

DOVER SCHOOL DISTRICT	POLICY CODE: JJF
DATE OF ADOPTION: JANUARY 21, 2008	PAGE 1 OF 1

STUDENT ACTIVITY ACCOUNT MANAGEMENT

Student Activity Accounts are for official school business only, specifically for monies raised by student organizations and which will be expended solely for the benefit of Dover School District students. Scholarship funds and funds held for outside organizations such as PTA's, PTO's and Booster Clubs cannot use the Student Activity Account to funnel monies through.

Reimbursements may be for small amounts for items purchased by employees for school related business. Such reimbursement will be made only upon presentation of the appropriate paid receipts.

No employee shall use Student Activity Accounts for any personal business, even if the intent is to reimburse the Student Activity Account. There shall be no cashing of personal, third party or Dover payroll checks through Student Activity Accounts. Violation of any portion of these policies may lead to disciplinary action, including termination of employment.

Student activity funds will be deposited in respective school activity accounts. The school principal is required to be a signatory on the account. The management of these funds is the responsibility of the school principal who will see that proper records of receipts and disbursements are maintained in accordance with this policy. Dual signatures shall be required on all checks issued from Student Activity Accounts. The Superintendent or his/her designee will review and reconcile all account balances periodically. The Student Activity Accounts may be audited on an unannounced basis by the Dover School District, the City Treasurer or its agents.

The City Treasurer signature shall be required on all checks issued from the Student Activity Account in the amount of \$3,000.00 or more. All signors on Student Activity Accounts must sign, in advance, a Student Activity Account Policy Statement JJF-E (attached).