

**AGENCY FUND (STUDENT ACTIVITY)**

- A. The Agency Fund is available for use by class groups, student clubs, and any other student organization to account for receipts from class or club dues or fundraising projects. Expenditures in this fund are to be used primarily to fund student activities, special trips, and projects. These funds are not intended for purchasing classroom/instructional supplies, materials, equipment, or any type of wages or payments for personnel. Agency funds are only to be used for purposes related directly to students.
- B. A separate account will be kept by the agency fund bookkeeper in each building for each class, club, or activity and will show receipts, expenditures, and balances. Monthly financial reports showing beginning balance, receipts, expenditures, and ending balance for each individual account will be given to the Director of Business Services at the end of the month.
- C. Accounting procedures and practices including all transactions and records of the Agency Fund must conform to the same standards as used by the school district and Generally Accepted Accounting Procedures as prescribed by the Department of Public Instruction and will be audited annually with all other district financial records. Bank statements are to be reconciled monthly by the Director of Business Services with bank records and account balances. Director of Business Services will also review monthly all general account transactions.
- D. All activity in these accounts must have the approval of the building principal and the class or activity advisor. Any disputes or disagreements, at the building level, as to how funds may or will be spent will be referred to the District Administrator for decision, if there is still disagreement, the issue may be taken to the Board of Education for final resolution.
- E. Purchasing guidelines will be the same as those defined under school district policy "Purchasing," except that the Director of Business Services does not approve purchases in the Agency Fund. (See also "Ordinance Prohibiting Receipt of Gifts or Gratuities.")
- F. Requests, in writing, for payments must have the approving signatures of both the class/activity advisor and the class/activity treasurer. Checks issued must have the approving signature of the building principal and the agency fund bookkeeper. Advances from these funds will be allowed under the same conditions as other expenditures and must be supported with receipts after the purchase or payment has been completed.

- G. All monies received will be deposited as soon as possible after collection but in no case will be held over a weekend. No money will be kept in a staff members' classroom, desk, or home but will be turned into the agency fund bookkeeper for safekeeping. Duplicate pre-numbered receipts will be used for all receipt transactions, the original going to the person turning in the money, the duplicate being kept by the agency bookkeeper.
- H. Funds must be deposited in the name of the school district in any of the financial institutions designated by the Board of Education as official depositories. Funds may be placed in regular checking, investment checking, passbook savings, or certificates of deposit.
- I. Interest earned on these deposits will be accounted for in a separate account labeled Activity Fund Interest. Interest will not be prorated and returned to each individual account but put in a separate account entitled Agency Fund Interest.
- J. Interest earned may be used for items or services having direct benefit relating to students and/or their extra-curricular activities. Decisions on what funds will be spent on will be made by the building principal, student council advisor, and the student council.
- K. Negative balances will not be permitted in any agency fund account as of June 30. Any negative balances will be brought to a zero balance with the transfer of funds from either the interest account or the general account within the agency accounts. This transaction is mandatory and will not require the authorization of the building principal, student council advisor, and student council. Classes, activities, or clubs will be required to repay any advances used to cover negative balances.
- L. Accounts will be considered inactive and closed after six years with no activity unless other arrangements have been made. Balances in accounts that are determined to be inactive will be transferred to the general account in the Agency Fund.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 10, 2008

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: