



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Student Activity Fund Management

~~Student Activity funds are established to account for monies used to support the activities of student organizations and clubs. The students in the organization are involved in the management of the organization's activities. Acting as agent, the district is responsible for maintaining records and properly accounting for the activity within the activity funds (student activity funds). The funds are under the control of the school board which has a fiduciary responsibility to establish and enforce policies and procedures to safeguard activity account assets consistent with other assets of the school district. The school district activity fund policy goal is to formulate and evaluate fraud prevention and create detection policies and procedures to ensure the safeguard and accounting integrity of student activity funds. These policies and procedures that the school district has adopted are to establish and improve controls over activity funds for which it has custodial responsibility.~~

~~It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, and co-curricular activities of student organizations. The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor's recommendations. For purposes of this policy, student activities are defined as school clubs, athletic teams, class funds, and other related groups, which organize to raise money and/or promote a particular program, project, or subject area. Parent groups such as booster clubs are excluded from this definition.~~

~~All funds generated from student fundraising activities shall be the property of the School District and deposited in District student activity funds. Student activity funds shall be under the control of the Board and used and distributed at the discretion of the Board through the administrative staff. The students in the organization are involved in the management of the organization's activities. Since student activity account funds are actually School District funds, it is essential that they be accounted for in a manner consistent with other funds of the District.~~

~~Fundraising for all student activities will be in accordance with Board Policy 373. All collected money shall be handled, secured, and deposited in accordance with District procedures.~~

~~Any funds left in the account at the end of a school year will 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 High School 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. **Classes may withdraw a maximum of \$500 for use as start-up costs for their first class reunion**~~

No student activity fund shall be allowed to operate with a negative balance. Exceptions may be made by the Business Manager if there is reasonable expectation that a negative balance is temporary and will be corrected with the collection or raising of funds.

After one (1) year of inactivity, the unexpended funds of discontinued student organizations shall, on the recommendation of the Principal and the approval of the Business Manager, be transferred to the General Fund or other activity accounts.

Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion and/or termination.

LEGAL REF.: Section 120.14(1) Wisconsin Statutes
120.16(2)

CROSS REF.: Policy #682 – Audits
Policy #373 Student Fund-Raising Activities
DPI Website

APPROVED: April 13, 1989

REVISED: June 13, 1991

APPROVED: July 11, 1991

REVISED: February 9, 1995

APPROVED: March 9, 1995

REVISED: July 10, 1997

APPROVED: July 24, 1997

REVISED: February 11, 1999

APPROVED: March 11, 1999

REVISED: November 13, 2008

APPROVED: January 8, 2009

REVISED: March 8, 2018

APPROVED: April 12, 2018