

FINANCE
School Activity Funds
School Activity Funds Management

This regulation supersedes Regulation 5810.7.

I. PURPOSE

To establish divisionwide policies and accounting procedures to ensure uniformity in the administration of school activity funds and establish proper management procedures for school activity fund accounts.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This document has been changed in its entirety.

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IV. DEFINITION

School Activity Funds – all funds derived from extracurricular school activities, including entertainment, athletics, club dues, etc., and from any and all activities of the school involving personnel, students, or property. School activity funds are considered public funds.

V. GENERAL PRINCIPLES

Principals, through their designees, will participate in the preparation, modification, and interpretation of the policies, regulations, and procedures affecting student body activities. When administering school activity funds, principals and school personnel must adhere to the following general principles:

- A. Exercise due diligence and prudent judgment when using school activity funds.
- B. Use school activity funds solely in accordance with the purpose for which such funds were collected and support the overall educational experience of students.
- C. Use funds derived from the student body to benefit the student body as a whole. Spend funds to benefit students that are currently enrolled in school and have contributed to the accumulation of such funds.
- D. Manage school activity funds in accordance with best business practices, including sound budgetary and accounting procedures.
- E. Ensure that temporary fund account deficits are cleared on a timely basis. Deficits for school business accounts and advanced appropriated accounts are not permitted.
- F. Safeguard and manage school activity funds according to proper internal controls. Adhere to the principles and elements of internal control prescribed for prevention of fraud and embezzlement.
- G. Fairfax County Public Schools (FCPS) approved automated accounting system must be used for the management of school activity funds.
- H. School fundraising activities should not disrupt the instructional program.
- I. Encourage student representation in the management of funds raised by the student body and spend funds for its benefit, subject to faculty supervision.
- J. Ensure that employees do not receive inurement of benefits from school activity funds unless explicitly stated in this regulation.
- K. Conduct student body business in such a manner as to minimize competition with other FCPS business.
- L. Refer to the School Finance Handbook and training documentation for best practices and detailed procedures.

VI. DUTIES AND RESPONSIBILITIES

- A. Superintendent

The Superintendent has the responsibility and authority to implement all policies and rules pertaining to the supervision and administration of school activity funds in schools and departments as established by the Fairfax County School Board.

B. Principals

The principal is responsible for the safeguarding, managing, and accounting of school activity funds. The principal may delegate these responsibilities but remains ultimately responsible for these funds. Follow, at a minimum, the management practices listed below:

1. Understand and enforce the provisions of this regulation and additional guidance provided by the Department of Financial Services.
2. Ensure that the responsible finance technician/administrative assistant is properly instructed as to the duties to be performed, with adequate supervision and guidance.
3. Review and analyze the status and operations of the school activity funds on a monthly basis.
4. Ensure sufficient cash is available in the bank accounts to pay all outstanding obligations.
5. Ensure monthly bank reconciliations are completed on a timely basis.
6. Ensure adequate physical controls for safeguarding cash and other assets are present.
7. Review and approve all annual school activity budgets.
8. Review and approve purchase orders, checks, and ensure proper supporting documentation for all expenditures.
9. Respond to audit comments and implement recommended procedures.

C. Finance Technicians and Administrative Assistants

The finance technician/administrative assistant is responsible for keeping accurate records of all receipts and disbursements of school activity funds. The finance technician/administrative assistant must:

1. Understand and comply with the provisions of this regulation and additional guidance provided by the Department of Financial Services.
2. Perform all accounting activities related to school activity funds.
3. Deposit all funds promptly and maintain all required records accurately and in a timely manner.
4. Disburse funds authorized by the principal and ensure proper supporting documentation.
5. Provide reports on the status and operations of the school activity funds on a monthly basis to the principal.

6. Provide reports to individual fund sponsors and other school personnel who manage school activity funds.
7. Inform the principal of any financial activity and any potential risk.
8. Notify the principal immediately of any financial activity that does not comply with FCPS policies, procedures, and internal controls.
9. Complete all required and necessary training to perform financial processes successfully.

