



POLICY

**Haddonfield
Board of Education**

FINANCES

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Adult School Activity Funds

6661 ADULT SCHOOL ACTIVITY FUND

Haddonfield Adult School activity funds (funds derived from Haddonfield Adult School fees/activities) shall be considered Board of Education funds; and therefore, subject to be audited annually along with other district funds, and shall be administered, expended, and accounted for according to rules of the State Board of Education.

The Haddonfield Adult School activity funds shall be kept in a separate account, supervised by the Haddonfield Adult School Coordinator and Haddonfield Adult School Board of Directors. All receipts from Haddonfield Adult School fees/activities must be deposited within two business days of receipt. Disbursements must be made by check signed by at least two officers of the Haddonfield Adult School (the Haddonfield Adult School Coordinator and at least one Haddonfield Adult School Board Officer are recommended). Separate and complete records shall be maintained by the Haddonfield Adult School organization.

Copies of all financial records including, but not limited to, balance sheet, bank statements, etc., must be submitted at the conclusion of each Haddonfield Adult School semester to the Business Administrator/Board Secretary of the Haddonfield Public Schools and will include a year-to-date listing of all receipts and disbursements.

N.J.S.A. 18A:19-14; 18A:23-2

BOE Revised Date: 2/28/2019
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