

# **ACTIVITY FUND**

## **HANDBOOK**

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# Carrizo Springs CISD

## ACTIVITY FUND HANDBOOK

### INTRODUCTION

These Activity Fund Guidelines and Procedures have been prepared to provide assistance in the proper handling and accounting for activity fund monies to Carrizo Springs CISD campuses. The Texas Education Agency provides some guidance and requirements on activity fund accounting in the Site Based Decision Making Module of the Financial Accountability Resource System Guide (FASRG). This handbook incorporates the guidance provided in the FASRG and sets out specific guidelines and procedures for Carrizo Springs CISD.

Financial accounting is essential to the successful operations of schools and school districts. The accuracy of financial information depends on the proper recording of individual transactions. Properly recording transactions at individual campuses is the responsibility of campus personnel. **The campus principal is ultimately responsible for the activity fund monies and the proper accounting of these funds.**

This handbook is provided to ensure that generally accepted accounting principles are followed and that sound internal controls are in place to provide protection of student and campus activity funds. The procedures and guidelines provide both administrative and accounting controls to safeguard assets and ensure reliability of the financial records. Adhering to these guidelines and procedures can help to prevent the misappropriation of funds, violations of Federal, State and District regulations, and acts of fraud or negligence.

This handbook will be continually updated and improved with more detailed guidelines and information. Please notify the Executive Director for Financial Services with any suggestions.

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### WHAT ARE ACTIVITY FUNDS?

Activity funds are funds generated and accounted for by the school from the collection of student fees, school-approved fund raising, and other activities. These funds are held in trust by the school district and are used to promote the general welfare of the school and educational development and morale of students.

**There are two main categories of activity funds:**

**Student** STUDENT ACTIVITY FUNDS are funds generated by specific student groups, not by the district or campus. Decisions about the expenditure of student activity funds are made solely by the students. Student activity funds are held by the school as trustee to be expended only for the purposes authorized by the student club, class or organization. All funds raised by the student organizations must be expended exclusively for the benefit of students.

**Campus** CAMPUS ACTIVITY FUNDS are funds generated or raised locally by students, teachers, sponsors, or the principal as a result of fundraising, vending or other approved campus activities at the school or donated to the school and include school office and departmental accounts. Campus activity funds are considered by TEA to be district general funds. The expenditure of these funds must comply with all state and board policy and with district regulations.

*The determining factor is the DECISION MAKING process for spending these funds.*

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### ACTIVITY FUNDS ACCOUNTING

Carrizo Springs CISD uses a decentralized accounting and bank reconciliation system. Activity is entered by the campus bookkeeper, but data is reviewed and processed by the CSCISD Business Office using one accounting system. This allows for campuses to collect and pay funds through their separate bank account, but Business Office provides oversight of the activity.

### ACTIVITY FUND RESPONSIBILITIES

The responsibilities of the various people involved in handling and accounting for activity funds is outlined below. Specific roles and responsibilities for each group will be detailed in this handbook.

SPONSORS	Sponsors are responsible for following these procedures and guidelines in processing transactions and maintaining records as set out in this handbook.
ACTIVITY FUND BOOKKEEPERS	Campus bookkeepers are responsible for following these procedures and guidelines in processing transactions.
CAMPUS PRINCIPALS	Campus principals have ultimate responsibility for the proper handling of activity funds on their campus, the correct accounting for these funds, and overall adherence to the procedures and guidelines set out in this handbook.
CSCISD BUSINESS & FINANCE	The Business Office is responsible for maintaining and updating these procedures and guidelines for activity funds, providing training for principals, bookkeepers and sponsors, and reviewing the activity of the funds to ensure adherence to the procedures and guidelines.
INDEPENDENT AUDITORS	The district's independent audit firm includes activity funds in the annual independent audit of the district's financial records.

### BANK ACCOUNTS

One bank account for each campus will be maintained for the activity accounts at the school district's depository bank. Each campus may maintain only one checking account at the district depository. Opening of additional bank accounts or purchases of investments with activity funds are not allowed. The school District's current depository bank is **Capital Bank of Texas**. The district is required to comply with state laws regarding selection of a district depository bank and investing of district funds. All questions or requests regarding banking services should be directed to the Executive Director for Financial Services.

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### ACTIVITY FUND GUIDELINES

