

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

INCOME 3200

STUDENT ACTIVITIES FUND MANAGEMENT 3201

Notwithstanding the provisions of Section 53 of Chapter 44 (Deposit of Receipts in Treasury:

Exceptions), the Committee hereby authorizes a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, via deposit tickets as provided by the city treasurer, into an interest bearing bank account, hereinafter referred to as the School Revolving Account, duly established by vote of said Committee to be used for the express purpose of supporting student services. In addition to such accounts, the Committee hereby authorizes the Melrose Middle School and High School, hereinafter referred to as the STUDENT ACTIVITY CHECKING ACCOUNT, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the authorized student activities.

Administration and record keeping of said Student Activity Accounts shall be the responsibility of the Office of the Superintendent of Schools. Unless otherwise directed by the Superintendent, appropriate records for all student activity transactions shall be maintained by the building Principal and overseen by the Business Manager.

Funds held on behalf of the Freshman, Sophomore, Junior, and Senior class are to be held within the Student Activity Fund of the High School. Such funds shall be designated by the class's year of graduation (Class of 2012, etc.)

Once a class has graduated, their funds should be removed from the Student Activity Fund no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the Student Activity Fund. When requested, and once all outstanding financial obligations of the graduation class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of 20XX. Checks payable to individual members of the class are not permitted.

Should the class officer not request to have their funds removed from the Student Activity Fund within two years of the date of graduation, the funds will be forfeited by the class and transferred into the general sub-fund portion of the Student Activity Fund. These funds may be allocated to appropriate student activities by the Principal at his/her discretion.

Class officers shall be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations under this policy.