

**STUDENT PERSONNEL**  
*Series 500*

Policy Title: INTERNAL ACCOUNTS

Code: 506.2

School accounts shall be audited annually at the time the school district funds are audited.

Principals shall prepare ledgers and reports in an approved manner for student body funds.

Principals are to make all payments and expenditures in an approved manner for student body funds.

Membership fees or assessments for professional organizations shall not be paid from school accounts without prior approval by supervisory personnel.

All funds in the account of the graduating class shall revert to the student body fund of the high school at the close of the school year.

All funds are to be deposited in the appropriate accounts immediately upon acquisition and will be credited only to the proper organizational accounts. All organizational funds belong to the organization and in no way bear relation to the individual. Teachers are not to leave money in their desks overnight. Expenditures of all funds from organizational accounts must be approved by the advisor and principal.

Date of Adoption:  
Readopted: July 2009

Legal References:

Related References: