ACTIVITY FUNDS

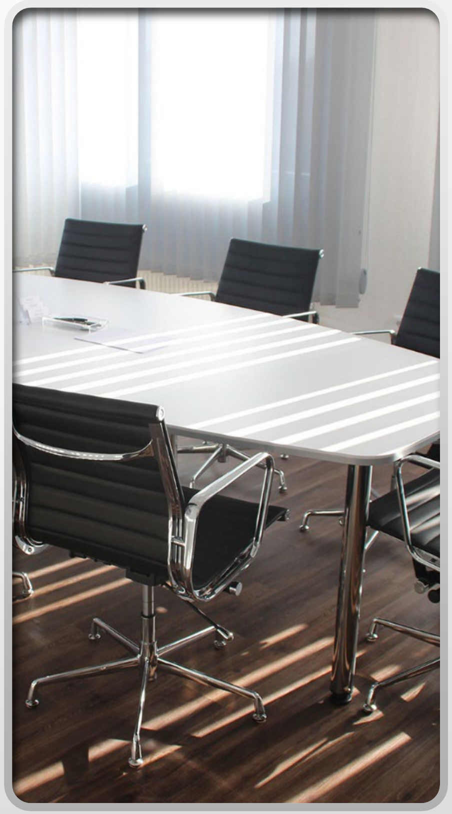
BOARD OF CONTROL PROCEDURES

PURPOSE

To establish a higher level of accountability for activity funds.

The principal is personally responsible for the proper collection, disbursement and control of activity funds.

The Board of Control is designed to assist the principal in ensuring activity funds are managed in accordance with district approved guidelines, procedures, Board Policies and TEA guidelines.



BOC MEMBERS

Each BOC Committee shall be comprised of the following:

- Principal (or designee in principal's absence)
- Activity funds bookkeeper
- Teachers/sponsors (should provide cross-functional representation of groups, departments or grade levels)
    - A minimum of five for secondary schools
    - A minimum of three for elementary and alternative schools
- One parent/community member (if available)

BOC MEETINGS

- The principal shall determine the number of meetings to be held each month.
- The BOC committee must meet at least once a month.
- Meetings must be held at the school.
- An agenda must be prepared and distributed to members prior to each meeting.
- Agenda must consist of the following:
  - Meeting time
  - Meeting location
  - List of items to be reviewed with supporting documentation.

BOC Records

Upon completion of BOC meeting, minutes must be approved by the BOC committee.

Original documents of minutes must be filed with the activity funds records.

Attendance sign in sheets must be manually signed by each member.

- The use of signature stamps or duplicate signature pages is prohibited.

BOC MEETINGS

BOC items are longer required to be sent to the executive director's office unless requested. BOC items shall be filed with activity fund items.

Copies of the attendance sign-in sheet, agenda and approved minutes shall be submitted to the Division Office only under specific directives of the executive director.

- Click the following Link for the BOC Agenda: BOC Agenda
- Click the following Link for the BOC Minutes: BOC Committee Minutes

BOC RESPONSIBILITIES

- Assist the principal with monitoring the operations and maintenance of the activity funds.

- Help to ensure all funds raised by student organizations are properly monitored, deposited and expended for the benefit of all student participants

- Review deposits
- Review all requests for purchases, payments for goods and services, advance payments and reimbursements
- Review all fundraiser permission forms and recap forms

- Review all financial recaps
- Review all requests for contractual services (DISD P1-C forms)
- Review all transfers

REVIEW OF CASH RECEIPTS AND DEPOSITS

- The BOC committee shall review all deposits made since the last BOC meeting.
- The BOC shall verify the total cash receipts agree with total deposits for the period reviewed.
- Funds must be deposited daily
- Review all deposit corrections reported on the monthly bank statement. The bookkeeper must provide an explanation for all deposit corrections that reflect a decrease in the initial deposit amount.

PURCHASE REQUESTS

- Teachers/Sponsors must have approval from the principal before making any purchases in the name of the school.
- Sufficient funds in the designated activity funds account must be available for all purchases.

PRIOR REVIEW OF PURCHASE REQUESTS

The BOC committee shall ensure:

- expenditures comply with the intended purpose of the group.
- funds are available in the appropriate activity funds account.
- all expenditures comply with guidelines and procedures in the Activity Funds Manual.
- Purchases should be planned in sufficient time to allow review of the expenditure by the BOC committee.

REVIEW OF FUNDRAISERS

The BOC committee must review each Fundraiser Permission and Financial Recap form prior to submission to the Division Office for approval.

The BOC committee must also review each financial recap at the end of each fundraiser.

The BOC committee shall maintain a calendar of all planned fundraising activities.

Beginning and ending sale dates of each activity must be posted on the calendar.

- **Teachers/sponsors must complete the financial recap within 10 days of the last day of the fund-raiser and must identify the status of any remaining inventory.**

REVIEW THE DISD P1-C FORMS

- A DISD P1-C Service Contract Form must be completed for all payments from $1 to $9,999 to non-educational service providers.
- The BOC committee must review all P1-C forms prior to submission to the Division Office for approval.

REVIEW OF TRANSFERS

- The BOC committee must review all transfer forms to ensure transfers follow activity fund guidelines and procedures.
- The BOC committee must ensure funds raised by student groups are expended for the benefit of participants of the student groups and are not diverted for other uses.

Acknowledge BOC Committee Responsibilities

For any questions regarding activity funds procedures or BOC procedures please call or email

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