



2015-2016

Activity Accounts Manual



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Introduction

This Activity Account Manual has been prepared to provide general information to campus principals, activity account sponsors, and student club officers about managing activity accounts. Additional information may be available within the district's Board Policies, Fiscal Manual, Administrative Procedures, or other web resources.

HB 3646, 81st Regular Legislative session, requires school districts to adopt a policy governing the expenditure of local funds from vending machines, rentals, gate receipts, or other local sources of revenue over which the district has direct control. The policy must require discretionary expenditures of local funds to be related to the district's educational purpose and provide a commensurate benefit to the district or its students and meet the standards of Section 52, Article III, of the Texas Constitution regarding expenditure of public funds. The Lackland ISD School Board of Trustees adopted policy CFD Local in response to this legislative change.

The Financial Accountability System Resource Guide (FASRG) has been used as a resource to compile this Activity Account Manual.

The District manages both Campus and Student Activity Accounts through a centralized system. All deposits and disbursements are managed by the business department.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

Business Office Staff

Rebecca Estrada	Executive Director of Finance	Extension 5005
Carol Stewart	Payroll & Benefits Director	Extension 5006
Donna Sandoval	Data Processing Specialist (PEIMS)	Extension 5000
Michelle Arriaga	Accounting/Purchasing Specialist	Extension 5008

Business Office Mission Statement

The Mission of the Lackland Independent School District Business Office is to provide support to all District students, staff, parents, and the Lackland Air Force Base Community and to ensure that all business operations are supportive of the instructional goals and objectives of the district in the attainment of the campus performance objectives (Student Achievement Indicators).

Activity Funds (Campus) – Fund 461

The district has made the determination that all Campus Activity Funds will be accounted for in Fund 461. This shall include the principal's activity account and other accounts such as the library, grade level teachers, athletics, etc.

The district has made the determination that all Student Activity Funds will be accounted for in Fund 865. This shall include all student organizations and clubs that meet the definition of a bona fide club or chapter, i.e. have elected officers and by-laws.

Campus Hospitality or Sunshine (Faculty Fund) accounts shall be accounted for in Fund 865 in accordance with the FASRG.

The expenditure of Campus and Student Activity funds shall be in accordance with district policy and procedures. The following Allowable and Non-Allowable expenditures are for illustration purposes only, this is not an all-inclusive list. A final decision regarding allowability will be made at the time of the purchase order and/or payment approval.

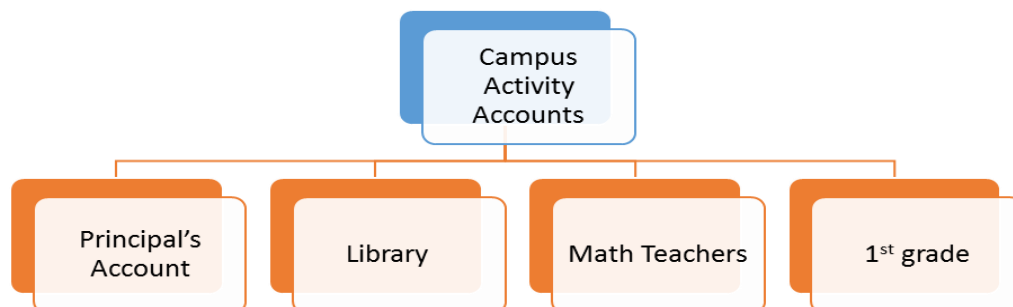
Allowable

- a. Student trip related expenses such as meals, entry fees, lodging, transportation, etc. (Includes student and staff expenses)
- b. Staff or student meals or refreshments (infrequent and nominal cost)
- c. Awards/incentives (non-cash) of nominal value
- d. Club supplies
- e. Equipment, but it must be donated to the campus or district
- f. Rentals such as vehicles, equipment, etc.
- g. Contracted services such as printing, DJ services, motivational speaker, photographer, etc.

Non-Allowable

- a. Alcohol, tobacco or other controlled substance
- b. Payments of wages to district employees
- c. Individual gifts to a specific student or staff member (exceptions may apply to student organization funds)
- d. Donations to a person or outside organization (exceptions may apply to student organization funds)

Campus activity funds (**Fund 461**) are school funds managed under the direction of the campus principal. These funds shall be referred to as “the Campus Activity Funds”. There may be multiple sub-accounts within the Campus Activity Fund such as the Principal’s Account, Library Account, 2nd grade teachers, etc. Sub-accounts within the Campus Activity Fund are not student club or organization funds. The funds raised within the sub-accounts shall be used to benefit that respective activity under the direction of the teacher who oversees the account, subject to the approval of the campus principal.



Campus activity funds (under the control of the principal) shall be collected, receipted, and deposited to the district's business office on a daily basis. Refer to Cash Management Procedures.

Campus activity funds are primarily used to benefit students. Typical uses include field trip fees, awards, incentives, etc.

Campus Activity Funds shall not be used for "gifts" to students and/or staff and shall comply with the **Incentive & Award Procedures**. General Funds (Fund 420/Operating) and/or resources purchased with the General Fund shall not be used to generate activity funds. Campus staff (administrative/support) shall not perform Campus Activity Fund activities during the academic day that may incur additional cost from the General Fund such as hiring of a substitute or other additional staff. Giving of staff time to generate Campus Activity Funds shall be voluntary. Giving of staff time to generate activity funds shall be voluntary.

Generating activity funds shall not in any way compete with the district food service activities. Activity funds generation shall be a passive activity and shall not detract from the district's overall primary educational purpose. The generation and expenditure of campus activity funds shall be held to the same standard and scrutiny as that of appropriated funds. Activity funds shall be audited and must adhere to accepted business practices.

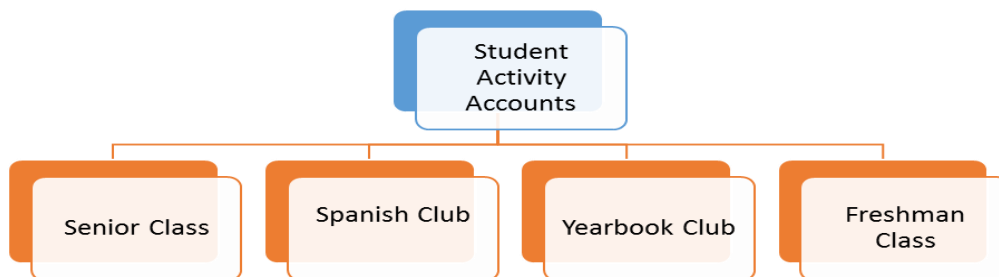
A purchase order is required for all campus activity fund expenditures, except for small, emergency purchases through a Petty Cash Account. The primary Campus Activity Account (461-23-6499-00-XXX-X99000) shall be used for campus-level purchases made by the campus principal. In addition, multiple campus activity accounts may be created segregate funds by purpose.

Activity Accounts (Student Organizations and Faculty Funds) – Fund 865

Student and Faculty activity funds (**Fund 865**) are held in a trustee capacity by the school and they consist of funds that are the property of students or others. These funds are not campus funds, but rather trust funds belonging to the students and/or faculty. The funds may be used in any manner to benefit the students and/or faculty at the direction of the students and/or Hospitality/Sunshine Committee subject to the oversight and approval of the campus principal as "trustee" over the funds.

Student Organizations

Student clubs and organizations shall be defined as a student-led group with formation documents, by-laws, and elected officers. All student clubs and organizations shall function under the sponsorship of a campus staff member, i.e. teacher or other staff member.



Student activity funds (under the control of the principal) shall be collected, receipted, and deposited to the district’s business office on a daily basis. Refer to **Cash Management Procedures**. All monies collected should be receipted in a receipt book [bound and pre-numbered receipts] or on the **Fundraising Collections Record form** (refer to Fundraising Documentation Forms).

Student activity funds shall be used exclusively for the benefit of students. Typical uses include student travel, awards, banquets, supplies, DJ for a dance, end-of-the-year trips or events, club t-shirts, etc]. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. **Class/club meeting notes should be on file to support student decisions regarding the expenditure of their class/club funds.**

The assigned organization sponsor (professional staff member) shall be responsible for the proper management of the student activity accounts. Annual training will be scheduled to assist the organization sponsors in managing their respective student activity account(s). All expenditures and payments to vendors shall be centralized through the district’s business office.

Generation of student activity funds shall not in any way compete with the district’s National School Lunch Program (NSLP). An **Authorization to Conduct to a Fundraiser form** should be submitted to the campus principal in advance of the scheduled activity. In addition, at the end of the fund raising activity, a **Fundraiser Profit Loss Statement** should be filed with the principal. Activity funds shall be audited and must adhere to accepted business practices.

Since Student Activity Accounts are trust funds that the campus manages on behalf of the student, accountability for these funds is extremely high. All Activity Account records must be maintained for a period of five (5) years. This includes merchandise logs, receipt logs/books, profit/loss statements, etc. At the end of every school year, the Campus Principal, as part of the closeout procedures, shall collect all club records for storage on the campus for one year, then at the records center for the rest of the archival period of time. New receipt books shall be issued to staff members for each fiscal year.

Hospitality/Sunshine Faculty Funds

Campuses may establish a staff account (Hospitality or Sunshine) with voluntary donations from staff. These funds are not campus funds, but rather trust funds belonging

to the faculty. The funds may be used in any manner to benefit the faculty at the direction of the Hospitality/Sunshine Committee subject to the oversight and approval of the campus principal as “trustee” over the funds.

