

## QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

**Policy Title:** School Activity Funds Management  
**Policy No.:** 302

### Scheduled Reads

1<sup>st</sup> Read: January 18, 2023  
2<sup>nd</sup> Read: February 1, 2023  
Approval: March 1, 2023

**Attachment(s):** Click or tap here to enter text.

### AGENDA ITEM FOR THE BOARD OF EDUCATION

**X** **Information/Review** *(This is the first reading for this policy before being posted on the school district's website for the public comment period, after which it will be brought back to the Board for the second reading with any revisions as appropriate.)*

\_\_\_\_\_ **Second Reading** *(This is the second reading for this policy. Edits as a result of public comment are included. Also included are recommended edits by Board members or Administration.)*

\_\_\_\_\_ **Action** *(The Superintendent recommends approval of this Policy subject to final edits for format and style.)*

STAFF PRESENTATION: Jane K. Towers

FISCAL IMPACT: None

DOLLAR AMOUNT: N/A

BUDGETED: N/A

BUDGET SOURCE: N/A

### SUBJECT:

School Activity Funds Management

### BACKGROUND:

To update current policy

### DISCUSSION:

Click or tap here to enter text.

# **POLICY Board of Education of Queen Anne's County**

<b>Responsible Office:</b>	Finance
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## **FINANCES IN SCHOOLS SCHOOL ACTIVITY FUNDS MANAGEMENT**

~~The principal is held responsible for all school financial transactions by pupils and employees. No transactions involving school funds will be made without the full knowledge and approval of the principal of the school.~~

### **I. PURPOSE**

The purpose of this policy is to establish the requirements for the management of school activity funds.

### **II. POLICY STATEMENT**

The Board of Education recognizes that schools, as well as student and parent organizations provide financial support for school-related activities. A uniform system of accounts and financial procedures shall be used for the management of school activity funds.

### **III. DEFINITIONS**

- A. *School Activities Fund* – School Level Fund used to support student organizations, clubs.

### **IV. POLICY ELEMENTS**

### **V. IMPLEMENTATION**

The Board directs the Superintendent to implement this policy.

### **VI. POLICY REVIEW**

This policy is to be reviewed by the Finance Office every four years after its initial adoption.

### **VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS**

**VIII. EFFECTIVE DATE**

Date: Click or tap here to enter text.

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Patricia W. Saelens, Ed.D.  
Superintendent, Queen Anne’s County Public Schools

**HISTORY:**

<b>Initial Adoption</b>	07/07/93	<b>Revised</b>	01/18/23	<b>Reviewed</b>	--/--/----	<b>Next Review</b>	01/18/27
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