

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 5, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **PROPOSED CHANGES TO POLICY 3125 – NON-  
INSTRUCTIONAL SERVICES: SCHOOL ACTIVITY FUNDS**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE  
PERSON(S):** Rita Fromm, Chief of Staff  
Barbara Burnopp, Chief Financial Officer

**RECOMMENDATION**

That the Board reviews and approves the changes to Policy 3125. This is the third reading of this policy.

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Attachment I – Policy Analysis  
Attachment II – Proposed Policy 3125

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**Policy Analysis for Proposed Revisions to Policy and Rule 3125**  
**Non-Instructional Services: Fiscal Services – Accounting and Cash Management: School**  
**Activity Funds**

Statement of Issues Addressed By the Proposed Policy

Changes were made to the Policy and Rule to incorporate information from Policy and Rule 1310, which are recommended for deletion. New language has been added regarding guidelines for fund raising activities.

Cost Analysis and Fiscal Impact on School System

None

Relationship to Other Board of Education Policies

Policy and Rule 2361 address the distribution of flyers by students for fund raising activities.

Legal Requirement

None.

Similar Policies Adopted by Other School Systems

Most school systems have policies for school activity funds and fund raising. Specific guidelines vary somewhat.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

N/A

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: School Activity Funds

The Board of Education recognizes that schools may maintain school activity funds to promote the general welfare of all students and facilitate the normal extracurricular activities of the school. Projects that produce or disburse funds in support of school activities must contribute directly to the educational experience or morale of the students and may not conflict with nor supplant the instructional program.

As used in this policy, the term “school activity funds” means all funds generated by school-sponsored activities and maintained in school bank accounts.

School activity funds shall be managed in accordance with sound business practices, including adherence to accepted accounting practices. The Superintendent is responsible for recommending to the Board of Education all policies with regard to the financial management of school activity funds.

SCHOOL AFFILIATED ORGANIZATIONS MAY CONDUCT FUND-RAISING ACTIVITIES UNDER THE AUSPICES OF THE LOCAL SCHOOL, PROVIDED SUCH ACTIVITIES ARE IN ACCORDANCE WITH ALL ESTABLISHED POLICIES AND RULES. ALL ORGANIZATIONS CONDUCTING FUND-RAISING ACTIVITIES IN THE NAME OF THE SCHOOL MUST PROVIDE REPORTS ON THE RESULTS OF THE FUND RAISING ACTIVITY UPON ITS COMPLETION.

Related Policies: Policy 3132, Internal Audit, All Funds  
Policy 2211, School Personnel, Principal

Policy: Board of Education of Baltimore County  
Adopted: 9/18/68  
Revised: 6/19/80  
Revised: 8/17/00  
Revised: 4/26/05  
REVISED: