

# Williamson County Board of Education



**Adopted Date:**  
2/16/04

2.900

STUDENT ACTIVITY FUNDS MANAGEMENT

1 The Board does hereby authorize and require all principals under its jurisdiction to receive and  
2 disburse activity and other internal funds according to the Tennessee Internal School Uniform  
3 Accounting Policy Manual of 1999 as adopted by the Board.  
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5 Procedures for the handling and management of student activity funds shall be according to the  
6 Tennessee Internal School Uniform Accounting Policy Manual of 1999 as adopted by the Board.  
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9 Each school with athletic funds shall establish one primary athletic account for all sports.  
10 Subsidiary accounts may be established to account for individual sports. The balance of only the  
11 primary account will be reported in the audited financial statements.  
12

13 Investment earnings on both general fund and restricted fund accounts shall be the property of the  
14 school's general fund. Investment earnings on the food service fund are the property of the food  
15 service fund.  
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17 Funds derived from other activities (interest earnings, unrestricted donations) deposited within the  
18 General Fund may be spent for the following purposes:  
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20 a. Staff training and travel that benefits the student body.  
21 b. Materials, supplies and equipment that enhances the instructional program provided  
22 by the Board of Education through its operational budget.  
23

24 It may not be used for:  
25 a. Memberships of any kind.  
26 b. Staff gifts and meals.  
27 c. Permanent additions to buildings (such as a classroom).  
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30 Funds should benefit the students that raised the funds and therefore should be expended as  
31 expeditiously as possible.  
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33 The principal of each school shall have the duty of instituting and following the reasonable  
34 regulations, standards, procedures, and the account manual adopted by the Board, and the  
35 principal shall be liable to account for the safekeeping and handling of all funds of every character  
36 raised by student activities, school events, irrespective of the sources of such funds, or the purpose  
37 which they were raised.  
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39 School activity funds shall not be construed as to include PTA or other parent / community groups=  
40 funds, unless as a donation to the school.  
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44 Legal References:  
45 TCA 49-2-110  
46 TCA 49-2-112(a)  
47

Cross References:  
Parent Organizations/Booster Clubs 4.503  
Fundraising 6.701  
48  
49  
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