

**LEYTON PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY #3005**

**School Activities Fund**

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. The school activities fund is a school district account. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent and/or designee shall manage the activities fund and serve as its treasurer. The superintendent and/or designee may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund at the discretion of the sponsor and activities director. Funds left in a graduating class's account may be transferred into any other school account at any time after graduation, but before the end of the fiscal year, at the discretion of the sponsor and activities director.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: November 10, 2008  
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Revised on: July 13, 2020  
Reviewed on: January 10, 2022