

BUSINESS SERVICES

OPERATIONS

STUDENT FUND AND FEES

STUDENT ORGANIZATIONS AND FUNDS

All on-campus organizations are to be governed by a written constitution which has been approved by the Student Council and principal. The list of on-campus organizations is to be approved annually by the Student Council and principal.

The principal shall retain a copy of each organization's written constitution. No student organization funds can be established until this procedure has been completed.

Each organization shall be responsible, under direction of the faculty advisor, to balance receipts and make routine deposits to the Board approved bank account.

All check requests must be signed by the organization's treasurer, faculty advisor and director of student activities (comprehensive high schools only).

The district's Business Office will arrange for an annual independent audit.

Each organization shall maintain a copy of California State Department of Education, School Business Administration Publication No. 3, Accounting Procedures for Student Organizations. Procedures and legal guidelines contained therein shall be observed.

Any fund raising activity must be approved in advance by the Superintendent, or Assistant Superintendent, Business Services. Written requests for any fund raising activities must be submitted for approval at least thirty (30) days before the proposed event. Such requests shall include the activity and purpose of the fund raising. Any legal or insurance questions should be checked with Business Services prior to request.

Legal References: Education Codes 48930-48938

Revised: April 19, 1988