

**Series 6000 – Instruction**

**1. Elementary and Secondary**

**D. Curriculum**

**(5) Student Activities**

**(i) Activity Funds Management**

School activity funds may be expended only for purposes which may benefit the student body of the school. All rules, regulations and procedures for the conduct, operation and maintenance of extracurricular accounts and for the safeguarding, accounting and auditing of all monies received and derived from those accounts are to contribute to that objective. The Superintendent and/or his/her designee is responsible for creating and monitoring these regulations.

Student activity funds may only be held in a checking account, savings account, Money Market account or Certificate of Deposit in a bank with an office in the Town of Suffield. The signatories on the accounts must be the Principal and an Assistant Principal(s). All student activity fund accounts are audited during the annual audit process by the Town's independent auditors, as required by law.

Any individual paid for services rendered must be paid by the Business Office and reimbursed by the Activity Account. In order to receive payment for reimbursement of expenses (for materials, etc) from the Activity Account, an individual must submit a signed request for payment along with appropriate receipts.

(cf 3454 – School Activity Funds)

Legal reference: Connecticut General Statutes  
10-237 School activity funds

Policy adopted: April 22, 2008

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut