



Fabens ISD

Activity Fund

Accounting Manual

FY 22-23

865 Activity Accounts

S/O	ORG	PIC	Owner	Account Name
80	001	98	901	GIRLS SOCCER REVENUE ACTIVITY FUND
81	001	98	901	BOYS SOCCER REVENUE ACTIVITY FUND
01	001	01	001	REVENUE ACTIVITY FUND
01	001	98	001	FHS OFFICE REVENUE ACTIVITY FUND
02	001	98	001	FHS YEARBOOK REVENUE ACTIVITY FUND
03	001	98	001	SENIOR CONSOLIDATED REVENUE ACTIVITY FUND
04	001	98	001	SENIOR CLASS REVENUE ACTIVITY FUND
05	001	98	001	JUNIOR CLASS REVENUE ACTIVITY FUND
06	001	98	001	SOPHOMORE CLASS REVENUE ACTIVITY FUND
07	001	98	001	FRESHMAN CLASS REVENUE ACTIVITY FUND
08	001	98	001	NOURISHING NEIGHBORS REVENUE ACTIVITY FUND
09	001	98	001	FHS LIVING SKILLS REVENUE ACTIVITY FUND
11	001	98	001	FHS GAMING REVENUE ACTIVITY FUND
14	001	98	001	CVECHS OFFICE REVENUE ACTIVITY FUND
15	001	98	001	FHS BAND REVENUE ACTIVITY FUND
16	001	98	001	BASEBALL REVENUE ACTIVITY FUND
17	001	98	001	ATHLETICS REVENUE ACTIVITY FUND
18	001	98	001	BOYS FOOTBALL REVENUE ACTIVITY FUND
19	001	98	001	BOYS BASKETBALL REVENUE ACTIVITY FUND
20	001	98	001	FHS GUITAR REVENUE ACTIVITY FUND
21	001	98	001	FHS CHEERLEADERS' REVENUE ACTIVITY FUND
22	001	98	001	FHS T-STEM REVENUE ACTIVITY FUND
23	001	98	001	CVECHS SOPHOMORE CLASS REVENUE ACTIVITY FUND
24	001	98	001	CVECHS - PALS REVENUE ACTIVITY FUND
25	001	98	001	FHS DRAMA REVENUE ACTIVITY FUND
26	001	98	001	VAP REVENUE ACTIVITY FUND
27	001	98	001	FHS STEM-A-THON REVENUE ACTIVITY FUND
28	001	98	001	CVECHS FRESHMAN CLASS REVENUE ACTIVITY FUND
29	001	98	001	FLAG GIRLS' REVENUE ACTIVITY FUND
30	001	98	001	GIRLS ATHLETICS REVENUE ACTIVITY FUND
31	001	98	001	GIRLS BASKETBALL REVENUE ACTIVITY FUND
32	001	98	001	FHS GIRLS SOFTBALL REVENUE ACTIVITY FUND
33	001	98	001	FHS GIRL'S VOLLEYBALL REVENUE ACTIVITY FUND
34	001	98	001	FHS HOSA REVENUE ACTIVITY FUND
35	001	98	001	FHS JOURNALISM/NEWSPAPER REVENUE ACTIVITY FUND
36	001	98	001	FHS GOLF TEAM REVENUE ACTIVITY FUND
37	001	98	001	FHS LOST CALCULATORS' REVENUE ACTIVITY FUND
38	001	98	001	LOST PADLOCKS REVENUE ACTIVITY FUND
39	001	98	001	MATH CLUB REVENUE ACTIVITY FUND