Purchases with these funds are subject to taxes as they represent personal purchases and not district purchases. Purchases typically include flowers for ill staff members, employee recognition awards, etc. These funds shall be deposited and expended from an Agency Fund (Fund 865). **No fundraising activities shall be allowed in a Hospitality Fund.**

According to the FASRG, if funds are received from teachers or other employees as contributions to a “flower fund” or “hospitality fund” those funds would be categorized and accounted for as an agency fund [Fund 865].

Cash Management

All cash receipts shall be handled in accordance with the **Cash Management Procedures**. A receipt shall be issued for all cash collections, except for minor sales from fundraisers (candy, ice cream, etc.) or library fines. Generally, a receipt shall be issued for all collections from an individual that equal or exceed \$5.00. An **Activity Account Daily Collections Report** shall be generated for non-receipted cash collections and submitted with the cash deposit to the campus secretary/bookkeeper. **Note: A copy of all receipts shall move with the funds from the sponsor to the campus secretary bookkeeper to the business office.**

All cash and checks shall be deposited to the campus secretary/bookkeeper on a daily basis. No post-dated checks will be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home for more than 24 hours after receipt of the funds. **No cash purchases should be made – every dollar collected should be receipted and deposited to the campus secretary/bookkeeper.** The campus secretary/bookkeeper shall receipt [in a bound, pre-numbered receipt book] and forward all monies on a daily basis to the district’s business office, or secure overnight in a locked campus safe if the deposit cannot be made the same day. A **Cash Transfer form** should be included with all deposits.

LACKLAND ELEMENTARY SCHOOL
 2460 KENLY AVE. #8265
 SAN ANTONIO, TX 78236-1244
 210-357-5052

CASH RECEIPT

Date _____ 002051

Received From _____

Address _____

Dollars \$ _____

For _____

ACCOUNT		HOW PAID	
AMT OF ACCOUNT		CASH	
AMT PAID		CHECK	
BALANCE DUE		MONEY ORDER <input type="checkbox"/>	
		CREDIT CARD <input type="checkbox"/>	

By _____

Athletic event gate receipts (admission tickets) shall be recorded on an **Athletic Gate Receipts form** and submitted by the Ticket Taker to the principal or campus secretary/bookkeeper. Funds shall be forwarded to the business office for deposit to the appropriate athletic events revenue account(s). All other ticketed events such as a UIL Play shall be supported by a **Ticketed Event Receipts Form**.

Concession sales shall be supported by a **Concession Stand Sales & Reconciliation Form**. The club or organization sponsoring the concession sales shall be responsible for maintaining records of the goods (food and non-food supplies) purchased, sold and inventory on hand.

All checks received shall be deposited to the district's depository bank through use of Remote Deposit services. A Remote Deposit scanner shall be assigned to the district office, each campus and the Child Nutrition Department.

Receipts shall be issued for all money transactions. The example below illustrates the flow of money and proper receipting when a student pays for a yearbook:

- Student pays for a yearbook
- Yearbook Sponsor issues a receipt to the student (white top copy)
- Yearbook Sponsor submits a copy of the receipt (middle copy) to the campus secretary
- Campus Secretary issues a receipt to the Yearbook Sponsor (white top copy)
- Campus Secretary submits a copy of the receipt (middle copy) and a Cash Transfer Form to the District Accounts Receivable Clerk.
- District Accounts Receivable Clerk prepares a bank deposit slip for delivery to the bank by the District Courier and forwards supporting receipts to the Accounting/Purchasing Specialist
- District Courier delivers the deposit to the bank and returns the validation receipt to the Accounting/Purchasing Specialist
- Accounting/Purchasing Specialist posts the deposit to the appropriate account (Yearbook account)

If this chain of money movement is “broken”, an audit exception could result. The flow of money and the receipts must support all money collected and deposited. All receipts issued shall follow the following guidelines:

- An official receipt book with pre-numbered, bound receipts in triplicate
- Both the sponsor and secretary/bookkeeper should be present when the money is counted & receipted
- A copy of the receipt must be given to the person paying (sponsor)
- A copy of the receipt must remain in the receipt book
- A copy of the receipt should be attached to the deposit documentation
- Receipts should not be altered
- Voided receipts (white original copy) must be re-attached to the receipt book
- Receipts are not to be pre-dated or pre-signed
- Receipt numbers must be used consecutively

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

Check Processing

Business Office checks will be printed, endorsed, and released on a weekly basis. Generally, checks will be generated on Thursday afternoon of each week. At times, checks may be processed earlier or later in the week, due to holidays, staff work schedules or unforeseen events. All Activity Account check requests shall be approved by the appropriate principal or administrator and submitted to the Accounting Specialist by 12:00 noon on Tuesdays, including all supporting documentation. Requests received after this time will be processed the following week. Check requests without all of the supporting documentation will not be accepted, nor processed. The Business Office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

The appropriate forms shall be used for travel and petty cash disbursements, all other non-purchase order disbursements and/or reimbursements shall be submitted on a **Payment Authorization form**.

