



Wichita Falls Independent School District Activity Fund Manual

Revised 07.01.18

100 - INTRODUCTION

A program of activities established by the Board of Trustees should ensure that young people, faculty, and staff have an opportunity to take part in co-curricular and extra-curricular experiences. Efficient procedures should be provided for the creation, operation, and demise of activity funds. A system for the safeguarding, accounting, and internal control of activity funds should be in place.

The purpose of this manual is to provide principals, secretaries/bookkeepers, sponsors, and other personnel with guidelines for proper accounting procedures relating to activity funds. The personnel mentioned above are encouraged to become well acquainted with the **Activity Funds Procedures Manual** and to utilize it as an official guide in the accounting of their funds.

This manual has been developed with the cooperation of many members of the District's faculty, staff, and administration. This manual will continue to be revised as conditions and needs change. Suggestions for improvement are always welcome.

A good student activities program is a necessary facet of the total educational program of each school. The Board of Trustees has an obligation to provide its students with an activity program that is attractive, meaningful, and educational. A well-planned program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morale and discipline.

The successful operation of any program is dependent upon the formulation of sound policy and effective guidelines. These elements give the program a strong base that will enable it to expand and flourish within the framework of the educational and organizational policies of the Board of Trustees.

In view of the large amount of monies received from and expended for student activities, the demand has developed for efficient, thorough, and safe management of these funds. The Board of Trustees should have in effect rules, regulations, and procedures for accountability of activity funds. One such rule is, no excessive or deficit balances will be maintained in activity funds.

200 - GENERAL INFORMATION

201 BACKGROUND

The information presented herein is to aid the school District staff in gaining a good understanding of the requirements that the Texas Education Agency (TEA) has placed on the accounting of campus/student activity funds.

TWO TYPES OF ACTIVITY FUNDS

In actual practice, there are two types of activity funds that are common to Texas public schools. The first type, **CAMPUS ACTIVITY FUND (Fund 461)**, is used for various purposes such as school pictures, vending, commemorative items, etc. The principal and the school staff are primarily responsible for deciding how the funds will be spent.

The second type, **STUDENT ACTIVITY OR CLUB/ORGANIZATION FUNDS (Fund 865)**, consists of funds that are basically the property of school groups, such as the student council, pep squad, class funds, clubs, etc., and that are officially sanctioned by local school district policy. These funds are generally controlled by the students under the supervision of a member of the professional staff, and the district's main involvement is to provide stewardship by accounting for the funds.

A good policy limits the size and/or tenure of an activity fund and prohibits the ownership of fixed assets by student groups. Also, no excessive or deficit balances will be maintained in any activity fund account. **It is recognized that activity funds are NOT considered as campus "Petty Cash" nor are these funds for personal expense. The funds shall not be used for loans, cash advances, or the purpose of cashing checks (personal or commercial).**

202 DEFINITION OF ACTIVITY FUNDS

Activity funds are monies raised from the collection of student fees and various school-approved fund-raising activities. Activity funds are intended to be used to promote the general welfare, education, and morale of all the students.

Activity funds represent monies collected for campus and campus-related purposes. Monies collected for campus or campus-related purposes can be divided into two primary groups:

1. Campus Activity Funds (Fund 461)
2. Student Activity/Club Funds (Fund 865)

These funds are more fully defined below:

1. Campus Activity Funds (Fund 461)

Campus Activity Funds are generated by the campus as a whole (i.e., vending revenues) and must be spent in such a manner to benefit the campus as a whole. They are to be administered by the principal within the overall framework of the general fund. These funds are normally accounted for as part of the District's general revenue funds and are treated as such.

Organizations which generate funds through the normal course of classroom activity are not considered to be student/club activity, but are included in the campus activity structure.

The campus activity structure is comprised of various non-tax generated local monies coming into a school and is intended solely to benefit that campus. The collecting and expending of monies in the campus activity funds must have as its basic purpose the promotion of the general welfare of the school and the education, development, and morale of **all** the school's students. These monies are to be used **to supplement the school's operating budget** in providing materials, supplies, equipment, furniture, and other services as deemed appropriate for the normal operation of the campus.

Campus activity funds may not be transferred, donated, or returned to student/club activity accounts without approval by the Chief Financial and Operations Officer.

Faculty/Staff club funds are defined as funds generated solely by the school faculty and staff to be utilized and expended with the principal's approval. All disbursements for hospitality, condolence, lounge facilities or any other purpose for the sole benefit of the faculty, as well as expenses, if any, incurred in the stocking of the faculty lounge, should be kept in a separate bank account and/or cash box. These funds should **not** be kept in campus or student funds.

The purchase of gifts or favors from the faculty club fund that might reasonably tend to influence the employee, supervisor, or administrator in the discharge of official duties or influence the employee in the official conduct of duties is prohibited.

Account types

There are any number of account types that a campus can use for distributing the revenue and expenditures of their activity funds. It is, however, helpful to note which account types work most efficiently for the purpose of the activity. A detailed listing is not necessary; however, new accounts should only be opened when the merit of such an account is exhibited. Call the District Finance Office for an account number that is not listed below. Overloading your chart of accounts will make your financial statement cumbersome and increase your workload. On the following page is a list of accounts that are currently in use for Campus Activity Funds.

2. Student/Club Activity Funds (Fund 865)

Student/club activity funds (also known as agency funds) consist of revenues that are basically the property of student and teacher clubs, such as the student council, pep squad, class funds, clubs, etc.... All decisions regarding revenue generation and expenditure authorization rest with the students along with the guidance of the club sponsor. Student activity funds are custodial in nature and are not included in the official budget. The District's main involvement with these accounts is to provide stewardship for the funds.

An official student organization is one which consists of a student body, elected student officers, and a faculty sponsor/advisor. The principal, considering board policy, should approve its creation.

Student/club activity funds are comprised of monies raised by, and on behalf of, student organizations established within the guidelines of board policy and extended under the provisions of their club charters. These monies will be used to promote the general welfare, education, and morale for all students of the organization and to finance the normal legitimate extra-curricular activities of the student body organizations. Student groups may not own assets of any kind whether fixed or controlled.

Account types

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Fund 865 – Student Activity Accounts

11	French Club	86	Cross Country
12	UIL	87	Boys Athletics
13	International Club	88	Girls Athletics
14	Critter Keepers	89	Tennis
15	Spanish Club	90	Athletic Vending
16	Friends of the Library	91	Spirit Club/Pep Club
17	Sr. Class Project	92	Drill Team/Dance Team
18	8 th Grade Trip (New York)	93	Cheerleaders/Cheercrew
19	Builders Club	94	JV Cheerleaders
20		95	Red & Blue Crew
21	Math/Mu Alpha Theta	96	
22		97	
23	English	98	Petty Cash
24	Art	99	Extra Curricular
25	HUGO	100	Gym Club
26		101	Raider Crew
27	Speech	102	
28	Drama/Theater Arts	103	
29	Environmental Club	104	
30		107	
31	DECA	109	
32		110	

33	FCCLA	111	
34		112	
35		113	
36		114	
37	FFA Vo-AG	115	
38		116	
39	JROTC	117	
40		118	
41	PAL	119	
42	Band	120	
43		125	
44	Orchestra	130	
45	Band/Orchestra	135	
46	A Capella Choir	140	
47		145	
48	Girls Choir	150	
49	Guitar	151	
50	Crimestoppers	152	
51		153	
52	Yearbook	154	
53		156	
54	Press Club	159	
55		175	
56	Newspaper	176	
57		180	
58		181	
59	Science	182	
60	Academic Success	183	
61		175	
62	FCA	176	
63		177	
64	Key Club	178	
65		179	
66		180	
67		181	
68	Student Council	182	
69	Business Professionals	183	
70		184	
71		185	
72	National Honor Society	186	
73		187	
74		188	
75		189	
76	Photography Club	190	
77		191	
78		192	
79		193	
80		194	
81	Freshman	195	
82	Sophomores	196	
83	Junior Class	197	
84	Senior Class	198	Interest
85		199	Due to/from Campus Accounts

203 DEFINITION OF OUTSIDE ORGANIZATIONS

Many organizations offer valuable assistance to the District in fund-raising, voluntary help, and substantial fan support for school activities. Although the intent of these organizations is to assist and support school activities, these organizations are not to be managed by the District.

Outside organizations should be valid stand-alone organizations with their own identities. There should be no confusion of their identity with that of the school's. **They should never use the school's address, tax ID, or names of school employees in conducting their business.**

1. Booster clubs may be defined as school District recognized club or similar outside organization formed of parents and other interested adults to work for the best interest and in a manner conducive to the furtherance of educational programs of the District. These funds are not to be commingled with campus or student/club activity funds nor managed by school District employees or students.
2. Parental organizations are school District recognized organizations formed at a specific WFISD school whose membership consists of parents, students, teachers, administrators, and other interested adults (Includes PTA, PTO, and similar support groups).

These funds, like those of booster clubs and other outside organizations, are not to be commingled with campus or student/club activity funds.

It is the responsibility of the outside organization (booster club or parent group) and not the responsibility of the District nor its employees to receive, receipt, deposit, or account for activity of any outside organization.

WFISD staff members may be officers of any outside school organization. However, the principal, assistant principal and secretary may not be officers of an outside organization associated with their own campus.

Additional Booster Club guidance from the University Interscholastic League may be found at www.uil.utexas.edu.

1. **The Board of Trustees** shall provide implementation of state laws governing campus and student activity funds transactions.
2. **The Chief Financial and Operations Officer** shall have responsibility and authority to implement all policies and rules pertaining to the supervision and administration of campus and student activity fund monies in accordance with established policies and rules of the Board of Trustees.
3. **The Finance Office** is responsible for prescribing and issuing appropriate accounting procedures to be used in the administration of activity funds. Additionally, it must establish and maintain sufficient internal controls to insure that the assets of the activity funds are safeguarded.
4. **The Internal Auditor** is responsible for periodic audits of activity funds. If the District does not have an internal auditor, an independent internal or external party should perform periodic audits of activity funds.
5. **The External Auditor** is responsible for the overall audit of the District. An examination of the District's activity funds must be included in the audit.
6. **The School Principal** is directly responsible for the proper collection, disbursement, and control of all campus and student activity funds at his/her campus. This responsibility includes:
 - a. Providing for the safekeeping of funds.
 - b. Proper accounting and administration of activity fund transactions.
 - c. Expenditure of activity funds in compliance with Board Policy and applicable state laws.
 - d. Adequate training and supervision of all personnel designated by the Principal to administer activity funds.
 - e. Periodic reports to clubs of the account balance and activity.

All activity funds, including student/club funds, organization funds, and other funds into which pupils or teachers have paid or raised money, shall be controlled and accounted for by a system of receipt and disbursement authorizations.

Decisions on the use of the funds collected by student groups are the responsibility of the respective student group, with principal approval, as long as this does not conflict with Board Policy and/or legal restrictions.

The Principal is **not** responsible for funds collected, disbursed, and controlled by parents, patrons, or alumni organizations, (i.e., Parent Teacher Organizations, Booster Clubs, etc.) These funds **should not** be accounted for in the activity funds.

7. **The School Secretary/Bookkeeper** is responsible for maintaining an adequate supply of various activity fund forms and maintaining official activity fund records. Additionally, this person is responsible for depositing activity funds in the bank and for accounting/financial reporting of the activity fund.
8. **The Individual Club/Organization Sponsors** are responsible for managing their respective activity fund accounts. Sponsor responsibilities include guiding and involving students in the operation of the activity they sponsor, developing fund-raising plans, monitoring the financial position of their account, reviewing their financial statements, safekeeping activity fund monies until they are deposited by the campus, and other fiduciary responsibilities such as maintaining copies of all club records. Club records are to be retained for 7 years. **The sponsor will be held responsible for any activity fund entrusted to them. The sponsor will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures. In the event of a cash loss/theft, notify the: Campus Principal, Campus Police Officer, Internal Auditor, and Finance Department.**

9. **Each Student Club/Organization** shall establish a student committee composed of student-elected officer representatives and the faculty sponsor. The committee shall be responsible for the management of student activity funds and shall keep records of its transactions and established policies, which shall be available for reference and audit.

The Principal shall have the power to veto any action of the student/club committee which, in his/her judgment, is contrary to the best interests of the school.

205 REVIEW PROCEDURES FOR PRINCIPALS

The following are minimum procedures to be performed by the Principal in reviewing the work of the activity fund secretary/bookkeeper.

1. Examine all account balances on a monthly basis and question any negative balances. A corrective plan must be arranged to clear any negative balances.
2. Compare the school's bank reconciliation report to the bank statement. These amounts should be the same. Exceptions or discrepancies should be followed up on and corrected.
3. Review the bank statement for unusual items.
4. Review for proper supporting documentation, including a purchase order if applicable, before signing a check.
5. Check all reports prepared by the secretary/bookkeeper to be submitted to the WFISD Finance Office for completeness and accuracy. **These reports must be signed, dated and submitted to Finance by the 15th of each month.**
6. Review proper compliance with other policies as deemed appropriate.
7. **A corrective action plan shall be prepared and implemented for any audit findings.**

The preceding list is not all-inclusive but will help ensure that basic accounting procedures are being followed and should result in early detection of errors.

206 GENERAL PROCEDURES FOR MANAGEMENT OF FUNDS

1. The Principal is the custodian of activity funds and is responsible for the management or an “accounting” of them. The Principal shall manage all funds in accordance with the policies, rules, and procedures set forth by the Superintendent and the Board of Trustees. The Principal, as trustee, is accountable for both campus and student/club activity money.
2. The receiving of and disbursement of activity fund monies shall be handled in accordance with the provisions and criteria outlined in sections 500 – 800 of this manual.
3. Student/club activity fund monies are to be used to finance a program of non-curricular activities augmenting, but not replacing the activities provided by the District. Funds are not to be used to finance items or projects specifically disallowed conceptually by policy or practice.
4. Projects for the raising of student/club activity fund monies shall, in general, contribute to the educational experience of pupils, and shall not conflict with, but shall add to the instructional program.
5. Student/club activity fund money shall be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money.
6. The management of the student/club activity funds shall be in accordance with sound business practices, generally accepted accounting principles (GAAP), and subject to thorough audits.
7. Principals shall participate in the preparation, modification and interpretation of policies, regulations, and procedures affecting campus and student/club funds.
8. Each group shall have an individual treasurer charged with the responsibility of maintaining an accounting for the group’s financial situation.
9. The Principal must approve all fund-raising projects, including efforts involving the collection of money from pupils.
10. A club/organization sponsor should coordinate fund-raising activities and expenditures to ensure that an excessive balance is not created or maintained.
11. All equipment purchased on behalf of student groups is considered to be property of the District, and if possible, will remain on the campus where purchased.
12. Student/club activity structured fund accounts will exist only for groups who have student elected officers, a teacher sponsor, a charter, and a set of bylaws or constitution. A “department” does not meet this eligibility requirement.
13. A roster with the newly elected officers will be furnished to the school Principal at the beginning of each school year (form AF-100).
14. The officers of a club or organization shall surrender the club’s records for the next year after sponsor assignments have been made.
15. In the event of the termination of a student club, or graduating class, the Principal shall transfer the fund balance(s) to the **general student campus activity account**. Proper disposition of such remaining monies may include (but is not limited to):
 - a. The purchase of a memorial that is acceptable to the Principal to commemorate the historical accomplishments or services rendered by the group.

- b. The purchase of equipment or tangible items that would benefit the student body as a whole.
16. Scholarships may be awarded by any student club/organization, as long as current Board Policy is followed.
17. Expenditures from activity funds, campus or student/club, must **NOT** be made for the following:
- a. Medical or hospital expenses (these should be requested through the District special needs fund)
 - b. Loans to employees, parents, or students.
 - c. Personal memberships in professional, private, civic clubs and/or organizations.
 - d. Memorial donations or contributions unless such use of funds is clearly stated in the organization's approved charter (i.e., faculty club's approved charter).
 - e. Contributions to or participation in fund-raising drives by charities unless such use of funds is clearly stated in the organization's approved charter.
 - f. Gifts, flowers, or entertainment for teachers, employees, sponsors, and non-students.
No gift cards/gift certificates shall be purchased in any amount for district employees for any reason.
 - g. Purchases from any District employee that are not properly invoiced and documented.
 - h. Articles for personal use of District employees, except for items for recognition as outlined in section 801.
 - i. Reimbursements to booster clubs or parental organizations.
 - j. Alcoholic beverages, controlled substances, or firearms.
 - k. Auto repairs.
 - l. Traffic citations.
 - m. Any political purpose.
 - n. Any illegal purpose.
 - o. Texas sales tax.
 - p. Other expenditures that may be deemed inappropriate by the Principal.

Note:

Building repairs, maintenance, and other facilities-type expenditures, (i.e. - floor coverings, keys to doors, etc.) **need approval** of the Chief Financial and Operations Officer.

18. The following activities **MUST** be transacted through and become part of the campus activity funds.
- a. All vending machine commissions.
 - b. School store and concession sales except those approved as a fund-raising activity by a student organization.
 - c. Library book fines or sales, including book fairs.
 - d. Income from vocational departments, (i.e., cosmetology, general mechanics, auto body, horticulture, auto mechanics, wood and metal shops, building trades, etc). Business enterprise income and expenses connected with the above are to be considered campus activity funds. The income should be used to replace tools, repair of damages caused by student error, and payment of "doing business" invoices. "Donation" amounts included in the payment of the invoice from the customer will be accounted for in the account from which the invoice was generated.
19. The Principal is responsible for all purchases and purchase commitments requiring the present or future disbursement of activity fund monies. **Teachers must have approval from the Principal, through a Purchase Authorization Form, before making any purchase in the name of a campus or student/club activity fund.**

20. All contracts, installment contracts, lease agreements, and letters of agreement must be transacted through the WFISD Purchasing Department.
21. The contract negotiated for all campus vending machines is transacted through the WFISD Purchasing Department. The vendor assumes the money collection role and the school receives the appropriate profit/commission.
22. It is recommended that the contract agreement accepted for school pictures (student and group) include the condition that the photographer assumes the sales and money collection role and that the school receives the appropriate profit/commission.
23. No account may be maintained through the student/club activity fund which includes monies from former students, booster clubs, PTAs, PTOs, and adult students enrolled in non-school district education programs.
24. A complete program report summarizing the outcome of each club/organization account, including amounts raised, expenditures, and the use of the profits, should be submitted by the student organization to the Principal. These reports, subject to compliance and financial audits, will be submitted to others upon request.
25. Campus activity accounts may fund staff travel with Principal approval as long as District travel processes and procedures are followed including coordinating travel plans through the District Travel Buyer. Student/club activity accounts will be allowed to fund staff travel when escorting students to a function sponsored by the student/club activity account. The costs of Principal approved chaperon travel is a proper charge to student/club activity account. (See section 806)
26. Expenditures from student/club activity accounts for luncheons must be pre-approved by the Principal.
27. Membership fees/dues of faculty and staff in public organizations, which enhance their professional growth and contribute to the administrative or instructional programs of the District, may be paid from campus activity funds only if the membership is purchased in the name of the District and not any one individual, **except with approval from the CFO.**
28. At least seventy-five percent (75%) of the funds derived from the student body, as a whole (i.e., commissions from pictures (elementary environment), vending, student stores, and other funds generated in the campus activity funds) must be expended in a manner directly benefiting all students. The remaining twenty-five percent (25%) may be used for targeted groups and faculty. Any deviation from the above **must** be approved by the Chief Financial Officer.
29. All monetary donations received must follow existing Board Policy.

207 AUDITING OF ACTIVITY FUND RECORDS

Schools should retain all activity fund records at the school and have these records available for any of the following.

Random Annual Audits

A member of the independent auditor's staff or the District's internal staff may conduct a random annual audit at the school any time during the school year or at the school year end. At the conclusion of the audit, the results will be discussed with the school Principal and the secretary/bookkeeper. Detailed written responses to the audit report findings may be required from the Principal. The responses should detail actions to be taken to correct any deficiencies or errors noted in the audit report.

Special Audits

These audits will be conducted as needed. The Principal may request in writing a special audit if a situation or event warrants it.

Change of Principal or School Secretary/Bookkeeper

Activity fund records may be audited when a change of responsible personnel occurs at the discretion of the District.

208 ACTIVITY FUND REPORTING

Secondary schools will do the accounting of student activity funds on Skyward software SBAA (School Based Activity Accounting). Secondary and Elementary schools may do the accounting of campus activity funds on Skyward.

Each school is required to submit reports on a monthly basis to the Finance Office by the **15th** of the month, following the month that is being reported.

The following report should be submitted:

1. Student Activity - SBAA
 - a. SBAA Bank Reconciliation Detail Report (See also Section 403)
 - b. General Ledger Report
 - c. Cash Receipts Report
 - d. Check Request Report
 - e. Sequential List of Transfers (WFISD AF-125)
 - f. Copy of complete bank statement
2. Campus Activity

Upon completion of the monthly reconciliation by Finance, campus secretaries/bookkeepers shall ensure that their individual account balances in Skyward agree with the totals indicated on the "Campus Activity Fund Balance Report". Balances would include all cash receipts, check requests, and payments & adjustments (journal entries) processed in the period.

The school Principal and secretary/bookkeeper shall sign and date the Bank Reconciliation Report and General Ledger Report or Monthly Financial Campus Summary. These should be original signatures. Signature stamps **must not** be used. A copy of the signed report should be kept with the monthly activity fund reports.

Upon completion of the bank reconciliation, **club/organization balances must be provided monthly to the sponsors.** The sponsors must sign off and date the report to show they are in agreement with what the monthly ending balance indicates. A copy of the signed report should be kept with the monthly activity fund records.

209 CHANGE FUNDS

At various times, it may become necessary to have change available during campus or club events. Strict controls must be maintained by keeping change funds in a locked box in the school vault accessible by only the bookkeeper and the principal when not in use. Change funds must be redeposited once the event is over.

300 - ACCOUNTING RECORDS

301 BASIC RECORDS AND ADDITIONAL RECORDS

WFISD Activity Fund Cash Receipts

Cash receipts are the means of accurately recording cash received and provide support to substantiate each bank deposit. Only official WFISD cash receipts must be used by the secretary/bookkeeper (computer generated receipts through the activity fund software at the high schools are allowed). No other type of receipt is acceptable under any circumstances. Related policies and procedures are illustrated in section **500**.

Activity Funds Authority to Purchase/Check Request (Form AF-115)

These requests are the authority for the issuance of a check drawn on the activity fund checking account and provide support to substantiate each bank withdrawal. Check request forms can be copied from the forms included in this manual. Related policies and procedures are illustrated in section **800**.

Pre-numbered Checks (SBAA – SAF)

These checks are used to disburse all funds from the student activity fund checking account. Pre-numbered checks printed with the school's name must be obtained from NEICO for use within the SBAA module. When ordering additional checks, new check numbers should begin with the number succeeding the last check number in the old checkbook. No check shall be issued until the related check request has been properly completed.

Pre-numbered checks are not available for campus activity funds since these payments are disbursed through Finance accounts payable.

Bank Deposit Slips

Deposit slips shall be obtained from the bank handling the account and must indicate the school's name and account number. These slips, when properly validated by the bank, serve as a receipt for money deposited in the bank on specific dates. As such, these slips, when properly prepared and validated, are vital supporting documents in the maintenance of accurate cash records. Related policies and procedures are illustrated in section **600**.

Monthly Bank Statements

This statement is a transcript of the official bank records reflecting all transactions affecting the cash balance on deposit during the preceding month. The monthly bank statement confirms the additions to and the subtractions from the cash balance during the month. When properly reconciled, the statement serves as official support for the cash balance recorded in the activity fund records.

General Ledger Report or Monthly Financial Campus Summary (Manual Accounting)

This report serves as a summary of all transactions included in the activity fund for the corresponding month.

Additional Records

Each school should keep a communication file for the Activity Fund. Included in this file should be any correspondence related to activity funds. A current listing of each club, the club's student officers, and the sponsor is to be maintained with the activity fund records, form AF-100.

The basic records described above do not include all necessary forms used in accounting for activity funds, see section 302.

Sections 301 and 302 describe only the records required by the District. Any additional records may be utilized either for a specific purpose or for better control over activity funds in general. However, any additional records are not to be used to replace the official records but rather to provide additional support for these records and to assure better internal control and/or accountability.

302 FORMS AND REPORTS

Only District authorized forms may be used. Activity fund receipt books may be obtained from the District's Finance Office. Non-duplicate forms can be copied from originals found in the activity funds manual. A list of the available activity fund forms with a description of how each form is used follows:

Club Charter (Form AF-100)

These forms must be completed by each club or organization and approved during the first six weeks of school (or within six weeks of the formation of the club, if the club is formed subsequent to the beginning of the school year). Clubs and organizations will not conduct any transactions (checks or deposits) until these forms are completed.

Tabulation of Monies Collected by Person Other than the Secretary/Bookkeeper (Form AF-105 and instructions)

This form shall be prepared in duplicate or copy made after original completed in its entirety in accordance with the provisions of this manual.

Concession Sales Report (Forms AF-110 and AF-140)

The custodian in charge of receipting concession funds (Coke, candy, etc.) shall prepare this form. Two people must be involved in counting the money, one to be the counter and one to be the witness. Monies will be turned into the secretary/bookkeeper, responsible for depositing campus monies, as recorded on a concession sales report Form AF-110. Expenses/purchases should be listed on form AF-140.

Authority to Purchase Goods/Services with Activity Fund/Check Request (Form AF-115)

This form shall be prepared by the person (usually a teacher/sponsor) requesting permission to purchase goods and/or services from activity funds and submitted to the Principal for approval prior to the purchase.

Advance Request (Form AF-120)

The activity sponsor (teacher, club sponsor, etc.) shall prepare this form for any school-related duty when requesting an advance payment. This form may be used when requesting an advance payment for a club event or school related activity. The form is submitted to the Principal for his/her approval prior to issuance of the advance payment.

Request for Internal Transfer of Funds (Form AF-125)

This form must be completed in accordance with the provisions of section 805 of this manual.

Monthly Financial Campus Summary or General Ledger Report (generated by Skyward)

This report serves as a summary of all transactions included in the activity fund for the corresponding month.

Permission Request and Operating Report for Fund-Raising/Concession Activity (Form AF-140, AF-140-C, and AF-140-D)

These forms must be completed in accordance with the provisions of section 506 of this manual.

Sales Tax Report (Form AF-145)

This form is used to identify the monthly sales tax collected. This report should be turned in to the WFISD Finance Office by the **10th** of the following month.

Cash Handling Form

This form must be reviewed and signed by each WFISD employee annually. Secretaries at each campus or in each department must collect and keep these forms on file.

303 RETENTION OF RECORDS

All activity fund records should be kept current and in good order for a period of seven years after fiscal year end.

400 - BANKING PRACTICES

401 BANK ACCOUNTS

Campus Activity Bank Account:

- Each school's campus activity fund will be part of the total funds available in the "Centralized Campus Activity Fund" checking account.
- The centralized bank account shall be titled "WFISD Campus Activity".
- This Campus Activity account should always reside with the Districts depository

Student Activity Bank Account:

- Each Middle School and High School will have one bank checking account for student activity accounting.
- These bank accounts shall be entitled *(Name of School) Student Activity Fund*.
- The bank account title must be imprinted on all activity fund checks and deposit slips. All monies received will be deposited into these accounts and all disbursements will be made by a check drawn on the account.

Only activity funds transactions may be directed through the activity fund bank account. Transactions controlled by the lunchroom, District operating budget, or by outside organizations such as Booster Club, PTA, PTO, etc., must be handled through that organization's separate bank account. Student clubs, classes etc., are not considered outside organizations.

An accurate cash balance must be maintained at all times to ensure that the account is not overdrawn.

402 BANK ADJUSTMENTS

Bank adjustments originate at the bank. Whenever the bank finds it necessary to decrease the school's bank balance, the bank notifies the school by sending it a Bank Debit Memo. Whenever the bank balance is to be increased, the bank prepares a Bank Credit Memo.

Examples of bank adjustments are as follows:

- Interest earnings
- Errors in deposit resulting from an underdeposit
- Errors in deposit resulting from an overdeposit
- Check printing charges
- Service charges
- Bank Debit Memo
- Bank Credit Memo

Any bank adjustments should be recorded in the appropriate activity fund general ledger account.

403 BANK RECONCILIATION

Student Activity Funds:

Upon receipt of the monthly bank statement, the balances indicated in the statement shall be reconciled to the school's student activity books. The bank reconciliation is required to be submitted to the Finance office on a monthly basis by the 15th of the month, following the month being reported.

Upon completion of the bank reconciliation, **club/organization balances must be provided to the sponsors.** The sponsors should sign off and date the report to show that they are in agreement with what the monthly ending balance indicates. A copy of the signed report should be kept with the monthly activity fund records.

(See also Section 208)

500 - RECEIPT OF CASH

501 GENERAL INFORMATION

General Receipting Policies

In order to maintain effective cash control, at least two persons must be involved in the functions of collecting and receipting cash. The person who collects cash should not be responsible for receipting cash to herself/himself.

General Receipting Procedures

An official receipt shall be prepared immediately for any cash and/or checks received. Money should not be accumulated. Receipts must be issued in numerical sequence. Official WFISD cash receipts may only be used by the secretary/bookkeeper. AF-105s and AF-110s should not be completed by the secretary/bookkeeper. Only authorized sponsors, teachers, or others should complete AF-105s or AF-110s.

If form AF-110 is used, two individuals must be present at the collection and counting of money before it is turned over to the secretary/bookkeeper.

502 GENERAL OPERATING PROCEDURES

Receipting Money

The appropriate form for receipting cash or checks received is a cash receipt from an official WFISD Cash Receipt Entry Form. Forms AF-105 Tabulation of Monies Collected or AF-110 Concession/Misc Fundraising Sales Report are used as supporting documentation. No other type of receipt should be used under any circumstances (unless it is a computer generated receipt).

Entries into the monthly report are posted from the written cash receipts. The amounts to be added to the appropriate activity accounts are listed on the receipts. When appropriate, the cash receipt number should be listed when posting the cash receipts.

Control of Activity Fund Cash Receipt Books

The school secretary/bookkeeper shall be responsible for maintaining official WFISD cash receipt forms that can be obtained from the WFISD Finance Office.

No one other than the secretary/bookkeeper may use the official WFISD cash receipt books. Any other authorized person, when appropriate, must use AF-105 or AF-110 forms.

The secretary/bookkeeper shall issue AF-105 forms as needed to teachers, sponsors, or other persons authorized by the Principal.

Cash Receipt Books

1. A three part official WFISD cash receipt book must be used for all monies received by the school (unless it is a computer generated receipt). Receipts are written individually to each payee.
2. The receipt must be completed in ink in its entirety. The following information must be furnished on the receipt.
 - a. The date issued
 - b. Received from – (the payer/remitter - an individual or firm). A receipt may not be issued to more than one person; a receipt may not be issued to the person that is preparing the receipt.
 - c. The amount of money received (numerical and written)
 - d. Description - an explanation of the source and/or purpose for which the money was received
 - e. Account Code(s) and Amount - the activity fund account(s) to be increased by the amount of the receipt (breakdown if applicable)
 - f. School – name of the school, may be manual or stamped
 - g. Received by - the signature of the person receiving the money, the signature **must** be manual, signature stamps are strictly forbidden

- h. Routing instruction:
- * The white copy should be given to the appropriate club sponsor if the receipt is issued for a student/club activity account. Otherwise the white copy is given to the individual paying the money. If a check is received by mail from an outside source for commission, interest, refund, etc., it is not necessary that the white copy of the receipt be mailed to comply with this procedure. In these cases, the white copy of the receipt would remain in the receipt book.
 - * The yellow copy is attached to payment documentation.
 - * The pink copy is to remain in the receipt book and must be retained by the school for audit purposes.
 - * All receipts must be legible.
- i. There should not be any alterations of a receipt amount (either numeric or written) or signature, under no circumstances. If any error occurs, make a correction by drawing a single line through the incorrect information and writing the correct information. Initial the correction.
- j. All three copies of a voided receipt should be clearly marked as VOID. The white and pink copies must remain attached in the official WFISD cash receipt book. The white copy of the voided receipt must be stapled (if it has been detached) to the pink copy. The yellow copy (marked as VOID) would be forwarded to the WFISD Finance Office with the monthly report.
- k. Receipts are not to be pre-signed or predated.
3. The person signing the receipt, in the presence of the person turning in the money, should make an actual cash count.
4. The number of the cash receipt or the Campus/Student activity fund number must be placed on the lower left-hand corner of each check. Returned checks will be easy to identify with this system. **The school will not accept postdated checks from any source.**
5. Any supporting documentation for money received, such as AF-105s or AF-110s must be scanned and attached to the cash receipt entry online and kept with the activity fund records.

Note:

When receipting concession funds (Coke, candy, etc.) be sure to have two people involved in counting the money (one to be the counter and one to be the witness). All money must be recorded on a concession sales report form (Form AF-110) and turned in to the secretary/bookkeeper. An official WFISD cash receipt will be issued by the secretary/bookkeeper for these monies.

Receiving Money Outside of School Hours

All general operating procedures should be followed as described above. Additionally, coordination with the campus administration should be made to assure all funds are secure overnight in the campus safe or vault using the sealed and signed bank bags.

503 RECEIPT OF MONEY BY THE SECRETARY/BOOKKEEPER

The activity fund receipts issued by the secretary/bookkeeper provide the basic support for bank deposits. The following procedures are to be observed in addition to those specified in sections 501 and 502.

1. When funds submitted to the secretary/bookkeeper have been collected and recorded on forms AF-105 or AF-110 the secretary/bookkeeper shall perform the following tasks:
 - a. Tabulate monies collected and reconcile monies received to the total amounts listed on the form.
 - b. For campuses that generate computer printed receipts, tabulation forms may be signed, dated and given to the sponsor as verification of delivery of funds to the secretary/bookkeeper until receipt has been issued.
 - c. Issue a receipt to the sponsor or other authorized employee when monies received have been satisfactorily verified.
 - d. Indicate on all copies of the form the receipt number issued by the secretary/bookkeeper and the date of issuance.
 - e. Retain the original form and return the duplicate copy or copy to the person transmitting the monies. The secretary/bookkeeper will attach the original form AF-105 or AF-110 to the validated deposit slip.

Note:

The secretary/bookkeeper cannot accept a form AF-105 or AF-110 that has not been completed correctly or one that has an altered amount, names, or collection dates unless the person completing the form has initialed the alteration.

Under no circumstances should personal checks be held for more than five (5) days before being submitted for deposit.

If, for some reason, all records cannot be completed and recorded before the end of the day, the funds should be locked and stored in the campus safe or vault. Funds should remain secured until the secretary/bookkeeper can complete the deposit record and submit it to the bank for deposit.

504 COLLECTION OF MONEY BY PERSONS OTHER THAN THE SECRETARY/BOOKKEEPER

Occasionally monies may be collected by an authorized individual other than the secretary/bookkeeper (sponsor, teacher, etc., but only as approved by the Principal) for such items as books, student fees, pictures, etc. In such instances, the following operating procedures shall be applicable.

1. Form AF-105 Tabulation of Monies Collected by a Person other than the Secretary/Bookkeeper must be completed in ink in its entirety. AF-105s may be utilized for the following:
 - a. Tuition
 - b. Transportation fees
 - c. Club or class dues and fees
 - d. Collections for yearbooks and other commemorative items
 - e. Library fines
 - f. Lost textbooks or textbook fines
 - g. Class pictures
 - h. Bus trips
 - i. Symphony, opera, and movie admission tickets
 - j. Revenue from fund-raising activities such as candy sales, benefit performances, etc.
 - k. Any other collection requiring a payer record for future reference

Form AF-105 must be prepared in duplicate or a copy made after the form is completed in its entirety. Only one organization or one reason for collection should be included on each AF-105.

The sponsor or other authorized person should make sure to keep a copy for his/her files and attach to that copy the official activity fund receipt issued by the school's secretary/bookkeeper. The secretary/bookkeeper will retain the original form AF-105 and attach it to the validated deposit slip.

2. Form AF-110, Concession Sales/Misc Fundraising Report, may be used for items sold in a concession environment.
3. Collections shall be submitted to the secretary/bookkeeper weekly or daily when the aggregate amount of such collections exceeds \$50.00.
4. All collections turned in to the secretary/bookkeeper must be accompanied by the supporting documents - AF-105 or AF-110.
5. All money collected must be submitted to the secretary/bookkeeper in the same form as collected. **Employee's or other personal checks may not be substituted for cash collections.**
6. The collector who utilizes a form AF-105 must sign, date, and total the amount collected and indicate the account to which collected monies are to be credited.
7. All general operating procedures should be followed as described above. Additionally, coordination with the campus administration should be made to assure all funds are secure overnight in the campus safe or vault using the sealed and signed bank bags.

Under no circumstances should personal checks be held for more than five (5) days before being submitted for deposit.

If, for some reason, all records cannot be completed and recorded before the end of the day, the funds should be locked in a locking bank bag and stored in the campus safe or vault. Funds should remain secured until the secretary/bookkeeper can complete the deposit record and submit it to the bank for deposit.

505 FUND-RAISERS POLICIES AND PROCEDURES

Definition of Fund-Raising Activities

A fund-raising activity may be defined as any activity involving participation of a student body or a school-recognized student group undertaken for the purpose of generating funds for a school or a school-sponsored group. **Campuses are not allowed, under Texas law, to conduct raffles, bingo and other games of chance.**

Fund-Raising Activities for a School

School wide activities are those that involve participation by the student body (as a whole) and the Principal and/or other school personnel in the initiation, planning, and sponsoring of fund-raisers. Mere participation of student or faculty in connection with a fund-raising activity does not automatically make the activity a school-sponsored event.

Club-sponsored activities are those activities that are initiated, planned, and conducted by the student/club members and/or faculty sponsor.

The school Principal is reminded that he/she is directly responsible for all types of paid entertainment or fund-raising activities carried on for the school or a school-sponsored group for activity fund related activities.

Fund-raising activities are not confined to regular school hours but are considered an extension of the school program. When fund-raising activities are in the name of the school, all funds raised become school funds belonging to the school-sponsored group responsible for raising the money. When a student body or a school-sponsored group actively participates in the fund-raising activity, the money is for the school.

Approvals Required

Only approved fund-raising activities may be scheduled.

Prior to the beginning of the fund-raiser, the club sponsor must get written approval for the activity from the school Principal. This shall be accomplished by completing page 1 of **Form AF-140**, Principal's Permission Request and Operating Report for Fund-Raising Activity. This approved form is to be maintained with all documentation for that activity.

Accounting for Fund-Raising Activities

All collections must be receipted in accordance with sections 501 to 504 and all payments must be made in accordance with sections 801 to 803 of this manual. See Other Accounting Procedures regarding sales tax requirements.

Money collected from the fund-raiser along with Form AF-105 must be submitted to the secretary/bookkeeper on a regular basis. It **cannot** be held until the fund-raiser is complete. (see section 504)

All collections and disbursements associated with any fund-raising activity coordinated by the school or a school-recognized student group shall be transacted through the activity fund.

Page 2 of **Form AF-140**, the Permission Request and Operating Report for Fund-Raising Activity, shall be completed at the end of the activity by the sponsor/coordinator and the original filed with the school designee (usually the secretary/bookkeeper) within 30 days of completing the fundraiser while retaining a copy. Originals shall be forwarded to the Principal for review.

The report should indicate gross collections and list any expenses incurred relative to the activity (merchandise, advertising, sales tax, prizes, etc.). Disposition of the net proceeds (net profits) should be disclosed regarding where the funds were approved to be used. The person requesting permission to conduct the fund-raising activity is ultimately responsible for the final preparation of Form AF-140. The club sponsor, student representative, and school Principal will sign the completed form. If a profit is not realized from a fund-raising activity, the sponsor shall attach a written statement of explanation.

Note:

Under no circumstance should expenses be paid in cash.

The club sponsor or activity chairman is responsible for keeping accurate records for all fund-raising activities. Such records shall include at a minimum:

1. Distribution lists
2. Daily collection reports
3. Tabulation of sales tax collections
4. Original WFISD cash receipts received for money turned in to the secretary/bookkeeper
5. Control of beginning and ending inventory of items held for re-sale

At the conclusion of the fund-raising activity, all records shall be turned in to the Principal or secretary/bookkeeper with the report and retained for audit purposes.

Fundraising for Community Drives and Outside Organizations

Per Regulation FJ, each campus is limited to one community fundraiser each year. Schools can no longer participate in multiple community activities during one school year. (Ex. American Heart Association, Hospice) However, this limitation does not apply to student groups. These groups may participate in fundraising activities as outlined in their charter.

Student Safety

The sponsor should consider the safety of the student before any fund-raising activities are planned. The Principal should consider student safety before approving any fund-raising activities.

During the course of performing fund-raising activities, outside vendors sometimes encourage students to sell items door-to-door. In the interest of the student's safety, the campus should inform the vendors that this practice is discouraged.

What you need to know about Individual Accounts for Students of District Groups or Clubs

The Federal Law (IRS Publication 557, Chapter 3, pg. 20):

The Internal Revenue Service has indicated that individual student accounts cannot be used or established by a tax-exempt organization. Any use of individual accounts for students of groups or clubs throughout WFISD is prohibited.

According to the IRS, a group or club cannot require that a student participate in any fund-raising activity, nor require that each student raise a certain amount of money. In addition, the IRS stipulates that a student who does not participate in a fund-raising activity is entitled to the same benefits as those students who do participate.

Why Now?: Recently, the IRS has actively audited Texas districts and found them in violation of fundraising rules. This area has also been a “hot topic” at various administrator conferences. We want to be in compliance with the rules.

Acceptable:

- Fund-raising activities are allowed as long as WFISD’s fundraising guidelines are followed (See Student Activity Manual Section 505).
- Scholarships for hardship cases are allowed, but written criteria must be established as part of the trip. These criteria must include what qualifies a student as having a hardship and cannot be changed to accommodate individual needs.
- An individual who chooses not to participate in the fund-raising activity pays the same amount for their trip as individuals who do participate.

Unacceptable:

- Individual accounts are not allowed for any group or club.
- Individuals cannot be required to participate in fund-raising activities.
- Individuals cannot be required to raise a certain amount of money or sell a specific number of items.

Example:

The Choir is having a fund-raising activity to help reduce the cost of a special trip. The cost of the trip is \$5,000 for 100 people. Therefore, each person’s cost for the trip before the fund-raiser is \$50.

Of the 100 people participating in the trip, only 50 people participate in the fund-raiser and raise a total of \$1,500.

The \$1,500 must be split equally among the 100 people going on the trip; even though, only 50 people participated in the fund-raiser. Therefore, each person receives a benefit of \$15 ($\$1,500 / 100$). Now, each person’s cost for the trip is \$35 ($\$50 - \15).

507 FUND-RAISERS OF OUTSIDE ORGANIZATIONS

Outside organizations should be valid stand-alone organizations with their own identities. There should be no confusion of their identity with that of the school's. **They should never use the school's address, tax ID, or names of school employees in conducting their business.**

WFISD recommends that these outside organizations should file for a 501(C)(3) status and must obtain their own tax identification number. Guidance for this can be found through the Internal Revenue Service website.

Outside organizations conducting fund-raising activities shall manage their own finances and may make donations to the school or an individual student club as they elect. **At no time should campus or student club funds be used to reimburse booster clubs or parental organizations.** Such contributions may be designated either for a specific purpose or for expenditures at the discretion of the Principal. Donations received must follow existing Board Policy.

WFISD staff members may be officers of any outside school organization. However, the principal, assistant principal and secretary may not be officers of an outside organization associated with their own campus.

A District employee may not have signature authority on a bank account for an outside organization of which he or she is the school sponsor. A sponsor or District employee may not establish nor commingle funds belonging to an outside organization in a personal checking and/or savings account. Employees of the District Finance Office may not account for monies of an outside school-related organization in District bank accounts. Also, a sponsor or other district employee may not maintain a safety deposit box for any money, which is related to any school project or purpose.

Parental -PTA/PTO

Fund-raising activities sponsored by the PTA/PTO are allowed. PTA/PTO sponsored fund-raisers involving school personnel during school hours or the use of school property require the prior approval of the Principal. PTA/PTO activities, which are planned and implemented by the PTA/PTO, are considered PTA/PTO fund-raisers. Monies generated from activities whereby the PTA/PTO plays the leading role in the planning and implementation of the fund-raiser are to be deposited to the account of the PTA/PTO and not to the school's activity funds account.

Participation by the students (as a whole) and school personnel either as contributors (consumers) or fund-raisers (workers) will not prevent the PTA/PTO from conducting a fund-raising activity when they have initiated the activity and assumed the responsibility for conducting it.

WFISD staff members may be officers of any outside school organization. However, the principal, assistant principal and secretary may not be officers of an outside organization associated with their own campus.

It is assumed that parent-teacher groups will work in full cooperation with the Principal and under his/her supervision in planning special programs and activities or in conducting any activity that involves the raising of money. Activities involving school personnel during school hours or the use of school property require prior approval of the Principal.

Utmost discretion should be used in limiting such fund-raising activities to those, which are necessary for the school.

Booster Clubs

Fund-raising activities of booster clubs must be conducted outside of school hours and may not involve students or teachers during the regular school day.

Student Safety

Occasionally, parent organizations and booster clubs involve students (outside of school hours) in fund-raising activities. When students are involved in these activities, the campuses should inform the parent organizations and booster clubs that the safety of the student should be considered.

During the course of performing fund-raising activities, outside vendors sometimes encourage students to sell items door-to-door. In the interest of the student's safety, the campus should relay to the students that this practice is discouraged.

600 - DEPOSIT OF FUNDS

601 GENERAL POLICIES

The following policies reflect the guidance in accordance with WFISD's CFG regulation – Money In School Buildings.

