

Ordinance 2025/26-23

Section 4-4.1. System of accounting required; activity funds defined; accurate record required; Monthly statement of funds and expenditures; annual audits; report to governing body. —

A. The superintendent or superintendent's designee is responsible for implementing a modern system of accounting for all school funds as established by the Board of Education and the Auditor of Public Accounts.

B. All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, cafeterias, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

C. Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the rules of the School Board. The principal or principal's designee performs the duties of school finance officer. The school finance officer is bonded, and the School Board prescribes rules governing such bonds for employees who are responsible for school activity funds.

D. The School Board receives monthly statements of the funds available for division operating purposes and year-to-date expenditures. Such report is also made available to the public on the school division website.

E. All public funds will be audited annually by the state auditor of public accounts or by an outside firm performing this service under rules and regulations prescribed by the state auditor. All School activity funds (internal accounts) shall be audited at least once a year by a qualified accountant or accounting firm approved by the School Board, and a copy of the audit report shall be filed in the office of the Superintendent. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits is a proper charge against the school activity funds.

F. At least once each year the School Board submits a report of all its expenditures to the appropriating body. Such report is also made available to the public either on the school division website or in hard copy at the central school division office on a template prescribed by the Board of Education. (Adopted July 13, 1995; Revised May 12, 2016; Ordinance Number 15/16-31; Effective Date: July 1, 2016; Ordinance 23/24-6, Revised/Effective: August 10, 2023)

Legal Authority – Virginia Code §§ 22.1-16, 22.1-90, 22.1-115, 8 VAC 20-240-10, 8 VAC 20-240-20, and 8 VAC 20-240-40.