

P6-12-002 Activities Fund Management

A teacher-sponsor shall be responsible for the fund related to each voluntary student activity in which a fee is collected.

All monies received by teachers and organizations within the school shall be duly receipted and deposited daily in the appropriate school account.

All purchases or expenditures of funds shall have supporting evidence in the form of receipts or invoices.

Student activity funds are intended to finance programs within the school and must be expended in a manner to benefit the student body as a whole.

School activity funds are audited annually.

Refer to Policy [9-10](#), "Student Activities Fund Management."