

ATHLETIC FUNDS

Athletic funds are to be accounted for in the same manner as all other school funds as described in the foregoing regulations. All athletic collections and disbursements must be recorded in a separate sub-account within the school's general fund.

Change Drawer for Athletic Events

Schools may establish a change drawer to be used as starting cash for athletic events or other school activities. The authorized maximum of this fund is \$500 (School Handbook §4-14). The cash in the drawer must equal the established amount at all times. Personal checks are not to be cashed from this drawer. The balance in the drawer must be deposited in the school's bank account at the end of each school year.

SSAC Tournaments

Schools acting as a host for SSAC events shall deposit all proceeds collected at such events into a school depository account and pay all expenses associated with the event by checks from that account. A separate sub-account must be established in the transaction journal to account for all collections and disbursements.

Uniforms, Equipment and Team Merchandise

All such items purchased with school funds are property of the school; therefore, an inventory of all items must be maintained. Uniforms provided to athletes and coaches must be returned to the school at the end of the season.

SOURCE : Board of Education Minutes

DATE : April 5, 2004