40	001	98	001	CROSS COUNTRY REVENUE ACTIVITY FUND
41	001	98	001	NJROTC REVENUE ACTIVITY FUND
42	001	98	001	FHS NHS REVENUE ACTIVITY FUND
43	001	98	001	NAVY ACTIVITY REVENUE ACTIVITY FUND
44	001	98	001	CVECHS WELLNESS PROGRAM REVENUE ACTIVITY FUND
45	001	98	001	CVECHS LITERARY CLUB REVENUE ACTIVITY FUND
46	001	98	001	FHS HISTORY CLUB REVENUE ACTIVITY FUND
47	001	98	001	CVECHS YEARBOOK REVENUE ACTIVITY FUND
49	001	98	001	FHS SPANISH CLUB REVENUE ACTIVITY FUND
50	001	98	001	FHS STUDENT COUNCIL REVENUE ACTIVITY FUND
51	001	98	001	FHS TEACHERS LOUNGE REVENUE ACTIVITY FUND
53	001	98	001	VICA REVENUE ACTIVITY FUND
54	001	98	001	FHS CAMPUS LIBRARY REVENUE ACTIVITY FUND
55	001	98	001	FHS FRENCH CLUB REVENUE ACTIVITY FUND
56	001	98	001	CRIME STOPPERS REWARDS REVENUE ACTIVITY FUND
58	001	98	001	HIGH SCHOOL WRESTLING REVENUE ACTIVITY FUND
60	001	98	001	CVECHS STUDENT COUNCIL REVENUE ACTIVITY FUND
61	001	98	001	FHS AGAINST DRUGS REVENUE ACTIVITY FUND
62	001	98	001	FHS SCHOOL HLTH ADVISORY COUN REVENUE ACTIVITY FUND
63	001	98	001	PRINCIPAL SCHLRSHP REVENUE ACTIVITY FUND
64	001	98	001	FABENS WILDCAT BAND ALUMNI ASSOC. REVENUE ACTIVITY FUND
66	001	98	001	CMC ACTIVITY ACCOUNT REVENUE ACTIVITY FUND
68	001	98	001	CVECHS NATIONAL HONOR SOCIETY REVENUE ACTIVITY FUND
69	001	98	001	FHS GIRLS TRACK REVENUE ACTIVITY FUND
71	001	98	001	CVECHS JUNIOR CLASS REVENUE ACTIVITY FUND
72	001	98	001	ATHLETIC STUDENT TRAINERS' REVENUE ACTIVITY FUND
73	001	98	001	FHS BOYS TRACK REVENUE ACTIVITY FUND
78	001	98	001	FHS SCIENCE CLUB REVENUE ACTIVITY FUND
79	001	98	001	CVECHS SENIOR CLASS REVENUE ACTIVITY FUND
84	001	98	001	CVECHS AGAINST DRUGS REVENUE ACTIVITY FUND
88	001	98	001	NATIONAL ART HONOR SOCIETY REVENUE ACTIVITY FUND
90	001	98	001	TENNIS REVENUE ACTIVITY FUND
92	001	98	001	INTERACT CLUB REVENUE ACTIVITY FUND
96	001	98	001	REVENUE ACTIVITY FUND
97	001	98	001	VIOLETA LOYA SCHOLARSHIP REVENUE ACTIVITY FUND
01	041	98	041	FMS OFFICE REVENUE ACTIVITY FUND
02	041	98	041	FMS YEARBOOK REVENUE ACTIVITY FUND
08	041	98	041	8TH GRADE CLASS REVENUE ACTIVITY FUND
09	041	98	041	FMS LIVING SKILLS/SPECIAL ED REVENUE ACTIVITY FUND
10	041	98	041	FMS DANCE CLUB REVENUE ACTIVITY FUND
14	041	98	041	FMS BALLET FOLKLORICO REVENUE ACTIVITY FUND

15	041	98	041	FMS BAND REVENUE ACTIVITY FUND
20	041	98	041	FMS GUITAR REVENUE ACTIVITY FUND
21	041	98	041	FMS CHEERLEADERS' REVENUE ACTIVITY FUND
22	041	98	041	FMS T-STEM REVENUE ACTIVITY FUND
25	041	98	041	FMS DRAMA REVENUE ACTIVITY FUND
31	041	98	041	FMS GIRLS BASKETBALL REVENUE ACTIVITY FUND
33	041	98	041	FMS GIRL'S VOLLEYBALL REVENUE ACTIVITY FUND
34	041	98	041	FMS HOSA REVENUE ACTIVITY FUND
35	041	98	041	FMS JOURNALISM/NEWSPAPER REVENUE ACTIVITY FUND
37	041	98	041	FMS LOST CALCULATORS' REVENUE ACTIVITY FUND
40	041	98	041	FMS ATHLETICS REVENUE ACTIVITY FUND
42	041	98	041	FMS NHS REVENUE ACTIVITY FUND
46	041	98	041	FMS HISTORY CLUB REVENUE ACTIVITY FUND
49	041	98	041	FMS SPANISH CLUB REVENUE ACTIVITY FUND
50	041	98	041	FMS STUDENT COUNCIL REVENUE ACTIVITY FUND
54	041	98	041	FMS CAMPUS LIBRARY REVENUE ACTIVITY FUND
61	041	98	041	MIDDLE SCHOOL AGAINST DRUGS REVENUE ACTIVITY FUND
62	041	98	041	HOSPITALITY CLUB REVENUE ACTIVITY FUND
65	041	98	041	FMS UIL ACTIVITY REVENUE ACTIVITY FUND
70	041	98	041	FMS MISC INSTRUMENTAL REVENUE ACTIVITY FUND
74	041	98	041	FMS PE ACTIVITY REVENUE ACTIVITY FUND
78	041	98	041	FMS SCIENCE CLUB REVENUE ACTIVITY FUND
88	041	98	041	ART CLUB REVENUE ACTIVITY FUND
01	103	98	103	O'DONNELL OFFICE REVENUE ACTIVITY FUND
02	103	98	103	O'D YEARBOOK REVENUE ACTIVITY FUND
08	103	98	103	CRAFTS WITH YOUR HEART REVENUE ACTIVITY FUND
14	103	98	103	O'D BALLET FOLKLORICO REVENUE ACTIVITY FUND
36	103	98	103	JUST SAY NO REVENUE ACTIVITY FUND
37	103	98	103	O'D LOST CALCULATORS' REVENUE ACTIVITY FUND
46	103	98	103	REVENUE ACTIVITY FUND
50	103	98	103	O'D STUDENT COUNCIL REVENUE ACTIVITY FUND
85	103	98	103	O'DONNELL KARATE REVENUE ACTIVITY FUND
01	105	98	105	FES OFFICE REVENUE ACTIVITY FUND
27	105	98	105	FABENS ELEMENTARY MART REVENUE ACTIVITY FUND
52	105	98	105	TOY DRIVE REVENUE ACTIVITY FUND
74	105	98	105	FES PE ACTIVITY REVENUE ACTIVITY FUND
01	110	98	110	CENTRAL LIBRARY OFFICE REVENUE ACTIVITY FUND

