

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **3000**
CATEGORY: **Business & Non-Instructional
Operations**
POLICY CODE: **3453/Student Activity,
Scholarships/Awards and Works Funds**

STUDENT ACTIVITY, SCHOLARSHIP/ AWARDS AND WORKS FUND

Policy Statement

It is the policy of the Trumbull Board of Education to require an accurate and comprehensive accounting of the monies handled by individual schools in their day to day operations. A Student Activities Account for monies from all student clubs and events that generate proceeds and a Works Fund for collected fees and expenditures that are not student generated, as well as a Scholarship/Awards Fund to account for monies to be awarded are, hereby, established.

Adopted: 3/17/81
Revised: 4/15/86, 10/21/03

3453/Student Activity, Scholarship/Awards and Works Funds

Regulations

I. STUDENT ACTIVITY ACCOUNTS (100-600 SERIES)

- A. A student activity account shall be established for each school organization that generates proceeds, and shall be identified in the name of the organization.
 - 1. School organizations are those organizations which sponsor activities in the name of the Trumbull Public Schools.
 - 2. These organizations shall have their monies processed through the Board of Education Student Activity Account in accordance with approved procedures.
 - 3. Receipts generated by the organizations shall be deposited in a Student Activity Account maintained by the Board of Education.

- B. Disbursements from these accounts shall be made in the manner and upon such authorization as prescribed by the Business Office of the Board of Education.
 - 1. All disbursements shall be for the specific benefit of the named student activity.
 - 2. Disbursements shall be for expenditures not provided for in the operational budget.
 - 3. Purchase of equipment not provided for in the operational budget is encouraged.
 - 4. Expenditures up to \$500 will be approved by the club advisor.
 - 5. Expenditures up to \$2500 shall be approved by the Business Office.
 - 6. Expenditures of more than \$2500 must be approved by the Board of Education.
 - 7. All expenditures shall be reported to the Board of Education on a regular basis.

II. SCHOLARSHIP/AWARDS FUND (700 SERIES)

- A. Scholarships and awards are established by a donor for the specific purpose of funding scholarships and awards for Trumbull Public School students.

Donors wishing to establish scholarships or awards do so through the Trumbull High School staff appointed to this responsibility.

- B. Scholarship and award monies are deposited in a bank account maintained by the Board of Education and specifically designated for these funds.
 - 1. Expenditures are made in accordance with restrictions of the specific scholarship or award.
 - 2. All interest earned on scholarships will be allocated to each account according to its balance.

3453/Student Activity, Scholarship/Awards and Works Funds

Regulations

III. WORKS FUND ACCOUNTS (800 SERIES)

A Works Fund shall be established for those proceeds (not generated by students) representing collected fees and expenditure reimbursements.

1. These proceeds shall be deposited in a bank account maintained by the Board of Education.
2. Expenditures from this depository account shall follow expenditure guidelines established by the Business Office of the Board of Education.

IV. Disbursements are specific to the individual fund or account and cannot be used for the general benefit of the Board of Education.

Accepted: 03/17/81

Revised: 04/15/86, 1/09/90

Revised: 10/22/03

References

- Section 10-237, School Activity funds, General Statutes of Connecticut, Revised January 1, 1980.