

597 STUDENT ACTIVITY FUNDS

I. PURPOSE

A. The purpose of this policy is to clarify the purpose and use of Student Activity funds.

II. GENERAL STATEMENT OF POLICY

A. The school district requires student groups to have a charter, by-laws and official meeting minutes.

B. Student activity funds are those funds that are directed toward the skill development and enjoyment of students. The groups are created by and for students. These funds do not offset the regular school budget, nor do responsible adults unilaterally control those funds.

C. Formulating or Discontinuing a Student Activity Fund:

1. The superintendent's approval must be obtained before starting up a new Student Activity Account for any group.

2. The superintendent has the right to close a Student Activity Account.

D. Accumulation and Use of Funds:

1. These funds are generated by revenue sources other than those typically referred to as "public funds" from local taxes or state aids. They include, but are not limited to, fund raisers in the sale of items or services and donations.

2. Cash Count Forms should be completed when turning in any funds. Funds should be turned into the District Office on a daily basis.

3. Students may only fundraise for items or equipment that will benefit students. (See Policy 511 – Student Fundraising.) If a student assists in the raising of funds, that student must benefit from its use during their attendance period.

4. If groups fundraise for scholarship, all monies raised must be turned over to the District Scholarship Fund within 10 days of the end of the fundraiser. Groups not turning in monies by this deadline date place their future fundraising activities in jeopardy.

5. Fundraised Student Activity monies may only be used for school-sponsored activities and cannot be donated to another group, organization or individual. No fund raised money may be donated to another group or individual that fundraises unless explicitly stated when fundraising. When fundraising events occur, the school district policy states that the customers are told why the money is being fundraised (i.e., trip, equipment, etc.). Therefore, that money raised cannot be used for any other purpose than the one stated on the fundraising form which is required to be approved before the event.

6. Expenditure requests from Student Activity Funds, either in purchase order or check request form, must follow the expenditure guidelines set by the school district's financial department. Purchase order and check requests must be complete and include the signatures of the Student Activity Fund advisor and supervisor. The Superintendent's Administrative Assistant must receive purchase order requests by 8:00 AM Wednesday morning and check requests by 8:00 AM Thursday morning for processing those days. Although it is not required at the time of the purchase order or check request submission, the Superintendent's Administrative Assistant has the right to ask for documentation (i.e., copies of minutes) that the student members voted on and approved the expenditure.

7. Although reimbursement may be made to individuals, no salaries can be paid directly to an individual from any Student Activity fund. The Student Activity fund transfers the money to the District Funds who, in turn, pay the individual (i.e., line judges, referees, deputy services, recording of stats, etc.). In this manner, W-2 or 1099 tax forms are provided to the individuals.

8. A Student Activity account may not make monetary or material gifts to school district employees or advisors of any school-sponsored program/activity.

9. The school district reserves the right to ask for additional documentation for any expenditures considered unusual or questionable.

10. No monies may be transferred from one Activity Account to another, except in the case of excess fundraising or with written permission from the superintendent.

E. Since the school district is a tax-exempt organization, no individual or group may be reimbursed for state sales tax paid. The only exception is reimbursement for lodging and meals tax.

F. Student Activity accounts are not allowed to go into a negative balance.

G. Advisors of Student Activity accounts are provided a monthly statement. This statement should be reviewed for accuracy and concerns or errors reported to the Superintendent's Administrative Assistant immediately.

H. Student Activity accounts are audited at the end of each fiscal year by a district-appointed firm. The costs of this audit may be assessed to the Student Activity Funds at a rate to be determined by the amount of funds in each account on June 30 of that fiscal year.

I. When a class graduates and after all of their bills have been paid, all funds remaining in their Student Activity account shall be deposited in the District Scholarship Fund.

J. If the Superintendent of Schools deems an Activity Account to be closed, any funds in the account will be distributed to an Activity or District account of their discretion .

K. All student activity accounts that are inactive for more than 12 months are removed from the fund, with residual money going to the District General Fund. (per state Activity Account manual)

L. All non-student funds, including parent group funds and booster club funds are removed from the activity accounts. (per state Activity Account manual)

M. All costs associated with mailing, printing, insufficient fund check processing, plus all external costs will be born by the individual Activity Account.

N. Monies may not be kept in these accounts for longer than a student attends. Before they graduate, the money should be expended. The money cannot be held over to the next year unless approved by the superintendent. In cases of large projects (such as a band trip), the advisor must show that all students attended raised the funds and that no students graduated have any vested interest in those funds.

O. The Student Activity funds will be invested and all interest will be turned over to the District General Fund to cover of managing the accounts.

Cross References: Dover-Eyota Public Schools Policy 511 – Student Fund Raising

Version 3/8/2004