

# *Piedmont Public Schools*

## ACTIVITY FUND



## **INTRODUCTION**

This manual was written to provide operating standards for everyone at Piedmont Public Schools who conducts business using activity accounts. We recognize that we have a high level of accountability to donors and tax payers for all funds handled by district employees. Everyone who conducts business using activity accounts must follow these procedures and policies adopted by Piedmont Public Schools Board of Education as well as the laws adopted by the State of Oklahoma.

## **DESCRIPTION AND LIMITATIONS OF THE SCHOOL ACTIVITY FUNDS**

Activity Funds are non-appropriated funds which the Board of Education designates to be placed in specific activity accounts. Non-appropriated funds are funds not received from state or federal governments or through local tax receipts. Activity funds may be raised from such sources as:

- ❖ Admission fees to athletic events, plays, carnivals, or dances
- ❖ Sales of student activity tickets
- ❖ Concession sales, including funds received from vending concessions contracts and school picture contracts approved by the Board of Education
- ❖ Dues, fees, and donations to non-mandatory student organizations and which is not derived from the lease, rental or sale of property, supplies, products, or other district assets
- ❖ Income or revenue derived from operating student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products or other assets belonging to the school district
- ❖ Deposits or collections for the purchase of class pictures, rings, pins, announcements, banquets, and other such personal items; provided the cost of such items shall not be charged against other school funds
- ❖ Other income collected by school personnel for school functions as approved by the Board of Education

In summary, the Oklahoma Statutes mandates that the local Board of Education must be in control of all public funds collected and expended by a school district. Public funds have been defined by the Attorney General of Oklahoma to include any funds raised by students; funds raised on school property that has not been rented by a parent support groups; funds raised by a parent support group that includes school personnel.

It is important that these concepts be properly understood and that the person involved is accurately informed in this regard. **PRINCIPALS, SECRETARIES, SPONSORS, AND ANYONE ELSE DEALING WITH ACTIVITY FUNDS ARE TO BE HELD ACCOUNTABLE FOR THEIR ACTIONS.**

## **The Golden Rules of School Finance**

- Always have an approved PO in hand before making a purchase.
- Always deposit money daily.
- Always double count and receipt money when it changes hands.
- Always look for the best price for quality goods and services.
- Never purchase anything with money that was collected during the event.
- Always receipt money received for \$10.00 and over.

## **Employee Compensation**

All PPS employees who provide services for the activity fund (e.g., refereeing, umpiring, ticket or gates sales, operating the clock or doing books) will be paid through payroll and payroll taxes will be incurred.

## **Illegal Expenditures**

A requisition needs to be submitted and approved by the site principal and superintendent prior to ordering any items or spending any money from an account. An approved purchase order must be in place before purchasing any goods or services. If a purchase or order is made prior to approved purchase order, an illegal expenditure form will be filled out by whomever made the purchase and signed by the building principal and Chief Financial Officer.

Examples of illegal expenditures include: making a purchase or receiving services for which payment is required before an approved purchase order has been issued; spending more than the amount of an approved purchase order; failing to pay for goods or services within the current fiscal year.

If any illegal expenditure has taken place, the responsible party must sign the Illegal Expenditure Form, which is then attached to the purchase order for inspection by the auditing firm. Making repeated illegal expenditures may result in the denial of the ability to engage in fundraising activities as well as disciplinary action including removal of extra duty assignment and/or termination.

## **RESPONSIBILITIES OF SPONSORS**

Sponsors for any group, club, or student organization are responsible for the following duties:

- ❖ The sponsor shall work closely with the group and give supervision or guidance to student officers exerting leadership and counsel where required.
- ❖ The sponsor should confirm that fundraiser has been approved by the Board of Education prior to collecting money.
- ❖ The sponsor shall organize and conduct all fundraising activities and make certain that all receipts are properly accounted for and deposited with the site/activity financial secretary.
- ❖ The sponsor shall turn in deposits of all funds received to their site financial secretary.
- ❖ The sponsor shall give the financial secretary a signed deposit record.
- ❖ The sponsor shall inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the packing slip and invoice signifies that the claim is approved for payment.
- ❖ The sponsor shall not place any order or purchase any item(s) without an approved purchase order.
- ❖ The sponsor shall not purchase gift cards for any student, faculty or district patron.

### **NO SPONSOR OF ANY ACCOUNT SHALL MAKE PURCHASES OR**

### **OBLIGATIONS IN EXCESS OF AVAILABLE FUNDS ON HAND**

## **RESPONSIBILITIES OF THE SITE/ACTIVITY FINANCIAL SECRETARY**

- ❖ It is mandatory for all financial secretaries to attend the annual Activity Fund Workshop conducted by the district.
- ❖ The financial secretary shall coordinate with teachers/sponsors to ensure all deposits are made daily.
- ❖ The financial secretary shall help sponsors to help ensure fundraisers have been board approved before collecting any funds.
- ❖ The financial secretary shall receive deposits from all club treasurers, teachers/sponsors, etc., and retain a copy of the sponsor's receipts.
- ❖ The financial secretary shall verify amount of deposit by counting money in front of the individual making the deposit.
- ❖ The financial secretary shall sign the deposit record after verification and prepare deposit slip for bank.
- ❖ The financial secretary shall make daily deposits to the District Office during the following times:
  - Elementary 8:00 - 12:00
  - Secondary 12:00 - 3:00
- ❖ Keep track of account balances, all purchase orders (open, closed, and unpaid), fundraiser requests, invoices waiting to be paid, and receipting sponsors for money submitted.
- ❖ It is very important for each site financial secretary to check all detail of account information and make sure it is correct.

## **RESPONSIBILITIES OF THE DISTRICT OFFICE**

- ❖ The district office shall receive daily deposits from the financial secretary.
- ❖ The district office shall verify amount of deposit by counting money in front of the financial secretary.
- ❖ The district office shall sign the deposit record after verification and provide the financial secretary a copy.
- ❖ The district office shall make daily bank deposits.
- ❖ Pay invoices after receiving proper documentation from the school site financial secretary.
- ❖ Issue Illegal Expenditure Form when necessary.
- ❖ Complete the end of the month closeout process in our Activity Fund Accounts, reconciling balances with bank statements.
- ❖ Send school site financial secretaries' monthly detail of accounts (DOA) for all sub accounts.

○ At the end of the month, bank statements and accounts will be reconciled and balanced. When the records do not balance, discrepancies will be found and corrected.

## **TAX-EXEMPT SALES**

All items purchased by a public school for the school's own use qualify for an exemption from sales tax. Orders using money that flows through the District bank accounts for educational purposes are allowed to use the District's tax exempt number. Orders using any money that does not flow through the District bank accounts are not to use the District's tax exempt number. The school district will not reimburse for sales tax that is incurred on purchases made on behalf of the district.

## **CREDIT CARDS**

1. Credit cards (including store cards) may be checked out from the Administration office using the Credit Card Sign-In/Out Log.
2. An employee shall not make personal purchases using the school credit card.
3. All charges on the card require a prior approved purchase order and a signed itemized store receipt.
4. Employees shall be responsible for reimbursing any charges without prior approval.
5. The card, approved purchase orders, and itemized store receipts shall be submitted no later than the close of the next business day to the Administration office.
6. Loss of card shall be reported immediately to the Business Office.
7. Credit cards are only to be used if a purchase order is not accepted by the vendor.

## **REPORT OF FUNDS**

Records shall be kept of all funds collected, handled or disbursed by any school or activity by the sponsor of the activity and the School Activity Fund Custodian.

The School Activity Fund Custodian or District CFO/Treasurer shall provide a detailed report to the Board of Education at the end of the fiscal year showing beginning balance, receipts, expenditures, transfers, and ending balances of each account of the school activity fund as of the close of the fiscal year.

A report may also be provided to the Board of Education at the regularly scheduled meeting each month presenting the financial information of each account of the school activity fund, expenditures, transfers, and ending balances of each account for the previous month.

### **AUDIT**

The Board of Education shall contract for an annual audit of all school district funds each fiscal year, which shall include all school activity funds. The original report of such audit shall be delivered to the Superintendent and the Board of Education.

The auditor will give assistance and advice when necessary to ensure adequate compliance with Activity Fund Procedures.

Audits are the final control to assure Activity Funds Clerks that procedures used in handling of funds entrusted to them are entirely adequate for the protection of themselves and all personnel.

### **ACCOUNTING SYSTEMS**

A central accounting system for all school activity funds is maintained by the Central Business Office. Such accounting system provides a complete record of receipts, expenditures, transfers, and fund balances of each sub account of the school activity fund. School activity funds shall not carry a negative balance.

All activity funds must utilize the Oklahoma Cost Accounting System (OCAS), which is the account classification system developed by the Oklahoma State Department of Education.

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Deposit Record

Date \_\_\_\_\_

Sponsor: \_\_\_\_\_

Site: \_\_\_\_\_ Activity Account Number: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_ Description of Deposit: \_\_\_\_\_

By signing this form, I am verifying the above amount is correct.

