

ACTIVITY FUNDS
STAFF DEVELOPMENT
SEPTEMBER 09, 2020

RECEIPTING IN TEAMS

- As Secretary/Bookkeepers, you are to provide TEAMS receipts to anyone bringing you money. The only time you are writing physical receipts is when you are away from your computer or your access to TEAMS is down.
- Do not create a batch (click the ‘Submit’ button) for every receipt you enter! When you complete entering individual receipt information on the Campus Cash Receipt screen, click “Add and Print Receipt”. Keep entering receipts throughout the day.
- At the bottom of the screen, you will see the “Cash Receipt List” which lists all the receipts entered for the day. At the end of the day, click the “Submit” button in the top right corner of the screen. You will then make your deposit. The amount of cash/checks received will equal your batch total (one batch/one deposit bag).
- Make sure not to include any money that is not a part of the batch you submitted.
- Sometimes, you may have very large deposits. In those cases, you can have multiple deposits in one day; however, the rule of one batch/one deposit bag still applies.

DEPOSITS

- Deposits in excess of \$20.00 are to be made daily!
- I receive daily bank deposit reports from BBVA Compass. I am seeing where it is taking several days before I see the deposits clear the bank.
- Please note that I create bank deposits on Tuesdays and Fridays. When you enter your receipt in TEAMS, I match that to the deposits that clear the bank and make the funds available to you.
- If you do not make timely deposits or enter your receipts in TEAMS, I cannot make that money available for you to spend.
- Reference Section 3 – Deposit of Funds in the Centralized Activity Funds Procedures Manual.

BANK ADJUSTMENTS

- Make sure to verify money received. The Business Office has been receiving several bank corrections.
- All money received is to be verified before providing a TEAMS receipt.
- All money is to be verified before finalizing a deposit.

STUDENT ACTIVITY FUNDS VOUCHER (SAF 104)

- Required documentation on all disbursements from Student (865) and Campus (461).
- Transfer Request (SAF 115) does not require an SAF 104.
- NOTE: – I am having to send out emails to request a completed SAF 104 which in turn delays the approval process.

REQUISITIONS VERSUS CHECK REQUESTS

- Requisitions
 - Requisitions are not process out of Student Activity Funds (865)
 - Requisitions are required on Campus Activity Fund (461) request – exceptions are subscriptions, membership fees, renewal notices, entry/contest fees, registration fees, payments for non-employee judges and game officials. These types of requests can be submitted via check request.
 - Requisitions are required prior to receiving products and services. Products and service purchased without a PO number are considered **unauthorized** purchases.
- Check Requests
 - Check request are processed for all Student Activity Fund (865) requests.
 - See second bullet point above under Requisitions for check request processed with Campus Activity (461) Funds.
 - NOTE: If the product or services have been received/performed, a requisition cannot be processed from you Campus (461) Funds. An explanation should be documented on your SAF 104 Student Activity Funds Voucher, and a check request submitted for payment in TEAMS. This is considered an unauthorized purchase.

SUPPORT FOR SPONSORS

- MONTHLY FINANCIAL REPORTS
 - Internal audit reports are still identifying that monthly financial reports are not being provided to sponsors and principals.
 - Reference Section 8 – Bookkeeper Responsibilities in the Centralized Activity Funds Procedures Manual.
- VENDORS ON CAMPUS
 - Remind your sponsors that any vendors or trainers that come to your campus, or camps held on your campus require that the individual/company is set up as a vendor in TEAMS – that includes completing required documentation, finger printing, and background checks, etc. Contact Purchasing for further details **before** the event.

● FUNDRAISER APPROVAL FORMS

- When sponsors hold fundraisers and collect money, the money is to be turn in and deposited daily. The purpose of you getting notification of the fundraiser is for you, the secretary/bookkeeper to monitor receipts.
- It is suggested that you maintain a folder, whether by sponsor or by fundraiser, and file all related documentation (including the fundraiser approval form and financial report plus any correspondence, emails, etc.).
- In addition, the fundraiser should be put on your campus calendar. The start and finish dates are to be recorded so that you can contact the sponsor if you do not see any receipts by the end of the first day.
- Any changes or extension should be approved by your principal.

END OF YEAR ACTIVITIES

- To avoid ‘emergency purchases’, remind sponsors and teachers to plan and make timely request in TEAMS. All items purchased are to be received by the end of the school year (June 30, 20xx).
- The Business Office is inundated with requests coming from all campuses and departments and time is needed for processing.
- Also realize that individuals within your approval flow may be unavailable due to vacation, meetings, training, or other reasons they may be out of the office – so, plan accordingly.
- Additionally, consult the CAFPM on purchasing guidelines to avoid approval delays.

SIGNATURE STAMPS

- Use of signature stamps are prohibited.
- There should be no stamps located on your campus – even any locked in your campus safe.

SUPPORT DOCUMENTATION

- Anytime money is handled, an audit trail should exist.
- Activity Funds are no exception. Documentation is subject to review by the district’s external and internal auditors.
- With that said, it is important to document your work – deposits, purchases, fundraisers, etc.
- For more details on documentation you are expected to have in your monthly folders, utilize the Activity Fund Bookkeeper Checklist – SAF 119.
- This form should be completed and included in your monthly files.