

TOURNAMENT/COMPETITION FUND MANAGEMENT

The School District of Amery occasionally hosts tournaments (including WIAA) and competitions. The building principal and/or Athletic Director shall be responsible for the management of his/her tournament or competition costs associated with the event and funds resulting from the event, including entry fees to participate and admission fees collected at the gate.

Tournament/competition funds shall be:

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

Tournaments and competitions may be treated as a fundraiser only if approval is granted by the Board of Education prior to the tournament or competition. Formal approval must be documented in the Board meeting minutes. If the Board does not approve the event as a fundraiser, with specific purpose for the use of the profits, the profits are accounted for in Fund 10. If the Board approves the event with the profits to be used toward a capital item, current WUFAR guidelines will be followed.

ADOPTED: September 19, 2011