

Section A

It is the policy of the Board of Education of District #225 to establish and operate an Activity Fund. The purpose of this Fund shall be to maintain accounts for class organizations, clubs, associations, approved auxiliary adult organizations and other student and staff activities.

Section B

The treasurer and custodian of the Activity Fund shall be the assistant superintendent for business affairs. The assistant superintendent shall be bonded according to Article 8 of The School Code, shall keep all funds on deposit in a designated depository, and shall maintain surplus funds in securities listed in Chapter 85 of the Illinois Revised Statutes.

Section C

An annual audit, which will give an accurate accounting and reflection of the condition of the Fund and each account, shall be made for the Board of Education by a licensed public accountant. The fiscal year for annual reports shall coincide with the school fiscal year.

Section D

Monthly reports shall be prepared and distributed to Activity Fund sponsors and shall include the statement of position and a statement of cash receipts and expenditures. The Board of Education may request copies of these reports or may require any other statements which might be necessary for the proper administration of the Activity Fund.

Section E

The establishment of new Student Fund accounts shall require the approval of the superintendent or the superintendent's designated representative. Student funds shall be collected only with the approval of the principal or the principal's designated representative.

Section F

All funds contributed, accrued, or credited to accounts established for student activities, clubs, classes, or other student organizations shall be expended only for purposes and activities which are school-administered, school-supervised, and school-controlled except for approved auxiliary adult organizations. Funds credited to these accounts shall not be used to defray the costs of student attendance or participation in affairs and events that are organized, supervised, or conducted by parent groups or other non-school groups, whether they are held at school or off the premises. All activities sponsored by parents or by groups shall be considered private affairs for which the school shall have no legal, financial, or administrative responsibility. Such private affairs, including activities so organized and sponsored for the benefit of students which are not school-administered, school-supervised, and school-controlled, admission to which is by purchase of tickets or by subscription, shall be deemed not to be entitled to any funds deposited in the accounts maintained by the district for classes or school-sponsored clubs and organizations.

Section G

No student Activity Fund account shall be continued for more than one year after the class organization, club, association, or other student activity has terminated or its members have graduated. Prior to such termination or graduation, the officers of the class or club shall be encouraged to expend the balances for approved class or club projects or gifts to the school. All unallocated balances after termination of class or club activities or graduation of its members shall be transferred to the Student Council/Association account for the school in which the outstanding balance remains.

Section H

1. The interest earned on the investment of student activity funds shall be credited to an account labeled "interest earned" to be used to defray the costs of checks, forms, postage, etc. for student activity accounts. At the end of the school year, the balance in this account shall be distributed as follows:
 - 1/3 to the Glenbrook North Student Association
 - 1/3 to the Glenbrook South Student Council
 - 1/3 to an account labeled District-Wide Student Activities account

Section H (continued)

2. The funds distributed to the Student Association and the Student Council shall be used for projects which shall benefit all students. The projects shall require the approval of the school principal or the principal's designated representative.
3. The funds distributed to the District-wide Student Activities account shall be used to support district-wide student projects which shall benefit all students. The projects shall require the approval of the superintendent. The superintendent shall have the authority to transfer funds from the District-wide Student Activity account to the Glenbrook North Student Association and Glenbrook South Student Council, in order to retain an appropriate balance in the District-wide Student Activity account.

Approved: December 18, 1972

Revised: September 7, 1976; October 30, 1989; August 26, 1996; October 9, 2001