



## STUDENT ACTIVITY ACCOUNTS

POLICY:	713
ADOPTED:	07/10/06
REVISED:	01/25/21

### I. Purpose

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to, and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth by board policy, state statute and district procedures.

### II. General Statement of Policy

Each building administrator shall be responsible for insuring that accounting for all revenues and expenditures related to curricular and cocurricular activities is done in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Student Activity Advisor Handbook, and applicable school district policies and procedures.

#### A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

#### B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

#### C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, social funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities unless such funds are made part of or entered into, either in part or whole, to a student activity account.

### III. Management and Control of Activity Funds

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be deposited into the general fund, to be disbursed for expenses connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The Director of Business Services shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be deposited into the general fund, to be disbursed for expenses connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The Director of Business Services shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
  - a. in compliance with school district policies and procedures;
  - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
  - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - e. in a manner which meets a public purpose.

5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

#### **IV. Demonstration of Accountability**

##### **A. Annual External Audit.**

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

##### **B. Fundraiser Report.**

Each building administrator will prepare a fundraising report semi-annually for the Superintendent which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS@)  
Manual for Activity Fund Accounting (MAFA@)  
Student Activity Advisor Handbook  
Policy 701 - Establishment and Adoption of School District Budget  
Policy 701.1 - Modification of School District Budget

Policy 702 -Accounting

Policy 703 -Annual Audit

Policy 704 -Development and Maintenance of an Inventory of Fixed Assets  
and a Fixed Asset Accounting System

Policy 706 -Acceptance of Gifts