

Subscribing Districts:

Money collected by school system employees and by student organizations shall be handled both carefully and prudently, both to demonstrate the ability of school system employees with funds and to model such procedures to students.

All money collected shall be received and accounted for and directed without delay to the proper location of deposit.

In no case shall cash be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than \$100 should be kept. To avoid any necessity for leaving money in schools overnight, schools shall understand and use procedures for making bank deposits after regular banking hours.

All money or funds received and disbursed in connection with any school activities are to be administered through funds created for the purpose of handling the financing of the activities described in CGS 10-237.

A School Activity Fund shall be in the custody of an employee of the district appointed by the Board of Education. The employee shall be bonded and shall make deposits and disbursements. All disbursements shall be by check and shall be signed by the Advisor and cosigned by the Student or Principal.

The Business Manager shall keep separate accounts for each approved student organization and each approved school activity. Said accounts shall record the receipts and disbursements of the organization or activity.

To be approved and to receive and disburse money in connection with any school activity, a student organization must meet the following requirements:

1. Have an advisor appointed by the Principal for a specific length of time.
2. Agree to submit a budget showing expected receipts and expenditures to the Principal or designee before commencing to raise or disburse funds.
3. Agree to account for all monies raised or received and disbursed according to the rules prepared by the Business Manager, with the Principal's approval.

4. Agree to present all invoices for payment with the signature of the Advisor of the student organization and student, and or Principal.
5. Agrees to make no purchase or purchase order without prior authorization, in writing, from the advisor. A duplicate of such authorization shall be filed with the Advisor of the Activity Fund.

The accounts of the student activity funds shall be considered BOE accounts and audited in the same manner as all other BOE accounts.

Legal Reference: Connecticut General Statutes
10-237 School activity funds

Approved: May 12, 2026

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut