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| <p align="center">SCHOOL DISTRICT OF GREEN LAKE POLICY</p> | <p align="center">662.1 – Student Activity Fund Management</p> |
| | <p align="center">Fiscal Management</p> |

662.1 – Student Activity Fund Management

The ultimate purpose of raising and expending student activity funds shall always be to promote the general welfare and morale of the students and to finance approved extracurricular and co-curricular activities of student clubs, classes or organizations. Student activities funds are raised by students for students with coaching and supervision from faculty advisors.

The collection or raising of any funds by a club, class or organization shall have the approval of the building principal and the faculty advisor. All such funds shall be under the financial control of the School Board and shall be managed in accordance with sound business practices and accounting procedures.

Student activity funds shall be deposited through the school office to the proper account. Student activity funds shall be used to benefit those students who have contributed to the accumulation of such funds except as otherwise provided by policy and procedures. Money collected by the student body as a whole shall be used to benefit the student body as a whole and not for the benefit of a special group.

Disbursements of student activity funds may be made only upon prior approval of the faculty advisor. No club, class or organization shall be obligated for purchases made or expenses incurred by students, staff or others unless supported by a written expenditure authorization signed by the advisor and building administrator and accompanied by proper documentation.

No student activity account shall be allowed to operate with a negative account balance. Special exceptions may be made with the written approval of the building administrator overseeing the activity, based on a reasonable expectation that such negative balance is a temporary condition that will be corrected within the fiscal year by incoming revenue.

If an account has had no activity for 12 consecutive months, the principal may close the account if it appears the account will not be needed in the future. Funds from inactive accounts shall be transferred to the general consolidated account.

At the end of the school year, all balances shall be carried over to the next school year with the exception of the year a class is graduating. Any funds remaining in a graduating class account at the end of the school year of graduation shall automatically be transferred to the general consolidated account.

Complete records relating to student activity funds shall be submitted to the Business Office for auditing at the end of each school year. An audit of all student activity funds shall be made at the same time as the annual audit of school funds. The cost of such an audit shall be paid by the District.

1st Read: 09/12/2012
2nd Read: 10/10/2012

Legal References: Wisconsin Statutes Sections 120.14(1) and 120.16(20) and Wisconsin Uniform Financial Accounting Regulations (WUFAR)

Cross Reference: 662.1 Student Activity Fund Management Procedures; 352.2 Student Travel/Overnight Trips; 370 Co-Curricular Activities; 374 Student Fundraising; 656 Student Fees, Fines, Charges; 664 Cash in School Buildings; 672 Purchasing