



*Raymondville ISD*  
*It All Starts Here!*

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

# **STUDENT ACTIVITY FUND MANUAL**

## **P R E F A C E**

This manual is designed to provide a set of standardized accounting guidelines and procedures for the administration of the Raymondville Independent School District Activity Funds.

Principals, financial clerks, secretaries, sponsors, and other personnel involved in the handling of Activity Funds are responsible for adherence of the guidelines and procedures prescribed in this manual.

The procedures outlined herein comply with statutory requirements and constitute policy as established by the Board of Trustees of the Raymondville Independent School District. (RISD Policy CFD LOCAL).

This manual replaces all prior publications regulating the administration of Activity Funds including all earlier editions of the manual itself.



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## **SECTION I      GENERAL INFORMATION**

### ***PURPOSE OF ACTIVITY FUNDS***

The Activity Fund is designed to account for funds held by a campus in a trustee capacity or as an agent for students, club organizations of the campus, teachers and the general administration of the campus. These funds are used to promote the general welfare of each campus and the educational development and morale of all students. Funds are to be used to finance activities which supplement the educational curriculum of the District. The accounting function for the Activity Fund is delegated to each campus and **must comply** with the guidelines and procedures required by this manual.

Upon the dissolution of any fund, especially the class accounts (ex. eighth graders, seniors), the campus principal shall ensure that any liabilities of that fund are liquidated, and the remaining fund assets shall be transferred to the Student Motivational Account.

The Activity Fund consists of two different funds: **Faculty/Principal Fund** and **Student Activity Funds**.

### ***FACULTY/PRINCIPAL FUND***

**Faculty/Principals Fund** consists of funds raised by staff at a particular campus which are managed by the principal or Assistant Principal. Principals may use these funds to supplement their budgeted district funds. These funds should **not** be spent to benefit any individual or non-student group.

The following expenditures are **strictly prohibited** under the Faculty/Principal Fund:

1. Instructional Supplies
2. Office Supplies
3. Office Equipment
4. Appliances & furniture for lounge (ex. refrigerator, toaster, coffee maker)
5. Teachers in-service fees & staff development expenses
6. Flowers for death, illness, or leave of absence
7. Gift Cards

The following are allowable expenditures of the Faculty/Principal Fund:

1. Awards such as plaques in recognition of staff or volunteers for service to the school and/or district and related reception expenditures. Examples: Teacher's Appreciation Week, Counselor's Week, Nurse's Week, Librarian's Week.
2. Food supplies only for staff meetings or holiday celebrations (ex. cups, napkins, paper plates)

This list is not intended to be all inclusive. Principals should use their own discretion and be guided by the principles addressed in this manual.

All purchases made with the Faculty/Principal Fund need to be with Raymondville ISD approved vendors.

## ***STUDENT ACTIVITY FUNDS***

**Student Activity Funds** consist of two funds: **Student Motivation & Club Accounts**.

- A. **Student Motivation** consists of the collection or raising and expending of activity funds for the direct benefit of all students or for the general benefit of the school. Funds derived from the student body as a whole shall be expended in a manner **benefiting all students**. Within this scope, funds are to be used to finance activities which supplement the educational curriculum of the District.

The following are **allowable** expenditures of the Student Motivation Fund:

1. Beautification of campus.
2. Board members appreciation not over \$25.00 **each member**
3. Decorations for student awards night (all grade levels)
4. Expenditures to pay for Student Activity checks, software for managing Activity Funds, receipt books, pens, bank fees, etc.
5. Expenditures that benefit all students at the campus.

**The following are unallowable (any item that needs to be paid from District Budgeted Funds) expenditures of the Student Motivation Fund:**

1. Office supplies, postage
2. Office equipment/furniture
3. Instructional supplies
4. Expenses targeting one student group (ex. Chess Team, Seniors, Athletic Teams)
5. Gift Cards

This list is not intended to be all inclusive. Principals should use their own discretion and be guided by the principles addressed in this manual.

All purchases made with the Student Motivation Fund need to be with Raymondville ISD approved vendors.

- B. **Club accounts** are raised by individual student groups, and their disbursement is controlled by that group.

The following are **allowable** expenditures of Club Accounts:

1. Expenditures approved by Principal and Sponsor as stated on the Fundraiser Application Form. (ex. Club supplies, field trips, etc.)
2. Incentives that target all student club members.

The following are **unallowable** expenditures of Club Accounts:

1. Expenditures not approved by Principal and Sponsor (not stated in Fundraiser Application Form)
2. Equipment and/or furniture
3. Gift Cards

All purchases made with the Club Accounts need to be with Raymondville ISD approved vendors.

## ***RESPONSIBILITY FOR ACTIVITY FUNDS***

All campus personnel including principals, financial clerk, secretaries, faculty (sponsors) will be held responsible for any campus and student activity funds entrusted to them. Money (or property purchased with campus and student activity money) which is lost due to carelessness, theft, or fraud will be reimbursed by the responsible party.

The school **principal** is responsible for the proper collection, disbursement, and control of all activity fund monies.

This responsibility includes:

1. Providing for the safekeeping of funds. (locked location);
2. Proper accounting and administration of fund transactions;
3. Expenditure of funds in compliance with applicable state laws and local board policy administrative guidelines;
4. Adequate training and supervision of all personnel designated by the principal to administer activity funds. The delegation of duties to other personnel does not relieve the principal of responsibility for compliance with this manual and District policy; and
5. Insure that monthly bank reconciliation, cash receipts and check request are entered into the District's finance system, Skyward, on a timely basis.

The campus **financial clerk and secretary** are responsible for the following:

1. Maintaining the accounting records as required in the policies and procedures manual;
2. Completing monthly bank reconciliation, due by the 20<sup>th</sup> every month, cash receipts and check request are entered into the District's finance system, Skyward, on a timely basis ;
3. Verify all Fund Raising Application forms are complete and approved;
4. Notifying principal of all unauthorized Fund Raisers;
5. Issuing checks when properly authorized by the principal and verifying invoice is sign by individual authorizing the supplies have been delivered or services been rendered and dollar amounts match to check request amounts; all checks need to be entered into Skyward thru the requisition approval process;
6. Voiding checks when necessary; defacing checks.
7. Receiving money and verifying, entering cash receipts into the Skyward system; and
8. Preparing deposits and verifying matching deposit receipts are returned.

The **faculty sponsor** is responsible for the following:

1. Safeguarding and accounting for all student activity funds entrusted to him/her;
2. Maintaining detailed financial records;
3. Completing All Fund Raiser Forms and getting proper approval to account for all fund raisers before the start of Fund Raiser;
4. Maintain a positive balance in his/her account; and
5. Completing Club Sponsor End of Year Checklist form at year end.

PTA, PTO and Booster Club funds **cannot** be accounted for within the Student Activity/Motivational Fund(s).

## ***FUND RAISERS***

The faculty sponsor will sign the form titled *Fundraiser Application Form* before undertaking any sponsorship of a student club or organization. The form will be submitted to and approved by campus principal, finance clerk, Food Service Director (If selling food items), Athletic Director (If requesting Use of Stadiums and/or Gyms) and Business Office before the fund raiser begins. Any monies deposited into the Student Activity bank account must have an approved Fund Raiser Form attached with Deposit Talley Sheet.

Cash collected from fund raiser:

- In-District: Cash/Checks received must be locked at end of the day in campus vault/safe by campus administration.
- Out of-District: Sponsor is responsible for the safekeeping of cash/checks in a lock location until next school day, where at that time cash/checks must be locked in the campus vault/safe.
- Prohibit cash-on-hand being used as a “local bank” to cover purchase, check cashing, loans, advances or reimbursements.

