

ACTIVITY FUND PROCEDURE MANUAL

SECTION 3 BANKING PRACTICES AND PROCEDURES

3.1 BANK ACCOUNTS

A. The district shall have only one bank checking account which shall be entitled "Comfort I. S. D. Student Activity Fund." This account title must be imprinted on all Activity Fund checks and deposit slips. All disbursements will be made by a check drawn on this account and all deposits will be made into this account.

B. Only activity fund transactions may be directed through the Activity Fund bank account. Transactions controlled by the lunchroom or by outside organizations such as the PTA or booster clubs, must be handled through these groups' own bank account.

C. The District Investment Officer will be responsible for all investments according to the Board of Trustees Policy.

3.2 CHECK SIGNATURE

A. Checks will be issued from the business office according to School Board Policy.

B. Under no circumstances shall checks be pre-signed. No signatures shall be affixed until the check has been filled out in its entirety.

3.3 BANK RECONCILIATION

A. Bank reconciliation will be completed by the business manager according to TEA regulations and School Board Policy.