

Bristol Tennessee City Schools

	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 01/15/18
		Rescinds: 4.124	Issued: 01/24/03

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the board and under the
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board
6 policy and be approved in writing by the director of schools or designee.

7 Principals and/or sponsors who knowingly authorize/allow unapproved fundraising activities shall be
8 subject to disciplinary action.¹

9 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts
10 and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*
11 *Accounting Policy Funds Manual*.²

12 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
13 writing by both the activity group sponsor and the principal.³

14 An annual audit of the account and records of all student activity funds shall be conducted as a part of
15 the audit of all other district funds.⁴

16 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
17 when a class graduates or an activity is discontinued.

18 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations,
19 or other support organizations are not subject to this policy, unless such funds are in sole custody of the
20 school.^{5,6}

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d)
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Fundraising Activities 2.601

Legal References

1. ~~*Internal School Funds Manual*, Sections 4-24~~
2. TCA 49-2-110(d); ~~*Internal School Funds Manual*, Sections 5-2 through 5-9~~
3. ~~*Internal School Funds Manual*, Section 4-1 through 4-3~~
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Fundraising Activities 2.601