D. Directors of Student Activities, Fund Sponsors, and Other School Personnel

The directors of student activities, fund sponsors, and other school personnel are responsible for reviewing and monitoring financial activity for assigned funds and must:

1. Understand and comply with the provisions of this regulation and additional FCPS regulations.
2. Track and review financial operations for assigned funds on a regular basis.
3. Develop and submit an activity fund annual budget plan to the principal or budget planning group.
4. Control and maintain proper accounting of salable merchandise inventory, tickets and items with cash value.
5. Provide the finance technician/administrative assistant data for accurate reporting of student fees, inventory, monies owed, and obligations for the preparation of required reports.
6. Ensure students and parent volunteers are provided proper guidance on handling school activity funds.

E. Budget Planning Group – for middle and high schools only

A budget planning group consisting of school staff, students, and community members may be appointed by the principal to ensure the effective management and prudent use of school activity funds. The budget planning group shall:

1. Assist the principal in developing an annual school activity fund budget plan.
2. Review annual budgets provided by each of the appropriate fund sponsors.
3. Offer alternatives when activities are in conflict or deficits are anticipated.
4. Review revenue-producing activities and make recommendations as appropriate.

F. Department of Financial Services – Office of the Comptroller

The Office of the Comptroller is responsible for establishing regulations and procedures for the efficient management and operations of school activity funds in accordance with state guidelines, school board policies, and sound business practices as follows:

1. Train and support appropriate personnel, i.e. school principals, finance technicians, and other personnel involved in the management of school activity funds.
2. Ensure school personnel satisfactorily respond and implement recommendations and concerns noted in the annual audits.
3. Provide financial and procedural information as requested by the auditors.
4. Prescribe accounting and operating procedures through manuals, regulations, and notices.
5. Provide definitive implementation of this regulation.
6. Perform compliance reviews of school activity funds.
7. Maintain and manage the school activity funds accounting system and the banking services contract.
8. Obtain approval from the assistant superintendent of Financial Services for the following activities submitted by schools:
 - a. Scholarships awarded directly to students rather than to institutions in the name of a student.
 - b. Presentation of gifts under exceptional circumstances.
 - c. Year-end indebtedness of a school.

VII. PURPOSE AND CLASSIFICATION OF SCHOOL ACTIVITY FUND ACCOUNTS

School activity funds will be accounted by using a standard chart of accounts controlled and authorized by the Office of the Comptroller, Department of Financial Services. The following categories and definitions must be used to classify all accounts in the local school activity accounting system.

A. Club Accounts

Club accounts should be used to account for funds collected for the benefit of a distinct group of students enrolled in the local school division, who have formed themselves into an organized entity with officials elected by the group. The activity is planned to occupy the attention and interest of the group concerned as opposed to the interest and concern of the entire student body. Funds are primarily collected from club dues, fundraising, and donations which may be allocated to a general or specific purpose. Examples of club accounts include, but are not limited to, chess club, history club, key club, etc.

B. Instructional Accounts

Instructional accounts should be used to account for funds collected for the direct benefit of specific instructional programs. Funds are primarily collected from student fees, minor sales, donations, transfers from other accounts, and fees for services rendered related to the instructional program. Funds may be allocated to a general or specific purpose. Examples of instructional accounts include, but are not limited to, art, music, science, etc. The following procedures must be adhered to:

1. Student fees must be assessed and collected in accordance with the current versions of Notice 5922, Student Fees, and Regulation 5922, Student Fees.
2. Refund unspent fees greater than or equal to \$1 to the student, provided there is no other obligation pertaining to that student.

C. Activity Accounts

Activity accounts should be used to account for funds collected for the benefit of the entire activity group. The groups may have elected and nonelected officers directly appointed by school staff members. Funds are primarily collected from fees, admissions, and fundraising. Allocations may be general or specific to a particular activity or program. Examples of activity accounts include, but are not limited to, drama, choral, etc.

D. Athletic Accounts

Athletic accounts should be used to account for funds collected for the benefit of students in athletic programs. Funds are primarily collected from gate receipts, ticket sales, activity fees, fundraising activities, donations, and transfers from other accounts. Allocations may be general or specific to a particular activity or program.