- 1) All financial transactions for campus clubs and activities must be accounted for through the campus activity bank account.
- 2) All money should be counted by two persons prior to being receipted by the Campus Secretary.
- 3) Money should be deposited in the bank weekly or more often, if needed.
- 4) All cash and checks received for the activity fund must be deposited to the bank. The sponsor should issue receipts when receiving cash or checks. The Campus Bookkeeper should issue receipts when receiving money from the sponsor. **All monies must be receipted.**
- 5) All payments must be processed with a check written on the bank account. No transactions should be made from cash.
- 6) Each campus will have a checkbook that must be secured in a locked location when not in use.
- 7) The bank will maintain signature cards on each bank account. The CSCISD Business Office will facilitate the update of the signature cards. A memo should be sent to the Business Office to indicate a change in staff.
- 8) Carrizo Springs High School, Jr. High, Intermediate and Elementary should maintain a minimum of three and a maximum of five authorized signers on the account signature card. Two of the signers must be the principal and an assistant principal. Campuses without an assistant principal should maintain a minimum of two authorized signers including the principal.
- 9) Stamped signatures are not authorized.
- 10) In no circumstance should checks be pre-signed. Checks must be written and signed at the time they are needed and with proper documentation. All checks must indicate the payee and the dollar amount before being signed.
- 11) Interest earned and bank charges will be allocated back to each campus activity fund bank account.
- 12) Monthly bank reconciliations will be performed by the Campus to reconcile the ending bank balance to the CSCISD accounting system balance at the end of the month. A copy of the reconciliation, bank statement and month-end totals by fund will be sent to the Business Office each month after it is completed.

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### **GUIDELINES FOR HANDLING FUND-RAISERS: SPONSORS**

The various types of transaction that may occur with activity funds are described below. The following guidelines are designed to protect each individual that handles money during fund-raising events in the processing, handling, documenting and recording of each.

#### **FUNDRAISING**

- 1) All fundraisers must be pre-approved.
- 2) The sponsor is responsible for maintaining accurate records of all sales activities and accounting for all items purchased from vendors for resale.
- 3) The Fundraiser Request Form is used to request approval for the fundraiser, notify the superintendent of planned fundraisers, and provide an accounting of the fundraising activity, including sales tax collected and payable to the state.
- 4) The sponsor will complete the Fundraiser Request Form and submit the form to the campus principal for approval. It is sent to the Business Office for approval. The Business Office will send it to the Superintendent to notify them of the planned activity. The Business Office will return a copy of the approved form to the Principal. The Principal will return a copy of the approved form to the sponsor.
- 5) Part 1 of the Fundraiser Operating Report form will be used by the sponsor to keep track of deposits related to the fund-raiser that are submitted to the activity fund bookkeeper. Each deposit should be receipted as described in the “Receipting Funds Collected” section of this handbook.
- 6) Part 2 of the Fundraiser Operating Report form will be used to account for all items purchased for resale for the fund-raiser.
- 7) Part 3 of the Fundraiser Operating Report form will be used to record the net proceeds and the bottom portion is used to record the disposition of net proceeds. The Fundraiser Operating Report form is to be turned in to the district’s Business Office **within five business days of the end of the fundraiser.**
- 8) Items may be purchased on a pre-order basis using vendor sales brochures and order forms. For pre-order sales, the sponsor should receive a sales summary from the vendor, which indicates the amount of funds to be collected. This amount should be entered on the form and a copy of the sales summary from the vendor should be stapled to the form. The vendor’s sales summary amount is compared to the total amount collected and any differences must be explained on the form.

**Example: The vendor provides a sales brochure or catalogue. The students take orders for items in the catalogue and the activity sponsor places an order with the vendor. The items are**

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**shipped by the vendor and distributed by the students. Funds may be collected by the students when orders are placed or when the items are delivered.**

- 9) When items are purchased from a vendor for resale without preorders, the sponsor will receive an invoice from the vendor indicating the number of resale items purchased. This information is entered on the Fund Operating Report. The number of any damaged or unsold items that will be returned to the vendor for credit is listed and subtracted for the number of items purchased to determine the number of items available for resale. This number is then multiplied by the sales price to determine the amount of funds that should have been deposited. Any differences between the expected deposits and the actual deposits should be explained at the bottom of the form.

**Example: The activity fund sponsor purchased items directly from a vendor for resale. (Items not sold are usually not allowed to be returned to the vendor.) Students sell the items and collect the funds as sales are made.**

- 10) Sponsors should take care to select a reputable company and maintain a good relationship with district vendors by submitting the bills to the bookkeeper for payment in a timely manner.
- 11) Sponsors must keep control of the merchandise and money. Both should be secured at all times. Deposit the collected funds with the bookkeeper regularly. (Daily is recommended.)
- 12) Sponsors should keep good record of who purchased items and funds received. Collect all money due to the activity account and keep a detailed list of any amounts due from students. Notify your campus administration if student obligations are not paid.
- 13) **Raffles are not allowable fundraisers for the school district or activity fund clubs.** Attorney General Opinion No. JM-1176 states that independent school districts and their related activity fund accounts are not qualified to hold charitable raffles.

#### **Use of Tickets**

- Be sure that tickets have a number on each ticket for tracking purposes.
- Be sure that tickets distributed to individuals are accounted for on a roster.
- Be sure that tickets **sold** are identified and those **not sold** are accounted for and kept for audit purposes, if necessary.
- Be sure that money collected is identified by individual on the same roster used when tickets were distributed.
- Be sure to keep all paperwork for the fundraiser in a file to be audited, if necessary.
- Count the money (by two people-use Cash Counting Form) and fill out a Deposit Form (make two copies – one for your file and one for the principal's secretary) to be presented to the principal's secretary. If two faculty members are not available, parents or booster club officers may help count money.

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- The money will be recounted by the campus office staff and deposited. A copy of the deposit slip will be given to the person making out the Deposit Form. Attach this to your copy of the cash count form.

#### **Use of Products (food, t-shirts, caps, dinner plates, etc) & Services (car washes, etc)**

- Product should be counted for accuracy on the invoice.
- Product should be stored under lock and key.
- Depending on the service rendered, accurate accounting should be made on some document as to what the service was and how the money collected was applied.
- If change is needed, please make out an Activity Fund Check Request form for the cash needed. At no time is money to be taken from a previous activity as change for the next activity.
- Proceeds from the product sold should reflect the purchase of the product.
- Count the money (by two people-use Cash Counting Form) and fill out a Deposit Form. Make two copies – one for your file and one for the principal's secretary. If two faculty members are not available, parents or booster club officers may help count money.
- The money will be recounted by the office staff and deposited. A copy of the deposit slip will be given to the person making out the Deposit Form. Attach this to your copy of the cash count form.

#### **SALES TAX COLLECTION AND PAYMENT**

All funds received and deposited to the activity fund must be reviewed to determine if sales tax should be collected and paid to the state. Some funds collected through the activity fund are classified as sales, and other funds are not. All sales, both taxable and not-taxable, must be reported to the state. **The district must collect sales tax and remit the tax to the state on a quarterly basis.**

**One-Day Tax-Free Sales** – Effective August 30, 1993, each school (district-wide), each organization within that school, and each outside organization affiliated with that school are allowed to have two, one-day tax-free sales or auctions during a calendar year. One-day tax-free sales mean that collection and remittance of states sales taxes is not required on qualified slaes on that day. While the sale of yearbooks can be selected as one of the two one-day tax-free fundraisers, a book fair is usually not a qualified sales event because the school is not the seller and the school is therefore acting as an agent for the vendor. The sale of items received from a vendor, in which the school and the respective vendor have an agreement that the vendor will take back any unsold items, would also generally not qualify as a one-day tax-free sale.

According to the Comptroller's office a bona fide chapter is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters on the school and each group may



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have two, one-day tax-free sales in a calendar year. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales.

For example:

- The school district qualifies for a tax-free day.
- The school-wide fundraiser qualifies for a tax-free day.
- The Basketball Club qualifies, but the basketball team does not.
- The Cheerleader Club qualifies, but not the cheerleader team.
- The Debate Club qualifies, but the debate team and classes do not.
- The French Club qualifies, but the French classes do not.
- The Senior Class qualifies, but not one particular class that has seniors in it.

One-day means 24 consecutive hours; the delivery should be made on a single day. Generally, title passes to the purchaser when the item is given to the purchaser. Therefore, the date the items are delivered by the vendor to the seller is designated as the one-day for the purposes of tax-free sales. However, persons buying from surplus stock on subsequent dates after the tax-free day owe tax on the items. When the school or school group receives a commission, the tax-free day sale provisions cannot apply because the sale is the vendor's sale, not the school's sale. The school group would collect and remit tax to the vendor, and the vendor would report the sale and remit tax to the Comptroller's office.

- 1) A sale is defined as the transfer of title or possession of tangible personal property for consideration (usually money), or the performance of a taxable service for consideration. Tangible, personal property includes personal property that can be seen, weighed, measured, felt, touched or that is perceptible to the senses in any manner.
- 2) For all sales, the district must determine if the sale is taxable or non-taxable.
- 3) All sales, whether taxable or not, are to be reported on the Texas Sales and Use Tax Return to the State Comptroller for the district by the CSCISD Business Office.
- 4) Texas sales tax statutes impose tax on the sale, lease, or rental of tangible personal property and selected services.
- 5) Public schools and school-related organizations **must collect sales tax** on all sales which are not specifically exempt. This is not a comprehensive list; other taxable sales may be made by a school district for which sales tax must be collected, reported and paid. For example, sales tax must be collected on the following:
  - a. school purchased supplies sold directly to students including athletic equipment and physical education uniforms,
  - b. fees for materials when the end product becomes a possession of the student,
  - c. student publications such as yearbooks and football programs,
  - d. the sale of a school newspaper if the sales price per copy exceeds \$.75 per issue (i.e. subscriptions to community businesses or individuals),
  - e. school rings,