Raffles

The District is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act and shall not sponsor or conduct raffles, i.e., award one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. *Occupations Code 2002.001 et seq.; Atty. Gen. Op. JM-1176 (1990)* [See also GKB] ***Policy FJ(LEGAL)***

## ***RETENTION OF RECORDS***

Principals, faculty sponsors, financial clerks and secretaries are required to keep all records current and in good order for a period of five years and available for audit.

## **SECTION 2      BASIC RECORDS**

### ***ACTIVITY FUND CASH RECEIPTS***

Deposit Tally Sheet is the means of accurately recording cash received and provides support to substantiate each bank deposit. **Only** district authorized forms are to be used. All cash receipts must be entered into Skyward to record on general ledger.

### ***ACTIVITY FUND CHECK REQUEST***

The Activity Fund Check Request form is the authority for issuance of an Activity Fund Check. An invoice is required for the issuances of an activity check. All check request must be entered into Skyward for proper approval.

### ***PRE-NUMBERED CHECKS***

Pre-numbered checks are used to disburse all funds from the Activity Fund checking account. Checks must be printed with the school name and type of fund. When ordering additional checks, the new check numbers should begin with the number succeeding the last check number used.

### ***BANK DEPOSITS SLIPS***

These slips serve as transmittal advice to the bank and your record of funds deposited in the bank on specific dates. Deposit slips are obtained from the bank as needed and must be printed in duplicate with the school's activity fund account name.

### ***MONTHLY BANK STATEMENTS***

The bank statement is the official bank record reflecting all transactions affecting the cash balance on deposit during the preceding month. When properly reconciled, the statement serves as official support for the cash balance indicated in the activity fund records. A bank statement should be reviewed and reconciled monthly, by the 20<sup>th</sup>, for all accounts including checking and investments. All monthly bank reconciliation needs to be filed at the campus/department and business office.

### ***GENERAL LEDGER***

The General Ledger Form serves as a schedule of checks written, deposits made, and transfers for each club account.



## ***PREPARATION OF RECORDS***

All records must be completed in ink. All corrections must be approved by the campus principal. **The use of "white-out" is prohibited.**

## **SECTION 3      BANKING PRACTICES AND PROCEDURES**

### ***BANK ACCOUNTS***

- A. Each school should only have **one** checking account with the District's depository bank. The account title must be imprinted on all activity fund checks and deposit slips. All funds received will be deposited into this account and all disbursements will be made by a check drawn on this account.
- B. Only activity/motivational fund transactions may be directed through the activity fund bank account. Transactions controlled by the cafeteria or lunchroom must be handled through their own accounts.
- C. Principals are encouraged to invest surplus funds whenever possible to generate additional funds. Options available include:
  - 1. Savings and/or money market accounts
  - 2. Certificates of deposit

### ***CHECK SIGNATURES***

- A. Financial clerks and secretaries **are not** permitted to sign checks.
- B. Checks require **two** signatures from the authorized list of signatures on file at the bank. (Principal and Assistant Principal)
- C. Each bank account shall have **two** authorized check signers, the principal and the Assistant Principal.
- D. Each check must be signed manually or by e-Sign.
- E. The principal will be considered responsible for all transactions and proper check signatures, even in the case on his/her unavoidable absence.
- F. All blanks must be filled in on a check before it is released by the campus principal or Finance Clerk.

**UNDER NO CIRCUMSTANCES SHALL CHECKS BE PRE-SIGNED OR A STAMP USED.**

## ***BANK RECONCILIATION***

- A. One of the most important aspects of the financial clerks and principals is the prompt reconciliation of the activity fund bank account. It is the principal's responsibility to insure that the financial clerk has adequate time to complete the reconciliation of bank statements for each month by the 20<sup>th</sup>.
- B. Upon receipt, the bank statement is reconciled by using the District's finance system, Skyward.
- C. Checks over 90 days old should be voided. All voided checks need to be defaced when returned or unused.
- D. Make necessary adjusting entries when applicable, i.e.: stale checks, returned checks, interest, transfers

## ***BANK FEES***

Debits Posted \$0.15

Credits Posted \$0.30

Monthly Maintenance \$5.00

Deposits \$0.30

Checks \$0.10

Change Orders \$3.50

Deposits Corrections \$2.50

Return Items \$2.50

Stop Payments \$15.00; Fee will be charged to vendor/individual requesting reissue of lost, stale or stolen check.