State law, Texas Prompt Payment Act, requires that the business office pay all invoices within 30 days of the receipt of the good and/or services or the invoice date, whichever is later. Incorrect and incomplete invoices shall be disputed in writing within ten (10) days. To avoid penalty and interest charges, all invoices shall be submitted to the Accounting Specialist on a timely basis for payment. Vendor provided discounts, such as net 10, shall be taken as appropriate.

Checks not cashed by the expiration date (6 months from date of issue) will be voided. A new check will be reissued at a fee of \$25.00 if the payee is located and requests a reissue. Otherwise, the funds will be distributed in accordance with the State of Texas Unclaimed Property Guidelines.

Consultants or Contracted Services

The **Contract Management Procedures** shall be adhered to in reviewing and accepting professional and contracted service contracts to be funded through federal, state or local funds, including Activity Accounts.

Consultants (Independent Contractors) are non-employees who are contracted to perform a personal or professional service such as DJ services, alterations, repairs, etc. A written contract is required for all contracted services. If the consultant (vendor) does not provide their own company contract, a **Consultant Services Contract** shall be executed by the vendor.

All contracts shall be subject to legal review by the Executive Director of Finance using the district's **Contract Review Checklist**. After approval by the Executive Director of Finance, the Superintendent shall sign the contract on behalf of the district. **The Superintendent is the only individual authorized to sign contracts on behalf of the district.** An employee who signs a contract or agreement, without proper authorization, may be personally liable for the terms of the contract or agreement. Contracts that exceed \$50,000 shall be approved by the Superintendent and the Board of Trustees.

Please follow these procedures when submitting a **Consultant Service Contract**:

- Submit a completed **Transmittal Form and Consultant Service Contract form** to the Executive Director of Finance for review. The Executive Director of Finance will forward to the Superintendent.
- Obtain the following documents from the consultant:
 - A Vendor Application Form
 - A completed W-9 form
 - Conflict of Interest Questionnaire
 - A Felony Conviction Form
 - If the consultant will work directly with students, a Criminal Check Authorization form and State Board of Educator Certification fingerprinting documentation.

The approval path for all contracts shall be in accordance with the work flow illustrated below:



Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, shall be in accordance with the **Vendor Management Procedures** and submitted to the business office with the purchase requisition. The Certificate of Insurance shall name “Lackland ISD” as additional insured.

The contract originator (campus or department administrator) shall be directly responsible to ensure that the contractor performs the services covered by the contract. After the contractor originator certifies in writing that the contractor has satisfactorily performed the services, the business office shall make payment to the contractor (vendor).

Contracts and Service Agreements

All contracts for rentals, yearbook orders, service agreements, etc. must be signed by the Superintendent. **No other employee is authorized to sign a contract or agreement on behalf of the district.** An employee who signs a contract or agreement, without proper authorization, may be personally liable for the terms of the contract or agreement. Contracts that exceed \$50,000 shall be approved by the Superintendent and Board of Trustees.

Credit Cards

The district utilizes several credit cards for purchasing of food, supplies, and equipment. Activity account expenditures may be made with district credit cards subject to the P-Card Procedures Manual and/or Fiscal Manual.

P-Card purchases are limited to \$100 per transaction unless written approval to exceed the limit has been authorized by the Executive Director of Finance. Credit

purchases with other credit cards such as (HEB, Sam's Club, etc.) for amounts greater than \$100, must be pre-approved on a purchase order.

All credit receipts (detailed, itemized) shall be submitted to the business office within five (5) days of the purchase to ensure prompt payment to the vendor. If receipts and credit card receipts are not submitted on a timely basis, these charges will be temporarily posted to the campus' activity account until receipt of the supporting documentation. If a receipt is not received from the purchaser, the purchaser may be held liable for reimbursement of the entire purchase. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

All district employees who have been authorized to utilize a credit card for purchases shall sign a **Credit Card User Agreement**. Violations of the credit card usage procedures may result in disciplinary action, up to and including termination of employment.

Donations and Gifts

Donations or gifts of cash or cash equivalents (gift cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The **Donation Form** shall be completed by the donor. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.

Cash donations shall be deposited to the appropriate account in accordance with the cash/check handling procedures. Gift card donations shall be recorded on a **Gift Card Register** and maintained in a safe until utilized by the appropriate individual(s).

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than \$500. In addition, the equipment shall be added to the district inventory.

