

## **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

Latest Revision Date: April 2011

Previous Revision Date: February 2008 P3420

Updated administratively for alignment purposes: March 2014