

STUDENT ACTIVITY FUNDS

- I. This policy authorizes the establishment of a student activity fund account, and provides for the authority to administer and audit funds.
- II. The Director of Business Services shall establish and maintain a central system of accounting for activity funds in accordance with Wisconsin Uniform Financial Accounting Requirements (WUFAR) Accounting Principles. Authority is granted to establish a checking account(s) for the receipt and disbursement of all funds. All monies collected by agents of the School District or by students engaged in school-sponsored activities must be deposited and accounted for. All funds and associated transactions shall be subject to the annual audit as directed by the Board of Education.
- III. Authority is also granted to establish an investment account in which excess funds are placed. Interest earned from the investment and checking accounts shall be placed in the student council accounts.
- IV. It shall be an administrative responsibility to ensure that funds are earned and expended in a manner consistent with high ethical standards. All club activity accounts shall be administered to avoid deficit balances.
- V. Funds remaining in defunct accounts will be reallocated by the Director of Business Services. Such funds may not be given to a student or former student. Funds from defunct accounts may be reallocated to club accounts showing a deficit or equitably reallocated to the Port Washington High and Thomas Jefferson Student Council accounts. Excess funds cannot be reallocated for any purpose other than those stated above.
- VI. Duplicate receipts shall be issued for all monies received by the building secretary with one (1) copy given to the activity advisor and the other copy held with the deposit. Bank deposits must be made on a regular basis by the school secretaries responsible for student funds accounts. Bank deposits must be made weekly during the school year. All monies collected must be accounted for in the proper activity funds.
- VII. Purchase orders and vouchers requesting disbursement of funds must be generated by the club advisor and approved by the building principal and the Director of Business Services. A signed receiving report must be forwarded to the District Office prior to payment on a purchase order.

- VIII. No disbursements shall be granted for any purpose other than the intended student activity for which the monies were collected.
- IX. Two (2) signatures must appear on all disbursement checks. No funds are to be disbursed for any reason without a signed purchase order or voucher requesting payment.
- X. Documents pertaining to a payment must be stamped complete, with the date paid and the corresponding check number. All documents must be filed by activity account for reference.
- XI. A monthly accounting by fund shall be sent to each school. This report shall show all deposits and expenditures made during the preceding month and shall state the balance in each account.

Legal Reference:
Sections 120.14 Wis. Stats.

Adopted: 6/18/01
Revised: 10/11/10; 12/12/11; 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us