E. School Business Accounts

School business accounts should be used to account for funds available for the entire student body and school. Funds are primarily collected from student fees, donations, vending profits, lost or damaged textbook fees, and interest from interest-bearing bank accounts. Refer to the handbook for more details.

1. Administrative Account – proceeds from general fundraising and donations are typically recorded in this account. Refer to Attachment A for more details.
 - a. Allocations are designated for the benefit of the student body. For example, awards and recognitions for students and as specified in the handbook.
 - b. Funds should not be used to purchase equipment, food, or personal gifts for staff and personal gifts for students.
2. Educational Contingency Account (ECA) – proceeds from the share of student parking fees, vending machine profits, and interest earned on nonstudent funds are typically recorded in this account. Refer to the Attachment for more details.

- a. Funds should only be allocated for the benefit of the school and be approved by the principal. These funds should not be used to benefit individual school employees.
- b. Funds allocated for team building and staff appreciation events should be reasonable.

F. Clearing Accounts

Clearing accounts should be used to hold and account for funds that will later be transferred or distributed for specific purposes, e.g. remittance of collected fees to the Department of Financial Services. The funds are restricted from use in other activities.

G. Funds Held for Others

Funds held for others should be used to hold and account for funds that are not designated for the entire student body. Examples of funds held for others accounts include but are not limited to: Virginia High School League (VHSL), scholarships, and social clubs. The funds are restricted from use in other activities.

H. Change Fund Accounts

Schools may provide funds for change-making operations in connection with a sales activity. Funds will be limited to the minimum amounts needed to conduct school/business (i.e., collecting fines).

I. Advanced Appropriated Fund (AAF) Accounts

Advanced Appropriated funds are an advanced percentage of a school's appropriated instructional supply and textbook funds for the sole purpose of purchasing instructional materials and supplies. Advanced Academics classroom supply funds and certain grant funds may be included in this account.

1. The Department of Financial Services will establish a checking account for each school that will be used solely for AAF and will deposit funds in each school's account at the beginning of the fiscal year.
2. AAF funds should be managed and maintained in the school activity funds automated accounting system.
3. All unobligated funds in excess of ten dollars in the AAF account must be returned to the Department of Financial Services prior to the end of the fiscal year. The date specified in the annual fiscal year closeout can be found in Notice 5110, Fiscal Year Closeout.
4. A deficit account balance is not permitted at any time.

VII. BANK ACCOUNTS

A. Checking Accounts

1. Bank accounts will be established for school activity funds under a FCPS banking services contract with a Virginia Qualified Public Depository banking institution. The bank account must be titled Fairfax County Public Schools and subtitled with the name of the school.
2. Principals must be the primary signatory for all bank accounts.
 - a. Checks drawn from the bank account require dual signatures.
 - b. The principal must designate an alternate signatory and co-signer(s). The finance technician/administrative assistant should not be an alternate signatory but can be a designated cosigner.
 - c. Signature stamps are not accepted.
3. Principals, alternate signatories, and cosigners are prohibited from signing checks payable to themselves.
4. Online banking services for bank statements, stop payments, and remote deposits require prior approval from the Office of the Comptroller.
5. Online bill pay functions are not permitted.
6. The Office of the Comptroller must approve additional bank accounts created for specific purposes or changes to existing bank accounts.

B. Savings Accounts

Savings accounts should be established to accumulate funds for future capital outlay expenditures or to increase revenue. Schools may use certificates of deposit (CD's) or money market accounts for accumulating funds.

1. Principals must be the primary signatory for the accounts and approve any future withdrawals, transfers, and changes to the account. Follow the same alternate signatory and dual signature requirements for checking accounts.
2. CD terms should not extend beyond 90 days.

VIII. FINANCIAL MANAGEMENT OF SCHOOL ACTIVITY FUNDS

Each school must maintain accurate records for all receipts and disbursements to provide a clear and concise statement of the condition of the accounts at all times. Financial processes must adhere to FCPS regulations and comply with proper internal controls.

A. Budgeting

Budgeting allows the principal to plan, manage, and control revenue and expenditures.