01	805	98	805	TECH OFFICE REVENUE ACTIVITY FUND
01	880	98	880	WILDCAT TRANSITION CENTER REVENUE ACTIVITY FUND
94	880	98	880	FABENS SPECIAL OLYMPICS REVENUE ACTIVITY FUND
44	886	98	886	PAC REVENUE ACTIVITY FUND
01	905	98	905	MAINTENANCE OFFICE REVENUE ACTIVITY FUND
01	906	98	906	TRANSPORTATION OFFICE REVENUE ACTIVITY FUND
01	907	98	907	SECURITY OFFICE REVENUE ACTIVITY FUND
57	907	98	907	CRIME STOPPERS REWARD REVENUE ACTIVITY FUND
01	913	98	913	FOOD SERVICE OFFICE REVENUE ACTIVITY FUND
01	996	98	996	COMMUNITY LIBRARY OFFICE REVENUE ACTIVITY FUND
01	997	98	997	PRINT SHOP REVENUE ACTIVITY FUND
01	999	98	999	999 OFFICE REVENUE ACTIVITY FUND
02	999	98	999	MIGRANT DEPT REVENUE ACTIVITY FUND
10	999	98	999	TA POLLAN SCHOLARSHIP REVENUE ACTIVITY FUND
11	999	98	999	ADULT BASIC ED REVENUE ACTIVITY FUND
12	999	98	999	DISTRICT TEXTBOOKS REVENUE ACTIVITY FUND
62	999	98	999	SCHOOL HLTH ADVISORY COUN REVENUE ACTIVITY FUND
67	999	98	999	MOTHER/DAUGHTER PROGRAM REVENUE ACTIVITY FUND
76	999	98	999	K. ROSS SCHOLARSHIP REVENUE ACTIVITY FUND
77	999	98	999	FABENS ALUMNI ASSOC REVENUE ACTIVITY FUND
82	999	98	999	TOP CATS SCHOLARSHIP REVENUE ACTIVITY FUND
83	999	98	999	SUPT SCHOLARSHIP REVENUE ACTIVITY FUND
86	999	98	999	WILDCAT BRICK PROJECT REVENUE ACTIVITY FUND

98	999	98	999	GATE START-UP VB,FF,FB REVENUE ACTIVITY FUND
99	999	98	999	GATE START-UP VARSITY FB REVENUE ACTIVITY FUND
75	999	98	000	TOPCATS/TITANS REVENUE ACTIVITY FUND

ACTIVITY FUND ACCOUNTING PROCEDURES

A. Overview

Activity Funds are used to account for the receipt and expenditure of cash generated by campus activities. Fees, fundraising, commissions, and donations are primary sources of cash. Activity Funds are used to support co-curricular activities complementing the curriculum as well as school-based extra-curricular activities.

Spending capacity results from, and expenditure budgets are set up when cash receipts are deposited in the bank. Deposits that are unspent at the end of a school year roll forward to the following school year. Spending over cash receipts results in a deficit balance and must be avoided.

