

STUDENT ACTIVITIES FUNDS MANAGEMENT

Student activity funds will be deposited in respective school activity accounts. The management of these funds is the responsibility of the school principal and the Director of Student Activities who will see that proper records of receipts and disbursements are maintained in accordance with directives issued through the Superintendent. The accounts are subject to an annual audit.

Any unencumbered class funds will be held for ten years in the Student Activities account to serve as funds for a class reunion. Any monies not expended at the end of ten years will revert to the general activity fund of the school. Any unencumbered club or activity funds will automatically revert to the general activity fund of the school when the club or activity is discontinued.

In cases of expenditures connected with student activities, checks will only be written with prior approval of the principal and/or the Director of Student Activities.

Adopted by the Wells-Ogunquit C.S.D. School Committee: 01/07/87

Revised by the Wells-Ogunquit C.S.D. School Committee: 09/11/91