All donations with a value equal to or greater than \$1000 shall be approved by the School Board; Donations of a lesser value shall be approved by the Superintendent. All donations for technology equipment shall be approved by the Executive Director of Operations & Technology, the Superintendent and the School Board [if the value equals or exceeds \$1000].

District funds may not be donated to another entity; therefore, donations are not allowed from the Campus Activity funds. Student Clubs may donate their funds to other entities, such as Red Cross, March of Dimes, etc.

Campus Activity Funds may not be donated to another entity. Student Activity Funds may be donated to other entities, such as Red Cross, March of Dimes, etc. The student group shall document the approval to donate funds on meeting minutes and provide the minutes to the campus business office.

District staff shall not utilize an external donor website to seek donations for the district or a campus without the written authorization from the Superintendent. Donor websites shall not be established by the district for the personal benefit of a staff member or student. If a district staff member or student establishes a personal donor webpage, the webpage link may be distributed via campus email to all staff and/or students with the written authorization from the Superintendent.

Student activity clubs and organizations may utilize external donor websites to seek donations for their club or organization with the written authorization from the campus principal and superintendent.

Donations, if any, received through the donor website shall be deposited in the appropriate depository account. All expenditures with the donated funds shall follow the established purchasing and payment procedures.

Fiscal Year

The fiscal year begins on September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.

All invoices for goods received before August 31st, shall be submitted to the Business Office by September 10th for processing and payment.

Fixed Assets & Inventory

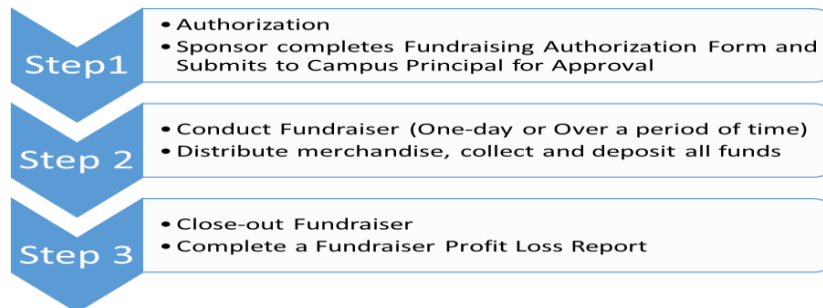
All fixed assets and inventory [equipment] purchased with Campus or Student Activity funds become the property of Lackland ISD. All assets and inventory shall be tagged and tracked in accordance with the district's **Fixed Asset & Inventory Procedures**.

Fundraisers

Fund-raising activities by student groups and/or for school sponsored projects shall be allowed, with prior administrative approval and under the supervision of the project sponsor.

The **Authorization to Conduct a Fundraiser form** shall be completed by the Club Sponsor and submitted to the Campus Principal for approval. The secretary/bookkeeper shall keep a copy of all approved fundraiser forms to ensure that funds are deposited on a timely basis.

A fundraising flowchart is depicted below:



Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

Merchandise ordered for resale should be distributed to students on a **Merchandise Distribution Log** (refer to **Fundraising Documentation Forms**). The merchandise distribution log should reconcile with the corresponding invoice and/or packing list. For example, if an invoice reflects that 200 yearbooks were purchased from a vendor and receipts reflect that 180 yearbooks were sold, there must be a total of 20 yearbooks on hand at the end of the fundraiser.

Generation of student activity funds shall not in any way compete with the district's National School Lunch Program (NSLP). Food sales during the school day shall be limited to the district pre-approved list, or specific approval of the food item by the Food Service Director after reviewing the nutrition label of the food item. **Effective July 1, 2014, the United States Department of Agriculture (USDA) will limit the types of foods and beverages that may be sold to and consumed by students at school during the school day.** [Note: The school day is defined by the USDA as: the period from the midnight before, to 30 minutes after the end of the official school day. These standards will impact all those responsible for selling food to students including: food service departments, fundraisers, school clubs, and groups. The Smart Snack standards do not apply to food sold during non-school hours, foods sold to adults, parents, staff, and foods brought to school by a student for personal consumption. Additional information regarding the Smart Snack guidelines is available at: <http://www.fns.usda.gov/school-meals/smart-snacks-school>.

At the conclusion of all fundraisers, the Club Sponsor shall complete a **Fundraiser Profit/Loss Statement** and submit to the Campus Principal for review and approval.

All fundraising documentation shall be subject to audit and must be kept on file for five (5) years from the date of the fundraising event.

Gift Cards

Campus Activity and Student Activity funds shall not be used to purchase gift cards that will be issued to staff. Gift cards, in any amount, are taxable to the employee and must be processed through the employee's paycheck and included on the employee's annual tax statement (Form W-2).

Gift cards donated to the district by outside sources are also taxable to the employee according to IRS regulations.

Hospitality funds may be used to purchase gift cards. These funds belong to the staff and may be used in any appropriate manner, including the purchase and issuance of gift cards.

