

## **STUDENT ACTIVITIES FUNDS**

Code **JJF** Issued **9/04**

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Purpose: To establish the basic structure for the management of student activities funds.

The director has jurisdiction over all student organization and activity funds. The center will keep a neat and accurate record of receipts and expenditures of all such funds and make all disbursements by check. The director must approve all expenditures from any of the funds in advance. Organizations may use the funds only for authorized purposes.

The certified public accountant selected by the center will audit the funds at the close of each fiscal year, or at any other time when circumstances so demand. The center will keep financial records of activity funds on file for a minimum of five years.

### **Liquidation of activities funds**

The center will carry over funds remaining in the account of a student, class or alumni organization at the end of the year. The center will carry over funds until the next year as long as that organization continues to function. If an organization does not meet at least once annually and elect officers, the center will consider that organization inactive and liquidate their funds. The center will place the funds in the general fund account.

Adopted 3/18/85; Revised 9/14/04