

ALMOND-BANCROFT SCHOOL DISTRICT
Board Policy Manual

662.1

STUDENT ACTIVITY FUNDS MANAGEMENT

All student activity funds shall be under the financial control of the School Board and shall be managed in accordance with sound budgetary and accounting procedures.

Student activity funds shall be deposited through the school office to the proper account and shall be used (identify limitations, if any, on the use of student activity funds in the district – for example, only for student programs and activities; only for school-related purposes; only for purposes consistent with the objectives of the student activity/organization; or for some other designated purpose(s). Activity funds may be invested, with interest accrued credited to the appropriate account.

The District Administrator shall have the responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in the District.

Building principals shall be directly responsible for the conduct of student financial activities in their assigned schools in accordance with established policies and rules. The Activity Account Bookkeeper, under the direction of the District Administrator, shall be responsible for maintaining the activity fund accounts and for the periodic reporting of receipts, expenditures, and balances for each account.

Student activity fund accounts shall be audited annually by the certified public accountant employed to audit other District funds.

LEGAL REF.: Sections 66.0607 Wisconsin Statutes
120.14(1)
120.16(2)
Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 662.1-Rule, Student Activity Funds Management Procedures
370, Extracurricular Activities and Programs
374, Fundraising Activities
652, Revenues from Investments
661, Depository of Funds
672, Purchasing
684, Audits

APPROVED: 1/17/83

REVISED: 6/22/93: 1/8/01: 12/19/07: