

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 618
SECTION: 600 Finances
TITLE: 618 Student
Activity Funds
ADOPTED: April 27,
1981
REVISED:

618 STUDENT ACTIVITY FUNDS

Purpose

The purpose of this policy is to allow for the establishment and supervision of Student Activity Funds, which provide for a program of extracurricular student activities supplemental to those provided by the School District of Philadelphia ("District"). These funds provide students the opportunity to engage in additional educational experiences and add value to students' educational program.

~~It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve Special Purpose Funds.~~

Definitions

For purposes of this policy, terms are defined as follows:

Student Activity Funds: An account in a school's name, under the Federal Tax Identification Number of the School District, controlled by the principal. Includes the funds collected by of Board-approved student groups and expended for purposes related to the activity of that student group, with student participation in the decision-making process.

~~Student Activity Funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas:~~

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School-sponsored Student Organization: A student organization approved by the principal in accordance with Policy 122 - Extracurricular Activities.

Authority

The Board of Education ("Board") is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, and control of student activities funds within the District, including raising and disbursing funds. Student Activity Funds are not part of District funds, but must be approved by the Board. The treasurer or custodian of the funds shall be bonded. [1][2]

The Board adopts this policy to allow for the collection of funds and to establish and ensure proper supervision of Student Activity Funds.

~~Student Body Funds are not part of District funds, but shall be supervised by the principal, approved by the Board, and who shall countersign all checks drawn upon them.~~

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of the Comptroller, to approve and supervise Student Activity Funds as follows:

- 1. The Board authorizes the Superintendent or their designee, through the Office of the Comptroller, to approve Student Activity Funds, and receive and maintain quarterly financial reports on behalf of the Board. [1]**

2. The Office of the Comptroller shall provide training and support and ensure school-level compliance with this policy.
3. The building principal is responsible for working with students and sponsors, implementing this policy and related policies and procedures, and maintaining fiscal records in accordance with the Student Activity Funds Manual. [2]
4. The principal shall serve as custodian of the funds and shall sign all checks drawn upon them. [1]
5. The principal or the financial designee is responsible for maintaining records of all funds collected and disbursed and submitting required reports in accordance with the requirements set forth in the Student Activity Funds Manual.
6. Activity sponsors are responsible for working with students in assigned activities and ensuring compliance with this policy and the Student Activity Funds Manual by the student activity.

Mandatory Regulatory Procedures:

No school-sponsored student organization is permitted to establish an account separate from the Student Activities Fund. [1][3]

All purchases of materials or supplies by any organization, club, society, or group, or by any school or class shall be made in accordance with the requirements of law and Board policies and the Student Activity Fund Manual. [1][4][5]

The Superintendent, through the Office of the Comptroller or designee, shall develop administrative procedures and a Student Activity Fund Manual to implement this policy. ~~In order to ensure proper supervision of all Special Purpose Funds Student Activity Funds using the name of the school, the Board establishes the following guidelines:~~

~~Funds of any student body organization may Student Activity Funds shall be deposited or invested in the same bank where the School District maintains its operating bank accounts. banks whose accounts are insured by FDIC, investment certificates or withdrawable shares in State chartered savings and loan associations doing business in State and insured by FDIC or FSLIC. [5][6][7]~~

~~Funds collected shall be turned in to the Custodian of the fund before the end of each school day to be safeguarded until they are deposited as soon thereafter as possible.~~

~~Funds from cafeteria activities shall be treated as prescribed in Policy No. 808.~~

~~Records shall be maintained of the receipt and disbursement of all such funds in designated accounts according to the activity involved.~~

~~Disbursements from such Student Activity Funds shall be made by check only upon the request of the authorized advisor and the approval of the Custodian of the fund.~~

~~All checks shall be signed by the person authorized to approve such disbursements.~~

~~All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.~~

~~No funds shall be expended without the approval of the faculty advisor of the organization, a student representative of the organization, and the principal.~~

Donations

Donations of \$5,000 or less may be deposited into a school's Student Activity Fund and be accounted for separately. Grants, gifts, and donations received greater than \$5,000 must be deposited in the District's central office accounts and be expended through the District's accounting system. [8][9]

Reporting

The Principal is responsible for providing quarterly financial reports to the Office of the Comptroller in accordance with the process set forth in the Student Activity Fund Manual. [1]~~A financial report of the condition of each Special Purpose Fund Student Activity Fund organization shall be submitted to the Board, periodically.~~

Legal References:

1. [24 P.S. § 5-511](#)
2. [Policy 811 - Bonding](#)
3. [Policy 608 - Bank Accounts](#)
4. [24 P.S. § 8-807.1](#)
5. [Policy 610 - Purchases Subject to a Competitive Process](#)
6. [24 P.S. § 6-623](#)
7. [24 P.S. § 4-440.1](#)
8. [Policy 702 - Grants, Gifts and Donations](#)
9. [Policy 702.2 - School-based Fundraising and Crowdfunding](#)

School Code: SS 440.1, ~~504~~, 511(d)

Board Policy ~~--808 Food Services~~

Administrative Procedures:

618 administrative procedure