

**FILE: DK**

**Cf: [DIA](#), [DL](#)**

## **STUDENT ACTIVITY FUNDS MANAGEMENT**

The Jefferson Davis Parish School Board believes that student activity funds generated at the school should be used to benefit the whole student body, as much as possible, both educationally and physically. In keeping with this basic principle, student activity funds should be raised only for specific purposes, such as to provide necessities not provided by the school system, to promote the general welfare of all students, and to provide extra-curricular activities for the student body as an aid to a well rounded school program. Monies contributed to this fund should be spent to benefit those students currently in school for they are the ones who have contributed the monies. There must be only one fund consisting of restricted accounts, such as clubs and various athletic accounts, and other accounts as represented in the Chart of Accounts.

The principal is responsible for the proper accounting of all money received in the school. Money which is received in the school, except for school food service, shall be handled through the student activity fund. Money received must be deposited promptly and intact into the proper bank account.

When teachers collect an amount in excess of \$1.00 per student, it shall be their responsibility to keep an accurate record of the names of students from whom they receive money and the amount collected from each student. Teachers must turn collections in to the school office and receive a receipt for the amount submitted. Any amount over \$5.00 should be submitted immediately. Amounts under \$5.00 can be turned in periodically, but teachers should not be expected to keep money longer than one week.

As stated above, money may be raised for specific purposes but may not be permitted to build up in excess of reasonable requirements, which will be determined by the School Board. If surpluses appear to be excessive, fund raising activities for the following year will be reduced. All school and school sponsored organizations must secure permission from the appropriate authority to engage in any fund raising activity.

Ref: La. Rev. Stat. Ann. §§[17:196](#), [17:414.3](#), [24:515](#), [39:1301](#), [39:1302](#), [39:1303](#), [39:1304](#), [39:1305](#), [39:1306](#), [39:1307](#), [39:1308](#), [39:1309](#), [39:1310](#), [39:1311](#), [39:1312](#), [39:1313](#), [39:1314](#), [39:1315](#), [51:224](#)

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[\*Louisiana Handbook for School Administrators, Bulletin 741\*](#), Louisiana Department of Education

Jefferson Davis Parish School Board