

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Re-Allocation of Student Activity Funds</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-240-2</b>	<b>December 2001</b>	

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Student activity funds are monies that are deposited in each school’s individual bank account. These monies are comprised of fund raising proceeds, County allocations, and donations. Student activity funds are the property of the student body, and not the school or the building administrator.

In the event it becomes necessary for students to be re-zoned or transferred, and the numbers moved meet or exceeds the BEP maximum class size, then student activity funds must be distributed to the receiving school based on the procedures listed below. In order to redistribute student activity funds equitably, these procedures will be followed:

1. Each receiving school will furnish the Finance Department with the number of students enrolling from the closed or re-zoned school.
2. The Finance Department will use the June 30 adjusted balance of the checking account and all savings, CD, or investment accounts to compute a total June 30 balance.
3. The total June 30 adjusted balance will be divided by the ADM count on the final reporting period of the school year. This computation will result in a dollar amount per student.
4. The dollar amount per student will then be multiplied by the number of transferring students enrolled in the new school (see 1 above).
5. The Finance Department will compute the amounts to be moved from each account and provide the sending school a list of accounts and amounts to be moved.
6. The sending school will then issue a check to the receiving school in the amount designated by the Finance Department.

This process will be completed early in the school year or as quickly as feasible.