

## LIONSGATE ACADEMY

### 413 STUDENT ACTIVITY ACCOUNTING

*Original Adoption Date: 8/15/2017*

*Revision Date(s):*

*Review Date(s): 9/1/2020*

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#### I. PURPOSE

The Board of Directors 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 in this policy.

#### II. GENERAL STATEMENT OF POLICY

##### A. Curricular and Co-curricular Activities and Extracurricular Activities

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

##### B. 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, convenience funds of staff members, booster club funds, or parent-teacher organization or association funds.

#### III. DEFINITIONS

##### A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills. Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the Board of Directors.

##### B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

##### C. Extracurricular (Non Curricular/Supplementary) Activity

An “extracurricular (non curricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated

under the guidance of an adult or staff member. Extracurricular activities have all of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.
4. With the possible exception of direct costs of any salaries and indirect costs of the use of school facilities, the activity is self-sustaining as all other expenses are met by dues, admissions, or other pupil fund raising events.

**D. Assigned Fund Balance**

Whenever life-to-date revenues generated by any Co-curricular, Curricular, or Extracurricular activity exceed life-to-date expenses for the activity, the Board of Directors shall record Assigned Fund Balance in the amount of the surplus, reserved for the exclusive future use of the activity that generated the surplus.

**IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

**A. Curricular and Co-curricular Activities**

1. All money received on account of co-curricular activities shall be turned over to the business office, who shall deposit such funds in the general fund, to be disbursed for expenses connected with the activities, other than salaries and benefits of staff advisor(s) assigned to the activities, by the school board upon properly allowed itemized claims.
2. The business office shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

**B. Extracurricular Activities Under Board Control**

1. Costs of extracurricular activities under board control in excess of revenues (i.e. admissions, activity fees collected, etc.) may be provided from school revenues provided they are deemed to be ordinary, necessary and reasonable.
2. All money received for extracurricular activities under board control shall be turned over to the business office, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The business office shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures.

**C. Extracurricular Activities Not Under Board Control**

There shall be no extracurricular activities that are not under board control.

**D. Termination of a Student Activity**

1. A student activity may be terminated for any reason or for no reason. For example, an activity might be terminated when the activity can no longer be advised by a staff member or there is insufficient student interest for the activity to continue.
2. Upon termination of an activity, any Assigned Fund Balance generated by that activity shall be disbursed in the following priority order:
  - a. Payment of all activity liabilities and obligations, including the costs of winding up the activity.
  - b. Remaining funds shall be retained by Lionsgate Academy as unrestricted funds.

**V. DEMONSTRATION OF ACCOUNTABILITY**

**A. Annual External Audit**

The Board of Directors 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.

**References:**

*Minn. Stat. 124E.03 Subd 2(c)*  
*Minn. Stat. 124E.16 Subd 1(a)*  
*Minn. Rules Part 3500.1050*  
*Uniform Financial Accounting and Reporting Standards (UFARS)*  
*Manual for Activity Fund Accounting (MAFA)*

**Cross References:**

*Lionsgate Academy Policy 409 - Procurement Policy*  
*Lionsgate Academy Policy 410 - Student Fees*