## **SECTION 4      RECEIPTS OF CASH**

### ***GENERAL RECEIPTING PROCEDURES***

- A. All cash and check collections must be turned into Business Office for deposit within 5 working days. A copy of the Fund Raiser Application Form and Deposit Tally Sheet must be submitted with deposit.

- B. The receipt must be completed in its entirety, including:
  - 1. Date, activity fund account name, and amount.
  - 2. Name of the individual and club submitting the money. A receipt may not be issued to more than one person.
  - 3. An explanation of the purpose for which the money was received.
  - 4. An original signature is required from the person receiving the money.
- C. Financial Clerks issuing receipt must verify cash in the presence of individual submitting the money. All cash collected must be complete. (No piece of or half bills)
- D. Post-dated checks must not be accepted from any source.
- E. Under no circumstances shall a cash receipt be altered. If an error occurs in the preparation of a cash receipt, void incorrect receipt and issue a new receipt.

### ***RECEIPT OF FUNDS BY PERSONS OTHER THAN THE CASH RECEIPT CLERK***

- A. The financial clerk is responsible for maintaining an adequate supply of receipts for the tabulation of funds collected by other employees, i.e. yearbook sponsor, textbook custodian, etc.
- B. An Administration log must be kept of all Deposit Tally Sheets issued to teachers, sponsors, and other individuals approved by the principal to collect funds.
- C. Money may be collected by an authorized individual other than the cash receipt clerk, (i.e. teachers, librarians, clerks, etc.) but only as approved by the principal for such items as books, student fees, fundraising activities, etc. In such instances, the individual collecting the funds must show accountability as follows:
  - 1. Tabulation of Monies Collected from Students Form must be completed with all information provided.
  - 2. The authorized individual must issue cash receipts to payers for funds collected.
  - 3. Collections shall be submitted to the financial clerk within 3 working days.
  - 4. The original completed Tabulation of Monies form and copy of cash receipt shall be sent with funds collected to the Finance Clerk/secretary who will count the funds in the presence of the depositor and prepare a Deposit Tally Sheet once the deposit total is verified. The Finance Clerk/secretary should also sign the Tabulation of Funds Form.
  - 5. The Finance Clerk/secretary should keep the original Tabulation of Funds form with attached Deposit Talley Sheet on file for five years for audit purposes.
  - 6. Individual sponsors/collectors should keep verified copies of the Tabulation of Monies Collected from Students forms with attached Deposit Talley Sheet for five years for audit purposes.

## **SECTION 5      DEPOSITS OF FUNDS**

### ***GENERAL OPERATING PROCEDURES***

- A. Deposits must be turned into the Business Office within 5 working days of receipted or accepted by campus/department.
- B. All Checks held for deposit shall be endorsed at the time they are receipted or accepted.
- C. All cash receipts supporting cash deposits must have deposit receipt attached.
- D. Re-deposits (returned checks) must be deposited separate from other funds collected.
- E. All funds on hand at the end of the school year, including petty cash, should be deposited prior to closing the books for the year.

### ***PROCEDURES FOR PREPARATION OF BANK DEPOSITS***

- A. A bank deposit slip shall be prepared in duplicate and shall include the following:
  - 1. The date and amount of the deposit.
  - 2. The cash receipt number(s) issued that make up the deposit.
  - 3. A listing of each check in the deposit (or a tape).
- B. The original copy of the deposit slip is retained by the bank and returned with the monthly bank statement. The duplicate copy is validated by the bank and returned at the time of the deposit. The financial clerks should verify the validated amount.
- C. The sum of the amounts of the supporting cash receipt must agree with the amount of the deposit slip.

### ***CASHING OF CHECKS***

- A. The practice of cashing personal and/or payroll checks is prohibited.