

## Activity Fund Responsibilities

The responsibility for Activity Funds involves principals/directors, administrative associates or bookkeepers, fund sponsors, and auditors. All staff handling Activity Funds are responsible for the funds entrusted to them and may be required to reimburse the campus/student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures and guidelines.

**Principals** are ultimately responsible for the proper collection, disbursement, accounting, and control of all Activity Funds for the campus, ensuring:

1. All campus staff handling Activity Funds reads and follow the [Finance Policies and Procedures](#) found online
2. All campus staff handling Activity Funds attends the annual training and submit their [Acknowledgement of Responsibilities](#) form to the campus bookkeeper/administrative associate BEFORE handling any Activity Funds.
3. All Activity Fund collection events will be approved IN ADVANCE by a principal AND the campus bookkeeper/administrative associate using the top portion of the [Activity Fund Collection Pre-Approval & Record](#) PRIOR to the solicitation of any funds.
4. The safekeeping of all funds at the campus until pick up by the armored courier for delivery to the district's bank.
5. All faculty sponsors and other related parties turn in Activity Funds including the appropriate supporting documentation (receipts, Sales Receipt Form, etc.), to the bookkeeper DAILY in the same form it was received.
6. At the completion of all Activity Fund collection events (fund-raisers, sales, tournaments, etc.), the middle and bottom portions of the [Activity Fund Collection Pre-Approval & Record](#) will be completed and submitted to Finance within two weeks after the end of the event.
7. All purchases made on behalf of the campus/student organization are approved **in advance of the commitment of funds**.
8. Finance is notified immediately if any type of fraud is suspected concerning Activity Funds.
9. Activity Fund records are retained for the current fiscal year and five preceding fiscal years.

Principals are NOT responsible for funds collected, disbursed and controlled by parents, patrons or alumni organizations, and these funds should NOT be accounted for in a school district's Activity Funds (i.e. Parent Teacher Organizations, athletic and band booster clubs, etc.).

**Campus Bookkeepers/Administrative Associates** are responsible for complying with the procedures and guidelines in the Activity Funds section of the PFIRM (PISD Financial Information Resource Manual) available online, including those not listed here, and assisting campus staff as needed:

1. Attending the annual Activity Funds training and collecting the original signed Acknowledgement of Responsibilities forms from all campus staff handling Activity Funds BEFORE processing any Activity Funds transactions.
2. Reviewing and approving the top portion of all Activity Fund Collection Pre-Approval & Record forms to insure they are complete and approved IN ADVANCE by a principal PRIOR to the solicitation of any funds, and sending a copy to Finance PRIOR to the posting of any funds. However, all funds received should be immediately deposited.
3. Issuing and tracking receipt books issued to faculty sponsors and other related parties for Activity Fund collections, and verifying all receipts are accounted for when funds are received for deposit.
4. The safekeeping of all funds at the campus until pick up by the armored courier for delivery to the district's bank AFTER acknowledging receipt and verifying the funds with the Activity Fund sponsor.
5. Reviewing and verifying all Activity Funds turned in for deposit, along with the appropriate supporting documentation (receipts, Sales Receipt Form, etc.), and depositing the money in the same form it was received by the NEXT armored courier pick up date.
6. Verifying and reporting Texas Sales and Use Tax for all Activity Funds, including the monthly reporting required for Student Activity Funds by the designated due dates.
7. At the completion of all Activity Fund collection events (fund-raisers, sales, tournaments, etc.), verifying the middle and bottom portions of the Activity Fund Collection Pre-Approval & Record is completed, and submit to Finance within two weeks after the end of the event.
8. All purchases made on behalf of the campus/student organization will be approved **in advance of the commitment of funds** by the principal using a district purchase order or pre-approval form AND paid by district check.
9. Monitoring Activity Fund account balances and keeping the faculty sponsor, principal, and Finance informed to prevent overspent funds, including distributing monthly Activity Fund reports to faculty sponsors and working with them to resolve any discrepancies.
10. Notifying the principal and Finance immediately if any type of fraud is suspected concerning Activity Funds.
11. Ensuring that original Activity Fund records are retained for the current fiscal year and five preceding fiscal years.
12. Attending all Finance meetings and trainings, keeping campus staff informed of any updates to procedures and guidelines, and contacting Finance if additional help is needed.

**Activity Fund Sponsors** are responsible for managing their respective Activity Funds, including:

1. Attending the annual Activity Funds training and signing and submitting the original Acknowledgement of Responsibilities form to the campus bookkeeper/administrative associate BEFORE handling any Activity Funds.
2. Getting principal PRE-APPROVAL of all Activity Funds to be collected PRIOR to the solicitation of any Activity Funds by completing the top portion of the Activity Fund Collection Pre-Approval & Record form and submitting it to the campus bookkeeper/administrative associate.
3. Safeguarding and accounting for all funds and inventories received from and/or on behalf of students by using the appropriate district-approved supporting deposit documentation and verifying all receipts are accounted for when funds are submitted to the campus bookkeeper/administrative associate for deposit. **A sponsor shall never use undeposited cash to purchase merchandise or services. Using undeposited cash for purchases will result in appropriate disciplinary action, including possible termination of employment with Pflugerville ISD.**
4. Turning in all funds received, along with the required supporting documentation and deposit form to the campus bookkeeper/administrative associate DAILY in the same form it was received. **Responsibility for funds and documentation remains with the sponsor until the campus bookkeeper/administrative associate verifies receipt.**
5. At the completion of all Activity Fund collection events (fund-raisers, sales, tournaments, etc.), completing the middle and bottom portions of the Activity Fund Collection Pre-Approval & Record and submitting to the campus bookkeeper/administrative associate to send to Finance **within two weeks after the end of the event.**
6. Submitting all purchases are approval **in advance of the commitment of funds** by the campus bookkeeper/administrative associate and principal using a district purchase order or pre-approval form AND paid by district check. Local Board Policy CH states that **“persons making unauthorized purchases shall assume full responsibility for all such debts.”**
7. Planning will be completed in advance of any and all activities accordingly and all payment requests will be submitted to the campus bookkeeper/administrative associate at least a **week** (Student Activity) / **two weeks** (Campus Activity) **before** the check needs to be issued.
8. Maintaining a positive balance in the Activity Fund by tracking the fund balance, keeping copies of all transactions to verify with the monthly Activity Fund reports, and working with the campus bookkeeper/administrative associate to immediately resolve any discrepancies. If the sponsor feels that the circumstances warrant, the principal should be contacted to help resolve any issues. **Please note that accurate financial records on the sponsor’s part ensures self-protection should any discrepancy arise.**
9. Notifying the principal and Finance immediately if any type of fraud is suspected concerning Activity Funds.
10. Retaining original Activity Fund records for the current fiscal year and five prior fiscal years.