

711 USE OF STUDENT ACTIVITY FUNDS

I. PURPOSE

The purpose of this policy is to identify the procedures and guidelines for using student activity funds in District 206.

II. GENERAL STATEMENT OF POLICY

District 206 administration will establish guidelines and procedures for ensuring the appropriate utilization of revenues and expenditures related to District 206 approved student activity funds. The student activity fund balance is separate from the district's general fund and each fund maintains its own account using operating procedures established by the Department of Children, Families and Learning, and based on recommendations of the district's auditor.

III. AUTHORIZATION

Each activity fund shall be self-sustaining under the guidance of a staff member or an appointed advisor. All District 206 activity funds shall be controlled and monitored by the district's business office. The district business office will also administer the receipts and expenditures for each activity. The activity funds are subject to district audit.

IV. GUIDELINES AND PROCEDURES

- A. Any new activity, change in an activity, or termination of activity shall be documented and submitted to the district office on a student activity fund's change of status form.
- B. The district office shall maintain a current listing of present activity accounts. This list shall indicate the activity's name, a brief description of purpose and the name of the activity's advisor.
- C. A student activity check request form shall be approved by the following individuals before submission to the district office for payment process:
 - Individual activity fund treasurer (when applicable)
 - Individual activity fund advisor
 - Administrator in charge of the activity (signature of the administrator only is adequate for elementary activities)
- D. A receipt control process shall be maintained by the student organization for the collection of monies. Records to be kept must be simple, easy to handle, understandable and complete. All cash or checks received by the activity fund's treasurer or advisors are to be deposited intact and on a timely basis.
- E. Deposits are to be completed per instructions established by the district's business office. Deposits shall be submitted to the building/program assistant, who shall forward them to the district business office.

- F. Each activity fund must keep a journal of their financial activities. These reports will be available for district business office review and audit review.

Policy Adopted: 9/16/02
Independent School District No. 206
Alexandria, Minnesota