An activity fund account is set up for each campus activity that generates cash. To illustrate, consider a book fair administered by the librarian. Book fair receipts and expenditures are recorded in the **ex. ('787 Learning Resource Center')** activity fund account. The excess of receipts from book sales over vendor payment to purchase the books remains in the **ex. (787 Learning Resource Center)** account for expenditure solely in support of the library. As with the book fair and the **ex. (787 Learning Resource Center account)**, all sources of campus cash are identified as a specific activity, resource, or student group and an associated activity fund account. Other examples are a student fee for art class supplies accounted for in the **ex. (017 Art account)** and proceeds from a Marching Band fundraiser accounted for in the **ex. (025 Band account)**.

Elementary school activity funds are generally limited in the number and amount of cash received. In comparison, secondary schools have more accounts with more activity.

The principal is responsible for all activity funds. See board policy [Fabens ISD 071903 CFD ACCOUNTING – ACTIVITY FUNDS MANAGEMENT](#). The principal must secure cash receipts, confirm expenditure is appropriate, and otherwise comply with FABENS ISD procedure for activity funds.

B. Types of Activity Funds

Activity funds are one of two types, Fiduciary Funds or Special Revenue Funds (SRF). The control students exercise over the expenditure of the funds determines whether a Fiduciary or SRF fund is used. If students decide how funds are spent and approve expenditures a Fiduciary fund is used. Otherwise, an SRF is used. Certain procurement rules that apply to SRF do not apply to Fiduciary funds. Also, financial reporting standards differ for Fiduciary Funds and SRF. Accordingly, correct identification of fund type must be made.

Fiduciary Funds (Fund 865) – 865 funds are commonly referred to as Student Activity Funds. Ex. (Bonafide student clubs will use an 865 account.)

- elect officers
- hold meetings to include keeping minutes
- decide how to spend money evidenced by passing an annual budget
- expend funds as specified in the approved budget

EX-Faculty Sunshine as well as Faculty Fundraising activities are accounted for in fund 865.

The district is a Fiduciary for fund 865 accounts responsible for safeguarding the student club's funds and acting in the best interests of the student club. To fulfill this fiduciary responsibility, the district requires student clubs to operate according to established procedures in areas such as:

- Fundraising
- Use of a district-specified bank account
- Budget and Accounting
- Procurement and payments
- Student travel

Each student club must have a Faculty Sponsor. The sponsor guides students consistent with district procedure and his relevant knowledge and experience while students establish the budget and make spending decisions.

Campus Activity Funds (Special Revenue Fund 461) – All cash from campus activities not accounted for in fund 865 will be accounted for in fund 461. Student groups that do not meet the definition of a student club will use a 461 account. Illustrative sources of cash for campus activity funds include school

carnivals, student pictures, book fairs, parking fees, recycling commissions, vending commissions, apparel sales, etc.

C. Roles and Responsibilities

The principal is responsible for:

- Ensuring fundraising is done by board policy as well as applicable district regulations and procedures.
- Receipt, safeguarding, and timely bank deposit of cash. If funds are stolen immediately report the incident to the FABENS ISD Security department as well as the Finance Department. Any concern over irregularities around the security of and accounting for cash receipts must be timely discussed with the Chief Business Officer.
- Expenditure of funds consistent with applicable law regulation, and FABENS ISD procedure. Expenditure must be consistent with the funding source (e.g., proceeds from a band fundraiser must be expended for the benefit of the band as specified in the band budget).
- Monitoring activity fund accounts using the Frontline YTD Budget report. Monitoring must be done regularly throughout the year and may not be delegated to another staff person. Deficit balances, large balances, and unusual or unexpected transactions should be identified, researched, and understood. Corrective action, when necessary, should be taken. The Assistant Superintendent of Business & Operations should be contacted if the principal is unsure how to resolve an issue or when a transfer between activity fund accounts is contemplated.
- Training of the campus paraprofessionals doing bookkeeping and cash receipting for activity funds. Training of Faculty Sponsors. The Finance Department is a primary support for training. Supervising paraprofessional and sponsor performance of activity fund job duties to ensure compliance with Fabens ISD policy regulation and procedure.
- Maintaining separation between activity fund financial activity and parent organization financial activities.
- Confirm sponsors are reasonably performing duties outlined in the guide. This should be done proximate to the start and end of each school year. Sponsors must be retrained when their performance is not consistent with the guide. The principal must reassign

sponsor duties if an individual does not correctly perform the sponsor role despite repeated training.

