

STUDENT ACTIVITY FUNDS MANAGEMENT

- I. This policy addresses solely student activity funds that are held as agency funds for District-approved student organizations, clubs and other student groups. This policy does not address District revenues or expenditures that are solely under the District's discretion and control, even if those District funds are received or expended in connection with an activity for students.
- II. All monies used and raised by District-approved student organizations and clubs shall be under the fiduciary control of the School Board and shall be managed in accordance with sound business practices and generally accepted accounting principles similar to other District funds. Student organizations and clubs, as covered by this policy, are those organizations, clubs and other groups that have an adult advisor appointed by the building principal, a designated subaccount within the District's Agency Fund, student officers, and a specific student-related purpose or mission.
- III. Student activity funds shall be maintained in a District-approved financial institution account. Activity funds may be invested, with interest accrued credited to the appropriate account. The building principal shall be responsible for supervising the proper management of student activity funds in his/her building in accordance with established procedures.
- IV. All student activity fund expenditures requested by a student organization or club shall be approved by the group's advisor and the building principal and adhere to all established disbursement procedures. Student activity funds shall be used only to finance the normal legitimate activities of the student organization or club or for a purpose beneficial to the school community as selected by the group or its officers. Student activity funds shall not be used to cash personal checks, make loans or extend credit to individuals, or to pay compensation directly to employees.
- V. No student organization or club activity account shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Director of Business Services based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.
- VI. If a student organization or club activity account has had no activity for 24 consecutive months, it will be considered inactive and will be closed by the Director of Business Services. Funds from inactive student activity accounts shall be transferred to the General Fund.
- VII. At the end of the school year, all student activity account balances will be carried over to the next school year, with the exception of the senior class account. The senior class, after paying

- all its expenses, should designate before the end of the school year how any remaining balance will be allocated. Any funds that remain in the senior class activity account at the end of the school year shall be transferred to the General Fund, unless special provisions are made otherwise.
- VIII. The Director of Business Services shall be responsible for the internal auditing of student activity funds at regular intervals throughout the school year and for establishing appropriate student activity fund management accounting and reporting procedures. Student organizations and clubs, and their faculty advisors, shall be informed of the student activity funds management policy and procedures annually in writing. In addition, an audit of all student activity funds shall be done annually at the same time as the annual audit of District funds.
- IX. Any person who suspects the misappropriation of student activity funds, including theft, fraud, impropriety or other irregularity in relation to the management of the funds, shall report his/her suspicions to the Superintendent or designee, who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the Superintendent or designee, the concern shall be brought to the attention of the Board President. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential. If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the District's legal counsel.

Legal Reference:

Sections 66.0607, 120.12(1), 120.14(1), 120.16(2), 120.44(2), Wis. Stats.

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

Wisconsin Department of Public Instruction Fund 60 Agency Fund Guidelines (Student Activity Accounting)

Wisconsin Public School District Auditing Manual – Agency Accounts (Pupil Activity Accounts and Parent Organizations)

Cross Reference:

Board Policy 5830 – Student Fundraising Activities

Adopted: 6/18/01

Revised: 10/11/10; 12/12/11; 3/16/15; 12/09/19

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