

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3231

MANAGEMENT OF STUDENT ACTIVITY AND STAFF FUNDS

- I. Administrative regulations and controls governing the management of student activity funds and staff funds shall be developed. Such controls shall provide for the appropriate involvement of staff and/or students and shall require that all such funds be maintained in approved bank accounts which shall be reviewed by the Clark County School District Internal Audit Department.
- II. School principals will develop internal systems to control and monitor the processing of student activity funds which include student-generated and school-generated funds, and staff funds in compliance with the Clark County School District's School Banking Manuals. The internal systems at schools and the banking manuals will contain and be consistent with the following:
 - A. Student-Generated Funds
 1. Students may solicit monies in accordance with methods established by school principals to support the operation and activities as described in District administrative regulations and procedures for student clubs and organizations and for student body funds.
 2. Funds returned to schools under the revenue-sharing plan provided by District regulation for Competitive Food Sales are also considered student-generated.
 3. Expenditures of student-generated funds must directly benefit students, the instructional program, and the educational environment of the school. Expenditures of student-generated funds must be reviewed by a designated faculty advisor, the principal or designee, and, if appropriate, a student representative who participates in the activity for which the funds are generated.
 - B. School-Generated Funds
 1. Schools may generate monies by managing activities described in the District administrative regulations for fund raising.
 2. Monies derived from investment of school bank funds are also considered school-generated.

3. Proceeds from these activities are to support school improvement projects or functions not available through budget appropriations. Expenditures of school-generated funds must be reviewed monthly by a committee consisting of the principal, a faculty representative selected by the school's licensed personnel, and, if appropriate, a student representative. The responsibility for individual expenditures remains with the principal.

C. Staff Funds

1. The staff may elect to contribute monies to a school staff fund.
2. Monies derived from vending machine sales to staff occurring in the staff lounge are also considered staff funds.
3. Proceeds from these activities are to support school staff functions and miscellaneous expenditures. Expenditures of staff funds are subject to sales tax and must be approved in advance of purchase by a minimum of two staff members and the principal. The ultimate responsibility for the individual expenditures remains with the principal.
4. Under no circumstances shall staff fund shortages be satisfied by borrowing from school- or student-generated funds.
5. All goods and services directly purchased with staff funds shall be used only for school related activities and may be used to the benefit of the staff.
6. Expenditures from staff funds will be included in the monthly listing described in III(B) below.
7. Any liability created by the staff shall remain the responsibility of the staff, not the school.

III. For both student-generated and school-generated funds:

- A. All goods and services whether directly purchased or provided by a vendor in the form of a donation, incentive, discount, or gratuity shall be used only for school operations and shall inure to the exclusive benefit of the students and the instructional program of the school.
- B. At the conclusion of each calendar month, a listing of all individual expenditures of school-generated and student-generated funds, as well as staff funds as indicated in II(C)(6) above, for the month including, for each payment, the amount, the payee, and the source of funds shall be made available for public inspection in the principal's office. At the end of each fiscal year, the Finance and Operations Division shall provide to the Superintendent

- of Schools a report of all student- and school-generated funds raised or donated and held in any form.
- C. Any program, service, or activity initiated by a school using school-generated or student-generated funds is the responsibility of the school, and any resultant obligations are obligations of the school and not the District.
 - D. In extraordinary circumstances, and only in order to facilitate day-to-day management of student-generated and school-generated funds, the principal may direct the processing of payments necessary for the operation of student and school activities. Any such payments must be reported at the conclusion of each calendar month to the appropriate committee for school-generated or student-generated funds.
 - E. Each individual school principal is designated as the authorized representative in all procurement matters relating to school-generated and student-generated funds, and is further directed to follow all Nevada Revised Statutes and District policies and regulations as applicable. All school contracts, agreements, and memorandums of understanding (MOUs) must be reviewed by the Office of the General Counsel before school principals sign and enter into agreements.

IV. School Banks

- A. Whenever there is a change in school principal and/or school bank custodian, the appropriate education division will require that a determination of the school's bank and book balances and cash on hand is made as of the date the staff changes take place. The outgoing and incoming principals and/or the outgoing school bank custodian, as appropriate, will acknowledge in writing their agreement on the cash, bank, and book balances at the time of the transfer of responsibilities. If such agreement cannot be achieved, the Internal Audit Department will be requested to assist in the reconciliation process.
 - B. All school banks will be audited periodically by the Internal Audit Department and will include examination of the records of transitions described in IV(A) above.
- V. The Finance and Operations Division is responsible for overseeing the development and implementation of procedures and guidelines for management of student- and school-generated funds, as well as staff funds.

Review Responsibility:	Finance and Operations Division
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