Hotel Occupancy Tax Exemption Form

This form shall be used for school-related travel to conferences, workshops, etc. Copies may be obtained from the business office or via the web at the link below. Lodging taxes in the state of Texas, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.

The Hotel Occupancy Tax Exemption Form applies only to lodging in the state of Texas.

Individual Student Accounts

Money raised by student clubs shall be used to benefit the group as a whole rather than being credited to student individual accounts. According to the IRS Publication 557, if individual accounts are used to accumulate fundraising profits for individuals, then a) the money becomes taxable to the student; and b) the people who donate in good faith are not allowed to deduct their contributions.

For example, if students are raising money for their club to pay for an out-of-town trip, the entire amount collected should be divided by the students participating in the trip regardless of the amount that each individual student raised through fundraising activities.

Invoices

Vendors are required to submit all invoices to the business office, yet occasionally an invoice will be mailed directly to a campus or department. If any invoices are received at a campus or department, the invoice(s) must be signed (if the goods/services were received) and forwarded to the business office for payment within five (5) days of receipt of the invoice.

Texas law, Texas Prompt Payment Act, requires that all invoices be paid to vendors within 30 days of receipt of the goods/services and/or the invoice, whichever is later. If the business office fails to pay promptly, the vendor can assess penalty interest charges. **If a staff member directly receives an invoice and/or packing list and neglects to submit on a timely basis, he/she may be held personally liable for the penalty interest charges.**

The business office issues invoices for reimbursement requests from outside entities as needed. The invoices are tracked so that funds are collected on a timely basis.

Opening and Closing Activity Accounts

To establish an activity account, an organization should have an approved constitution, by-laws and elected officers. The principal shall submit a list of all clubs and organizations with the elected officers to the business office on an annual basis. A **Request to Open/Close a Student Activity Account** shall be submitted by the principal when the need arises. The assigned organization sponsor (professional staff member) shall be responsible for the proper management of the student activity accounts.

Annual training will be scheduled to assist the organization sponsors in managing their respective student activity account(s). Every sponsor should complete and submit a **Sponsor Responsibility Affidavit form** to the principal.

Payroll Expenditures from Activity Funds

All Lackland ISD employees shall be paid for all work performed through the Payroll system. At no time shall a district employee be paid directly from an activity account, or with cash. Activity funds shall not be used to pay district staff directly and/or reimburse payroll expenditures.

Petty Cash Account

A petty cash account shall be established for each campus in the General Fund, General Fund (Fund 199), Campus Activity Fund (Fund 461), and Student Activity Fund (Fund 865) expenditures may be expensed via a petty cash voucher. The expenditures from campus and student activity funds shall be reimbursed to the General Fund petty cash account.

The principal or activity fund sponsor shall be responsible to ensure that funds exist in the account(s), which will be utilized to pay for the petty cash expenditures. Petty cash purchases may be made from any district funds and supported by a **Petty Cash Voucher Form**.

Petty cash requests for reimbursement shall be submitted by campuses to the business office as needed to replenish the cash balance. The **Petty Cash Reimbursement Request form** shall list all petty cash expenditures and include the detailed receipt for each purchase. At all times, the petty cash account shall be balanced – the sum of the disbursed cash, purchase receipts and/or cash shall equal the authorized amount.



Purchasing Deadlines

In an effort to maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for supplies and equipment shall be May 1st. Purchasing documents for services and travel should be submitted by August 1st. At times, the purchasing deadlines for Campus and Student Activity Funds may be extended to support campus or organization activities.

Purchase of Food and Non-Food Items

When food and non-food items are utilized for faculty, site-based meetings, etc., the expense shall be coded to the Campus Activity Account (Fund 461). All other uses, such as professional development, should be coded to the appropriate account code.

Food and non-food purchases for staff campus celebrations, such as holidays, birthdays, or other events shall be paid from the Hospitality and/or Sunshine Accounts.

Student Activity Funds may be used, at the discretion of the students, to purchase food and non-food items for organization-related activities.

Purchase Requisition and Order Forms

All purchases of goods and services shall be in accordance with the **Purchasing Procedures**. A purchase order form is used to purchase supplies, equipment, or services from an external vendor. Requisition forms should be created in the TXEIS Requisition system by the requesting campus or department and submitted to the business office for approval of a purchase order. The electronic system allows users to enter purchase requests electronically, verify account balances, select pre-approved vendors, etc. at the point of data entry. Budget codes must be noted on all requisitions.

