

**UNION GROVE INDEPENDENT SCHOOL DISTRICT
MEMORANDUM**

TO: STUDENT ACTIVITY SPONSOR
FROM: TERRI WOODFIN
DATE: 8/01/2024
RE: **STUDENT ACTIVITY ACCOUNTS**

Attached for your information are copies of the local board policy on student activity funds. The sponsor will be responsible for a detailed account of receipts/disbursements, but a general journal will be kept by this office for audit purposes. Your records may be requested at audit time, so be sure you keep a good "paper trail"!

All sponsors have been issued a locked bank bag. The sponsor and the bank are the only ones with a key. Procedures for taking and turning in Activity Account monies are as follows.

All monies collected for student activities should be brought to the superintendent's office for deposit in the **locked bag**. **DO NOT SEND STUDENTS WITH MONEY. ALL DEPOSITS MUST BE IN THE SUPERINTENDENT'S OFFICE BY 2:00 P.M. FOR DEPOSIT.** When you deposit money, write a brief description on the copy that you provide for documentation (i.e., Fundraisers, deposits for student supplies, concession monies, etc...). Please put loose coins in a small bag, or envelope. **DO NOT WRAP COINS IN TAPE.** Ones should be wrapped in fifty dollar increments with the bank provided wrappers. We also have wrappers for large dollar amounts as needed. If you need either of these, please let me know.

When ordering, complete a paper requisition and get prior approval/signature from your principal, or the Athletic Director (Athletic Accounts Only). On the requisition for activity accounts, at the bottom below Purchase Order No., write **ACTIVITY FUND - ACCOUNT NAME, (i.e., Athletics, etc....)**. When you receive approval from your principal/athletic director, bring or send your Purchase Order to Terri Woodfin at the Administration office. Please indicate whether you need this faxed (Provide Number); mailed or need a check given back to you.

We will not reimburse taxes paid on items that have been purchased through the Activity Accounts. The School district is a tax exempt entity. Please have a tax exempt form with you when you are purchasing materials. Forms are available at the Business office.

ALL ACTIVITY ACCOUNTS MUST USE AN APPROVED VENDOR. WE WILL NOT REIMBURSE MONIES FOR PURCHASES FROM AN UN-APPROVED VENDOR – PER UNION GROVE ISD FISCAL MANUAL.

Please try to submit your requisitions one week before needed. I know extenuating circumstances and emergencies come up and I will work with you in any way that I can, but this will help just in case I have to be out of the office.

GUIDELINES FOR UNION GROVE ISD ACTIVITY ACCOUNTS

1. Before a fundraiser begins, please complete a fundraising form to let the Administration Office know that you will be conducting a fundraiser. This form must be approved by the campus principal, and the superintendent. A copy will be returned to you with the approval or denial reasons.
2. There should not be any deposits left over the weekend in your classrooms. If at all possible bring the deposits daily. There is a safe in the High School file room in case of an emergency. Please bring all deposits to the Administration Office by Friday afternoon if not before. Money has been stolen before, so don't think that it won't happen to you.
3. Please complete all receipts in triplicate. (Receipt books are available at the Admin. Office)
 - a. **White copy – give this to the individual paying for the merchandise, etc....**
 - b. **Pink copy – Goes with the copy of your deposit for documentation.**
 - c. **Yellow copy – Stays in the receipt book for your documentation.**
4. Please put the deposit in the locked bag with *the white and pink copy* of the deposit slips. The Yellow slip will stay with you for your documentation. Please mark your deposit slip with the activity account that it needs to be deposited into on the left corner of the deposit slip. **Make a copy** of the deposit slip and attach the yellow copies of the receipts that you gave to the customer. (DO NOT PUT THESE IN THE BAG). If you are depositing cash money, **please have at least two individuals sign on the documentation sheet and date it.** All checks should be stamped on the back for deposit.
YOU MUST PROVIDE DOCUMENTATION FOR ALL DEPOSITS.
5. If you are selling items that would take too long to write receipts for every little thing, please just create a spread sheet with the total number of items to begin with and the ending total, **CHECK/CASH – TOTALS MUST MATCH YOUR DEPOSIT.** If you need help, please call me, and I will be glad to assist you.
6. Every year we are audited. The auditor may or may not ask for your receipt books for the year. Please have these readily available in case they are asked for by the auditor.
7. **SELLING ITEMS FROM YOUR ACTIVITY ACCOUNT:**
 1. You must buy the raw materials from your activity account, **NOT BUDGET.**
 2. You must collect taxes (.675%) from the monies that you collect unless the buyer is a tax-exempt entity. We must have their paperwork on file to prove that they are tax exempt.
 3. All profits/proceeds must be deposited back into your Activity Account.

****If you have questions, please call me at ext. 400 or e-mail me. Thanks Terri**

ACTIVITY REQUIREMENTS 2024-2025

Printed Name

Activity Account

I have read and understand the Activity account guidelines

Date