

POLICY

Upper Freehold Regional Board of Education

Section: Finances

6630. ATHLETIC FUND

Date Created: February, 2004

Date Edited: February, 2004

Date Edited: June, 2012

6630- ATHLETIC FUND

The Board of Education directs the establishment of an athletic fund for the financial administration of the interscholastic athletic program. Moneys may be collected from and disbursed for only the interscholastic athletic program duly approved by the Board of Education.

The Board will facilitate the interscholastic athletic program by providing sufficient funds to overcome any deficit existing in the athletic fund at the conclusion of the school year.

The Athletic Director shall be responsible for the administration of the athletic fund. The fund will be audited annually and will be administered under appropriate accounting controls. ~~The books of account will include income and expenses separately for each approved athletic program.~~

All gate receipts must be turned in to the Athletic Director and deposited in to the district's general fund within forty-eight hours of collection. ~~and must be deposited on the day they are received.~~

All payments for supplies, equipment, and services for the interscholastic athletic program will be made in accordance with established purchasing procedures of the district. ~~except that fees for referees, ticket takers, and security personnel will be exempted from those procedures.~~ Purchase orders for goods and services purchased through the athletic fund will be approved by the Athletic Director and the Principal. Disbursements from the athletic fund will be made by check and approved by Athletic Director and the Principal.

At the conclusion of each athletic program, ~~team head coach the athletic director~~ shall, within four weeks, submit a complete inventory of all equipment and supplies to the Athletic Director.

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