

HOOKSETT SCHOOL DISTRICT
STUDENT ACTIVITIES FUND MANAGEMENT

The Principal or his/her designee of each school shall be responsible for the proper administration of the financial activities of the student activities fund in accordance with state law and appropriate accounting practices and procedures. All monies collected shall be deposited to the student body activities account at the local banks. All payments made from the student activities account shall have approval of the Principal or designee.

Monies raised by student organizations or class activities must be expended for the benefit of students.

Monies collected by school employees shall be handled with sound business procedures. All monies collected shall be receipted and accounted for. Prudent measures shall be taken for monies that are left in the school overnight. The Principal shall take measures to insure regular and routine deposits to avoid large sums of money from being stored in the building overnight.

Student activity accounts are subject to auditing at any time by the Business Administrator or designee.

Adopted: May 1, 2001
Revised: April 16, 2024