1. Finalize an overall school activity funds annual planned budget. Budgeting for an overall school deficit, will require approval from the assistant superintendent of Financial Services or designee.
2. Maintain detailed records to support budgetary decisions and recommendations.
3. The principal has authority and responsibility over all budget exceptions related to school activity funds.

B. Account Balances

In general, funds are to be expended in the year in which they are collected. Any accounts with excess funds not expended in the year in which they are obtained should fall in one of the following categories with a justification:

1. Designated Idle Funds – funds selected by a specific organization or activity within the school to earn interest in a savings account, to which the appropriate organization or activity will be entitled.
2. Temporary Idle Funds – excess funds not needed to meet a known purpose for a year or more and placed in higher interest-bearing accounts (CD's or money market accounts).
3. Reserve Funds – excess funds designated for the future purchase of instructional equipment or items that require more than a year to fund. Schools should not retain funds for future use by students who have already graduated or are no longer at the school. Reserve funds received into a school's activity fund records must remain at that school.
4. Scholarship Funds – excess funds accumulated for a prolonged period for scholarship awards.

C. Collection of Revenue

Revenue collection should follow the general principles pertaining to school activity funds as described in this regulation.

1. General revenue is derived from continuing, recurring, or service activities. The revenue should support and benefit the student body or the group or activity generating the revenue.
2. Revenue from cooperative activities, PTA, and booster clubs, involving property or students, must be recorded in the school activity fund records.
3. Revenue from VHSL-sponsored activities must be accounted in the VHSL financial records only. As an exception, VHSL funds collected at the local school level may be

initially deposited in the school's bank account, but only as a channel to safely transfer the funds to VHSL accounts.

4. School stores are operated at the discretion of the principal. Refer to the current version of Policy 5830, School Stores, for operating requirements.
5. Specific revenue is derived for a specific purpose or one-time approved activities. The revenue should be used for the purpose for which it was received or the benefit of the student body.
6. Receive revenue into the school activity fund records in a timely basis.

D. Procurement

Purchasing goods and services with school activity funds should follow the current version of Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds. Purchases must be to vendors without conflict of interest. The following procurement methods must be utilized:

1. Purchase Orders – purchase orders must be preapproved by the principal or designee, before obligating school activity funds.
2. Procurement Cards (PCards)

The use of PCards must comply with the current version of Regulation 5350, Procurement Card Management. A Procurement Card Employee Acknowledgement Disclosure [http://www.boarddocs.com/vsba/fairfax/Board.nsf/legacy-content/867SRU2AA721/\\$FILE/R5350.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/legacy-content/867SRU2AA721/$FILE/R5350.pdf) (Attachment B) must be completed by the employee and approved by the principal before a PCard is used.

- a. PCards may be used for purchases that are less than or equal to \$5,000.
 - b. The principal is responsible for verifying the correctness of monthly statements sent by the financial institution and for authorizing payment.
 - c. PCards should not be used for the following purposes:
 - (1) Cash advances
 - (2) Personal items and entertainment services
3. Request for Quotes

Principals have the authority to procure goods or services by competitive negotiation as follows:

- a. Competition is not required, but is encouraged, for orders under \$5,000.
- b. Three vendors are required to bid competitively by phone for orders greater than or equal to \$5,000 and less than \$10,000.

The Office of Procurement Services is responsible for reviewing quotes as follows:

- c. At least four vendors are required to bid competitively, in writing, for orders greater than or equal to \$10,000 and less than \$50,000. Bids must be reviewed by the Office of Procurement Services.
- d. Bids for orders greater than or equal to \$50,000 must be solicited through the Office of Procurement Services.

4. Contracts

The Superintendent and the Fairfax County purchasing agent and delegate are authorized to award contracts on behalf of FCPS. Refer to the current version of Notice 5011, Authority to Contract, Annual List of Designees.

- a. All contracts utilizing school activity funds must be signed by the principal. The principal will not delegate such authority to staff members.
- b. All contracts below \$50,000 utilizing school activity funds must include the Addendum to Contractor's Form (FS-170).
- c. All contracts above \$50,000 will be reviewed by the Office of Procurement Services.
- d. All contracts using school activity funds involving insurance clauses, indemnity provisions, or for activities involving risk of harm to students, employees or others regardless of amount must be reviewed by the risk management section in the Office of the Comptroller.

