

Non-Instructional Operations and Business Services

Student Activities Accounting

I. Purpose

This policy establishes procedures for the management of student activities accounting.

II. General Statement of Policy

The school district recognizes the need to provide opportunities to advance student learning, skills, and talents through district activities. The district is obligated to ensure maximum accountability for public funds and student activities funds.

The district will account for all student activities funds related to curricular, co-curricular and extra-curricular activities. The district will not account for funds generated from non-student activities, groups, or organizations (i.e., parent organizations, booster groups).

III. Definitions

A. Curricular Activities

“Curricular activities” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

B. Co-curricular Activities

“Co-curricular activities” means those portions of the school-sponsored and school-directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, pep band). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily, or totally funded by public funds for general instructional purposes under direction and control of the school board.

C. Extra-curricular (Non-curricular/Supplementary) Activities

“Extra-curricular (non-curricular/supplementary) activities” means all direct and individual services for students for their enrichment that are managed and operated under the direction/guidance of an adult or staff member. Extra-curricular activities have all the following characteristics:

1. They are not offered for school credit nor required for graduation.
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed upon by the participants and approved by school authorities.
3. The content of the activities is determined primarily by the student participants under the direction/guidance of a staff member or other adult.

The school board will take charge of and control over all student activity accounting that relates to extra-curricular activities.

D. Public Purpose Expenditure

“Public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. Management of Activity Funds

- A. All money received from activities will be deposited in the general fund to be disbursed for expenditures and compensation connected with the activity.
- B. All revenues and expenditures related to activities will be accounted for in accordance with Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.
- C. Any and all costs of activities may be provided from school revenues.
- D. All student activities funds (see Appendix I) will be collected and expended:
 1. in compliance with district policies and procedures.
 2. under the general direction of the building principal and with the participation of students and faculty members who are responsible for generating the revenue.

3. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund.
4. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible.
5. in a manner which meets a public purpose.

C. Any residual money from inactive activities accounts will be transferred to other existing activity accounts prior to the end of the fiscal year. The principal and student treasurer of the activity will designate the recipient activity account(s).

V. Demonstration of Accountability

- A. The school board will direct its independent certified public accountants to audit, examine and report upon student activities accounts as part of its annual school district audit, in accordance with state law.
- B. As part of formally accepting the fiscal year audit of the district's financial statements, the school board will review and account for all student activity accounting that relates to non-curricular/supplementary activities.
- C. The business department will develop and maintain the student activity accounting procedures handbook to define procedures for budget and accounting procedures for student activities. All procedures will comply with state and federal laws.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (Bequests; Donations; Gifts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)

Manual for Activity Fund Accounting (MAFA)
Policy 628 (Student Activities Program)
Policy 701 (Establishment, Adoption, and Modification of School District Budget)
Policy 702 (Fund Balances)
Policy 703 (Accounting)
Policy 704 (Annual Audit)
Policy 705 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Policy 709 (Acceptance of Gifts, Donations, and Bequests)

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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 711

STUDENT ACTIVITIES FUNDS – GUIDELINES AND PROCEDURES

- A. While still being under Board control, each student activity will maintain its own separate account, using operating procedures based on the Uniform Financial Accounting and Reporting Standards (UFARS), Manual for Activity Fund Accounting (MAFA), and recommendations from the district's auditor.
- B. Each activities fund will be self-sustaining under the guidance of a staff member or an appointed advisor.
- C. All activities funds will be controlled and monitored by the district's business services office. The business services office will also account for the receipts and expenses for each activity.
- D. Any new activity, change in activity, or termination of activity will be documented and submitted to the business services office.
- E. The business services office will maintain a current list of present activities accounts. This list will indicate the activity's name, a brief description of purpose, and the name of the activity's advisor and student treasurer.
- F. A student activities check request form will be approved by the following individuals before submission to the business services office for payment processing:
 1. Individual activity fund treasurer (where applicable)
 2. Individual activity fund advisor
 3. Administrator in charge of the activity
- G. A receipt control process will be maintained by the student organization for the collection of monies. Records to be kept must be simple, easy to handle, understandable and complete. All cash or checks received by the activity fund's treasurer or advisor are to be deposited intact and on a timely basis.
- H. Deposit records are to be completed, per instructions established by the business services office, and forwarded to the business services office.

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