Bookkeeping is performed by the finance department the bookkeeping role includes:

- Perform finance procedures and make Frontline entries consistent with guidance in the Fabens ISD document Finance Procedures for Bookkeepers.
- Perform activity fund-specific finance procedures as documented in this Activity Funds Accounting Procedures manual. These activities include:
 - Print and distribute YTD Budget Reports to the Principal and Faculty Sponsors
 - Sales tax exemption and reporting

Cash Receipting is performed by Finance Department. Typically, this is the Bookkeeper. Bank deposits and cash receipting must be done by different people. Procedures for cash receipts are documented later in this manual.

D. Fund Raising

Board policy as well as regulation guide fundraising. Annual approval of student fundraising by the Finance Department is required. The Finance Department administers this annual process. Fundraising performed without direct student involvement must be approved in advance by the principal.

Cash collected in fundraising must be secured. All cash receipts must be turned in to the Finance Department daily.

Parent organizations such as PTA and booster club may fundraisers for the benefit of the school and students. All financial activities of a parent organization must be segregated from Activity Funds. Segregation of parent organization finances requires:

- Fabens ISD employees shall not serve as an officer. Request for an exception to this limitation may be made to the Assistant Superintendent of Business & Operations.

- Fabens ISD employees shall not possess cash, checkbooks, bank statements, receipt books, keys/combinations to a safe or vault, nor like items.
- Fabens ISD employees shall have no part in approving or transacting expenditures.
- Cash and assets, if kept on campus, must be physically separated, and secured, e.g., a booster club payment drop-box in the band hall must be locked, district employees shall not have a key or combination, and parent organization volunteers, not district employees, shall collect monies therefrom.

Schools are not allowed by state law and District policy to hold raffles. The definition of a raffle is “the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize”.

E. Cash Receipts

Fabens ISD procedures for receipt and bank deposit of cash include control activities that minimize instances of loss and theft. Accordingly, these procedures must always be followed. Key control activities are segregation of duties, documentation every time cash changes hands, Sponsors turning cash into the front office daily, and timely bank deposit of cash. Cash means currency, coins, checks, and money orders.

The amount and frequency of cash on campus can be minimized by eliminating the need for campus personnel to receive cash and prepare bank deposits.

- A receipt book shall be maintained. Receipts are sequentially prenumbered with three copies of each receipt.
 - The Budget Specialist in the Finance department provides receipt books.
 - Receipts shall be used in numerical sequence with no receipts skipped.
 - A receipt shall not be altered or corrected. If a change is required, void the inaccurate receipt, and prepare a replacement.

- All copies of a voided receipt shall remain in the receipt book.
- Receipts shall not be pre-signed or pre-dated.
- A backup Clerk shall be designated and trained. The backup will do cash receipting when the primary is absent.
- Before issuing a receipt count the amount of cash being turned in:
 - Confirm the person turning in cash has completely and correctly included the total amount of cash.
 - In the presence of the person turning in the cash, count the cash and agree to the total on the form.
 - Resolve differences in amount if necessary. Have the Budget Specialist assist in resolving the difference and or have a corrected form prepared by the person turning in the cash.
 - After agreeing on cash on hand to the total on the cash receipt form give one to the person turning in the cash. Keep the second to accompany the cash.
- Prepare a receipt to include the following:
 - Date and amount
 - Name of the person turning in the money
 - Description of the activity or event from which cash was generated
 - Applicable account, activity fund, or otherwise
 - Your (Clerk) signature
- Give the white receipt copy to the person turning in the cash.
- Immediately place the cash and pink copy of the receipt in the vault or safe.
- If it is administratively impractical to count the cash at the time it is turned in, place the cash in a locked bag or sealed envelope temporarily stored in the vault/safe. Later in the day or on the next working day in the presence of the person turning in the cash, perform all these cash receipting procedures.
- Receipts books not yet in use shall be kept in the safe/vault. The receipt book in use should be kept in a secure accessible location.
- Completed receipt books should be kept in the safe/vault for five years after which they shall be destroyed.

A change drawer can be maintained on campus. Procedures for a change drawer are:

- The Change Drawer shall be kept always locked in the campus safe so that it is not checked out.
- Campus staff can check out the change drawer immediately in advance of a fund-raising event and must return the change drawer immediately following the conclusion of the fundraising.

F. Bank Deposits

Each school shall have a single activity fund checking account with the district's depository bank. All activity fund cash received will be deposited into this account. Fabens ISD maintains separate bank accounts for general funds. Accordingly, cash receipts must be identified and deposited into the applicable bank account. Cash receipts of parent organizations shall not be deposited into Fabens ISD bank accounts.