5. Equipment

Equipment purchased using school activity funds must be in accordance with the current version of Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds. Equipment purchased with school activity funds will become the property of FCPS.

6. Vendor Records

A completed and signed IRS form W-9 is required to create a nonemployee vendor, change name and/or main address, and tax classification status (i.e., Corporation, Partnership, etc.). Official notification is required for all other changes to existing vendors including contact information and adding a remit to address. All new vendors must be approved by the principal.

Payments to individual nonemployees must be reported on IRS form 1099. A completed form FS-155 must be submitted to the accounting operations section of the Office of the Comptroller on a monthly basis.

7. Payment of Sales Tax

Certain purchases from school activity funds are exempt from state sales tax. Refer to the handbook for information on items purchased in other states, as they may be subject to the sales tax of those jurisdictions. Purchases subject to Virginia sales and use tax:

- a. Charges for meals or food from restaurants, hotels, clubs, caterers, cafes, and others are taxable.
- b. Charges for rooms, lodging, or accommodations furnished by any hotel, motel, inn, tourist camp, tourist cabin, campgrounds, club, or similar place are taxable.
- c. Purchases of tangible personal property from faculty or educational contingency accounts for the use of the faculty or for sale through vending machines are taxable.

E. Disbursements

The principal will approve all disbursements provided proper supporting documentation such as a preapproved purchase order and related invoice are submitted. Reimbursements for purchases made or committed without the prior submission of a school purchase order may be declined by the principal. Disbursements must be processed in a timely manner to avoid late fees and to take advantage of discounts.

F. Reporting and Reconciliation

The Virginia Board of Education requires that monthly reports of school activity funds must be prepared and filed in the school of record. Annual reports should be filed in the offices of the principal and the Office of the Comptroller, Department of Financial Services.

1. Bank Statement Reconciliation – all bank account statements must be reconciled by the end of the following month. This includes checking, savings, CD's, and money market accounts.
2. Reporting Requirements – reports are required for review and verification of school activity funds transactions. The following reports should be retained in the school's finance office for audit review:
 - a. Monthly Reports
 - (1) Detailed Trial Balance
 - (2) Summary Trial Balance
 - (3) Bank Reconciliation
 - (a) Reconciliation Posting Journal

(b) Bank Adjustments Posting Journal

(c) Cleared Transaction Journal

(d) Transfer Posting Journal

(e) Outstanding Transactions Report

(4) Cash Receipts and Disbursement Registers

(5) Voided Check Register

b. Annual Reports

(1) Year-To-Date Annual Reports

(2) General Ledger

(3) Net Worth

(4) Accounts Receivable

(5) Report of Salable Inventory

(6) Accounts Payable

(7) Other reports as required for audit purposes

3. The Local School Payments to Non-FCPS Employees reports must be submitted to the accounting operations section, Office of the Comptroller.

G. Record Retention – schools must follow the record retention and reporting requirements as outlined in the current versions of Policy 6470, Records Management, and the current version of Regulation 6701, Records Management Program.

H. Bank Balances – as part of the review of operations and status of school activity funds, the principal or designated representative must evaluate the reasonableness of the reported cash position. Bank accounts should never be in an overdraft status. All overdrafts must be cleared as soon as reported.

I. Loss of Cash – any loss of cash, including checks or other items with monetary value, must be immediately reported to the region assistant superintendent and the assistant superintendent of Financial Services.

1. A detailed written report of the incident must be submitted to the region assistant superintendent within 48 hours of the initial report. Provide copies to the Superintendent, assistant superintendent of Financial Services, comptroller, and assistant superintendent of Human Resources, when appropriate.

2. If the amount of the loss is significant or if theft is involved or suspected, and if the assistant superintendent of Financial Services so directs, a report shall be made to the appropriate law enforcement authorities.
3. In the case of theft or suspected theft by an FCPS employee, the assistant superintendent of Human Resources must be notified.
4. Offer no resistance and release funds immediately in case of robbery or attempted robbery. Follow the guidelines presented above to report the incident.

