

# School District of Hortonville

**Title:** Student Activity Fund  
Accounting

**Date Adopted:** 2/28/94  
**Date Revised:** 6/22/98  
5/22/00

**Policy No.** 10065  
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**Policy Statement:**

It shall be the responsibility of each organization or club advisor to oversee the financial records of the group they are advising. Each building administrator shall review the financial aspects of all student organization or clubs within his/her building for proper accounting procedures. Each building administrator shall also prepare an annual summary report, listing the beginning balance, revenue received, expenditures paid, and the year-end balance for all activity accounts at the end of each fiscal year.

In addition, the Director of Business Services will review on an annual basis, the procedures used by each school office to account for Student Activity Funds.

The funds of non-school sanctioned organizations or groups will not be accounted for, or deposited within school Student Activity Funds or another fund (reference Policy #7008).

**Rationale:** Fiscal responsibility

**Scope:** District wide

**Responsibility:**

Compliance with this policy shall be the responsibility of the Director of Business Services, Building Principals and Advisors.

**Implementation:**

For overnight student trips and all fund raising activities such as, but not limited to, trips sponsored by the music department, foreign language, debate or forensics department, a financial report upon completion of the trip or fund raising activity shall be required. The report shall be attached and is intended to protect the interests of the sponsoring advisor, the students and parents involved, and the Board of Education. The completed financial report shall be distributed to the offices of the building principal, the director of business services and district administrator. A report of this nature can be requested for any activity at the discretion of the administrator or Board of Education.

**Associated Information:**

Reporting Forms are attached.  
Reference Policy #7008

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Hortonville Schools**  
**Summary Financial Report**

This form is to be used to report the revenue and expenditures from trips that require overnight travel, fund raising activities or other major student events. This form should be completed with copies sent as follows: School Office, Business Office and Superintendent's Office. This form may be modified as necessary. If you are reporting on a fund raising activity, you may skip line 1-3.

Group Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Advisor \_\_\_\_\_

Revenues

- 1. Unit Cost per person \_\_\_\_ x total attending \_\_\_\_ = total income \$ \_\_\_\_\_
- 2. Discounts