

STUDENT ACTIVITY FUNDS MANAGEMENT

The building principal shall be responsible for the management of his/her school's activity funds. Activity funds shall include class funds, organization funds and other funds in the name of the school in which students have paid money.

Student activity funds shall be:

1. Deposited in the district account after being received by each building office;
2. Accounted for in the Agency Fund;
3. Audited annually along with other district funds; and
4. Accounted for by a system of receipts and disbursement authorizations.

The senior class, if members choose to do so and if funds are available, may give a useful and appropriate gift to the school, or may withdraw the remaining funds during the first year following graduation.

The senior class president, along with the high school principal and business manager may, in writing, make a joint, formal request to withdraw these funds. Any such request must be made by all three parties in writing by June 30th of the year following the year of graduation. On July 1st of each year, the remaining funds of the graduating class of (2) years prior will be moved into a school district account.

Money which is unclaimed by a graduating class will be placed in the School District of Amery "Angel Fund." This is a fund specifically used for helping provide for the basic needs (i.e. school supplies, field trip fees, jackets, shoes, etc...) of Amery students in all four school buildings.

Specific funds management procedures shall be developed by the administration that provide for the handling of inactive accounts, negative balance accounts and interest accrued from the investment of activity funds.

LEGAL REF.: Section 120.14(1) Wisconsin Statutes

CROSS REF.: 683, Audits

APPROVED: December 20, 1993

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