

White Settlement
Independent School District
Activity Funds Guidelines



General Information

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- **Principals, financial secretaries, and sponsors involved in the handling of activity funds are responsible for following the guidelines and procedures prescribed by WSISD, the State of Texas and the federal government.**
- **The District requires that all employees that handle cash funds and fundraising to complete a training each school year and sign a Responsibility Receipt Form. The completed signed forms should be sent to the Activity Funds Accountant.**

District Guidelines

- **Board Policies and Administrative Regulations**
 - **CE (Legal) Annual Operating Budget**
 - **CFD(Local) Activity Funds Management**
 - **CH(Local) Purchasing & Acquisition**
 - **FJ(Local) Gifts & Solicitations**
 - **FP (Legal) Student Fees, Fines & Charges**
 - **GKB(Local) Advertising & Fundraising in the Schools**
- **Financial Manual**
- **Activity Fund Procedures Manual**
- **School Fundraisers & Sales Tax**
- **WSISD Fundraising Guidelines**

All of the above resources are posted on the WSISD Website.

Cash Receipts



- **Never leave money unattended!**
- **Money received must be deposited in a District bank account and not in an unauthorized checking or savings account.**
- **All activity fund money should be immediately receipted. A cash receipt or sales tally sheet should be used to document all collections. Individual receipts shall be written for all individual amounts collected over \$5.00. The tally sheet may be used for amount \$5 and under.**
- **Complete cash receipt sheet in its entirety.**
 - **Sales tally sheet must be dated, indicate check or cash, indicate total amount collected and be signed by the sponsor.**

Cash Receipts

- **No portion of cash receipts from sales should be kept on hand, thus not deposited, for the purpose of making change, transacting business, or making purchases.**
 - **This means no change funds can be created without going through the financial secretary.**
 - **Each school is allowed only one petty cash fund which is maintained by the financial secretary.**
- **No money should be left in the school building after duty hours unless it is locked in the school's safe/vault. Even though money may be collected over extended period of time, collections must be turned in to financial secretary on a daily basis.**
 - **Tamper-proof disposable money bags may be used until sponsor and financial secretary have time to count (3 day maximum).**

Cash Receipts

- **A Tabulation of Money Form must be completed prior to turning the money in to the financial secretary. The total deposit line on the Tabulation of Money Form must equal the total of the manual cash receipts or the total on the Cash Receipt Sheet Form.**

- **All money turned in to financial secretary must be counted/verified in presence of person turning in money.**
 - **Total of Tabulation of Money Form should equal amount of money you are turning in for deposit.**
 - **Do not:**
 - o take money home
 - o leave on financial secretary's desk if she is not there
 - leave in financial secretary's mailbox

- **The drop safe shall be used to secure deposits until the financial secretary is available to count the money. Money placed in the drop safe shall be counted and deposited as soon as possible.**



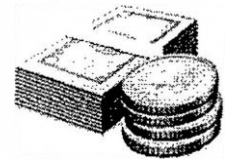
Cash Receipts

- **Tickets sold for fundraising events (i.e.-drama production) must be pre-numbered and reconciled to the amount of money collected.**
 - **Sign for series of pre-numbered tickets issued for sale.**
 - **List each complimentary ticket given by**
 - **number. Total deposit = # of tickets sold ***
 - **price per ticket.**
 - **Sign for series of pre-numbered tickets turned in (not sold).**
- **District money must not be co-mingled with other money received. Example: Booster Club money shall be kept separate from Activity Fund money.**
- **PayPal accounts may not be used to collect money.**

Fund-Raisers

- **When conducting a fund-raiser, the Fund-Raiser Guidelines found on the website under Communications must be followed.**
- **A Request to Raise Funds form should be completed and submitted to the principal for approval at least 14 days prior to fundraising activity.**
 - **No fund-raiser may be held without prior approval of principal and communications director. This includes any community service projects.**

Fund-Raisers



- **The Profit and Loss Statement Form must be completed for every fundraiser.**
 - **The completed Profit and Loss Statement must be submitted to the financial secretary no later than one week subsequent to the projected completion date stated on the Request to Raise Funds Form. The information will then be verified by the financial secretary and then provided to the principal.**
- **Service projects or fund-raisers may not be held at the school or in the name of the school for individuals or families for death or injuries in tragic accidents, major illness, fires, or any other reason.**
 - **Projects such as this must be done by the family by establishing a special account at a bank or credit union.**

Sales Taxes

- **All purchases made for exclusive use of school should be made tax exempt.**
 - **Obtain Sales Tax Exemption Certificate**
- **All items purchased for resell during a fund-raising event should be made as non-taxable purchases from the vendor.**
- **Sales taxes must be collected on all sales/fund-raisers unless they are determined to be non-taxable or have been declared as one of your tax-free days.**
 - **Catalog sales and book fairs considered commission – fund-raising vendor responsible for collection and payment of sales taxes.**
- **Two (2) one-day tax-free days per calendar year.**
 - **Only allowed for student groups recognized by school and organized by electing officers, holding meetings, etc.**

Purchase Orders

- **Must have proper approval prior to purchase.**
 - **DO NOT place order without final approval from Finance!**
- **Reimbursement requires copy of sales slips or register tapes.**
 - **Reimbursement request must be within 30 days of purchase.**
 - **Must be detailed receipt. Credit card slip not acceptable**
- **Bid laws ($\geq \$50,000$) and quote requirements ($\geq \$5,000$) apply.**
- **Quote requirements are as follows:**
 - **12 month period**
 - **Similar items or service**
 - **Quotes must be documented**
- **Single purchase $\geq \$25,000$ requires Board approval before transaction can take place.**
- **Public activity funds should not be used to purchase gifts for any individual.**
- **The Incentive Awards Procedure shall be followed for staff and student awards. This document is posted on the website under Business Services.**

Contracts



- **No employee other than the Superintendent, associate superintendent, or designee shall be authorized to sign contracts that obligate the District.**
- **The Superintendent's designee for execution of contracts of one year or less are as follows:**
 - **Contracts less than \$10,000 (principal or department director)**
 - o **The Principal is the ONLY individual on a campus that may sign a contract!**
 - **Contracts less than \$25,000, but equal to or greater than \$10,000 (assistant superintendent)**
 - **Contracts \$25,000 and greater require School Board approval.**
- **Contracts that obligate the District for more than one year shall be approved by the Superintendent or the assistant superintendent for finance and operations.**

Account Activity

- **Sponsors should receive monthly reports from the financial secretary for each activity account that the sponsor has responsibility.**
 - **The sponsor should reconcile the monthly report to their records and investigate any discrepancies.**
 - **If appropriate, report to financial secretary and/or principal.**
- **Activity accounts should not carry a negative balance.**
- **Before a sponsor leaves the district, the account should be reconciled and balanced. The Financial Secretary and the Activity Accounts Clerk shall be notified asap of the sponsor leaving and the replacement.**
- **Employees must disclose in writing to supervisor if they have an interest, obligation, or relationship that in any way creates a conflict of interest. Must obtain approval from business office prior to initiating transaction!**
 - **If an employee purchases items from his/her own business or from immediate family member's business, the purchase is a conflict of interest.**

Conclusion

- Business Department Contact List on Website - Lists who to call depending on question/problem.
- Thank you for all you do for the students of WSISD!

