

All receipts to and disbursements from an activity fund account will be in accordance with the following guidelines:

1. Records will be kept in accordance with generally accepted accounting principles and the TEA *Financial Accountability System Resource Guide*. These procedures and records will be approved by the independent auditor.
2. Activity funds will be audited annually.
3. All activity fund records will be kept on file in the school for a period of five years.
4. The Business Manager will review the principal's monthly financial reports to ensure sound fiscal operations and control.
5. The principal or designee will issue a receipt immediately for each collection of cash.
6. The principal or designee will make bank deposits of cash received when the total cash on hand exceeds \$1,000. Deposit slips will be made in duplicate.
7. Payments from the fund will be made by check issued by the Business Office for the designated purpose and signed by the principal or designee.
8. The transfer of funds from one individual account to another will be by mutual written agreement between the sponsors and the principal.
9. Activity funds will be included on the combined balance sheet.

Purchases made with activity funds are subject to District competitive bidding and purchasing requirements, as delineated in Board policy and administrative regulation [see CH and CHD], as well as to District conflict of interest guidelines. [See BBFA and DBD]

CARRYOVER FUNDS Upon the dissolution of any group in which the student activity fund is acting as agent, the school principal will ensure that any liabilities of the group are liquidated. Any remaining assets of that group will be transferred, with the approval of the Superintendent or designee, to another appropriate activity account.

DISTRICT PROPERTY All property purchased by school organizations or activity fund accounts, or contributed by outside organizations, becomes the property of the District.

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