

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 662.1

STUDENT ACTIVITY FUNDS MANAGEMENT GUIDELINES

1. Administration
 - a. The Superintendent or designee shall have responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in schools under his/her jurisdiction in accordance with established district policies and procedures.
 - b. The principal of the school, as trustee, shall be directly responsible for the conduct of student financial activities in accordance with state law and regulations and district policies and procedures.

2. Creation and Governance
 - a. Student organizations may be created for a specific purpose, with the approval of the building principal.
 - b. Each organization must have an advisor designated as the person solely responsible for the handling and accounting of funds.
 - c. Each student organization must have a constitution.
 - d. Proper documentation must be maintained.

3. Budgeting and Accounting
 - a. Each organization involved in fundraising and/or receiving money must prepare an annual budget of estimated receipts and expenditures. The building principal must approve this budget and submit a copy to the business office.
 - b. Each organization must follow district procedures for the receipt of money, disbursements, recordkeeping and reporting.

4. Receipts and Deposits
 - a. All monies that are raised/received must be properly receipted and deposited with the school secretary on a daily basis. No cash payments may be made from receipts – all receipts must be deposited.
 - b. All checks received shall be immediately stamped “For Deposit Only.” No personal checks may be cashed from receipts. Personal checks may be accepted, however, they must be for the exact amount due the schools or activity.
 - c. No monies may be placed in an advisor’s personal account.
 - d. Receipts or pre-numbered tickets and a ticket report must be issued for all monies received.

- e. Supporting documents (pre-numbered receipts, pre-numbered class receipt records, pre-numbered tickets or other auditable records) must accompany all monies received.
- f. Any “non-sufficient funds” checks and related charges shall be deducted from the balance of the appropriate activity account.

5. Disbursement of Funds

- a. The activity advisor and the student activity representative must sign all purchase orders and all check requests.
- b. Check requests must be accompanied by supporting documents (invoices, sales slips, etc.)
- c. All checks must contain two authorized signatures. The combination of signatures must include at least one of the building administrators and may include the building secretaries.
- d. Checks shall be written by the business office and forwarded to the building principal for signature.
- e. All payments from student activity funds shall be made by check.

6. Recordkeeping

- a. Advisors in charge of student activity accounts must ensure that a treasurer’s report is maintained for each activity account.
- b. At a minimum, accounting records shall show the account balance; the amount, source and date of receipts; and the amount, payee, reason and date for each disbursement. These records are to be reconciled with monthly reports provided to the advisor by the business office.

7. Prohibited Transactions

- a. No personal purchases may be made through the student activity funds for staff members or other individuals.
- b. Expenditures from student activity funds for professional books, magazines or personal memberships in professional organizations is prohibited.
- c. No purchase may be made that violates state law or Board policy.

8. Staff Advisors

- a. Each organization must have a staff advisor, approved by the building principal. The advisor may serve in a paid or voluntary capacity. In either case the advisor shall be responsible for the activity account and must follow district policies and procedures.
- b. It shall be the responsibility of the advisor to reconcile the activity records with the general ledger information provided by the school secretary.

- c. The advisor shall have personal responsibility for monies collected until they are deposited at the school office or turned over to a school administrator for handling. The advisor must receive and retain the receipt of the deposit.

9. Reporting to the Building Principal and Advisor

- a. On a monthly basis, the secretary to the business office shall forward a copy of the record of deposits, disbursements and the balance of activity accounts to the appropriate building principal and the advisor of each student organization having an activity account.
- b. The advisor and treasurer of the student organization shall compare the reports provided by the business office with the treasurer's records.
- c. Advisors shall notify the secretary to the business office within 10 days of any discrepancy.

10. Interest Earned on Activity Accounts

Interest earned on activity accounts shall be deposited in the general fund and used to defray items such as normal bank service fees, cost of printing checks, annual license fee for software used to keep records, etc.

11. Inactive Activity Accounts

An account is considered inactive after 24 consecutive months without financial activity. Inactive accounts shall be closed and the funds transferred to the general fund.

12. Graduating Class Fund

- a. The account of a graduating class shall be closed 30 calendar days after graduation and the funds shall be transferred to the general fund.
- b. A graduating class may donate the funds remaining in the class activity to a school gift fund, providing that a letter, indicating such donation has been signed by the class president and treasurer has been presented to the building principal prior to graduation.

13. Negative Balances

No student organization shall be allowed to operate with a negative balance. The Board may make special exceptions to the negative balance rule upon appeal by the building principal and upon the principal's certification that the negative balance is a temporary condition that will be corrected within 30 calendar days by incoming receipts.

14. Audit

- a. The business office shall perform periodic internal audits and report the findings of these audits to the Superintendent.

- b. An independent auditor shall conduct an audit of student activity accounts as part of the annual school district audit.

APPROVED BY THE SUPERINTENDENT: April 9, 2003