After the requisitions pass all electronic approval paths, the purchase order form is automatically numbered for audit tracking purposes. No employee shall order or receive goods without an approved purchase order. A system requisition cannot be used to place an order (except for on-line ordering from Office Depot and School Specialty). All purchase orders are mailed, emailed or faxed to vendors by the business office. According to Board Policy CH (Local), employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

Purchasing Card – State of Texas Procurement Card Program

The district is a participant of the State of Texas Procurement Card Program. Purchasing cards are available for all professional staff and select paraprofessional staff subject to administrative approval and execution of a **Purchasing Card (P-Card) User Agreement**. The P-Card may be used to purchase supplies for campus and student activity funds, subject to the terms described in the P-Card Program Manual.

The purchaser must submit a **Sales Tax Exemption form** to the merchant to avoid sales taxes on purchases. If the purchaser fails to submit the Sales Tax Exemption form, the purchaser shall promptly reimburse the sales tax to the district. A copy of the receipt for sales tax paid shall be attached to the **P-Card Transaction Log** for audit purposes.

All credit receipts (detailed, itemized) shall be submitted to the business office within five (5) days of the purchase to ensure prompt payment to the vendor. If receipts and credit card receipts are not submitted on a timely basis, these charges will be posted to the campus' activity account until receipt of the supporting documentation or subject to immediate reimbursement by the employee. If a receipt is not received from the purchaser, the purchaser may be held liable for reimbursement of the entire purchase. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

The purchasing card is a credit card issued through CitiBank's Commercial Card Program. The **P-Card Program Manual** describes the program and its policies and procedures. Failure to comply with the P-Card Program Manual policies and procedures may result in revocation of charging privileges, personal liability for inappropriate expenditures, and disciplinary action including termination of employment.

Purchasing Laws

The Texas Education Code (TEC) addresses the requirement to competitively procure purchases that exceed \$50,000, in the aggregate, over a 12-month period. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced.

The purchasing laws apply to all purchases with Campus Activity funds, but do not apply to the purchases with Student Activity funds.

Staff members shall not use their personal funds or credit card to make purchases. Unauthorized purchases shall not be subject to reimbursement with activity funds.

Raffles

School districts are not allowed to conduct raffles. Attorney General Opinion JM-1176 ruled that independent school districts are not qualified to hold charitable raffles. An unauthorized raffle is considered gambling under the Texas Penal Code – Class C Misdemeanor.

Receiving of Goods

The district utilizes a centralized receiving system – all goods must be delivered to the Administration Building. A copy of every purchase order for goods (supplies/equipment) will be forwarded to the receiving clerk. Upon receipt of the goods, all items that require an inventory or fixed asset tag will be tagged [by the receiving clerk] before delivery to the appropriate campus/department. All orders will be delivered to the respective campus or department with a packing list for “check-off” and verification of receipt. Discrepancies, if any, should be reported to the receiving clerk. Upon receipt of the receiving report and the invoice, the vendor will be paid for the order.

Staff members that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the receiving clerk.

Records Retention

All Activity Account records must be maintained for a period of five (5) years [TSLG minimum retention period & district’s Local Records Retention Schedule]. This includes receipt books, merchandise logs, fundraiser approval forms, profit/loss statements, etc. At the end of every school year, the principal as part of the closeout procedures, shall collect all Student Activity Account records for storage on the campus for one (1) fiscal year, then at the Records Center for the rest of the archival period of time.

Returned Checks

All makers of returned checks will be charged a \$25.00 fee. The fee is subject to increase based on the district's depository bank service fee schedule for returned checks. The district shall reserve the right to reject future checks from makers of returned checks.

Upon receipt of returned checks, the Accounting/Purchasing Specialist shall adjust the cash balance of the appropriate account(s). The Accounting/Purchasing Specialist shall forward a **Returned Check Notification Letter** to the maker of checks that are returned by the depository bank.

If the maker fails to make payment within the five (5) day period, the Accounting/Purchasing Specialist shall refer the non-payment to the Executive Director of Finance for initiation of collection and/or legal processes.

Roles and Responsibilities

Club Sponsor

- Attends annual training
- Maintains records
- Deposits funds collected on a daily basis
- Submits Requests to Conduct Fundraiser forms as required
- Completes a Fund Raiser Profit/Loss Report for every fundraiser
- Reconciles the activity account to finance reports monthly
- Signs a Responsibility Affidavit

Campus Secretary/Bookkeeper

- Monitors approved fundraising activities and submission of funds
- Receives, counts, and receipts all funds
- Assists sponsors
- Informs Principal of problems and concerns

Campus Principal [Ultimate responsibility for Activity Funds]

- Approval of all campus and student activity fund transactions
- Safekeeping of money on campus
- Proper accounting and administration of all activity funds
- Approval of disbursements in accordance with the procedures manual.

