

Additional notes about Student Activity Accounts

*Emailed from Jackson Zimmermann, August 1, 2007 to all school bookkeepers*

1. Activity funds should not be spent on staff only functions. The only exception to this rule is expenses from the faculty/teacher social fund. If the PTO wishes to donate funds for a faculty event, then these funds must be placed in the faculty/teacher social fund and expensed directly from that fund. This does not preclude the faculty from participating with students in activities; it just further clarifies that activity monies should be spent specifically for the benefit of students. Yes, this means no food for faculty events from activity fund accounts, except from the faculty/teacher social fund.
2. Any transfer of funds from any other account into the faculty/teacher social fund, except from the vending account and PTO account, is specifically prohibited without approval from either the Superintendent or the Executive Director of Fiscal Services.
3. No travel or meal or lodging by a faculty member may be expensed to the activity funds unless it is specifically associated with student involvement in said travel, meal, or lodging. This is meant to preclude the use of activity fund monies from the direct use by faculty for conferences or travel where students are not present. This does not preclude staff from accompanying students and having expenses covered, however it is meant to ensure that no activity monies are spent on these kinds of activities unless they are in direct support of students with student involvement in the specific activity.

Please keep in mind that Activity Fund monies are to be spent for the direct benefit of students and monies collected are typically meant to be spent in the same year in which they are collected.

*Source Jackson Zimmermann, August 1, 2007 email to all school bookkeepers*