\_\_\_\_\_  
Sponsor Date

\_\_\_\_\_  
Financial Secretary Date

\_\_\_\_\_  
District Official Date

Receipt Numbers: \_\_\_\_\_

(Admin Use Only) Deposit Number: \_\_\_\_\_

***Piedmont Public Schools***  
Activity Fund  
Gate/Concession/Event Cash Sheet

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Activity: \_\_\_\_\_

Beginning Ticket # \_\_\_\_\_ Ending Ticket # \_\_\_\_\_ (If applicable)

Pennies \_\_\_\_\_ Ones \_\_\_\_\_

Nickels \_\_\_\_\_ Fives \_\_\_\_\_

Dimes \_\_\_\_\_ Tens \_\_\_\_\_

Quarters \_\_\_\_\_ Twenties \_\_\_\_\_

Half Dollars \_\_\_\_\_ Fifties \_\_\_\_\_

Dollar Coins \_\_\_\_\_ Hundreds \_\_\_\_\_

Total Coins \_\_\_\_\_ Total Currency \_\_\_\_\_

Total Checks: \_\_\_\_\_

Total Deposit: \_\_\_\_\_

\_\_\_\_\_  
Gate/Concession/Event Worker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Official

\_\_\_\_\_  
Date

(Admin Use Only) Deposit Number: \_\_\_\_\_





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## **Procedure for Processing Invoices for Payment**

Names of Sponsor: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Vendor: \_\_\_\_\_

Invoice Amount: \_\_\_\_\_

*Sponsor must verify invoice information with the following check list then submit to the financial secretary.*

*The financial secretary will verify and then submit to the District Office for payment.*

- The vendor has a W-9 on file with the District Office.
- The approved purchase date is prior to the invoice date.
- The invoice is signed stating all items were received.
- The purchase order number is listed on the invoice by the vendor.
- The invoice is an original/official itemized invoice supplied by the vendor.
- The invoice is voided of tax.

**The above checklist is completed, and purchase meets the requirements of Piedmont Public Schools.**

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Secretary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Official

\_\_\_\_\_  
Date

**The original signed form must be attached to the invoice when submitting to the District Office for payment.**

**Please keep a copy for your records.**

Administration Office Use Only – Date stamp required when received:

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Explanation for Improper Expenditure

Purchase Order Date: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

Vendor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Your request for the attached transaction is a violation of Oklahoma State Law and/or Board of Education policy for the following reason(s):

1. The purchase/obligation was made prior to the Purchase Order being prepared. Oklahoma State Law and the Board of Education require that a requisition must be prepared and purchase order (PO) issued to encumber funds BEFORE goods/services are ordered or purchased.

2. Other: \_\_\_\_\_  
\_\_\_\_\_

Explanation of policy purchase violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Before a PO will be issued and payment made, it is necessary that this form be signed by the employee and supervisor and returned to the Administration Office. This form will be filed with the PO for possible review by the auditor as documentation of the District's obligation to educate employees and managers of Board Policy and State Law. This signed form shows you have been made aware of the violation and have been counseled by your supervisor as to the proper procedures for the future.

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Supervisor Date

\_\_\_\_\_  
Signature of Chief Financial Officer/Treasurer Date

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Activity Fund Transfer Sheet

**Date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Account Name and Number to Transfer From:** \_\_\_\_\_

**Account Name and Number to Transfer To:** \_\_\_\_\_

**Reason for Transfer**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Sponsor**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Signature of District Official**

Administration Office Use Only – Do Not Write Below

Date approved by Board: \_\_\_\_\_

*Piedmont Public Schools*  
Request for Refund

Parent Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Transaction: \_\_\_\_\_ PO#: \_\_\_\_\_

Reason for refund: (receipt has to be submitted with this form):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor Requested:

Parent Requested:

Refund Amount: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach all refund documentation with this form. This includes receipt and/or payment documentation.

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Cash Box Request

Requests should be turned in to the Activity Fund Custodian by Wednesday of the week prior to the date the check is needed.

PO Number: \_\_\_\_\_ Site: \_\_\_\_\_

Cash Box Amount: \_\_\_\_\_

Date Check is Needed: \_\_\_\_\_

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

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ACTIVITY/SITE ACCOUNT AFFIDAVIT OF RESPONSIBILITY

SCHOOL YEAR: 2022-2023

\_\_\_\_\_  
Name

\_\_\_\_\_  
Site

I acknowledge:

1. I attended training and received the Activity Fund handbook.
2. I am aware a copy of the handbook is also available on the district website.
3. It is my responsibility to maintain proper receipts and documentation

I understand that violation of these policies and procedures may result in an official reprimand. This may also result in the removal from the responsibilities relating to activity account.

I also understand that I may be financially responsible for any purchases made that do not follow the district procedures.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Official

\_\_\_\_\_  
Date