

## **CHAPTER 10**

### **10.7 STUDENT BODY FUNDS**

#### **10.7.1 Organization and Management**

All student body funds shall be deposited in and expended from the school's general checking account.

Each organization shall be provided a separate account within the general account.

All vouchers authorizing payment from an individual account **must** be signed by that group's advisor, the student treasurer, and approved via signature of the principal.

Any and all accounting papers and books described above shall be kept in a safe place by the principal of the school, and may be made available by him/her at his/her office to any citizen desiring to examine them during the regular hours when the office of the principal is open.

#### **10.7.2 Annual Report**

An annual report shall be prepared for each organization stating the total amount of money received and expended during the fiscal year. Copies of said reports shall be furnished the Superintendent of Schools.

This report must be approved and personally signed by the principal.

#### **10.7.3 Annual Audit (Revised 05/09/95)**

See Job Descriptions - Marshall County School: Section 3.14.4, Item 16