

**STUDENT ACTIVITIES FUNDS MANAGEMENT**

The Board of Education encourages fund-raising activities to support student clubs, organizations, class functions, and other activities. However, funds raised for school-sponsored activities must be turned over to the District treasurer, as required by law, and accounted for by the Board.

To help the Board fulfill this obligation, the principal will:

1. Assign a faculty advisor to each student group that wishes to raise funds for its activities.
2. Inform the advisor that each fund-raising activity must be submitted for approval via the District’s fundraising procedures and each disbursement of funds must be approved in advance by the building principal.
3. Inform the advisor of his/her responsibility to document the collection and disbursement of all funds.
4. Provide the advisor with all applicable Board of Education policies and District fundraising procedures.

No account shall be allowed to operate with a negative balance. Exceptions may be made by the Principal if there is reasonable expectation that a negative balance is temporary and will be corrected with the collection or raising of funds. Any funds left in the account at the end of a school year may be carried over to support activities in the next school year, with the exception of funds raised by the senior class. Senior class officers, after covering the expenses and activities of their class, may designate, with principal approval, how remaining funds will be spent. However, the funds unspent or undesignated for certain expenditures when the class graduates will become part of the District’s general fund or transferred to other activity accounts. Periodically the Principal shall take action to assign funds from inactive accounts to designated active accounts.

Annually, the Board of Education shall review and approve all student activity accounts based off a report generated from the district’s financial accounting software.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes  
120.16(2)(5)  
66.042  
21 OP Atty. Gen. 376.1932

Cross Ref.: 652, Revenues from Investments  
661, Depository of Funds  
680, Fiscal Accounting and Reporting  
684, Audits

Adopted: 11/8/82  
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