

DeForest Area School District
Administrative Regulation

TITLE: STUDENT ACTIVITY FUNDS MANAGEMENT	NUMBER: AR 9.7(28)
<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: Instruction 375 <i>Established: 2002 Revisions:</i>	

The District supports student activities that supplement the district’s educational programs and believes student representation is an important factor in the democratic management of student activity funds. The District will provide an opportunity for these student activities to raise money through approved fundraisers that support their programs.

All funds generated from district approved fundraising activities involving students shall be the property of the district. Student activity funds shall remain under the control of the Board of Education.

Funds shall be used to finance a program of extracurricular activities to augment but not, replace the activities provided by the district. Funds shall be expended in such a way as to benefit those students who have contributed to the accumulation of funds, except as otherwise provided.

Funds derived from the student body as a whole shall be expended in such a way as to benefit the student body as a whole. The District encourages student body representation as an important factor in the democratic management of funds raised by the student body as a whole and expended for its benefit.

Student activity funds may be used to purchase goods, services or equipment that represent contributions to the district or individual schools. Such use of funds shall require prior approval of the Director of Administrative Services and accounted for in district gifts.

The student management of funds shall be in accordance with sound business practices including budgetary and accounting procedures. Student activity funds shall be:

1. Deposited in the building student activity account after being received by the activity treasurer or other person involved with the activity intact and generally no later than the day following receipt.
2. Accounted for in the Agency Fund.
3. Audited annually along with other district funds.

The District shall establish rules and regulations for the supervision and administration of student activity funds.

Reference:

Section 120.14(1) Wisconsin Statutes

Cross Reference:

AR 9.7(28)– Rule – Student Activity Funds Management Guidelines and Procedures
Student Fundraising Activities