Sales Tax Exemption Form

The Sales Tax Exemption form shall be used for school-related purchases only, such as instructional supplies, items for resale, club/organization supplies, general equipment, etc. Purchase of personal items or items that will provide a private benefit for staff or students are not eligible for the sales tax exemption. For example, all purchases made through the Hospitality/Sunshine accounts, such as flowers, birthday cards, decorations, food and non-food items, etc., shall be subject to sales tax since the funds belong to the staff and not the campus. Another example shall include personal clothing and/or shoes purchased by students for their own personal use and ownership.

Copies of the exemption form may be obtained from the business office or via the web link below. Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase.

Misuse of the exemption form for personal purchases constitutes a misdemeanor.

Student Trips

All student trips shall be submitted via the Formspace web system (Eduphoria) at least two (2) weeks prior to a field trip. The field trip request will be forwarded to the appropriate administrator for electronic approval. The final approval will rest with the Superintendent. A purchase order shall be submitted for admission fees, meals, etc., if any. In addition, a **Field Trip Lunch Request form** shall be completed and submitted one (1) week prior to the field trip to the Food Service Director.

If a district-owned vehicle or school bus is requested, specific details regarding the destination, type of vehicle, departure and return times shall be submitted through the electronic approval path using the Eduphoria system at least 10 days prior to the field trip. If a school bus is requested for the trip, specific details regarding the destination, type of vehicle, departure and return times shall be submitted on a **Transportation Request Form** at least four (4) weeks prior to the field trip. A certified bus driver shall transport students in a school bus.

If the requestor will be driving a district-owned vehicle, he/she must be listed on the **Authorized Driver List**. Note: District employees shall complete an **Authorization to Drive a District Vehicle Form** to request authorization to drive a district-owned vehicle. The district shall conduct a driving record verification of all staff requesting to use a district-owned vehicle. The driving record shall meet the minimum guidelines set by the Texas Department of Public Safety. If the driving record meets the minimum guidelines, the staff member should be placed on the Authorized Driver List.

In the event that a staff member transports students to an approved event in a private or leased vehicle, the staff member shall be on the Authorized Driver List and shall provide proof of automobile insurance coverage.

The Club Sponsor shall follow all **Travel Guidelines** in requesting travel funds for student trips.

Transfers between Activity Accounts

Funds may be transferred between Campus Activity Funds at the discretion of the campus principal. Transfer of funds between Student Activity Funds shall be approved by the members of the student clubs, the club sponsors and the campus principal. It is recommended that transfers between accounts be settled up prior to the end of the school year.

If a student organization ceases to function or exist, the unexpended funds of the organization shall be credited to the Campus Activity Account, Principal's Account.

Travel Expense – Advances & Settlements

Campus Activity funds shall not be used to pay for professional development activities. All professional development expenses shall be paid from the General Fund or other available funds subject to the **Travel Guidelines**.

Student Activity funds may be used to pay for student and travel expenses for organization/club-related expenses, such as Student Council, Spanish Club, etc. The Travel Guidelines shall be adhered to in requesting funds for staff and student travel expenses. Travel expenses may include registration fees, meals, mileage, lodging, and transportation costs.

Both Campus and Student Activity funds may be used to purchase on-site or off-site group meals for staff or students, as appropriate. The P-Card Manual shall be adhered to in requesting approval and funds to purchase on-site and off-site group meals.

Vendors

The addition, deletion and update of vendors shall be in accordance with the **Vendor Management Procedures**. The district shall ensure that all vendors are capable of providing the intended goods or services.

Purchases from vendors that operate on a cash basis (do not accept purchase orders) will not be allowed. The district participates in several cooperative purchasing programs. A list of these programs is available from the business department. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process.

Forms, Exhibits & Procedures

Forms/Exhibits	Procedures
Athletic Gate Receipts Form	Accounts Payable Procedures
Authorization to Conduct a Fundraiser	Cash Management Procedures
Authorization to Drive a District Vehicle Form	Contract Management Procedures
Cash Transfer Form	Fixed Asset & Inventory Procedures
Concession Stand Sales & Reconciliation Form	Incentive & Award Procedures
Conflict of Interest Questionnaire	Travel Guidelines & Procedures
Consultant Services Contract	Vendor Management Procedures
Contract Review Checklist	
Contract Review Checklist	
Credit Card User Agreement	
Donation Form	
Felony Conviction Form	
Field Trip Lunch Request Form	
Fingerprinting Form – Vendors	
Fundraiser Profit/Loss Statement	
Fundraising Collection Record Form	
Fundraising Documentation Forms	
Gift Card Register Form	
Hotel Occupancy Certificate	
IRS Form W-9	
Payment Authorization Form	
Pcard Transaction Log	
Petty Cash Reimbursement Request Form	
Petty Cash Voucher	
Request to Open/Close an Activity Account	
Returned Checks Notification Letter	
Sales Tax Exemption Form	
Sponsor Responsibility Affidavit Form	
Ticketed Events Receipts Form	
Transportation Request Form	
Vendor Application Form/Package	