary to meet the needs of the student body
   b. Be consistent with the goals and objectives of the educational program of the school district
   c. Be self-supporting through gate receipts, activity tickets, and profits from commercial sales, with the exception of those specific items budgeted in the General Fund.
   d. Comply with Kansas State Department of Education Guidelines for School Activity Funds and the *Wichita Public Schools Activity Fund Handbook*.

2. Receipts
   a. The principal shall approve all fees charged by building organizations.
   b. Receipts from any school activity may be considered as a possible source of revenue for any and all activities.
   c. The Superintendent or designee shall approve the admission price of general school activities.

3. Expenses
   a. Expenditures for meals, transportation, and housing shall be administered impartially to any groups making required activity trips.
   b. Individual participants in a school activity may be requested to help defray that part of the cost of making out-of-city trips, which is not covered in the activity budget.
   c. Expenditures through each account shall be limited to the specific purpose for which it has been established.

4. Accounting
   a. Monies handled by school personnel for any and all school activities shall be accountable through the activity fund in accordance with BOE Policy 3421 - *School Activity Accounts*.
   b. Idle funds should normally be deposited in savings accounts (banks or savings and loan associations) or invested in certificates of deposit with interest income receipted to the Educational Services Account.
   c. Monthly the principal of each school shall file a financial statement with the district’s Controller’s office.

Administrative Responsibility: Financial Services
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