Depositing Policies

1. Deposits **MUST** be made daily when the total receipts collected exceed \$200.00. When cash collected is less than \$200.00, it **MAY** be deposited. High Schools should deposit daily. Middle Schools should deposit at least 3 times per week. Elementary Schools should deposit at least once a week. The total funds authorized to be held overnight (including petty cash, change funds, game receipts, and money from all other sources) are limited based on available cash security measures.

<u>Limit</u>	<u>Security Measures</u>
\$200	Locking closet or drawer
\$300	Vault or combination safe
\$500	Vault/safe combination

Where a school does not have a safe, monies should always be locked in a secure place and access to it should be restricted to authorized personnel.

Note: All money deposited must be in the same form as collected. Employee's or other personal checks may not be substituted for cash collections.

2. Accumulations of cash exceeding \$50 must be held in locked storage during the day also.
3. Funds for deposit in Campus Activity Funds shall be transported directly to the bank by the courier and shall not be kept in any other off-campus location, vehicle, etc. All campuses with checking accounts at the district depository must utilize the daily courier service at no charge. This will facilitate frequent deposits and promote better cash security.
4. All checks received for deposit should be endorsed immediately regardless of whether they will actually be deposited that day (stamped or handwritten) as follows:

For Deposit Only
(Name of School) Activity Fund
Account # xxxxxx

5. All cash receipts shall be deposited in numerical sequence.
6. All monies on hand at Christmas break, Spring break and the end of the school year **must** be deposited

602 PREPARATION OF BANK DEPOSIT SLIP

Bank Deposit Slip Procedures

1. Bank deposit slips shall be prepared in duplicate for each deposit. The original and a copy are to be forwarded to the bank along with the money to be deposited. A copy of the deposit slip should be maintained by the secretary/bookkeeper. The bank will retain the original deposit slip and validate the duplicate copy at the time of deposit. The duplicate copy of the deposit slip will be returned to the campus and should be retained as part of the activity fund records.
2. The following information must be indicated on the bank deposit slip:
 - a. The date and amount of the deposit.
 - b. Total amount of checks. Run an adding machine tape on all checks twice to ensure accuracy. Retain one tape to attach as part of the supporting documentation for the deposit. Copies of the checks can be made for additional supporting documentation.
 - c. A notation of the cash receipt numbers issued in support of the bank deposit; for example, receipts numbered 500-525, inclusive.
3. Run an adding machine tape on the receipts for deposit. The sum of the amounts of the supporting cash receipts must be in agreement with the amount of the bank deposit.

Deposit Shortage (Underdeposit) and Overage (Overdeposit)

Upon notification from the bank that a discrepancy exists between the amount shown on the deposit slip prepared by the secretary/bookkeeper and the bank teller's actual count, the activity fund accountant will prepare an entry to adjust the school's records to match that of the bank. Supporting documents will be attached to the entry to show amounts posted in Skyward and actual amount processed by the bank

700 – RETURNED CHECKS

701 GENERAL PROCEDURES

Accepting Checks

Parents should be advised regularly, through campus/department handouts about WFISD's Check Acceptance Policy and that checks sent to WFISD for fundraisers, instrument rentals, club functions, lunch tickets, etc. must have Acceptable Check information. Checks that are missing information will not be taken.

WFISD Check Acceptance Policy is as reads: In the unlikely event that your check is returned unpaid by your bank, we may redeposit your check. Additionally, you understand and agree that we may collect a returned check fee of \$30.00. The use of a check for payment is your Acknowledgement and Acceptance of this policy and terms.

- Checks will be accepted only for the amount of purchase.
- Post dated checks are not accepted.
- An Acceptable Check should contain:
 - Name
 - Address
 - Phone number
 - Drivers License number

Under no circumstances should personal checks be held for more than five (5) days before being submitted for deposit.

Returned Checks

Occasionally the bank returns a check that was previously deposited unpaid because of insufficient funds, account closed, improper endorsement, or other reasons. Procedures in such cases are as follows:

1. The secretary/bookkeeper shall immediately notify the maker of the check requesting that it be taken care of promptly (see example of the letter to be mailed for returned checks).
2. If the maker of the returned check requests that it be re-deposited, such action shall be taken. A check may be re-deposited only once; after that time only cash, certified check, or cashier's check may be accepted.
3. Under no circumstances should the returned check be surrendered to the maker except in return for cash, certified check, or cashier's check.
4. No checks shall be accepted from any party who has not redeemed a previous returned check. Only cash, certified check, or cashier's check may be accepted.
5. Retain all bank debit memoranda with the activity fund records.
6. A list of returned checks should be held by the secretary/bookkeeper. The list should include the following:
 - a. The date the check was returned
 - b. The name of the maker

- c. The returned check #
 - d. The returned check amount
 - e. The date the check was written
 - f. The date the returned check was redeemed
7. A copy of the returned check should be sent to the club sponsor and the original is to be kept by the secretary/bookkeeper until the matter is resolved or the check is surrendered to the WFISD Legal Department.

All communications with maker of check should be documented. If not resolved 10 days after return check letter is sent, all information must be surrendered to WFISD Legal Department.

8. Record the returned check in the school's books.

Under no circumstances should personal checks be held for more than five (5) days before being submitted for deposit.

702 ACCOUNTING FOR RETURNED CHECKS

1. Checks that are returned by the bank must be deducted from the activity fund account(s) that was posted as a deposit. The account to be charged will be identifiable by the receipt number documented on the returned check per procedures found in **602**.
2. The deduction needs to be made even if the payer immediately pays cash.
3. Returned check charges will be recorded as a journal entry debit to the activity fund account where the funds were initially deposited.
4. Write a cash receipt, when the returned check is redeemed by the payer. The receipt description should be as follows:

returned ck – Sam Smith (name of payer), Ck #??? (check number) returned ??/??/?? (date the check was returned)
5. The deposit must be recorded in the manner prescribed in section **600**.

703 COLLECTION OF RETURNED CHECKS

See attached correspondence for an example of a letter that may be used in the collection of returned checks.

If the maker has not redeemed the returned check in the allotted time frame addressed in the certified letter (10 days), it is considered to be uncollectible.

The secretary/bookkeeper shall do the following:

Campus Activity:

1. Make a copy of the returned check(s) for the school records.
2. Return check notice to Finance from bank
3. Forward to campus secretary
4. Continue attempts to collect from payer

Student Activity:

1. Make a copy of the returned check(s) for the school records.
2. Return check notice to Campus from bank
3. Secretary will attempt to collect from payer

EXAMPLE OF THE LETTER TO BE MAILED CERTIFIED FOR RETURNED CHECKS

(ON SCHOOL LETTERHEAD)

July 1, 2018

John Doe
2300 Overdraft Drive
Broke, Texas 76543

Dear Mr. Doe:

On June 15, 2018 you made a payment with a personal check for a Spanish club fund-raiser. When your check #1134 was presented to your bank for payment, it was returned due to insufficient funds. Please make arrangements to pay for this check at Teaching Elementary School no later than 12 noon on Tuesday, July 25, 2018. Your failure to pay the amount within the time specifies leaves me no other option than to turn this check over to the WFISD Legal Department office. Failure to pay creates a presumption for committing an offense and this matter may be referred for criminal prosecution. After this matter is turned over to the Wichita County Hot Check Division, the court will collect a service charge as well as a collection fee. To avoid these additional charges, \$50 or more per check, please handle this matter promptly.

Sincerely,

Mr. or Mrs. School Principal
'XXXXXX" Elementary School
(940)235-XXXX

CERTIFIED
#P 099 039 260

800 – PURCHASES

801 DISBURSEMENTS – GENERAL POLICIES

Purchases from Activity Funds

The school Principal is fully responsible for all purchases and commitments requiring the present or future disbursement of activity fund monies. Teachers and club sponsors **must** have a written commitment (Form AF-115) approved by the school Principal before making any purchase in the name of the school.

A Vendor must be on the WFISD District Vendor Approved list. Contact the WFISD Purchasing Department for directions on adding a Vendor.

This form should be obtained from the vendor prior to making payment to the vendor. This form can be found at www.irs.gov/pub/irs-pdf/fw9.pdf and is attached.

Purchases/payments of \$500.00 or more will require a purchase order with the following exceptions:

PO's not required:

- Field trip fees and fundraisers for which all funds have been previously collected
- Payments to WFISD

PO's always required: (even if less than \$500.00)

- Payments for personal services (ex. disc jockeys, consultants, trophy sales, t-shirts)

District approval will not be granted for previously incurred expenditures. Such expenditures will result in an audit exception and could become the responsibility of the individual incurring the expense. At no time will the student activity fund be reimbursed for amounts incurred in an attempt to circumvent the purchase order process. If the purchase will be processed as a reimbursement from Campus budget, then anything over \$40.00 must be processed through the WFISD Purchasing Department. (see section 808)

No purchase shall be made unless sufficient funds are available in the proper activity fund account.

Student activity fund checks must bear the manual signature of the authorized check signer. Signature stamps are not allowed.

Scholarships

A school may encounter an outside organization or individual who wants to donate money for the establishment of a scholarship fund. The Principal should refer such interested parties to the WFISD Foundation for proper procedures regarding the establishment of a scholarship fund with WFISD.

