

*Adopted:*

**Wheaton ISD #803 Policy 733**

*Revised:*

**733 STUDENT ACTIVITY ACCOUNT BUDGET**

**I. PURPOSE**

The school board must establish procedures to be followed for the preparation and control of student organization budgets.

**II. PREPARATION OF STUDENT ACTIVITY BUDGETS**

The student activity advisor, coach, or supervisor will develop a budget that identifies all anticipated disbursements and revenues, including all fundraising ventures. This budget must contain the beginning balance, estimated sources of income, anticipated expenditures, and any surplus to be on hand for the ensuing school year. Limits may be placed on the amounts of surplus that may be accumulated during the school year. The budget is submitted to the building principal for acceptance and approval.

**III. CONTROL OF THE BUDGET**

The final approved budget becomes the official working financial document of the student body organization. Any expenditure that exceeds the budget amount for a budget category must have prior approval of the student governing body. Revisions may be made to authorize additional expenditures to the extent that they do not exceed anticipated income. Increased appropriations cannot under any circumstances exceed anticipated revenue.

Statements comparing the adopted budget with revisions to both the revenue and expenditures must be submitted to the district business office semi-annually.