

BUILDING ACTIVITY FUNDS

In accordance with State statute and Colorado Department of Education rules, pupil activity funds must be used to account for revenues and expenditures related to school-sponsored pupil activities supported by revenues from pupils, gate receipts, or fund-raising sources. To facilitate immediate payment for items that do not directly benefit students, a building activity fund will be established at each building. Building activity funds are generated from receipts from staff vending receipts, picture funds, bank interest, and other similar functions. The funds may be used for student or staff benefit with the exception of employee compensation and bonuses.

All checks written from these activity accounts must have adequate documentation supporting the disbursement, including receipts or invoices, approved for payment by the building principal. Monthly detailed ledgers showing all activity account transactions will be submitted to the Director of Finance and Operations.

LEGAL REF: CRS 22-45-103(2)
CCR 301-11, 2245-R-3.02

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