

MENOMINEE INDIAN SCHOOL DISTRICT

662.1

STUDENT ACTIVITY FUNDS MANAGEMENT

Student activity fund accounts shall be established to handle receipts and expenditures for organizations identified with the District, but not directly connected to the curricular activities. These student activity accounts shall be accounted for in the District's agency fund (fund 60).

The management of student activity funds shall be in accordance with sound business procedures. Student activity funds shall be audited in the same manner as regular school funds.

Specific student activity funds management guidelines shall be established by the administration.

The District Administrator shall have the responsibility and authority to implement all policies and rules pertaining to the supervision and administration of the student activity funds in the District. The building principal shall be directly responsible for the conduct of student financial activities in accordance with established guidelines. The bookkeeper, under the direction of the building principal, shall be responsible for maintaining the activity fund accounts and for periodic reviewing of receipts, expenditures, and balances for each account.

LEGAL REF.: Sections 120.14(1) Wisconsin Statutes
120.16(2), (5)
120.18

CROSS REF.: 662.1-Rule, Student Activity Funds Management
Guidelines

APPROVED: April 1989

REVISED: April 3, 2006