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- f. books sold at student book fairs (unless acting as an agent for the vendor and the vendor is collecting and remitting sales tax), and
  - g. charges to the general public for parking (Rule 3.315).
- 6) Public schools and school-related organizations are **not required to collect sales tax** on the following:
- a. Fees and admission tickets
  - b. Student club membership fees
  - c. Parking permits and fees charged to students, faculty or staff for parking (Rule 3.315)
  - d. Sales of food and soft drinks that are:
    - i. Sold and served during the regular school day
    - ii. Sold by a person under 19 years of age who is a member of an organization devoted to the exclusive purpose of education, and groups associated with public or private elementary or secondary schools as part of a fund-raising drive sponsored by the organization for its exclusive use.
- 7) Copies of documents that the district is required to provide through an Open Records Act request are **not taxable**. (Rule 3.341)
- 8) Sales tax is required to be collected on sales of regular publications, records, or general information sold by the district. The sale of district or campus directories, the campus newspaper, or other information available and sold to the general public is taxable. (Rule 3.341)
- 9) In some fund-raising activities, the school group is merely acting as a sales agent for the vendor. The vendor then remits the sales tax to the State Comptroller. The school would not report this activity as a sale since it is reported by the vendor.
- A bona-fide group is one that must be organized for some business or activity other than instruction or a participatory group. Any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business is a bona-fide group of the school.**
- 10) The current sales tax rate for Carrizo Springs CISD is 8.25%.
- 11) Rules for state sales and use tax can be found under the Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 3 Tax Administration, Subchapter O State Sales and Use Tax.

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### COLLECTING & DEPOSITING FUNDS

- 1) All money (cash and checks) collected must be deposited to the activity fund bank account. Cash collected may not be used to make purchases or payments of any kind. All payments from the activity fund must be made with a check from the activity fund bank account.
- 2) All money collected must be deposited in the same form as collected. A personal check may not be substituted for cash collected. No personal checks are to be cashed from funds collected.
- 3) Do not co-mingle personal funds and district funds for any reason.
- 4) Change funds may be set up for the campus or for specific accounts or events. Information about use of change funds is provided in the “Change Funds” section of this handbook.
- 5) For control purposes, there should be at least two people involved in the collecting and depositing of funds. All activity funds will have a sponsor who is not the activity fund bookkeeper for the campus. Sponsors are responsible for collecting, counting, and turning in all funds collected to the activity fund bookkeeper. The bookkeeper is responsible for verifying the count and depositing the funds to the bank account.
- 6) Sponsors are not to take money home or keep it unsecured in classrooms. Large collections should be deposited with the activity fund bookkeeper daily; smaller amounts may be secured by the sponsor in a locked location daily and deposited with the activity fund bookkeeper by the end of the week. Sponsors should not hold more than \$50 longer than overnight. **DO** keep a copy of all invoices, deposit forms, check requests and deposit slips given to you by the office personnel. Keep all paperwork in a file.
- 7) The activity fund bookkeeper may want to establish set times each day for collected funds to be turned in. Please check with the bookkeeper on your campus and help them by complying with this schedule. All funds should be properly receipted and counted as described below before they are brought to the bookkeeper for deposit.

### RECEIPTING FUNDS COLLECTED

- 1) The sponsor must provide a receipt for all funds that are received for the activity fund. Receipts should be prepared as the funds are received.
- 2) All receipts must be written in non-erasable ink. Any corrections should be noted with a line through the error, the correction and the initials of the person making the correction. Do not use whiteout or similar products to correct receipts.
- 3) One of the following receipt forms may be used by sponsors. Each form is designed to facilitate the receipting process for different situations. The sponsor should keep a copy of each receipt form turned in to the activity fund bookkeeper

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- 4) The Multiple Receipt Record may be used by the sponsor when receiving small amounts from multiple individuals for the same purpose. The sponsor will list each person who paid, the date, the amount, and indicate whether cash or check was used. Before delivery to the bookkeeper, the sponsor will tally the funds received on the bottom of the form and verify that the counted cash or checks total the amount listed on the form. The activity fund account number must be listed by the sponsor on the top of the form.
- 5) The Cash Counting Form may be used by the sponsor when collecting money for activities where it is not feasible or not possible to list each individual payee. These events may include sales of items at a table such as food, T-shirts, book fairs, tickets for dances or events, and school store sales. Before delivery to the bookkeeper, the sponsor will list the items, quantities and price of items sold, tally the funds received on the bottom of the form and verify that the counted cash and checks total the amount listed on the form. The activity fund account number must be listed by the sponsor on the top of the form.
- 6) Individual receipt books may be issued to sponsors for funds collected individually. Only district issued receipt books may be used and can be obtained from the activity fund bookkeeper. When individual receipt books are used, the sponsor provides the original receipt to the payee, retains one carbon copy in the receipt book, and submits the second carbon copy of the receipt along with the Multiple Receipt Form to the bookkeeper with the deposit. The Multiple Receipt Forms should indicate "Receipt #s \_\_\_\_\_ through \_\_\_\_\_". It is not necessary to list each receipt individually. The sponsor must verify that the cash and checks delivered to the bookkeeper for deposit equal the total of the receipt copies turned in. Receipt books are subject to audit at any time, and should be returned to the activity fund bookkeeper when all receipts are used.
- 7) On each of the receipt forms, a box is provided on the bottom right hand corner for the sponsor to track their account balance (see appendix for forms). Before submitting deposits to the bookkeeper, each sponsor should enter their current balance in this box.
- 8) Activity fund bookkeepers have been instructed not to accept funds for deposit that have not been properly counted and receipted by activity fund sponsors.
- 9) The campus bookkeeper will count the deposit and verify the totals on the Multiple Receipt Record in the "Office Use Only" box. A copy of the Multiple Receipt Record will be provided to the sponsor as their deposit record.