When cash is on hand at an elementary school and secondary school, the paraprofessional doing bookkeeping shall prepare a bank deposit transmittal and take them to the Finance department.

Finance then completes the deposit process. Accordingly, the budget specialist after preparing a bank deposit transmittal will take it to the drop-safe in the Administration Building. No cash shall be on campus during winter and summer breaks.

All checks shall be restrictively endorsed upon receipt as follows:

FOR DEPOSIT ONLY

FABENS ISD

(Name of School) ACT FD (Campus Number)

Account # _____

Cashing personal and/or payroll checks or deposits is prohibited. All cash collected must be submitted for a bank deposit in the same form as collected.

The bank will occasionally adjust the amount of a deposit. The bank notifies by sending a Bank Debit or Credit Memo. Bookkeeping entries to be made by the finance department for bank adjustments are as follows:

- To record an under-deposit (the amount of the deposit is less than the amount of the corresponding cash receipt) record a negative receipt in the original activity fund account.
- To record an over-deposit (the amount of the deposit exceeds the amount of the corresponding cash receipts) record a receipt in the original activity fund account.

G. Check Acceptance

Checks will be accepted only for the amount of purchase/payment. Postdated checks are not accepted by the school for any reason. An acceptable check should contain:

- Name of the maker
- Current mailing address and phone number of the maker
- Notation of the club, group, or activity for which payment is made

Checks returned unpaid will be turned over to the El Paso County Office, for collection. Upon notice by the Bank that a check has been returned unpaid, campus personnel shall not advise the Payor regarding the collection of the debt nor accept a replacement check. Rather campus personnel will direct the Payor to contact EL Paso County

Upon notification from the Bank of a returned check, an entry should be made in the Frontline accounting system.

- In the Frontline payment entry screen, enter a negative receipt entry using the check number as the receipt number and the date it was returned as the date. You will use the original account number. In the description, you will put NSF and the last name of the Payor from the check.
- Attach a copy of the returned check notice to the batch proof screen as a backup for the entry.
- When notification is received from El Paso County that the funds have been collected, a deposit will need to be entered in Frontline using the original account number.

A principal may make a campus-wide election to disallow personal checks as an acceptable form of payment. A principal should decline to accept personal checks as a form of payment from any Payor once two or more checks have been declined for payment.

H. Purchasing and Payments

Purchasing department applies without exception to 461 campus activity funds and, with exceptions, to 865 student activity funds. Purchasing guidance specific to 865 student activity funds includes:

- The purchase order process should be used.
- Technology purchases must be done using the PO process.
- Contract vendors should be used.
- Contract vendors must be used for student transportation.
- Purchases for the student club are limited to products and services in the club's approved budget.
- Consultants including Clinicians and Debate Judges must sign a contract,

- provide proof of insurance, and pass a background check. The PO process must be used for consultants.
- The PO process must be used for facility rentals.

Payments are made primarily for invoices received against a PO. Direct Invoice payments are made to vendors that will not accept a PO.

Reimbursements to Fabens ISD employees are made consistent with the district's Administrative Regulation for Reimbursement. Reimbursements of parents of students, and students, can be done on an exception basis.

Refunds are made to correct errors when events are canceled and for similar circumstances. Refunds must be approved in advance by the sponsor or Principal.

- Refunds of cash payments are made by the district's Accounts Payable department via a district-issued check. Contact the Finance Department to initiate a refund.

Cash advances can be made to a Sponsor. Cash advances are only for student travel meals. Cash advance procedures are:

- Administered using the Employee Expense module in Frontline.
- A completed travel request form authorizing student travel must be attached to the Frontline Expense Claim.
- No later than 5 days after completion of the student travel, receipts supporting purchased meals plus remaining cash which total the amount of the cash advance must be turned in by the sponsor to the Finance Department.
- Sponsors are personally responsible for reimbursing Fabens ISD for any amount advanced and not accounted for upon completion of the trip.

Restrictions on payments include:

- Incentives, awards, and gifts for students shall have a value of \$50 or less. Exceptions may be made for Senior Prom. Contact the Assistant Superintendent of Business & Operations to request an exception.
- Incentives, awards, and gifts are given to district employees:
 - can be purchased using student activity funds only, not campus activity funds
 - Shall have a value of \$50 or less
 - Shall be infrequent, no more than once or twice per school year
- Sponsor dues for memberships in professional and industry associations may be purchased only when the membership provides a direct and necessary benefit to the student club. The membership should be in the name of the school, not the Sponsor, if possible.

