

STUDENT ACTIVITY ACCOUNTS / ADMINISTRATOR ACCOUNTS

The Building Administrator (BA) of each Ellsworth School Department school shall maintain and manage an Activity Account into which may be deposited funds from sources including, but not limited to, Box Tops for Education, School POP, commissions from vending machines, canteens and school pictures, student activity nights, fund raising (i.e., QSP), and local grants (i.e., Exxon, Hannaford). Using their discretion, BAs may disburse funds from this account, up to a \$500.00 limit, with proper documentation. Disbursements over this limit will require the approval of the Superintendent and his/her co-signature on the check and request.

For accountability purposes, the Superintendent or his/her designee shall review the Activity Account of each school a minimum of two (2) times per calendar year.

Adopted: **April 15, 2003**
 October 10, 2006 (formatting, grammar only)