STUDENT ACTIVITY FUNDS MANAGEMENT

The purpose of student activity funds is to help support a program of co-curricular and extra-curricular activities established and authorized by Walworth Jt. District #1. The raising and expending of activity funds by students has but one purpose: to provide the general welfare, education, and morale of students and to finance the normal legitimate activities of student organizations (defined as an active student based organization with an advisor, student officers in a specific student-related purpose or mission). Funds raised under the umbrella of a student activity belong to the student organization, not to individual students' or to the advisor. Gifts, grants, scholarships, parent organization funds, and staff related funds such as coffee or sunshine funds are not student activity funds. The finances of all school clubs and organizations will be under the supervision of the Building Principal.

The District Administrator or Business Office designee will establish procedures to ensure control of student activity funds. These procedures include the following:

1. *Before a new activity club or organization can be established, an application must be completed outlining the purpose of the club or organization, the source of funds, and the use of funds. The Building Principal must approve the application for the new activity club or organization. For all active student activity accounts, documentation as to the purpose of each club or organization must be kept on file. The Building Principal will review this information annually with the District Administrator and Business Office designee in conjunction with the annual budget preparation process.*

2. *Any and all fundraising by activity clubs or organizations must follow Board Policy 374- Fundraising Activities. All fundraisers must be approved by both the Building Principal and the District Administrator. When fundraising, participants soliciting funds need to have some knowledge of how the proceeds will be spent.*

3. *District Financial Accounting requires that all Student Activity Accounts have an annual budget meeting with the Building Principal listing anticipated receipts and expenditures that are aligned to the purpose of the club or organization. Student Activity Accounts will not accumulate significant funds for future needs. Funds raised in any specific academic year will be spent in that same academic year, if at all practical. The district's Business Official designee will be charged with the responsibility of establishing liability accounts in Fund 60 for each student activity account since all student activity funds must be accounted for in the district's accounting program.*

4. *The District Administrator and Business Office designee will approve checking accounts and investment accounts for any student activity.*

5. *No student activity account will be permitted to operate with a negative balance for longer than three months duration or at fiscal year end on June 30th. Special exceptions may be made with the approval of the Building Principal and District Administrator based upon a reasonable expectation that such negative balance is a temporary condition that will be corrected with incoming future receipts.*

6. *If any activity account is dormant for a period of 24 months, the account will be closed by the District Administrator in conjunction with the Business Office designee with the remaining funds transferred to another District Fund. This information will be shared with the Board of Education at a monthly meeting.*

7. *All district records related to Activity Accounts will be maintained for a minimum of seven (7) years.*

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

Approved: October 25, 2010