

SCHOOL DISTRICT OF MAYVILLE

662.1

STUDENT ACTIVITY FUNDS MANAGEMENT

Student activity fund accounts shall be used to allow students to conduct business for their group's benefit or the benefit of the student body of the school. Activity fund accounts may be developed only with the approval of the Board of Education and are under the direct supervision of the Board.

Once the Board has approved the development of a student activity or organization, it shall be the responsibility of the students to manage the group's activity fund account under the direction of the group's advisor. The District Administrator shall develop and require approved student organizations/activities to follow a procedure for the proper administration of student activity accounts.

All activities, whether they are fundraisers or expenditures of funds, shall be approved by the student organization/activity through its regular meeting procedure, by the group's advisor and by the building principal. Only those transactions permitted by law and by the Department of Public Instruction shall be handled through student activity fund accounts.

Student activity fund records and accounting procedures shall be subject to internal audits by the Board and/or administration. Further, student activity fund accounts shall be audited annually, along with general District funds.

LEGAL REF.: Sections 120.14 Wisconsin Statutes
120.16(2) and (6)

CROSS REF.: 662.1-Rule, Student Activity Funds Management Procedures
374, Student Fundraising Activities
661, Depository of Funds
661.1, Authorized Signatures
662.11, School Organization/Activity Contracts
681, Accounting System
684, Audits

APPROVED: November 11, 1968; June 21, 1971

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REVIEWED: October 5, 1981

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Signatures of School Board Members:
