

Maury County			
Monitoring: Review: Annually, in September	Descriptor Term: Student Activity Funds Management Policy	Descriptor Code: 2.900	Issued Date: 05/16/22
		Rescinds: 2.900	Issued: 03/02/21

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board
6 policy and be approved in writing by the superintendent of schools.

7 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
8 subject to disciplinary action.¹

9 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts
10 and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*
11 *Accounting Policy Manual*.²

12 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
13 writing by both the activity group sponsor and the principal.³

14 An annual audit of the account and records of all student activity funds shall be conducted as a part of
15 the audit of all other district funds.⁴

16 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
17 when a class graduates or an activity is discontinued.

18 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
19 other support organizations are not subject to this policy, unless such funds are in sole custody of the
20 school.⁵ Such organizations shall comply with the provisions of state law.⁶

21 Schools may apply for grants after providing advance notice of the intent to do so to the Director of
22 Communications.

23 Schools must ask for approval from the school board before participating in online banking. Online
24 banking should only allow for view only access.

25 Schools shall prepare a budget for all funds within the school per the Uniform Accounting Policy
26 Manual pages 4 – 42 and guidance is provided therein. The budget should be submitted to the Board
27 through the Director of School’s office. A copy shall be kept at the school.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Student Solicitations/Fund-Raising 6.701