



2023-2024 Activity Procedures

Activity Funds Overview

Student Activity (Fund 865)

- Funds held in trust by the school
- Consist of funds that are the property of students
- Bona fide student clubs/organizations:
 - *Business or activity other than instruction or a participatory group elect officers (not just participatory captain) and hold meetings*
 - *For example, student council, FCCLA, honor societies, etc.*
- Student based decision making

Campus Activity (Fund 461)

- Managed under the direction of the campus principal
- May have multiple sub-accounts (i.e., Principal's Account, Library, 2nd Grade, etc.)
- Used to promote general welfare of each school or educational development and morale of students
 - *These funds include collections for school picture, yearbooks, class rings, lost textbook, uniforms, etc.*



Activity Funds Overview (continued)

Hospitality/Sunshine Faculty Activity (Fund 865)

- Funds held in trust by the school
- Consist of voluntary donations from staff and faculty
 - *Shall be paid of all expenditures for hospitality, condolence, and other purposes which is for the sole benefit*
 - **The funds generated in the account shall be obtained voluntarily**
- Faculty based decision making



Roles & Responsibilities



School Principal

Business Office

Secretary/Clerk

Activity Sponsor



Roles & Responsibilities

School Principal

- Ensures the proper handling of activity funds
 - *Correct accounting*
 - *Reviewing of fund document*
- Ensures federal, state & local funds are not used to conduct activities
 - *Overall adherence to the procedures*
- Each semester the campus principal must prepare:
 - *Submit a semester Campus Activity Plan (SCAP) to the Finance Department*



Roles & Responsibilities (continued)

Campus Secretary/Clerk

- Follow District procedure and guidelines
- Processes activity fund transactions
 - Deposits
 - Custodian of record
 - ✓ Issuing miscellaneous receipt book
 - ✓ Pre-numbered tickets and bracelets **(as need to teachers and other persons authorized by school principal)**
 - ✓ Distribution records issued must be kept and is part of the official activity fund records.
 - Assist activity fund
 - Review found documentation



Roles & Responsibilities (continued)

Activity Fund Sponsor

- Following District procedures and guidelines
 - *Managing their respective activities or activity funds*
 - *Completing and submitting all activity documentation*
 - *Fiduciary responsibilities*
- Following procurement guidelines
 - *Developing fund raising plans*
 - *Monitoring financial position of the activity fund*
 - *Reviewing activity fund financial statement*
 - *Safekeeping of activity funds collected*
 - *Safeguarding of inventory*



Roles & Responsibilities (continued)

Business Office

- Maintaining and updating procedures and guidelines
 - **TISD Finance Department**
- Ensuring procedures and guidelines are being followed
 - *Providing training for principals, secretaries/clerks and sponsors*
 - *Reviewing of activity funds*
- TISD Internal Audit Department is responsible:
 - *Auditing of activity funds*



Activity Process

Attend Annual Training

Complete and Submit Sponsor
Responsibility Affidavit

Complete and Submit Fund Raising
Activity Application (Eduphoria)

Conduct Approved Activity
Following cash handling and procurement guidelines

Recap Activity – Due with final deposit



Utilization of Activity Funds

Activity Funds

- Used for the intended purpose for which the funds were raised
 - Student organization
 - ✓ *Exclusive use and benefit of the organization members as a whole*
 - ✓ *Raised funds cannot be used by the principal to subsidize the foundation*
- Cannot be used
 - *To purchase of gift cards*
 - *To pay professional dues for school personnel*
 - *To pay medical or hospital expenses for school personnel*



Types of Activities

Concessions/Food Sales

- Competitive Food Rule
 - 30 minute rule
 - *Squaremeals.org*

Ticketed Events

- Dances, proms, plays, dinners, ceremonies, movies etc
 - *Ticketed Events Record must be submitted upon deposit of funds collected*

Clothing/Merchandise Sales

- Merchandise Distribution Record



Types of Activities (continued)

Crowd Funding Activities

- *Must be presented to District Cabinet for review and approval*

Carnivals and Festivals

- *Legal requirements to operate*

Yearbook Sales

- Must be sold at the price stated on the campus activity application
 - *Yearbook staff, employees or others are not entitled to discounts or any other special arrangements*
 - *Yearbook Listing of the students who have:*
 - ✓ *Purchased a yearbook will be maintained by employee responsible for selling the yearbooks*
 - ✓ *Must be maintained on a periodic basis and should be readily available*
- Any remaining yearbooks will be secured in a safe place



Types of Activities (continued)

Bookstores Sales

- Bookstore activities
 - *School organization sells school supplies to teachers, parents, and/or students*
 - Sale of pencils, rulers, erasers, notebooks, science boards, paper, pens, etc

****Note: Supplies for this activity should be purchased from campus activity fund accounts (not budget accounts). Supplies purchased through budgeted accounts must be provided to the students at no cost****

Restricted Activities

Raffles/Bingo/Games of Chance

- School districts are not qualified to hold charitable raffles under the Charitable Raffle Enabling Act (CREA) – Art. 179 and Attorney General Opinion JM-1176 (1990).
- An unauthorized raffle is considered gambling under the Texas Penal Code and is a Class C Misdemeanor. These activities are heavily regulated by the government and non-compliance with said regulations can result in serious consequences.



Sales Tax

Although schools may purchase items tax-free, public schools and school-related organizations must collect the sales tax on all sales that are not specifically exempted.

Exempt Items – Examples Include:

- Vending machine sales
- Admission tickets
- Food, including candy & soft drinks

Non-Exempt Items – Examples Include:

- Yearbooks
- School rings
- Clothing & merchandise

The State allows each district, campus, or bona-fide student group to have two, one-day tax-free sales each calendar year.



Collections & Depositing Funds

- Do not co-mingle personal funds and District funds
- Change cannot be provided from collections
- There should be at least two people involved in the collecting and depositing of funds
 - **Sponsors** are responsible for collecting, counting, and turning in all funds collected to the campus office business manager or business agent.
 - **Office business managers/ business agents** are responsible for verifying the count and depositing the funds to the bank account.
- Documentation of cash and checks collected must be done at collection point
- Do not accept post-dated or temporary checks and ensure you obtain a driver's license #, DOB, phone # (cell & work)



After Hour Collections

- After Hour collections are those in which the school secretary or clerk is not able to perform a cash count at collection point, but monies are placed in the vault as required by deposit guidelines.
- Funds collected must be secured in a tamper resistant deposit bag and locked in the school's safe/vault until the next business day.
- As soon as possible, on the next business day, the campus secretary or clerk must count the money in the presence of the individual who remitted the funds and issue an office receipt from TEAMS and deposit the funds.



Reminders

- All purchases must be made using the approved District purchasing tool **(Refer to CH Policy & Regulation)**.
- Purchases \$10,000 and over requires Board approval.
- Sponsors are restricted from using cash collected to make any purchases. **CASH DISBURSEMENTS ARE RESTRICTED!**
- DO NOT utilize Local or Federal funds to purchase fundraising products.
- Please reference the approved activity application number on all requisitions or manual po requests.



Consequences

Strict adherence to District guidelines and regulations is required. In instances where activity fund guidelines are not followed, the following actions may result:

- ☐ Future fund-raising requests may be denied.
- ☐ Letter of reprimand in personnel folder.
- ☐ Reimbursement for the value of the shortage.
- ☐ Other, as deemed appropriate by the Superintendent which may include termination and/or criminal prosecution.



