

INDEPENDENT SCHOOL DISTRICT 199  
Inver Grove Heights Community Schools  
2990 80<sup>th</sup> Street East  
Inver Grove Heights, MN 55076

**STUDENT ACTIVITY ACCOUNTS**

**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**

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, control over, and account for 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. 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 Inver Grove Heights Community Schools Student Activity Handbook, and applicable school district policies and procedures.

#### **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@)  
Inver Grove Heights Community Schools Student Activity 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