

Sparta Area School District

Article 161 - Activity Funds

School buildings will maintain activity accounts separate from those of the general fund. All student activity accounts under this jurisdiction will maintain the common three officers; President, Secretary, and Treasurer. The Activities Director will provide a list of these officers to the Business Office by October 1st of each year.

All organizations sponsored by the Sparta Area School District who have identifiable receipts and expenditures separate from the general fund are to utilize an activity account as described in the paragraph above. There will be no separate, privately controlled accounts, cash envelopes, etc., by any school sponsored organizations. All organizations using the activity funds must be approved by the Superintendent and must have some direct connection with the Sparta Area School District.

The voucher and authentication (purchase order, bills, etc.) procedures will be identical to that of the general fund. A student representative, the activity advisor, and the Activities Director or building principal, and the Director of Business Services will authorize the respective expenditures for the activity fund checks. The Activities Director or building principal will sign all activity checks.

Activity Funds may not be used to cash personal checks, make loans or extend credit to individuals, or to pay compensation directly to employees.

The business office will be responsible for the bank reconciliation.

Activity funds may be invested in local financial institutions by the Superintendent or Director of Business Services.

Activities within the school's account may borrow from each other to avoid negative balances.

Student Activity Receipts

Any ticket sale monies, donations (solicited or unsolicited) or other receipts received by school sponsored student activities for performances by the group will be receipted into the general fund of the Sparta Area School District. Receipts accrued from special fund raising activities by student groups, which have received prior administrative approval, will be receipted to the student activity fund. Examples of fund raising activities include car washes, sales of merchandise, carnivals, pizza suppers, dances, and others where the student group pays full expenses of the activity.

Student groups who enter competition and receive cash prizes may have the money receipted to their activity account if allowed by student eligibility requirements for certain activities including athletics and other co-curricular areas.

Concerning disposition of funds from graduating classes, organizations that dissolve, or other defunct activity accounts, it shall be the district's policy to allow activity account officers with signatures from the Principal to withdraw funds for up to one year after the group dissolves for the legal purposes and activities of future considerations, such as class reunions, etc. District Principals may approve drawing on the account and paying directly into an account at a local financial institution only for these purposes. After one year, monies not claimed for this purpose shall revert to the Sparta Area School District general fund for its purposes.

Legal Reference: Wisconsin Statutes 120.16(2)

Cross Reference: Article 156 – Financial Procedures
 Article 156A – Cash Management
 Article 156B – Purchasing Cards

Approved:

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