### **PURCHASES FROM THE ACTIVITY FUND**

- 1) All purchases and payments from the activity fund must be requested and authorized in advance using the Activity Fund Check Request.
- 2) The activity fund sponsor should complete the Activity Fund Check Request and submit it to the campus bookkeeper for administrator approval.

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- 3) The approved form will be signed by the principal, and then the purchases may be made.

### **REQUESTS FOR PAYMENT FROM THE ACTIVITY FUND**

- 1) Invoices/receipts for payment to vendors must be submitted to the bookkeeper with a copy of the Campus Activity Fund Check Request in a timely manner. Late payments to vendors reflect on the entire school district, and could result in late payment fees or interest charged to the account.
- 2) The original vendor invoice or detailed receipt must be attached. Invoice copies and vendor statements of the balance due are not acceptable forms of documentation. In certain circumstances, a letter or renewal notice may be used when no invoice exists. The principal must approve these alternate forms of documentation for payment.
- 3) The bookkeeper may not prepare a check without the Campus Activity Fund Check Request and proper documentation from the sponsor.
- 4) Texas Government Code Chapter 2251 requires the district to pay vendors within 45 days of the later of: the date the goods are received; the date of the performance of the services; or the date we receive the invoice.
- 5) All payments from the activity fund must be made by check prepared by the activity fund bookkeeper and signed by authorized personnel. No payments may be made from cash collected or received by the sponsor or the bookkeeper.
- 6) The bookkeeper will verify that sufficient funds are available in the appropriate activity fund account before issuing a check.
- 7) Income received for a specific group should be spent for that group.
- 8) Payments to district employees must be made through the CSCISD Payroll Office. Payments should never be made to employees from the activity fund for services rendered or extra-duty or overtime. If it is necessary to pay a district employee for time or services rendered from an activity fund account, please see your activity fund bookkeeper for instructions.
- 9) People or companies who are not district employees and are paid for services provided to an activity fund account must be identified as contractors. Payments to contractors will be reported to the IRS and a Form 1099 will be issued to the contractor for any amounts paid. An IRS Form W-9 indicating the tax payer ID must be on file with the bookkeeper before a contractor is paid.
- 10) The district is subject to fines and back taxes on payments to contractors or employees that are not handled and reported properly. Please see your activity fund bookkeeper for assistance if you anticipate paying for services from your activity fund account.

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- 11) Fixed assets may be purchased with activity funds, but require pre-approval from the CSCISD Business Office. The Business Office will check bid requirements and process a district purchase order from the campus if the item is allowed. A check from the activity fund will be sent to the Business Office with the purchase order to cover the cost of the asset. The assets purchased will become district property and will be accounted for in the fixed asset inventory.
- 12) Provisions under Article 21.023 of the Federal Statutes provide tax exemption to the school district. Exempt organizations are entitled to an exemption only on items purchased and used directly and exclusively in pursuit of the exempt purpose. For school districts, items purchased must relate to the educational process.
- 13) The Texas Sales and Use Tax Exemption Certificate must be presented each time a purchase is made. The certificate must state that the merchandise being purchased is for the organization's own use in providing education, is being made in the name of the organization, and that payment will be made from the organization's own funds.
- 14) Purchases by individual members, teachers or coaches of classes or teams do not have exemption from sales tax even though they are connected with the school or a school organization. Examples of these types of purchases are cheerleaders purchasing their own uniforms, athletic team members purchasing their own jackets, or science students purchasing a science board.
- 15) Booster clubs, PTAs, and other associated groups may not use the district's tax exemption certificate or employer identification number. By law, these groups must obtain their own tax exemption status and employer identification number.

### **CHANGE FUNDS**

Change funds may be set up for special events or activities as follows:

- 1) The sponsor will complete the Activity Fund Check Request indicating the amount of change needed and the denominations. The form should include a description of the event for which the change is needed, the date and the duration.
- 2) The bookkeeper will prepare a check and take it to the bank to get the change. The bookkeeper should request a change slip from the bank indicating the amount of change received and the denominations. The change slip should be attached to the Activity Fund Check Request as documentation.
- 3) The exact amount of the change fund must be returned to the bookkeeper immediately following the event or at the beginning of the next work day.

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- 4) The bookkeeper will write a receipt to the sponsor when the change is returned. The sponsor should attach the original receipt to their copy of the Activity Fund Check Request for documentation that the change was returned to the bookkeeper.

### **RECORD KEEPING**

Sponsors will maintain a binder with receipt and expenditure records in chronological order. The balance of the account will be tracked on receipt and expenditure forms.

### **ACTIVITY FUND AUDITS**

Activity funds will be audited on a regular basis by the district's independent auditors and district Business Office staff. All records of the sponsors and bookkeepers are subject to audit and must be made available upon request.