Cash Gifts, Awards, and Prizes

Monies raised in the school's name may not be used to pay cash awards or to buy cash prizes for individuals. Cash awards or prizes include currency, check, savings bonds, money orders, or any other medium that can be readily converted to cash.

Students: Awards such as merit certificates, gift certificates/gift cards, trophies, plaques, or other means of recognition with reasonable value (less than \$50.00) may be purchased from activity funds in recognition of scholastic, attendance, or money raising achievement for students.

Staff: Merit certificates, trophies, plaques or other means of recognition with reasonable value (less than \$50.00) may be purchased for teachers, campus employees or targeted groups out of campus activity funds in recognition of merit or appreciation. The expenditure for staff and targeted groups cannot exceed 25% as indicated by section 206 number 27.

No gift cards/gift certificates shall be purchased in any amount for district employees for any reason.

Monies raised in the schools name through Student Activity Funds may not be used to purchase gifts for school personnel.

Purchases with Invoiced Sales Tax

Should a vendor include sales tax on an invoice for items purchased that should be tax exempt, the school should proceed as follows:

1. The District or the school will not pay the invoiced sales tax to vendors for tax exempt purchases. Complete the check request with the amount not to include the sales tax.
2. Make a copy of the District's exemption certificate and send along with the check to the vendor.

Reimbursements

Checks may be issued to students or employees to reimburse them for personal funds expended for the purchase of goods for school purposes, provided that proper documentation (refer to section 802) is submitted in support of the expenditure. If the purchase included sales tax for a purchase that would be tax exempt for the District, the person will **not** be reimbursed sales tax.

Reimbursements should be kept to a minimum as a safeguard against unauthorized purchases by individuals.

Reimbursements for travel expenditures must go through the District Finance Office.

Refunds

Occasionally it may be necessary to make refunds due to cancellations of field trips, overcharges on books, or bus transportation, etc.

No refunds may be made for any money other than that contributed directly by the student. No monies raised in the school's name will be refunded to students.

All refunds for students under eighteen (18) years of age for tuition, textbooks, etc. must be generated on a school check payable to the student's parent of record. Cash refunds from the petty cash account or previously receipted monies are not allowed.

1099 Requirements

In order to ensure that Wichita Falls ISD properly reports all payments to the IRS, a copy of all supporting documentation must be received by the Accounting Department for all contracted services performed by a private individual or company. The personal services agreement must clearly indicate the individual's name and tax identification number so that the District can secure a W-9 form from the vendor. A W-9 form will be required for all vendors who provide a service (consultant, disc jockey, trophy sales, t-shirts). If in doubt, the campus should contact the Purchasing Department.

802 AUTHORITY TO PURCHASE/CHECK REQUEST

Activity Funds Authority to Purchase/Goods or Services (Check Request)

An approved check request (AF-115) written in ink for Student Activity and a check request submitted through Skyward for Campus Activity constitutes the authority for the issuance of an activity fund check. An official activity fund check request must be completed prior to the issuance of each check. An AF-115 must be completed in its entirety.

Student/Club activity fund purchases must be initiated by the members of the club/organization using a form AF-115. The sponsor and then the Principal must then approve this form.

A member of the staff or the Principal, on a form AF-115 must initiate campus activity fund purchases. The Principal must approve this form, if initiated by a staff member, before payment can be issued.

Permanent documentation (invoices, etc.) must be obtained in support of the payment and should be attached to the original check request.

It is the sponsor's responsibility to furnish the secretary/bookkeeper with the copy of the order blank or any other supporting documents available as proof of purchase.

Activity Funds Authority to Purchase/Goods or Services (Check Request) Procedures

1. Under no circumstances shall a request amount or the signatures be altered. If either of these errors occurs in the preparation of a request, void both the request and issue a new request. If any other error occurs, make a correction by drawing a single line through the incorrect information and writing the correct information. Initial the correction.
2. The original copy of the check request must be retained in the school records for audit purposes.
3. Check requests should not be written for bank debit/credit memos.
4. AF-115s shall not be pre-signed or pre-dated

Activity Funds Authority to Purchase/Goods or Services (Check Request) – Supporting Documents

1. The Student Activity Funds Authority to Purchase/Check Request (AF-115) shall have attached to it the vendor's original unadjusted invoice and should be scanned and attached to each campus activity fund check request.
2. Evidence of satisfactory receipt of the goods or services must be attached to the Check Request. An authorized signature of a person working at the school on a receiving report, invoice, delivery ticket, or other document will constitute evidence of satisfactory receipt of the goods or services.
3. Whenever it is necessary to pay an amount other than the amount shown on the original unadjusted invoice, a debit/credit memo from the vendor must be attached to the original unadjusted invoice to justify payment for the different amount. The Principal must indicate his/her approval by his/her initials on the face of the original unadjusted invoice.
4. A request for reimbursement by anyone should be supported by the vendor's original unadjusted invoice; and the person that is requesting the reimbursement of monies spent must write his/her initials on the face of the invoice.

5. In the event that the vendor's original invoice is unavailable, any other invoice copy such as a carbon or photocopy will be deemed acceptable only when the Principal's approval is evidenced by his/her original signature on the face of the invoice copy.
6. In situations where invoices are not issued by the vendor, other documentation (cash receipt tapes, letters, acknowledgments, renewal notices, etc.) will be deemed acceptable only when the Principal's approval is evidenced by his/her original signature on the face of the document. The document must contain the vendor's name, date, and a description and quantity of the goods or services purchased.
7. Examples of documents that do not constitute acceptable support are as follows:
 - a. Periodic statements (except statements that contain the vendor's name, a description, and quantity of each item purchased)
 - b. An in-house payment authorization form signed by the Principal with no other support
 - c. Delivery tickets and/or packing slips which show what and when, but not how much has been purchased
8. Care should be exercised to avoid making payments of sales tax for tax exempt purchases. The amount must be deducted from the invoice before making a payment to a vendor. Also, the sales tax amount must be deducted from the invoice before reimbursing any person. Refer to the Sales Tax section of the Other Accounting Procedures manual. Also, care should be exercised to make payment of sales tax for nonexempt school purchases made on behalf of the students for their personal use and for which they themselves pay, such as club jackets, sweaters, T-shirts, etc.
9. All original check requests, with attached support, shall be kept in check number sequence.

803 ISSUANCE OF CHECKS/DISBURSEMENTS

Issuance of Checks – Operating Procedures

All requests for the issuance of checks are subject to the following guidelines:

1. All payments shall be made by check.
2. Agreements with outside vendors to split the proceeds are not precluded by this procedure. However, all outside vendors shall receive the negotiated percentage of the proceeds by check only (do not pay them with cash proceeds).
3. The Principal shall approve no expenditure unless sufficient funds are available in the appropriate activity fund account.
4. Payments must always be made to a specific person, company, or organization. Checks shall not be made payable to Cash.
5. All Campus Activity Fund checks are issued by Finance Accounts Payable Department. Refer to sections 800 – 802.
6. Student Activity checks under \$500 that are not subject to exceptions under Section 800 are issued through the SBAA network.
7. Under no circumstances shall checks be pre-signed by any authorized check signer. That is, no signature shall be affixed to a check until all blanks (date, payee, and amount) have been filled in. The issuance of a blank signed check is a serious offense.
8. If it becomes necessary to void a check the following procedure should be followed:
 - a. The bank will be notified to put a stop payment on the check if payment already issued.
 - b. Void and/or reissue of check – for Student activity fund checks the void/reissue procedure in SBAA should be followed. For Campus activity fund checks the Finance Department should be notified and will take the necessary steps and reissue the check, if necessary.

Cashing of Checks

No personal checks shall be cashed from activity funds.

Storage of Checks

At all times, all unused check stock should be securely stored.

804 ADVANCE PAYMENTS

Advance payment may sometimes be requested for necessary expenses expected to be incurred by groups engaged in out-of-town travel. Procedures in these cases are as follows:

1. The activity sponsor shall make a written request on Form AF-120 for an advance stating the amount needed and the purpose for which the advance is required.
2. The request for advance payment should be attached to the original check request when presented for the Principal's approval. The request should stipulate that the proposed payment is an advance.
3. At the completion of the activity, the sponsor has 7 working days to submit to the secretary/bookkeeper receipts, invoices, etc., that support the actual amount of expenses, and shall return any unused funds. When receipts are not submitted, the sponsor is responsible for obtaining the receipts or repaying the original advanced amount less any amounts for which receipts have been submitted. The activity sponsor is responsible for all monies advanced.

Note:

Only original receipts will be accepted. When the originals are required by the WFISD Finance Office, a copy needs to be maintained at the school along with a notation that the original receipts are on file at the WFISD Finance Office.

If actual expenditures exceed the advance, complete another check request and issue a check for the excess. Refer to the original check number for documentation.

4. The secretary/bookkeeper will issue a cash receipt for the money returned and will cross-reference this receipt number to the original disbursement voucher. All supporting documents submitted shall be attached to the original check request.

The settlement of all advances shall be completed not later than ten days after termination of the activity for which the money was advanced, except in cases deemed unusual or exceptional by the Principal. It is the dual responsibility of the Principal and the secretary/bookkeeper to properly account for all advances.

805 TRANSFER OF FUNDS BETWEEN ACTIVITY ACCOUNTS

Each transfer shall be initiated by the preparation of a Request for Internal Transfer of Funds (Form AF-125) disclosing the amount, date, and the reason for the transfer. The entry for the transfer shall only be executed after obtaining the approval in writing of the Principal and also the club sponsor(s) when the transfer involves accounts with delegated responsibility. The original completed form AF-125 shall be maintained with the school activity fund records.

