

ACTIVITY FUND TIP SHEET

Any item that appears to be personal in nature should usually be charged to Teachers' Lounge Funds or Teachers' Social Funds, otherwise prior approval is required from Chief Financial Officer.

		Campus 461 Activity Fund	Student 865 Club Funds	Teacher 876 Faculty Funds	Taxable to Employee	
1	Alcoholic beverages	No	No	No	N/A	1
2	Annual act of appreciation to custodial staff (NOT a gift card/cash)	No	No	Yes	No	2
3	Auto or home repairs for employees / parents / students	No	No	No	N/A	3
4	Campus membership in professional organizations (when necessary for club activity)	No	Yes	No	No	4
5	Cash payments to vendors	No	No	No	N/A	5
6	Clothing for students for identification at student activity	Yes	Yes	Yes	Maybe	6
7	*Clothing for staff/sponsor for identification at student activity - Also available out of 199 (1 shirt per staff, per year)	*Yes	*Yes	*Yes	*Yes	7
8	Door prizes for staff meetings	No	No	Yes	Yes	8
9	Faculty Lounge furniture, equipment (refrigerators, R/O systems, etc.), decorations	No	No	Yes	No	9
10	Flowers, gifts or meals to employees	No	No	Yes	No	10
11	Gift certificates of any kind (includes gift cards & cash gifts)	No	No	No	Yes	11
12	Individual memberships in professional organizations	No	No	No	No	12
13	Loans to employees / students	No	No	No	N/A	13
14	Meals for day travel for employee not supervising students	No	No	No	Yes	14
15	Meals for lunch meeting with assistant principals / administrators	No	No	Yes	Maybe	15
16	Meals for nurses that need to stay on campus during screenings	Yes	No	Yes	No	16
17	Meals for teachers that need to stay on campus during STAAR testing	Yes	No	Yes	No	17
18	Meals for teachers to eat while supervising students in the cafeteria at the principal's request	Yes	No	Yes	No	18
19	Meals, Receptions, Refreshments for staff during faculty meetings and staff recognition ceremonies	No	No	Yes	No - DM	19
20	Membership in private clubs / civic organizations	No	No	No	Yes	20
21	Morale incentives for job duties	No	No	Yes	No - DM	21
22	Parent volunteer / PTA appreciation reception	Yes	No	Yes	No	22
23	Payments to employees / student helpers - Must be processed through Payroll Department	Yes	No	No	Yes	23
24	PTA dues	No	No	No	No	24
25	Retirement gifts, bridal & baby shower gifts for employees (NOT gift card)	No	No	Yes	No - DM	25
26	Supplemental student travel not provided by the General Fund	Yes	Yes	No	No	26
27	Student Snacks/Drinks are allowed ONLY for STAAR Testing days/Approval from Carla Martin/CNS	Yes	No	No	No	27
28	Student Awards are limited to \$75.00 per student (ie: bikes, nooks, ipods, etc.)	Yes	Yes	No	No	28

DM = de minimus

**Staff clothing must be returned to campus after no longer needed for job. Taxable to employee if not returned. For club accounts, please refer to the Activity Funds Manual. Updated July 2018*