### **ACTIVITY FUND ACCOUNTING SYSTEM**

All campuses will use the EPES accounting software except Asherton Elementary & Big Wells Elementary to account for transactions in the activity fund. The accounting system for activity funds consist of the EPES software and has annually renewable support. All transactions are posted to the EPES system. Reports and inquiries on account balances and transactions are available through the system.

All campuses will use a consistent filing system for the transactions that are processed through the activity fund in order to facilitate auditing of the accounts. The Receipt forms and check request forms will be filed numerically. All documentation for each transaction are available through the system.

Each campus bookkeeper will receive a logon to the EPES software system. Each transaction will be recorded in the accounting system by the campus Bookkeeper as follows:

### **DEPOSITS**

- 1) The bookkeeper should count all funds from account sponsors in the presence of the sponsor at the time the funds and receipt form are turned in. Any discrepancy in the count should be resolved at that time.
- 2) The bookkeeper will number all receipts sequentially and reference these numbers on the deposit slips. Receipts will be filed in numerical order to facilitate auditing.
- 3) The bookkeeper may combine several receipts and prepare as one deposit to the bank. The bank deposit slip should be completed by the bookkeeper and include all receipt numbers for the deposit. The validated deposit slip should be filed along with the receipt forms.

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- 4) All receipts for each deposit will be entered into the system as a cash receipt. The bookkeeper will enter the following information from the receipt form:
  - Receipt number
  - Account code
  - Receipt amount
  - Description
  - Receipt date
- 5) The system will automatically post the contra account entry to cash.

### **CHECKS WRITTEN**

- 1) Checks will be posted to the system as a manually paid check. The bookkeeper will enter the following information from the Disbursement Approval Form:
  - Vendor number
  - Invoice number
  - Invoice date
  - Check number
  - Check date
  - Check amount
  - Description
- 2) The bookkeeper should stamp each original invoice as PAID when a check has been processed and prior to filing of the Activity Fund Check Request Form and documentation.

### **OTHER TRANSACTIONS**

- 1) Voided checks are entered by recalling check entry and voiding. Keep all voided checks in numerical order for audit purposes.
- 2) Returned checks are entered via Journal Adjustment by the campus bookkeeper.
- 3) Bank charges for check orders, deposit slip orders, returned checks, and other fees will be entered in the system as a Journal Adjustment by the campus bookkeeper.
- 4) Interest earned and bank charges on the bank account will be entered in the system as a Journal Adjustment Entry by the campus bookkeeper.
- 5) Transfers/adjustments/corrective entries may be entered by the Bookkeeper, if approved by the Principal.
- 6) Debit/credit memos received from the bank statement should be entered in the system.



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### **OTHER FUNCTIONS**

- Vendor Setup (W-9 forms, IRS Form 1099 requirements)
- Complete a sales tax report and remit to the State Comptroller
- Reconcile bank statements
- Print month-end reports
- Send monthly activity fund documentation to the Business Office
  - Bank reconciliations (EPES or manual reconciliation)
  - Bank Statements (all except check and deposit copies), include back of statement if you are manually reconciling the bank statement.
  - General Ledger Reports or list of accounts from EPES that shows balance of each account or club (by Fund)
- Campus Bank Account Spreadsheet that shows the beginning balance to ending balance for each month for the Campus Account (for audit)

# **ACTIVITY FUND**

## **FORMS**

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# **Carrizo Springs CISD**

## **ACTIVITY FUND HANDBOOK**

### **ACTIVITY FUND FORMS**

- Acknowledgement of Receipt and Understanding of Activity Fund Handbook
- Designation of Type of Activity Fund (Sponsor)
- Activity Fund Sales Tax Guide
- Fundraiser Request Form
- Fundraiser Operating Report
- Cash Counting Form
- Multiple Receipt Record
- Deposit Form
- Activity Fund Check Request
- Texas Sales and Use Tax Exemption Certification
- Campus Activity Account (Year End Balance by Month)

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**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

- Principal/Asst. Principal       Campus Bookkeeper  
 Authorized Bank Signor       Sponsor

**Complete below and return to the Business Office:**

I, (print name) \_\_\_\_\_ have received, read and understood the Carrizo Springs CISD Activity Fund Handbook and CAF Forms on (date) \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

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**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

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**DESIGNATION OF TYPE OF ACTIVITY FUND (Sponsor)**

**CAMPUS:** \_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_

**SPONSOR NAME (Print):** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITIES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF ACTIVITY FUND:**

**Student Activity Fund:** Funds are generated by specific student groups, not by the district or campus. Decisions about the expenditure of student activity funds are made **solely** by the students. All funds raised by the student organizations must be expended exclusively for the benefit of students.

**Campus Activity Fund:** Funds are generated or raised locally by students, teachers, sponsors, or the principal as a result of fundraising, vending or other approved campus activities at the school or donated to the school and include school office and departmental accounts. Campus activity funds are considered by TEA to be district general funds. The expenditure of these funds must comply with all state and board policy and with district regulations.

