

Van Alstyne Independent  
School District Activity  
Funds Guidelines



# General Information

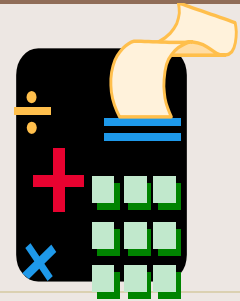
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- **Principals, financial secretaries, and sponsors involved in the handling of activity funds are responsible for following the guidelines and procedures prescribed by VAISD, the State of Texas and the federal government.**
- **The District requires that all employees complete the VAISD Compliance Course at EdCamp each year.**

# District Guidelines

- **Board Policies and Administrative Regulations**
  - **CFD Activity Funds Management**
  - **CH Purchasing & Acquisition (Quotes & Bids)**
  - **DEE Expense Reimbursement**
  - **CE (Legal) Annual Operating Budget**
  - **CFD(Local) Activity Funds Management**
  - **CH(Local) Purchasing & Acquisition**
  - **FJ(Local) Gifts & Solicitations – Student Fundraising**
  - **FP (Legal) Student Fees, Fines & Charges**
  - **GKB(Local) Advertising & Fundraising in the Schools**
- **Business Procedures Manual located on the VAISD Website.**

# Cash Receipts



- **Never leave money unattended!!!!**
- **Money received must be deposited to the campus secretary on a daily basis! Funds should never be kept in classrooms for any period of time. Funds should under no circumstances be kept in personal wallets or purses, or at home, in cars etc...**
- **All activity fund money should be immediately receipted. A cash receipt or cash receipt sheet should be used to document all collections. No cash purchases should ever be made for any reason. Every dollar collected must be accounted for.**
- **Complete cash receipt sheet in its entirety.**
  - **Cash receipt sheet must be dated, signed or initialed by each student, indicate check or cash, indicate total amount collected and be signed by the sponsor.**

# Cash Receipts

- **No portion of cash receipts from sales should be kept on hand, thus not deposited, for the purpose of making change, transacting business, or making purchases.**
  - **This means no change funds can be created without going through the financial secretary.**
  - **Van Alstyne ISD does not allow petty cash funds.**
- **No money should be left in the school building after duty hours unless it is locked in the school's safe/vault. Even though money may be collected over extended period of time, collections must be turned in to financial secretary on a daily basis.**
  - **Money bags may be used and put in the safe until sponsor and financial secretary have time to count, but no more and two days.**

# Cash Receipts

- **A Tabulation of Money Form must be completed prior to turning the money in to the financial secretary. The total deposit line on the Tabulation of Money Form must equal the total of the manual cash receipts or the total on the Cash Receipt Sheet Form.**
- **All money turned in to financial secretary must be counted/verified in presence of person turning in money.**
  - **Total of Tabulation of Money Form should equal amount of money you are turning in for deposit.**
  - **Do not:**
    - **take money home**
    - **leave on financial secretary's desk if she is not there**
    - **leave in financial secretary's mailbox**



# Cash Receipts

- **Tickets sold for fundraising events (i.e.-drama production) must be pre-numbered and reconciled to the amount of money collected.**
  - **Sign for series of pre-numbered tickets issued for sale.**
  - **List each complimentary ticket given by number.**
  - **Total deposit = # of tickets sold \* price per ticket.**
  - **Sign for series of pre-numbered tickets turned in (not sold).**
- **District money must not be co-mingled with other money received.**
- **PayPal accounts may not be used to collect money.**
- **NSF check collection by PAYTEK.**

# Fund-Raisers

- **Sponsors are to initiate the request for approval of fundraising activities by submitting, to the principal, a completed Application/Final Report for Fundraising Activity form (located on the VAISD Website under Business, then Business Manuals.**
- **School sponsored fundraisers must be approved by the Administration prior to the event.**
- **Fundraisers that compete with the National School Lunch Program or Breakfast Program are not allowed.**
- **A specific purpose for the funds to be raised should be determined prior to the fundraiser being requested.**
- **Texas law prohibits schools from conducting raffles, bingo and any other games of chance.**



# Fund-Raisers



- **The Record of Deposits and Expenditures section of the Fund-Raising Activity Report must be completed.**
  - **The completed Fund-Raising Activity Report must be submitted to the campus secretary no later than one week after completion of the fundraiser. The information will then be verified by the campus secretary and then provided to the Business Office.**
- **Service projects or fund-raisers may not be held at the school or in the name of the school for individuals or families for death or injuries in tragic accidents, major illness, fires, or any other reason.**
  - **Projects such as this must be done by the family by establishing a special account at a bank or credit union.**

# Sales Taxes

- **All purchases made for exclusive use of school should be made tax exempt.**
  - **Obtain Sales Tax Exemption Certificate**
- **All items purchased for resell during a fund-raising event should be made as non-taxable purchases from the vendor.**
- **Sales taxes must be collected on all sales/fund-raisers unless they are determined to be non-taxable or have been declared as one of your tax-free days.**
- **Two (2) one-day tax-free days per calendar year.**
  - **Only allowed for student groups recognized by school and organized by electing officers. To help us abide by this law, each group should only have two one-day fundraisers per calendar. This would include t**
  - **This only applies to items that are normally taxed. Food items, car washes etc. do not fall under this category as they are not normally taxed.**

# Purchase Orders

- **Must have proper approval prior to purchase.**
  - **DO NOT place an order without final approval from Finance!**
  - **The district will not be responsible for any orders placed before a PO has been approved and issued. No Exceptions!**
- **We do not allow reimbursements.**
- **The purchase order**
- **Bid laws ( $\geq$ \$25,000) and quote requirements ( $\geq$ \$3,000) apply.**
  - **12 month period**
  - **Similar items or service**
  - **Quotes must be documented**
- **Single purchase  $\geq$  \$25,000 requires Board approval before transaction can take place.**
- **Public activity funds should not be used to purchase gifts for any individual. This includes cash and gift certificates.**

# Contracts



- **No employee other than the Superintendent or designee shall be authorized to sign contracts that obligate the District.**
- **Contracts that obligate the District for more than one year shall be approved by the Superintendent.**
- **No employee other than the Superintendent shall sign any contract that obligates the District. No exceptions!**

# Account Activity

- **Sponsors should receive monthly reports from the campus secretary for each activity account that the sponsor has responsibility.**
  - **The sponsor should reconcile the monthly report to their records and investigate any discrepancies.**
  - **If appropriate, report to campus secretary and/or principal.**
- **Activity accounts should not carry a negative balance.**
- **Employees must disclose in writing to supervisor if they have an interest, obligation, or relationship that in any way creates a conflict of interest. Must obtain approval from business office prior to initiating transaction!**
  - **If an employee purchases items from his/her own business or from immediate family member's business, the purchase is a conflict of interest.**

# Conclusion

**Renee Maples – Business Manager – Ext. 8853**

**Rhonda Moore – Accounts Payable/Receivable - Ext. 8856**

**Carrie Barton – Payroll/PEIMS/Benefits – Ext. 8873**

**Thank you for all you do for the students of VAISD!**

- **Questions??**

