

LODI UNIFIED SCHOOL DISTRICT

REVISION

Business and Non-Instructional Operations

Policy 3452

Student Activity Funds

The Board of Education recognizes that student organizations can provide students with an opportunity to conduct worthwhile co-curricular activities beyond those provided by the district and can also help students learn about effective financial practices and develop leadership and management skills. To that end, the Board may approve the formation of associated student body organizations composed entirely of students, operate under the oversight of the principal or other district-employed advisor, and subject to the control and regulation of the Board. Student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body. The activities and expenditures must be in compliance with law, Board policy, and rule.

Fundraising Events

At the beginning of each school year, each principal or designee shall submit to the superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and Rule.

Management and Reporting of Funds

Student body funds shall be managed in accordance with law, regulations, board policies, and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fundraising ventures, provide reliable financial information, and reduce the risk and promote the detection of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision

of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

Student funds shall be expended according to procedures established by the student organization. All expenditures must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative.

Because of the district's administrative and/or direct financial involvement in the assets of the student organization, the student activity fund shall be reported within the district's fund in accordance with Governmental Accounting Standards Board Statement 84.

The Board shall provide an annual audit of student accounts by a certified public accountant. Auditing cost shall be paid from district funds.

Legal References: EDUCATION CODE
 35182.5 Non-nutritious foods and beverages, vending machines
 35564 Funds, obligation of the student body
 41020 Requirement for annual audit
 48930-48938 Student body organization
 49431 Sale of food and beverages, elementary schools
 49431.5 Sale of food and beverages, middle and high schools
 51520 School premise, prohibited solicitations
 51521 Fund-raising projects
 CODE OF REGULATIONS, TITLE 5
 15500 Food sales, elementary schools
 15501 Food sales, middle and junior high schools
 COURT DECISIONS
 Prince v. Jacoby, (2002) 303 F.3d 1074
 MANAGEMENT RESOURCES:
 FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM
 PUBLICATIONS
 Associated Student Body Accounting Manual & Desk
 Reference, 2005
 GOVERNMENTAL STANDARDS ACCOUNTING BOARD
 Statement 84, GASB Implementation Guide No. 2019-2,

Fiduciary Activities

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Fiscal Crisis Management & Assistance Team:

<http://www.fcmat.org>

Governmental Accounting Standards Board:

<http://www.gasb.org>

Policy

adopted: 09/02/97

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