

**MANCHESTER CITY SCHOOLS**  
**Policy Manual**

**Descriptor Code:** 2.900 Student Activity Fund Management  
**Issued Date:** 12/09/02  
**Rescinds:** 2.900 Student Activity Fund Management  
**Rescind Date:** 07/26/99  
**Review Month:** September/October

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the school principal. Contracts with fund-raising agencies must comply with board policy and be approved by the principal.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.<sup>1</sup>

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with *Tennessee Internal School Financial Management*<sup>2</sup>

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.<sup>3</sup>

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.<sup>4</sup>

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.<sup>5</sup>

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**Legal References:**

1. [TISUAPM Section 4, Title 8](#)
2. [TCA 49-2-110\(d\)](#)
3. [TISUAPM Section 5, Title 8](#)
4. [TCA 49-2-112\(a\)](#)
5. [TCA 49-2-110\(e\)](#)

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**Cross References:**

- [2.404 School Support Organizations](#)  
[6.701 Student Solicitations/Fund-Raising](#)