

Activity Funds Self-Check Rubric

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|-------------------------|----------------|--------------------|
| <i>School Year: :</i> | <i>Campus:</i> | <i>Bookkeeper:</i> |
| | | |
| <i>Campus Official:</i> | | <i>Date</i> |
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Insert initials of reviewer and date each time the following elements are observed and are supported by evidence.

| <i>Fundraising*</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A signed and approved AF-4 is on file for each fundraising event. | | | | | | | |
| AF-5s have been completed and filed for each completed fundraising event. | | | | | | | |
| AF-5s that report expenses in excess of revenues have been flagged and will be considered in future fundraising plans. | | | | | | | |
| | | | | | | | |

Comments:

Insert initials of reviewer and date each time the following elements are observed and are supported by evidence.

| <i>Student Fees*</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A signed and approved AF-6 is on file for each student fee. | | | | | | | |
| | | | | | | | |

Comments:

*It is not expected that all items have to be noted during the same observation.

Insert initials of reviewer and date each time the following elements are observed and are supported by evidence.

| <i>Cash Handling/Security*</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Cash receipts/AF-3s accompanying all deposit records. | | | | | | | |
| Credit cards sign-in and sign-out logs are completed with each use of a card. | | | | | | | |
| Credit cards are stored in a secure location. | | | | | | | |
| Deposits are made within two business days of receiving funds from a sponsor. | | | | | | | |
| Sponsors are routinely reminded not to keep cash/checks overnight in the classroom. | | | | | | | |
| All sponsors have been trained on the sponsor manual. | | | | | | | |
| All credit card users have been trained on credit card procedures and requirements. | | | | | | | |
| | | | | | | | |

Comments:

Insert initials of reviewer and date each time the following elements are observed and are supported by evidence.

| <i>Skyward*</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| All cash receipts for the prior month are entered into Skyward within the first three business days of each month. | | | | | | | |
| All revenue account lines are routinely reviewed to ensure that no account line has a positive balance in the Available Fund column. | | | | | | | |
| Budget revisions are routinely entered to zero out negative balances in revenue account lines. | | | | | | | |

*It is not expected that all items will or should be noted during the same observation.

Insert initials of reviewer and date each time the following elements are observed and are supported by evidence.

| <i>Skyward*</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> | <i>Check Date</i> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| All expense lines are routinely reviewed to ensure that no account line has a negative balance in the Available Fund column. | | | | | | | |
| For any requested addition to a fundraiser budget prior to the receipt of revenues, completed and approved AF-4 documentation is attached to the requested budget amendment in Skyward. | | | | | | | |
| For any proposed expenditure out of student activity funds, documentation is attached to the purchase order request in Skyward demonstrating student approval of such expenditures. | | | | | | | |
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Comments:

*It is not expected that all items will or should be noted during the same observation.