*The determining factor is the **DECISION MAKING** process for spending these funds.*

The designation of the type of activity fund indicated above is correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

**CARRIZO SPRINGS CISD**  
**ACTIVITY FUND SALES TAX GUIDE**

**\*\*\* Determining if it a Taxable Sale \*\*\***

LINE	DESCRIPTION	Sale?		Taxable Sale?		Comment
		Yes	No	Yes	No	
1	Food Sales	X			X	unless sold to outside entity, ex: Lion's Club
2	Admission tickets to district productions/games	X			X	
3	Parking permits	X			x	
4	Fines		X			
5	Lost items -books, ID cards, calculators, etc.		X			
6	Merchandise- pencils, science boards, art sup.	X		X		
7	NSF check redeposit		X			
8	Commissions		X			
9	Collection of field trip monies		X			
10	Rentals - facilities, uniforms, band instruments	X		X		unless facilities are rented to a school group
11	Dues		X			
12	Fees- transcripts, open records requests, lab		X			
13	Services	X				
14	Walkathons/Bikathons, etc.		X			
15	Artistic works-art, cds, videos, crafts	X		x		
16	Spirit items- stadium seats, cups, decals	X		X		
17	School publications- Yearbooks, newspapers	X		X		
18	Rummage sales/ garage sales	X		X		
19	Ads	X			X	
20	Personal Property	X		X		
21	Fees for copying or laminating	X		X		
22	Uniforms - sales or rentals	X		X		
23	Discount/Entertainment Books/ Cards	X			X	
24	Equipment sales or rentals	X		X		unless sold or rented to other gov. entity
25	Football programs	X		X		

Rev. 8/31/11

# Carrizo Springs CISD

## ACTIVITY FUND HANDBOOK

CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT			
FUNDRAISER REQUEST FORM			
PERMISSION REQUEST			
Name of Campus:	<input type="text"/>	<input type="checkbox"/> Taxable Sale	<input type="checkbox"/> Non-Taxable Sale
		<input type="checkbox"/> 1st Tax-Free Sale	<input type="checkbox"/> 2nd Tax-Free Sale
Permission is requested to conduct the following money-raising activity:			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
Date Beginning:	<input type="text"/>	Date Ending:	<input type="text"/>
		Time of the day:	<input type="text"/>
1st Performance	<input type="text"/>	2nd Performance	<input type="text"/>
Estimated Gross Proceeds:	<input type="text"/>	Estimated Net Proceeds:	<input type="text"/>
Specific purpose(s) for which the net proceeds is (are) to be used:			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
The following Activity Fund Account(s) will receive the net proceeds:			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
REQUESTOR INFORMATION			
This is the 1st <input type="text"/> , 2nd <input type="text"/> , 3rd <input type="text"/> , 4th <input type="text"/> , 5th <input type="text"/> , 6th <input type="text"/> , 7th <input type="text"/> money raising activity for this semester (that I have requested).			
I, <input type="text"/> , have requested permission to conduct a money-raising activity, and I will be responsible for the preparation of the "Fundraiser Operating Report" shown on the next page. I will be responsible for the accountability of all monies collected at the conclusion of the money-raising activity, and I will turn in all records to the principal or finance clerk. I understand that all money collected must be turned in daily or whenever the aggregate amount exceeds one hundred dollars (\$100.00). None of the money collected may be spent under any circumstances, except through the activity checking account.			
	DATE		SPONSOR / PERSON REQUESTING PERMISSION
AUTHORIZATION			
I, <input type="text"/> , recommend and approve <input type="checkbox"/> , do not recommend <input type="checkbox"/> this activity.			
	DATE		CAMPUS PRINCIPAL
*****			
I, <b>Anna Rocha-Diaz</b> , recommend and approve <input type="checkbox"/> , do not recommend <input type="checkbox"/> this activity.			
	DATE		EXECUTIVE DIRECTOR FOR FINANCIAL SERVICES
*****			
I, as the Superintendent, <b>received</b> recommendation and approval as indicated above from director/administrator.			
*****			

**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

**CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**FUNDRAISER OPERATING REPORT**

**1.) Total Collections from fundraiser**

NUMBER	DESCRIPTION		AMOUNT
		\$	
		\$	
		\$	
		\$	
<b>TOTAL COLLECTIONS</b>		\$	-

**2.) Less Disbursements for merchandise, advertising, prizes, etc., pertaining to fundraiser.**

CHECK NO.	DESCRIPTION		AMOUNT
		\$	
		\$	
		\$	
		\$	
<b>TOTAL DISBURSEMENTS**</b>		\$	-

**3.) NET PROCEEDS from above activity (Total 1 minus Total 2)**

\$	-
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**\*\*All disbursements must be made from Activity Fund checks (disbursement purchase orders) or petty cash.**

