



# Administrative Regulations

South San Antonio Independent School District

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C – Business and Support Services	<b>CFD</b>
Page 1 of 4	
Accounting: Activity Funds Management - 2023	

The Superintendent or designee shall ensure that student activity accounts are maintained to manage all class funds and other funds raised and collected by student clubs or organizations for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Activity Funds are funds accumulated by the schools which include the collection of student fees and various school-approved, money-raising activities. Activity Funds are used to promote the general welfare of the school and the educational development and morale of all students.

There are three kinds of activity funds, Campus Activity Funds, Student Activity Funds, and Faculty Activity Funds.

- **Campus Activity Funds** are generated by the campus as a whole, and must be spent in such a manner to benefit the campus. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District’s educational purpose. Campus Activity Funds (Fund 461) are school funds managed under the direction of the campus principal. These funds are accounted for as Campus Activity Funds as specified by the **TEA Financial Accountability System Resource Guide**. Campus accounts must be spent to promote the general welfare of the school and the educational development of students. Principals may use these funds to supplement their budgeted district funds. Campus funds should not be spent to benefit any individual or non-student group.
- **Student Activity Funds** are related to a specific club or class, and all decision-making for these funds rest with the group. Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The bona fide clubs must attach the minutes from meetings authorizing use of funds. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.
- **Faculty Activity Funds** belong to the faculty at the campus or department. The District has set some strict guidelines with respect to the expenditure of these three funds. Club sponsors must become



# Administrative Regulations

## South San Antonio Independent School District

---

familiar with the District's limitations in this regard. Faculty funds are comprised of monies raised by the faculty typically through donations and/or yearly fees. Approval to spend money from a faculty fund rests with the faculty. The minutes at the meeting must be provided authorizing use of funds.

### **Management of Funds**

All campus personnel including principals, bookkeepers, secretaries, and faculty will be held responsible for any campus and student activity funds entrusted to them. Monies on hand at the end of the school day should be deposited in the District's bank when the amount on hand exceeds \$150.00. The principal is to secure all funds collected in campus secured safe with limited personnel access. The responsible party will reimburse the club account for money (or property purchased with campus or student activity money) which is lost due to carelessness, theft, or fraud.

The principal of the school shall be responsible for the proper administration of each organization's funds in accordance with state law, local law, District-approved accounting practices and procedures, and the requirements as stipulated by Texas Education Agency. The following are minimum produces to be performed by the principal:

- Approve all fundraising activity prior to conducting fund raising activities.
- Monitor fundraising activities by reviewing and signing the Application/Final Report for Fundraising Activity.
- Maintain Conflict of Interest Disclosure forms for all faculty members managing activity funds annually.
- Maintain Responsibilities of Faculty Sponsors of Student Groups Form annually.
- Maintain Sponsor Information Sheet annually.
- Provide safekeeping of all funds.

The campus bookkeeper (or other designated employee) is responsible for the following:

- Check account codes and supporting documentation for completeness and accuracy before requesting requisitions.
- Process requisition requests in accordance with the Accounts Payable Check Run Schedule.
- Ensure that teachers/sponsors are depositing collections with the bookkeeper.
- Ensure that all deposits are made in a timely manner.



# Administrative Regulations

## South San Antonio Independent School District

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- Send all bank deposit receipts with deposit breakdown form and supporting documents to the Business Office for appropriation of funds.
- Issue receipts for all activity funds collected with pre-numbered receipt book.
- Issue fundraiser number for all fundraiser approved by principal.
- Review cash receipts and bank deposit slips on a periodic basis to determine if they appear reasonable.
- Verify all club balances on a monthly basis.
- Maintain Summary of Fundraising Activities Form for all approved fundraisers.
- Maintain outstanding invoice binder.
- Maintain adequate and up-to-date records of Application/Final Report for Fundraising Activity, Conflict of Interest Disclosure and Sponsor Information Sheet.
- Bookkeepers and Secretaries are not to accept gifts from sponsors or vendors. It is their responsibility to notify the principal if gifts are received. The preceding list is not all-inclusive but will help ensure that basic accounting procedures are followed and should result in early detection of errors.

### **Safeguarding of Funds**

Each campus that handles Student Activity Funds must have a safe available for use to safeguard any funds that are deposited with the bookkeeper or secretary. For added security, the safe may be bolted to the floor. Safe needs to be located in an area accessible to the bookkeeper or secretary and should not be located in a hall closet or an area visible to the public. Only the bookkeeper, secretary, and principal should have access to the area where the safe is located. No other person, including maintenance personnel, should have a key or access to the secured area. The safe combination should only be known by the bookkeeper, secretary, and principal.

### **Required Training**

All campus staff, campus administrators, and all support services staff that administer district wide activity funds or who handle cash from students or parents are required to partake in the Activity Fund Training at the beginning of each school year. Mandatory training should be provided on an annual basis and in the interim when necessary for new principals, faculty and bookkeepers. Documentation of training such as training attendance records should also be retained at the campus level. A copy of these forms needs to be with Sponsor's and bookkeeper.

### **Auditing Activity Accounts**



# Administrative Regulations

## South San Antonio Independent School District

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Audits are conducted when funds are involved to prevent the development of any weakness in financial procedures or records. Audits are the final control to assure principals that their procedures in handling funds entrusted to them are adequate for the protection of themselves and their personnel. It is the purpose of the activity fund audit to provide the principal with this type of protection and to comply with Texas Education Agency requirements and District Board Policy. All Student Activity and Campus Accounts will be audited periodically. Records will be tested for financial accountability and for compliance with the District's policies and procedures outlined in this manual.

- The audit will follow the District's fiscal year (September 1- August 31) except in cases described below: Special Audits-These audits will be conducted as needed. Bookkeeping records must be kept up to date and available for audit at any time.
- Change of bookkeeper-The Business Office may audit student activity and campus funds when a change of bookkeeper occurs. This will ensure that the records are in acceptable order when the new bookkeeper assumes these duties.
- Change of principal-The Business Office may audit student activity and campus funds when a change of principal occurs.
- Request for Audit-An audit may be requested by completing the Request for Audit form and submitting it to the Business Office. All campuses are subject to visits by the Business Office at any time other than those listed above, as deemed necessary.

### **Carryover Funds**

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If a club or organization ceases to function or exist, the unexpended funds shall be credited to the appropriate administrative activity account.

For additional information please refer to the ***Campus and Student Activity Funds Manual***.