IX. LOANS, GIFTS, AND DONATIONS

- A. Loans – loans to individuals or groups such as PTA's and booster clubs are prohibited.
- B. Gifts and Bequests – gifts should not be solicited or accepted without the approval and discretion of the principal. Gifts of equipment placed in a school facility will become the property of FCPS and is subject to transfer or redistribution as needed.
 1. Cash Gifts – cash gifts may be accepted for purposes specific to the approved use of school funds. Such gifts must have a designated purpose in writing.
 2. Memorial Gifts or Bequests – memorial gifts may be accepted with a designated purpose specified in writing. If no specific purpose is identified in writing by the donor, the principal will determine the use that will benefit the student body the most.
- C. Donations and Contributions – principals have the discretion to permit charity fundraisers on an exception basis, with advanced approval from Risk Management and the appropriate region assistant superintendent.
 1. Prohibit the use of school activity funds for donations to any organization, even if the purpose is intended to benefit the school.
 2. Avoid any situation that may be construed as an attempt to avoid FCPS policies or regulations.
 3. Refer to the current version of Policy 1375, Charity Drives, for information on charity drives for the purpose of raising money.
- D. Conflict of Interest – avoid any situation in which an FCPS employee receives free goods and services for personal use, from an independent school supplier. Refer to the current version of Policy 4430, Conflict of Interest – Employees.
- E. FCPS Gifts to Students or Faculty Members – using school activity funds to provide gifts to students, staff, and faculty members is prohibited.

X. NEW AND CLOSING SCHOOL ACTIVITY FUNDS

A. School Activity Funds for New School

When the population of a school moves to a new school, a percentage of a student's net worth must be forwarded from the exiting school to the new school.

1. Schools sending pupils to new schools must provide the new school with a percentage of the net worth per pupil for each student that the sending school will lose. To determine this amount, the sending schools will calculate their average per pupil net worth, based on the previous three fiscal years audited financial reports. The following percentages will be used in calculating the amount to forward to the new school.
 - a. Forward 25 percent of a designated elementary school's student net worth to the new school.
 - b. Forward 40 percent of a designated middle and high school's student net worth to the new school.
 - c. Unusual or unique circumstances may lead to different approved percentages.
2. Use the latest student projections included in the approved budget document to calculate the appropriate amounts.
3. The Office of the Comptroller must ensure the funds are forwarded to the new school between April 1 and June 30 of the fiscal year prior to the opening of the new school.

B. Disposition of School Activity Funds for Closing School

Proper planning for the disposition of school activity funds shall be made well in advance of the school closing, either permanently or temporarily. A written proposal must be presented to the assistant superintendent of Financial Services and the region assistant superintendent for approval before proceeding to dispose of school activity funds.

XI. AUDIT REQUIREMENTS

School activity funds will be audited annually as specified in the current version of Policy 5410, Periodic Audits. Audits are conducted to verify compliance with the provisions of federal, state, FCPS regulations, and audit standards.

XII. SCHOOL-RELATED ORGANIZATIONS – BOOSTERS AND PTA/PTOs

Parent-teacher organizations (PTA/PTOs), booster clubs, and foundations are neither school-sponsored clubs nor student-initiated clubs. Booster clubs and PTA/PTOs are independent entities from the school division but may be recognized as "school-related organizations."

A. General Information

1. Approval from the school principal must be obtained by the organization to be recognized as a school-related organization.
2. At the beginning of each school year, school-related organizations must:
 - a. Provide current organizational charters, constitution, bylaws, and annual IRS returns to the school principal.
 - b. Provide a list of current officers, written notice of scheduled meeting dates and minutes, to the school principal. All documents must be kept in a centralized file and be made available for inspection by the community.
3. Minutes of all organization meetings that occur during the school year must be provided to the school principal.

B. Financial Matters

School-related organizations must assume all contractual and financial responsibility for their activities and not pass any obligations to FCPS or the school.

