

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

662.1

STUDENT ACTIVITY FUNDS MANAGEMENT

Student activity funds shall be established to account for monies used to support the activities of student organizations, including classes and clubs. Board approved student organizations must meet state requirements and provide extracurricular activities that augment, but do not replace, activities administered by the District. Student organizations covered by this policy have an assigned faculty advisor, and annually elected officers whose names are submitted to the building principal. The faculty advisor and treasurer of the student organization shall be responsible to the building principal for documentation of all student activity monies.

Fundraising activities by student organizations shall be conducted in compliance with the district's fundraising policy and procedures.

All student activity funds used or raised by student organizations shall be under the financial control of the Board and shall be managed in accordance with sound business practices, accepted accounting principles and established District procedures. Student activity funds shall be maintained in a District-approved financial institution and be accounted for in the Agency Fund. Interest accrued and account maintenance expenses shall be posted to the general account of the activity fund.

Student activity funds may be used to purchase goods, services and equipment which represent contributions to the district or individual schools. Requests for expenditures and payments shall be signed by the advisor and activity treasurer, and given prior approval by the building principal.

No student organization shall be allowed to operate with a negative account balance for an extended period of time. Special exceptions may be made with approval of the District Administrator, or designee, based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

If an account has had no activity for twelve consecutive months, it may be considered inactive and closed by the building principal. Funds from inactive accounts shall be transferred to the Activity Fund General Account.

At the end of the school year, all balances will be carried over to the next school year with the exception of the graduating class account. The graduating class, after paying all its expenses, shall designate before the end of the school year how any remaining balance will be allocated. The officer(s) of the graduating class shall be held responsible for the accounting of the funds. Any funds that remain in a graduating class account at the end of the school year shall automatically become part of the Activity Fund General Account.

The District Administrator shall be responsible for the development of administrative regulations to be used in the day-to-day operation of the student activity funds.

The designated middle/high school secretary shall be responsible for the internal auditing of student activity funds at regular intervals throughout the school year. In addition, an audit of all student activity funds shall be done at the same time as the annual audit of District funds. The cost of such an audit shall be paid by the District.

LEGAL REF.:	Sections	66.0607	Wisconsin Statutes
		120.12(7)	
		120.14(1)	
		120.16	
		120.18	
		Wisconsin Uniform Financial Accounting Regulations (WUFAR)	

CROSS REF.: 662.1-Rule, Student Activity Funds Management Procedures
370, Extracurricular Activity Programs
374, Student Fund Raising Activities
652, Revenues from Investments
661.1, Authorized Signatures
663, Bonded Employees and Officers
672, Purchasing
684, Audits

Previously Approved
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