

Business and Non-Instructional Operations

Income

Student Activity Funds Management

Student Activity Accounts Policy Statement

The purpose of student activity funds is to support a program of co-curricular and extra-curricular activities established by the administration and/or the Board of Education and to ensure that young people have an opportunity to take part in these school related activities. For the purpose of this policy, student body activities shall refer to school clubs, classes and other school-related activities which organize to raise money and/or promote a particular program, project or subject area. Funds raised under the umbrella of student activity belong to the organization, not individual students.

Excluded from this definition are parent groups, which do not include students in their membership nor utilize student help in their fundraising projects. Funds raised by such parent groups will not be considered District funds, and will not be maintained in District accounts. The finances of all school clubs and organizations will be handled by the designated school fiscal officer.

The purpose of student activity funds will be to promote the general welfare, education and morale of students and to finance the normal legitimate activities of the student organization. Projects for the raising of student activity money will, in general, contribute to the educational experience of students and will add to, not conflict with, the instructional program.

Funds for extracurricular activities may be generated from any administratively or Board approved source, provided the welfare and long-range benefits of students are the primary consideration. Funds raised by and from students will be used in accordance with the stated general purpose of that activity group.

Funds drawn from the public by sales or services will become public funds and subject to the public purpose. Accordingly, no individual may receive personal benefit without commensurate personal service or expense. Questions regarding the appropriateness of funding sources and expenditures are to be resolved by the Director of Business Services and/or Superintendent.

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate and co-curricular activities of the student body organizations. The building principal or designee is directed to obtain annually a list of and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year. At the request of the Director of Business Services, the building principal or designee shall provide this list to the Business Office.

This policy addresses solely student activity funds that are held as agency funds for District-approved student organizations, clubs, and other student groups. This policy does not address District revenues or expenditures that are solely under the District's discretion and control, even if those District funds are received or expended in connection with an activity for students.

All monies used and raised by District-approved student organizations and clubs shall be under the fiduciary control of the Board of Education and shall be managed in accordance with sound business practices and generally accepted accounting principles similar to other District funds. Student organizations and clubs, as covered by this policy, are those organizations, clubs and other groups that have an adult advisor appointed by the building principal or designee, a designated subaccount within the Trust/Agency Fund (Fund 60), student officers, and a specific student-related purpose or mission.

Student activity funds shall be maintained in a District-approved financial institution account and be accounted for in the Trust/Agency Fund (Fund 60). Activity funds may be invested, with interest accrued credited to the appropriate account. The building principal or designee shall be responsible for supervising the proper management of student activity funds in his/her building in accordance with established procedures.

All student activity fund expenditures requested by a student organization or club shall be approved by the group's advisor and the building principal or designee and adhere to all established disbursement procedures. Student activity funds shall be used only to finance the normal legitimate activities of the student organization or club or for a purpose beneficial to the school community as selected by the group or its officers. Student activity funds shall not be used to cash personal checks, make loans or extend credit to individuals, or to pay compensation directly to employees.

No student organization or club activity account shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Director of Business Services based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

If a student organization or club activity account has had no activity for one year after consultation with the building principal or designee it will be considered inactive and may be closed by the Director of Business Services. Funds from inactive student activity accounts may be transferred to the General Fund or disposed of in accordance with the recommendation approved by the Director of Business Services, with input from the building principal or designee.

At the end of the school year, all student activity account balances will be carried over to the next school year, with the exception of the senior class account. The senior class, after paying all its expenses, should designate before the end of the school year how any remaining balance will be allocated. Any funds that remain in the senior class activity account at the end of the school year may be used by the building principal or designee to purchase items for the general use by all students in the school.

The building principal or designee shall be responsible for the internal auditing of student activity funds at regular intervals throughout the school year and for establishing appropriate student activity fund management accounting and reporting procedures. Student organizations and clubs, and their faculty advisors, shall be informed of the student activity funds management policy and procedures annually in writing. In addition, an audit of all student activity funds shall be done annually at the same time as the annual audit of District funds.

The building principal or designee shall be responsible for supervising the proper management of student activity funds in his/her building in accordance with established procedures. Money collected

by District employees and by student organizations shall be deposited into the bank on a daily basis. Collected funds shall be maintained in a secured, discrete manner. Under no circumstances should money be left in classrooms or offices overnight.

Any person who suspects the misappropriation of student activity funds, including theft, fraud, impropriety or other irregularity in relation to the management of the funds, shall report his/her suspicions to the Superintendent or Director of Business Services, who shall be responsible for initiating necessary investigations. In the event, the concern or complaint involves said administrators, the concern shall be brought to the attention of the Board President. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential. If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the District's legal counsel.

Legal Reference: **Section 66.0607, Wisconsin Statutes**
 Section 120.12(1), Wisconsin Statutes
 Section 120.14(1), Wisconsin Statutes
 Section 120.16(2), Wisconsin Statutes
 Section 120.44(2), Wisconsin Statute
 Wisconsin Uniform Financial Accounting Requirements (WUFAR)
 Wisconsin Department of Public Instruction Fund 60 Agency Fund
 Guidelines (Student Activity Accounting)
 Wisconsin Public School District Auditing Manual – Agency Accounts
 (Pupil Activity Accounts and Parent Organizations)

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