1. School-related organizations must:
 - a. Provide an annual budget approved by the organization membership to the school principal.
 - b. Provide a monthly financial report, including outstanding obligations, to the organization membership and the principal.
 - c. Provide an annual financial report to the organization membership and the principal.
2. School-related organizations may provide volunteer services to assist with school activity funds.

C. Fundraising Activities

School-related organizations are solely responsible for the accounting of their fundraising activities and the use of proceeds. Funds raised in the name of the school will become property of the school. When organizing fundraising activities, organizations must also:

1. Notify and obtain approval from the principal, or designee, to ensure fundraising activities are consistent with the goals and mission of the school division as well as the current version of Regulation 1370, Fundraising.
2. Fundraisers should not conflict with the school division programs or activities.

3. Ensure fundraising activities involving student participation are approved by the principal and comply with the current version of Regulation 1370, Fundraising.

Legal Reference: Code of Virginia, Section 22.1-89

See also the current versions of:

- Regulation 1370, Fundraising
- Policy 1375, Charity Drives
- Policy 4430, Conflict of Interest – Employees
- Notice 5011, Authority to Contract, Annual List of Designees
- Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds
- Notice 5110, Fiscal Year Closeout
- Regulation 5350, Procurement Card Management
- Policy 5410, Periodic Audits
- Policy 5830, School Stores
- Notice 5922, Student Fees
- Regulation 5922, Student Fees
- Policy 6470, Records Management
- Regulation 6701, Records Management Program

School Activity Fund Business Accounts

Source of Revenue	School Activity Fund Account	Purpose	Guidelines
Yearbook or picture commissions	Administrative	Allocations are designated for the benefit of the entire student body.	<p>Acceptable Use:</p> <p>Students</p> <ul style="list-style-type: none"> • Instructional supplies • Assignment books • Recorders • Textbooks, workbooks, disks, scholastic magazines, and software • Computers and printers for classrooms and offices • Supplement or pay for patrol and student leadership camps <p>Staff Development</p> <ul style="list-style-type: none"> • On-site training for staff members • Conferences or registration fees; not to include travel, lodging, or meals • Supplement substitute costs for staff on training <p>Other</p> <ul style="list-style-type: none"> • Supplement or pay for Colonial Day/Author Day • Supplement instructional field trips • Refreshments for parent, PTA, or business partner functions • Fund minor improvements, beautification, landscaping projects • Bank or credit card late fees <p>Restrictions:</p> <ul style="list-style-type: none"> • Meals or refreshments for faculty • Personal gifts for staff for retirements or birthdays
Reward programs from various vendors (Giant, Target, Safeway, E-scripts)			
General donations specifically for benefit of student body			
Monopole commissions			
Lost and damaged textbook fees			

Source of Revenue	School Activity Fund Account	Purpose	Guidelines
Building use and facility rental (up to 15 percent retained)	ECA	<p>Allocations are designated for the benefit of the school and approved by the principal.</p> <p>These funds are not permitted to be used to benefit individual school employees.</p>	<p>Permitted Uses:</p> <ul style="list-style-type: none"> • Supplementing the cost of overtime or hourly assistance required to process the collection and deposit of student fees • Minor building improvements • Light refreshments for meetings involving parents, community members, staff, and faculty • Dues and Fees <ul style="list-style-type: none"> ○ Membership fees for wholesale clubs (e.g., Costco, BJ's, Sam's Club) • Staff functions <ul style="list-style-type: none"> ○ Staff and faculty team building activities that occur at the school ○ Staff and faculty team building and planning meetings conducted offsite ○ Professional development activities that can be conducted at the school such as webinars and training seminars ○ Local and nonlocal travel must be processed through Online Travel • Meals for staff and faculty should not exceed 75 percent of the GSA per-diem allotments <p>Restrictions:</p> <ul style="list-style-type: none"> • Personal gifts and awards to employees • Loans or gifts to Sunshine clubs and employee groups
Out-of-county tuition (up to 15 percent retained)			
Student parking fees (up to 15 percent retained)			
Vandalism payments (up to 15 percent retained)			
Vending machine profits			
Not to exceed 10 percent of earned interest of nonstudent funds during the fiscal year			