Transfers for the Purpose of Payment of Contribution

Occasionally a club will compensate another school organization for goods purchased or services performed. This may occur when a club purchases advertising in the yearbook, newspaper, etc., or when a club purchases materials from the school store. A transfer of funds shall be made between accounts in such instances in lieu of issuing an activity fund check.

Likewise, a club may desire to help partially defray the expenses incurred by another club in directing a certain activity. In such cases, an internal transfer of funds form will be used.

Transfers Involving Unrelated Accounts

An example of such a transfer is as follows:

- Division of funds from dormant accounts. Funds raised by clubs to support their activities and unexpended at the end of the school year shall remain in the club's account and be carried over to the next school year. If the club becomes inactive and remains so for two (2) school years, the Principal may transfer any unexpended funds at the end of the second year.

Transfers to Record a Correcting Entry

When an activity account is incorrectly increased or decreased, an additional entry must be made. Determine the correction and make the transfer appropriately. Written approvals from the Principal and also the club sponsor(s) if the error was made to a club or organization account needs to be obtained for these transfers, also. An explanation for these transfers should be:

To correct coding of Cash receipt. See attached copy of Cash Receipt No. _____, or

To correct coding of Cash disbursement. See attached copy of Check Request, Check No. __, or

To correct coding of funds transfer. See attached copy of AF-125.

806 TRAVEL INFORMATION

All travel must follow District travel policies and procedures including coordinating travel plans through the District Travel Buyer and requesting payments through the District Finance Office.

Staff Travel

Travel is provided through the District operating budget, or activity funds may fund travel with Principal approval as long as District travel processes and procedures are followed including coordinating travel plans through the District Travel Buyer. Clubs/organizations may pay for a sponsor's hotel, fees, and food when the sponsor is accompanying club members. In no situation will booster clubs or PTA/PTO funds be used to directly finance staff travel. See the District travel policy for more information on staff travel.

Student Travel

District travel reimbursement guidelines apply to student trips. Expenses for club-related trips may be funded by student/club activity funds for students, sponsors, necessary chaperons and approved administrators only.

Approval of a fund raising project does not waive any of the requirements contained in District policy for student travel. All student travel must comply with the District travel policy.

Non- Employee Chaperon Travel

Costs of travel for a parent (chaperon) accompanying students to club/organization-related trips may be funded from student/club activity funds, subject to the District travel expense reimbursement guidelines and approval by the Principal.

If the non-employee chaperon is a spouse of an employee traveling with the group, the Principal must determine the need for a chaperon and approve the chaperon prior to the trip.

Day Trips

Day trips are defined as those trips where an overnight stay is not required. Therefore, an out-of-town trip would be classified as a day trip if the employee were not required to remain out-of-town overnight. Travel policies for day trips should follow the districts policies and procedures.

The sponsor must submit, to the secretary/bookkeeper, a list of those individuals for which travel expenses was incurred.

Please refer to the District travel policies and procedures.

807 PAYMENT TO WFISD EMPLOYEES FOR SERVICES

The Principal may occasionally agree to compensate teachers or other employees for additional services performed outside regular school hours, in accordance with the District's policies and procedures.

All employee compensation will be made through the WFISD payroll department. Under no circumstances can a payment to an employee for supplemental services or as a cash gift be made directly to the employee from the campus or student/club activity funds.

The prescribed procedures for payments from campus activity funds to WFISD employees for services are as follows:

1. Complete a supplemental time sheet. The supplemental time sheet must be signed by the Principal, including the appropriate activity fund account code.
2. These services will be billed through the WFISD Finance department.
3. The amount to be paid for additional services will be added to the employee's regular payroll check.

Payments to Students for Work Performed

Per IRS rulings, paying students for work performed makes the student a WFISD employee. All payments for work performed by employees must be made through WFISD Payroll Department. Therefore, if you want a student to perform work at your campus, you must first have it approved through the WFISD Human Resource Department.

808 REIMBURSEMENTS FROM CAMPUS BUDGET

When the activity fund expenditure is to be reimbursed from Campus Budget the following procedures must be adhered to:

1. A purchase order must be obtained through WFISD Purchasing Department for purchases over \$40.00.
2. When requesting reimbursement attach a copy of the purchase order, activity fund check, and original vendor invoices/receipts with the request. Be sure to make copies of the original vendor invoices/receipts that will be attached to the original check request of the activity fund files. Indicate on those copies that the originals are attached to the reimbursement request from the WFISD Finance Office.
3. Upon receiving the reimbursement from Campus Budget, indicate on the cash receipt that the deposit is for reimbursement and the purpose of the reimbursement.

900 – SPONSOR SUPPLEMENT

900 SPONSOR SUPPLEMENT

Policies and procedures that govern the treatment of activity funds are set forth in the Wichita Falls Independent School District Activity Funds Procedures Manual. This supplement contains information from the manual relevant to sponsors of clubs and/or organizations.

Responsibility of Club Sponsors

The individual club/organization sponsors are responsible for managing their respective activity fund accounts.

Sponsors responsibilities include:

- guiding and involving students in the operation of the activity they sponsor
- developing fund-raising plans
- monitoring the financial position of their account
- reviewing their financial statements
- safekeeping activity fund monies until they are deposited by the campus
- other fiduciary responsibilities as maintaining copies of all club records
- retain club records for 7 years

The sponsor is to receive a monthly club statement and review his/her balances to those kept by the secretary/bookkeeper. The sponsor should sign off on the statement and return the original to the secretary/bookkeeper. If there is a discrepancy the sponsor should work with the secretary/bookkeeper to resolve the matter.

The sponsor will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures. In the event of a cash loss/theft notify the: Campus Principal, Campus Police Officer, Internal Auditor, and Finance Department.

Club/Organization Accounts (Section 202 Definition of Activity Funds)

- These accounts consist of monies collected by student and faculty clubs for the purpose of financing legitimate and beneficial activities and projects of said clubs.
- These monies belong to the clubs/organizations and the schools main involvement is to provide stewardship for the funds.
- All decisions regarding revenue generation and expenditure authorization rest with the members of the club/organization along with the guidance of the club sponsor if applicable.

Collection of Money (Sections 501-507 Receipt of Money)

Some sponsors may collect money for more than one activity. For example, the FFA sponsor may collect jacket money and dues from club members. Each activity should be recorded on a separate form AF-105 Tabulation of Monies. This will assist the secretary/bookkeeper in determining the sales tax due.

- All cash collections received by the club must be recorded with an official WFISD cash receipt by the secretary/bookkeeper, with the sponsor having an AF-105 Tabulation of Monies.

- All collections must be deposited into the school activity fund by the secretary/bookkeeper
- The sponsors are required to reconcile their records with monthly statements provided by the school secretary/bookkeeper.
- Money collected should not be kept overnight in a desk or other vulnerable place. If all the paperwork cannot be completed, the money should be taken to the school secretary/bookkeeper for placement in the school's vault until the paperwork can be completed.
- Cash should not be taken out of receipts collected and replaced with the sponsor's or any other personal check(s).

Expenditures (Section 801-802 Purchases)

Before a check can be written, a Form AF-115 Check Request must be completed and signed by a club member representative, the club sponsor, and approved by the Principal.

- All expenditures from activity funds will be made by check.
- Under no circumstances should expenditures be paid in cash.
- All check requests must have the proper documentation attached.
- Purchases/payments of \$500.00 or more require a purchase order.

Fund-Raising (Section 505 Fund-Raisers, Policies and Procedures)

A fund-raising activity may be defined as any activity involving participation of a student body or a school-recognized student group undertaken for the purpose of deriving funds for a school or a school-sponsored group.

In working with fund-raisers you are working with public funds. Public funds are subject to public scrutiny.

- You are responsible for all monies collected and merchandise purchased. Be extra careful to perform fund-raisers beyond reproach.
- If a profit is not made for a particular fund-raiser, the sponsor must submit a written explanation for the loss to the school's Principal. A copy of this written explanation must also be placed in the club's activity fund file.
- If a sponsor plans to have a fund-raiser, he/she should read section 504 Collection of Money by Persons other than the Secretary/Bookkeeper, and the One-Day Tax-Free Sales section of the Sales Tax Procedures very carefully.

Payment to District Employees for Services (Section 807)

Whenever an amount is to be paid for services rendered to any WFISD employee, payment **must** be routed through the WFISD Finance/Payroll Office.

Transfers (Section 805)

A transfer of funds shall be made between activity fund accounts in lieu of issuing an activity fund check, when allowable

Overdrawn Club Accounts (Section 801 Disbursement – General Policies)

Clubs/organizations are not to operate with overdrawn balances.

Sponsor Records

One of the sponsor's responsibilities is to maintain copies of **all** transactions and forms given to the secretary/bookkeeper. This would include:

- copies of the club charter Form AF-100
- all fund-raiser information AF-140 Permission Request and Operating Report for Fund-Raiser Activity
- AF-105 Tabulation of Monies
- AF-115 Check Request
- Monthly club statements

All sponsors' records are subject to random periodic review by the Internal Auditor, Finance Office, and/or a member of the External Auditor's team.

Records should be submitted to the secretary/bookkeeper annually for record retention purposes.

1000 – FORMS