Disallowed payments include:

- Cash payments from funds not deposited in the bank
- Cash payments to employees
- Loans to employees or parents.
- Entertainment
- Alcoholic beverages.
- Furniture for administrative offices (unless for a common area).
- Repair or reimbursement for damage to school employees' property as a result of accident, theft, or vandalism.
- Cash advances for professional travel excluding student travel.
- Fees for professional licenses or teaching certificates.
- Tuition for college credit courses that meet the requirements for certification and licenses for teachers or administrators.

Professional Conference Expenses

Activity fund monies may be used for professional conference expenses so long as the conference has a direct benefit to the club, it is approved in the minutes of the club meeting and all District travel procedures are followed.

I: FACULTY FUNDS

Faculty funds may be expended solely for the benefit of faculty on items unrelated to the business of public education. Items such as special occasion gifts and food and beverage for social events may be purchased.

- Determines what expenditures will be made.

A faculty fundraising account is administered by the principal. Expenditure is necessarily for the sole benefit of faculty and staff. At the principal's discretion campus sources of funds may be allocated to the faculty fundraising account, e.g., commissions from vending machines in the faculty lounge or XX% of annual fundraising activity.

J: STATE AND LOCAL SALES TAXES

Tax Exempt Purchases – Texas law states that “The purchase, lease, or rental of a taxable item which relates to the purpose of an exempt (educational) organization is exempt from tax when the organization pays for the item and provides the vendor an exemption certificate in the form prescribed by the comptroller.” Accordingly, employees acting as agents of SBISD in the purchasing process shall use an exemption certificate and sales tax shall not be paid. As an administrative convenience, an exception is made for the purchase of a single meal for one person on out-of-town overnight travel. An exemption certificate is not required in this scenario and sales tax may be paid.

Faculty Fundraising purchases are generally not exempt from Texas sales tax as the purchases do not relate to the business of public education.

Parent organizations appropriately organized and operated as nonprofit organizations may be exempt from sales tax. However, Fabens ISD sales tax exemption does not convey to parent organizations.

Taxable Sales – Texas law provides select, but not blanket, exemption from sales tax where Fabens ISD is the seller. Accordingly, Sponsors and campus staff must specify all fundraising and related sales events as subject to, or exempt from, sales tax. Lacking exemption, sales tax is charged, collected, and remitted to the Texas Comptroller. The campus paraprofessional doing bookkeeping will report sales tax to the Campus Finance Supervisor monthly using the Activity Fund Sales Tax Report.

K: DEFICITS, SURPLUSES, AND TRANSFERS

A deficit results when expenditures exceed cash receipts. Deficits must be avoided. One exception is a temporary deficit due to expenditure for fundraising products soon to be followed by a deposit of cash proceeds from the fundraising. In this case a known

the temporary deficit is acceptable. Bookkeeping errors also cause apparent deficits. The errors must be identified and corrected so that positive balances are correctly reported.

Surplus balances should be avoided. Surplus results when cash receipts repeatedly exceed expenditures. As a rule, annual cash receipts should approximate expenditures as fees and fundraising are specific to each school year. Ever-increasing balances that roll forward year after year must be avoided by decreasing or redirecting fundraising and fees.

Transfers of expenditures and budget amendments to move purchasing capacity from one activity fund account to another are needed as errors are corrected, accounts become inactive, and surplus/deficit balances are resolved. Transfers are made as directed by the principal. However, Principals cannot circumvent the budget and spending decisions of an 865-student club. In making transfers Principals must make every effort to use balances consistent with the purpose and intent of funding sources and donors.

General journal entries and budget amendments for transfers are entered into the Frontline financial system by the Budget Specialist, not by campus staff.

L: OTHER ITEMS

Financial Reports and Monitoring – Principals shall routinely monitor activity fund transactions and balances over each school year using the Frontline YTD Budget Report. Deficits, surpluses, inactive accounts, and unusual transactions must be timely identified and corrected or resolved. All corrections must be made at each fiscal year-end so that ‘clean’ accounts roll forward to the new school year.

Proximate to the end of each school year the principal or paraprofessional doing bookkeeping must meet with each Sponsor to confirm all accounting for the year is complete and that the Sponsor’s records are complete and reasonable.

Frontline YTD Budget Reports for each 865-student activity fund must be distributed monthly throughout the school year to each Sponsor. Sponsors must agree to the Available Budget per the YTD Budget Report to the cash balance per their records. If the balances do not agree, the Sponsor must work with the campus paraprofessional doing bookkeeping to resolve the discrepancy.