**DISPOSITION OF NET PROCEEDS**

DESCRIPTION		AMOUNT
	\$	
	\$	
	\$	
	\$	

DATE	PERSON MAKING REQUEST	
DATE	PRINCIPAL	



**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

<b>CARRIZO SPRINGS CISD</b>		
<b>CASH COUNTING FORM</b>		
CAMPUS / DEPARTMENT: _____		
PROGRAM: _____		
DATE: _____		
<b>CURRENCY COUNT ONLY</b>	<b>CURRENCY</b>	<b>TOTAL</b>
	x \$100	
	x \$50	
	x \$20	
	x \$10	
	x \$5	
	x \$1	
	<b>SUB-TOTAL</b>	
<b>COIN COUNT ONLY</b>	<b>COINS</b>	<b>TOTAL</b>
	x \$1.00	
	x \$0.50	
	x \$0.25	
	x \$0.10	
	x \$0.05	
	x \$0.01	
	<b>SUB-TOTAL</b>	
<b>LIST CHECKS</b>	<b>AMOUNT</b>	<b>TOTAL</b>
	<b>SUB-TOTAL:</b>	
	<b>GRAND TOTAL:</b>	
SIGNATURE: _____		
SIGNATURE: _____		
RECEIVED BY: _____		

# Carrizo Springs CISD

## ACTIVITY FUND HANDBOOK

### CARRIZO SPRINGS CISD MULTIPLE RECEIPT RECORD

Campus: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Sponsor: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Organization Account#: \_\_\_\_\_  
 Start date: \_\_\_\_\_  
 End date: \_\_\_\_\_

Receipt#: \_\_\_\_\_

	Payer	Date	Amount	Cash	Check #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Account Balance: \_\_\_\_\_

Sponsor Signature \_\_\_\_\_

	Deposit Amnt	Copy to Sponsor?	
Office Use Only:		yes	no

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**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

**CARRIZO SPRINGS CISD**  
**CAMPUS ACTIVITY FUND DEPOSIT FORM**

**Campus:** \_\_\_\_\_

**Account:** \_\_\_\_\_

**Source of fund:** \_\_\_\_\_

**Amount of deposit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Receipt number/s:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Account Balance

~~—————~~**Carrizo Springs CISD**~~—————~~  
**ACTIVITY FUND HANDBOOK**

**CAMPUS:** \_\_\_\_\_

**ACTIVITY FUND CHECK REQUEST**

Date: \_\_\_\_\_ Check No: \_\_\_\_\_

Organization Requesting Check: \_\_\_\_\_ Acct No: \_\_\_\_\_

Check Payable To: \_\_\_\_\_ Vendor ID: \_\_\_\_\_

Account Balance: \$\_\_\_\_\_ Amount Requested: \$\_\_\_\_\_

Check Delivery:       Mail       Vendor will pick up       Requestor will pick up

- |   |           |          |           |
|---|-----------|----------|-----------|
| 1. Has fundraiser request form been completed?                | Yes _____ | No _____ | N/A _____ |
| 2. Is 1099 needed? (If yes, need W-9 sent to Business Office) | Yes _____ | No _____ |           |
| 3. Will expense be reimbursed from General Fund?              | Yes _____ | No _____ |           |

Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor making request      Date

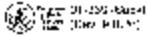
**Approved**       **Not Approved**      Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature      Date

**READY TO FILE – ALL BACKUP ATTACHED**

# Carrizo Springs CISD

## ACTIVITY FUND HANDBOOK



### TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
<b>Carrizo Springs Consolidated Independent School District</b>	<b>ID #74-6000490</b>
Address (Street Number, P.O. Box or Rural number)	
<b>300 N. 7th Street</b>	Phone (Area code and number)
<b>Carrizo Springs, Texas 76834</b>	<b>(830) 876-3503</b>

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

Supplies & Services

\_\_\_\_\_

\_\_\_\_\_

Purchaser claims this exemption for the following reason:

**Government Entity (Public School)**

\_\_\_\_\_

\_\_\_\_\_

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**sign here**

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

**Carrizo Springs CISD**  
**ACTIVITY FUND HANDBOOK**

<b>CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT</b>						
<b>CAMPUS ACTIVITY ACCOUNT</b>						
<b>Year Ending 8/31/20__</b>						
<b>CAMPUS:</b>	Carrizo Springs Elementary School					
	Beginning				Bank	Ending
Month:	Balance	Deposits	Interest	Checks	Fees	Balance
August 31, 20__						\$0.00
September	\$0.00					\$0.00
October	\$0.00					\$0.00
November	\$0.00					\$0.00
December	\$0.00					\$0.00
January	\$0.00					\$0.00
February	\$0.00					\$0.00
March	\$0.00					\$0.00
April	\$0.00					\$0.00
May	\$0.00					\$0.00
June	\$0.00					\$0.00
July	\$0.00					\$0.00
August 31, 20__	\$0.00					\$0.00
<b>BALANCE</b>	<b>TOTALS--&gt;</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Preparer's Signature and Date:</b>						
<b>Principal's Signature and Date:</b>						