

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 612.1  
FINANCES**

**STUDENT ACTIVITIES ACCOUNT MANAGEMENT**

The Board of School Trustees authorized the establishment of student activity accounts in Policy No. 612. This regulation makes provision for appropriate management of these accounts.

The Principal or Program Director of each school shall be responsible for the administration of all activity funds in accordance with the provisions of state law and appropriate accounting practices and procedures as determined by the Director of Fiscal Services and approved by the Superintendent.

All monies collected shall be deposited in the Student Activities Account at a local bank and separate accounting shall be made for each activity account.

All payments from the accounts must have the written approval of the Principal/Program Director responsible for administration of the account.

The Student Activity Fund shall be audited annually. Payment for the audit shall be made from district funds.

Monies raised by student organizations must be expended for the benefit of students and expenditures from student body accounts must be authorized by that organization's advisor.

Reference: NRS 354.604, 354.610  
Adopted: June 11, 1985  
Revised: May 10, 2011