Richmond School District Policy Statement **Policy #: 662.1**
Student Activity Funds Management

Student activity funds shall be managed in accordance with sound budgetary and accounting procedures.

The District Administrator or designee shall assign each class, club or student organization an advisor. Upon the election of officers, each class, club or student organization advisor shall be responsible to the District Administrator or designee for the collection and disbursement of all class, club or student organization funds.

All funds that have been raised by a class, club or student organization using school facilities or resources shall be deposited in the school district account after being received by the District Administrator or designee.

All sources of revenue, including interest, must be approved by the building administrator and shall be included in the student activity group's current year budget.

At the end of the school year all balances will be forwarded to the next year with the exception of the funds of the 8th grade class. The 8th grade class advisor, after covering the expenses and activities of that class, shall notify the building administrator or designee before the end of the school year how any remaining balances shall be spent. Any funds that remain in the graduating class treasury before commencement of the following school year and/or any activity that has ceased to exist, automatically become a part of the student council account to be used for general student activities.

The school sponsored student activity shall not permit any individual to make any purchases for their private use through its purchasing privileges or credit capacities.

Any violation of any provision of this policy will be sufficient grounds for the building administrator to immediately revoke the student activity privileges to conduct any fund raising activities.

Student activity funds shall not be used for any purpose that represents an accommodation, loan, or credit to employees of the District or other persons. Post-dated checks may not be accepted and checks may not be deposited in exchange for cash. Employees of the District or others may not make purchases through a student body in order to take personal advantage of student body purchasing privileges.

Specific administrative procedures shall be developed by the administration that provide for the collection, documentation, and disbursement of activity funds by classes, clubs and student organizations.

Legal References: Wisconsin Statutes 120.12(1)
120.14
120.16(2)(5)
Administrative Procedures: Student Activity Funds Management Administrative Procedures

Approved: 2/11/02
Revised: 5/14/07, 12/12/16