

Adopted:

**Wheaton ISD #803 Policy 732**

Revised:

**732 STUDENT ACTIVITY ACCOUNTING**

**I. PURPOSE**

The School Board recognizes the need to provide alternative paths to learning and skill development for its students and activities for student enjoyment. The Board is committed to ensuring maximum accountability for public funds and student activity funds. To those ends, the District assumes control of all student activity accounting that relates to curricular and co-curricular activities as per Minnesota Statutes, §123B.49, Subd.2. Co-curricular activities authorization. Further, the district takes control of all student activity accounting that relates to extracurricular activities as per Minnesota Statutes, §123B.49, Subd.4. Board control of extracurricular activities.

The District recognizes the need to provide accountability in a form that is reality-tested and transparent to the public. It must provide information to the public that is understandable, information that conforms to actual revenue and expenditure data, and information that conforms to a public test and district powers statement.

**II. DEFINITIONS**

- A. **Public Test and District Powers:** An expenditure serves the public purpose if it benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest. It is within the rights and obligations of a district that it provides cocurricular and extracurricular activities and pays all necessary costs associated with those activities.
- B. **Cocurricular Activity:** A cocurricular activity is that activity sponsored by the District and under its control. The activity may lend itself to the granting of credit or is related to a credit granting mechanism as in the case of a performing band in the evening (cocurricular activity) that is related to band instruction during the regular class day.
- C. **Extracurricular Activity:** An extracurricular activity is a school-sponsored activity that may be under the control of the District. The transactions of the activity are under board control, and the activity does not relate to a credit granting mechanism nor is the activity for credit. The activity is typically held after school, guided by the wishes of participating students and is for their enjoyment.

- D. **Activity Funds:** Student activity funds are those funds that are directed toward the skill development and enjoyment of students. They are of, by and for students. These funds do not offset the regular school budget, nor do responsible adults unilaterally control those funds. These funds are generated by revenue sources other than “public funds” from local taxes or state aids.
1. All funds of a graduated class are removed from the student activity accounts. Any residual money from a graduating class is deposited into the general fund prior to the start of the school year following the graduation.
  2. All non-student funds, including parent group funds and booster club funds are removed from the activity accounts.

### III. **Demonstration of Accountability**

- A. **Activity Fund Reports:** The Board of Education will receive an annual accounting of activity accounts in the form of a Board report on transactions within each account of the cocurricular and extracurricular activity funds.
- B. **Annual Audit:** The Board of Education assures the public that sound business practices and transparent accountability is achieved with the aid of an annual audit. As per statute, the activity accounts will be audited when all other District funds are audited.
- C. **Fund Raiser Report:** The Board of Education will review a fundraising report annually. The report will list the activity, type of fundraisers, timing, purpose and results.

### IV. **Effective Business Practices**

The Board will annually review the financial management practices and procedures of the student activity accounts.