Policy

STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations. The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor's recommendations.

Each activity covered by this policy must be recognized the District Administrator before monies can be collected or disbursed in the name of said activity.

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. The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new 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 with school Student Activity Funds or another fund.

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 office 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.

Legal Reference:
120.16(2) Wis. Stats.

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