School Activity Funds

The State Board of Education defines school activity funds as "All funds received from extracurricular school activities, such as entertainment, athletic contests, cafeteria, club dues, etc., and from any and all activities of the school involving personnel, students, or property..." Prince William County Public Schools' activity funds are subject to the policies, regulations, and guidelines prescribed by the Prince William County School Board.

The following basic principles shall guide the administration of Prince William County Public Schools' activity funds:

1. Prince William County Public Schools' activity funds shall be used solely in accordance with the purpose for which such funds are collected.

2. Projects for raising Prince William County Public Schools' activity funds shall contribute to the educational experience of students and shall not conflict with the instructional program. The Superintendent shall prescribe regulations governing the conduct of such fund-raising activities.

3. Funds derived from the student body as a whole shall be used to benefit the student body as a whole.

4. Generally, Prince William County Public Schools' activity funds should be spent in a way as to benefit those students who are in Prince William County Public Schools and who have contributed to the accumulation of the funds.

5. Student representation is encouraged in the management of funds raised by the student body and spent for its benefit. This management is subject to supervision by Prince William County Public School personnel.

6. Prince William County Public Schools' activity funds shall be managed in accordance with the best business practices, including sound budgetary and accounting procedures.

7. Student body business shall be conducted in such a manner as to offer minimum competition with commercial concerns.

8. Principals or their designees are required to participate in the preparation, modification, and interpretation of the policies, regulations, and procedures affecting student body affairs.

Continued
School Activity Funds (continued)

The principals of Prince William County Public Schools, as trustee, is directly responsible for the conduct of student financial activities in accordance with State law, Prince William County School Board policies, regulations, and the Financial Guidelines Manual.

The Director of Finance shall promulgate and maintain the Financial Guidelines Manual in order to provide the Prince William County Public Schools with a system of internal controls including the receipt and disbursement of cash, accounting procedures, and other standards necessary to maintain an adequate system of financial safeguards.

Reference:

School Activity Funds, Guidelines Issued by the State Department of Education, Richmond, VA, March 1989.

Adopted: June 4, 1980
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA