

## **Galt Joint Union High School District**

### **Associated Student Body Funds - District**

BP 3452 - Business and Non-instructional Operations – Student Body Funds

Student organizational may raise and spend money in order to promote the general welfare, morale and educational experience of the students.

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of the funds or exposing students to undue responsibility or unnecessary routine.

#### **Prohibited Expenditures –**

Student funds are to be disbursed according to procedures established by the student organization.

EC 48934, use of student body organization funds notes certain expenditures are prohibited, specifically:

- Equipment, supplies, forms and postage for curricular or classroom use or for district business
- Repair and maintenance of district-owned equipment
- Salaries or supplies which are the responsibility of the district
- Articles for the personal use of the district employees
- Gifts, loans, credit of the purchase of accommodations for district employees or others.

All expenditures must be pre-approved and signed by 1) club/organization student, 2) the club advisor, 3) Principal, Asst. Principal or Director of Activities. Club minutes noting approval of expenditure must be attached to all purchase orders or expenditures. (EC 48933)

Approved purchases may be made by purchase order or check. No cash can be given to any person.

Contract of service must always be approved by the Board if amount is over \$500, under \$500 District authorized signor must sign (CBO)

An annual audit of the student accounts by a certified public accountant is performed.