Training – The district’s Finance Department trains all new Principals on activity funds. A Principal should contact the Budget Specialist for additional training as needed to effectively manage activity funds. Paraprofessionals doing bookkeeping are trained by the Finance department. The principal should confirm the paraprofessional is effectively performing her activity fund duties and if not contact the Finance Department to arrange for repeated training.

The principal should train Sponsors at the start of each school year on the required procedures. The Assistant Superintendent Business & Operations and Budget Specialist are available to Principals to assist with this training. The Acknowledgment of this manual Guide must be executed by each Sponsor and collected by the principal each year.

Audits – Finance department personnel will perform an audit whenever there is a change in the Principal or the Paraprofessional doing bookkeeping. An audit can be performed at other times at the request of the principal or the discretion of the Finance department.

A cash box cannot be kept on campus. All cash receipts must be deposited in the bank and all expenditures must be made through the district's accounts payable process. Undeposited currency and coins cannot be kept on campus and used for expenditures.

Donations and Gifts given to a campus group or in support of a campus project must be administered following board policy CDC Other Revenues Gifts and Solicitations. CDC Exhibit - Request for Acceptance of Gift should be completed and turned in to the Superintendent's Office. Gifts of \$5,000 or more cannot be used before the return of the Exhibit showing board approval.

Records shall be kept for the period specified in the State of Texas Activity fund documents not covered in the Records Control Schedule and should be securely kept at the campus for five years after which they should be destroyed.

I have received the Activity Fund Accounting Manual handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date



Revised 01/15/23



FABENS INDEPENDENT SCHOOL DISTRICT FUNDRAISING APPROVAL FORM

PROCEDURES:

1. Complete Fundraising Approval Form, making sure all requested information is filled out. Submit to Central Office for approval at least 2 weeks in advance.
2. Once approved, a copy of the form will be email to the sponsor listed. No activity may be started without prior approval. Any fundraising done without prior approval will result in ALL money being confiscated and deposited into a district account.
3. Make sure deposits are made in a timely manner. Use assigned DEPOSIT NUMBER when making the deposit at Central Office. We will be checking to see when deposits are made. Be careful how long checks are held, any check returned for insufficient Funds or any other reason will cost the organization the amount of the check plus a \$25.00 reprocessing fee.
4. DO NOT spend any of the cash received. Deposits must be submitted and a Purchase Requisition for a Purchase Order or Check request must be made to spend any money needed.
5. Sponsor must issue a cash receipts to students/parents for money received.
6. Once your fundraising ends please make sure to let Central Office know to close the fundraiser with your last deposit. Sponsors are required to closed all fundraising activities at the conclusion of the school year. New fundraising activities shuld not be approved until all past activities are closed.
7. A copy of the **approved** Fundraising Approval Form must be submitted with any deposits made.

GUIDELINES:

- NO Raffles will be approved or cash awards can be given from the proceeds of the fundraiser.
- Deposits, all collected funds must be deposit daily or by the next workday. Money should not remain on campus or with sponsor more then three days.
- Make sure if you are selling any food items that they be sold after your last lunch period. No non nutritional foods may be sold anywhere on the campus during the lunch breaks. All items must comply with the USDA National Guidelines.
- Fundraisers for food and beverage items must be sold outside the school day
- Any type of contracts or agreements pertaining to the fundraiser must be forward to the Central Office for review and approval, only Central Office is authorized to sign contracts and contractual agreements.



Revised 01/15/23



FABENS INDEPENDENT SCHOOL DISTRICT FUNDRAISING APPROVAL FORM

Date: _____ School Sponsored: _____ Yes _____ No

Sponsor: _____

Campus/Group/Organization: _____

Description of Activity: _____

Purpose: _____

Beginning Date: _____ Ending Date: _____

One Day Fundraiser: _____ Yes _____ No Anticipated Profits: _____

Account Name and Number where deposits are to be made **must** be provided:

I, _____ have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the Financial Report and accountable for all the moneys collected during and at the conclusion of the fundraising activity. I will turn in all records to the principal or finance clerk. I have read the Activity Account Guidelines and Procedures and will comply with them.

Sponsor Date

Principal Date

Athletic Director Date

Child Nutrition Director Date

** For Athletic related Fundraisers ONLY

**For Food related Fundraisers ONLY

Asst. Supt. Business & Operations Date

APPROVED

NOT APPROVED

Deposit Number: _____