

DeForest Area School District
Administrative Regulation

TITLE: <b style="text-align: center;">STUDENT ACTIVITY FUNDS MANAGEMENT - RULE	NUMBER: AR 9.7(28) RULE
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: 2000 Revisions:</i>	

The following student activity funds management guidelines shall be adhered to:

A. Financial Accounting Guidelines

1. General Accounting Guidelines

- a. One bank account for each school shall be established for student activity funds for the building. Individual student activity accounts shall be established in the student Activity Fund 60. All deposits shall be made into the building activity bank account and posted to their individual student activity account with all student activity checks being drawn against the appropriate individual account.
- b. Any interest earned on deposits shall be distributed among all accounts in the building.

2. Student Activity Fund Expenditures

Expenditures made for the following purposes may be authorized by the building principal with a student activity purchase order form signed by the student activity advisor and student representative:

- a. For the purchase of supplies and materials for the operations of an activity.
- b. For paying customary expenses associated with a student activity such as travel, food, lodging, registration and other fees, admission tickets, refreshments and entertainment.
- c. Expenditures made for any purchase of equipment, including activity uniforms such as sweatshirts sold through the school, shall

be made through the Business & Auxiliary Services office through purchasing channels. No cash payments from student activity accounts shall be made for such purchases.

- d. A request for the use of student activity funds for transportation needs shall be submitted to the Director of Administrative Services for approval.
- e. Cash Payments from student activity accounts shall not be used for the payment of personal services.
- f. Student activity funds shall not be used for the payment of services performed by district employees and/or faculty travel unless such travel is associated with the operation of the student activity.

3. Discontinued Student Activity Accounts

Any balance remaining in discontinued student activity accounts after all obligations have been paid shall be administered in accordance with the following:

- a. Student activity account balance shall not be used for any purpose that represents an accommodation or loan or provides credit to any individual.
- b. Any funds that were received subject to a special limitation shall be returned to the donor if the condition or limitation occurs because of liquidation of the account. Fund shall be donated to another organization if the funds were donated with a specific purpose and the purpose could be fulfilled by another organization.
- c. Any remaining funds not subject to restrictions shall be distributed and deposited among the remaining student accounts.

4. Year-end student Activity Account Balance Transfer

- a. At the end of the school year, all student activity account balances shall be carried over to the next school year, with the exception of the graduating class fund.
- b. The graduating class, after covering the expenses and activities of the class, shall designate how any remaining balance shall be disposed or spent. The designation must be made in writing to the high school principal before July 1 of the school year of graduation.

- c. Any funds that remain in the class treasury after June 30 of the school year of graduation shall be transferred among the remaining high school student accounts.

5. Student Activity Fund Fiscal Requirements

- a. The building principal and Business & Auxiliary Services office shall maintain a current list of active student activity accounts. The activity name, a brief description of the purpose of the activity, the name of the activity advisor, and the student activity student officers shall be included on the list.
- b. The Business & Auxiliary Service office shall maintain an internal audit program to:
 - (1) Determine whether or not District polices and procedures are being adhered to. Such determination shall be made through a general review of each school's activity accounts. The general review shall be conducted at least annually.
 - (2) Verify that receipts and disbursements are supported by proper documents (e.g. invoices, check requests, approval signatures, evidence of receipts, purchase orders).
 - (3) Verify that District cash handling procedures are being adhered to.
 - (4) Provide assistance to the audit performed by the district's independent auditing firm.
- c. Student activity funds shall be separate from any private organization's funds. Each organization shall be responsible for performing accounting functions for its funds.
- d. The Principal with approval of the Director of Administrative Services may approve student activity fund expenditures for extracurricular activity-related fundraising activities. Such expenditures shall be accounted for within the appropriate student activity accounts.
- e. Student activity funds may be used in conjunction with district funds to provide extracurricular trips. Such use shall be subject to the following guidelines:
 - (1) The Director of Administrative Services approval shall be required if district-owned property will be used and/or if a district employee whose salary will be paid by the district while on the trip will be supervising or chaperoning the trip. A limit of two teachers generally will be allowed to

go on the trip if they would be absent from scheduled classes, unless specifically authorized by the District Administrator.

- (2) Expenditures subsidized by the district shall be recorded in the appropriate district fund. Other expenditures financed by the group either personally or through fundraising activities shall be recorded in the appropriate student activity account.
- (3) Prior approval of the building principal and/or Director of Administrative Services shall be required if the trip requires students to be absent from scheduled classes. Director of Administrative Services approval is required for all trips outside of the state. All overnight trips shall take place on weekends or vacation periods and may not result in students missing more than one (1) school day.

6. Student Activity Fund Receipts

a. Ticket Sales (Gate Admissions)

- (1) A single summary receipt shall be use to record daily sales of tickets (e.g. tickets to an extracurricular class play).
- (2) The summary receipt shall show the starting and ending ticket numbers of the tickets sold.
- (3) The tickets shall be reconciled to the cash received daily.

b. Student Activity Account Deposits

- (1) All cash or checks received by the activity treasurer or other person involved with the activity shall be deposited “intact” daily in accordance with District policy and established cash handing procedures. “Intact” shall mean that total receipts are to be deposited and that none are to be used for the purpose of making purchases, paying any school activity expense or cashing student or employee checks.
- (2) All receipts shall be deposited the same day and not held overnight. Bank night depository facilities should be used if necessary.
- (3) Under no circumstances should checks be withheld from deposit.
- (4) Each check deposited shall be endorsed with a student activity fund stamp indicating the name of the school.

7. Student Activity Fund Disbursements

a. General Guidelines

- (1) All disbursements from student activity accounts shall be done by check from the building accounting system.
- (2) A single check may be used to pay bills charged to more than one (1) student activity account.

b. Purchases

- (1) All student activity purchases should be made by the activity advisor using an activity purchase order that include signatures of the student representative, advisor, and principal in accordance with district policy and established procedures.
- (2) The activity advisor shall be responsible for the distribution of purchases and submission of an approved invoice to the building principal for claim payment and accounting.

c. Payment by Check

- (1) All payments through checks drawn on student activity accounts shall be made in accordance with district policy and established procedures.
- (2) "Deficit financing" or drawing of checks against student activity accounts which have insufficient funds is not permitted.

d. Student Activity Fund Office Records

- (1) Each school building office shall keep a ledger of receipts, disbursements and account balances for each individual activity account. The ledger shall indicate dates, check or receipt numbers and amounts of each receipt and payment.
- (2) Individual activity ledgers shall be reconciled monthly and sent to the Business & Auxiliary Services office.

B. Building Accounting System – Forms and Procedures

1. Student Activity Fund Receipts

a. Collection and documentation of Receipts at Schools

- (1) Receipts forms relating to student activities shall use a separate numeric series to distinguish student activity receipts from district receipts. Student activity account monies shall not be co-mingled with district monies.

- (2) If receipts are issued to students or individuals, an individual three-part, pre-numbered receipt should be prepared to record individual transactions.
- b. The activity advisor shall prepare a receipt transmittal form to accompany money collected for remittance to the principal's office.
 - c. The building office staff should prepare a bank deposit recap form on a daily basis for receipts received.
 - (1) Verify the transmittal amount received.
 - (2) Reconcile amount received. If cash amounts are over or under a brief explanation should be included on the bank deposit recap form.
 - (3) Return a copy of the bank deposit recap to the activity advisor.