

ACTIVITY FUND NEWS

School Year: 2020-2021 Vol. 1

The new school year is up and running and there are a lot of activities happening at the campuses. As we work with the changes this pandemic brings, we are still accountable to follow guidelines with regard to activity funds. This newsletter is to share reminders and tips...

WHAT'S NEW...

- The update of the Centralized Activity Funds Procedures Manual (CAFPM) and "A Teacher's Guide to Fundraising" is complete and posted on the district's website.
- The 2020-2021 Activity Fund Financial Procedures Training is available in Eduphoria.
- Join me in welcoming our new Director of Purchasing – Chad Lemonine.

CHANGES/ADDITIONS TO CAFPM ARE:

- An example of tax calculations was added. See page 6-5 of the Centralized Activity Funds Procedures Manual.
- Added reference to UIL guidelines on student award limitations. See page 1-13 of the CAFPM.
- School Year End: POs are to be closed by the end of the school year (June 30, 20XX). All items ordered are to be received by then or before the campus Secretary/Bookkeeper leaves for the summer.

THINGS TO REMEMBER...

- Service Projects are allowed for student clubs. Fundraising for charities is no longer allowed. See page 5-6 of the CAFPM for further details.
- Guidelines for staff and student incentives have been updated. Please reference pages 1-12 and 1-13 before making purchases.
- The Table of Contents (TOC) has been updated to include page numbers. Print out the TOC to use as a 'quick reference' guide.

THINGS TO REMEMBER (CONT.)...

- Sponsors are to contact their campus Secretary/Bookkeeper on questions regarding activity funds. All activity fund purchases, fundraisers, donations, service projects, etc. require prior approvals and District guideline compliance.
- Project purchase orders (POs) are for H.E.B., Market Basket, and Kroger purchases. All other requisitions are Traditional POs. Project POs needed for other on-going projects require prior approvals - contact Purchasing.
- Fundraisers require prior approval, should be for a specific purpose, and require a financial report at the end. Reference "A Teacher's Guide to Fundraising" and Section 5 of the CAFPM for details.
- Money should be turned in and deposited daily. No money should be held by any campus personnel. Monies received after hours must be secured in the campus safe - make arrangements with your principal.
- Fundraiser proceeds, donations, club dues, etc. are to be spent in the year received. Large balances are discouraged unless the students vote on a major purchase (e.g. item to beautify campus). Only small balances should roll to following school year.
- Outside Organizations (PTA, Booster Clubs, etc.) are separate organizations from the district. *GE (LOCAL) – RELATIONS WITH PARENT ORGANIZATIONS* outlines District Board policy on parent groups.

ACTIVITY FUND COMPLIANCE AND AUDIT TIPS (COMMON, RECURRING ACTIVITY FUND AUDIT FINDINGS):

- Cash Receipts and Deposits
 - Money is being held and not turned in timely (money is to be turned in daily).
 - Receipts are not being written by the first person touching the money (no audit trail).
 - Principals should not be writing receipts or counting cash (best left to Secretary/Bookkeeper).
 - Pre-numbered tickets are to be used for ticketed event and controls over sales adhered to.
- Cash Security
 - Safes are to be utilized and the appropriate personnel have access to the safe.
- Financial Reports
 - Secretary/Bookkeeper should be providing monthly reports to sponsors and their principal.
- Fundraising
 - Sponsors not requesting approval for and properly report fundraisers.
 - Sponsors are not completing at all or not completing accurately the fundraising financial report.
 - Principals are to approve fundraisers before any merchandise is ordered or sales made.
 - High school Student Activities Directors are to assist Bookkeepers with fundraiser approval requests, monitoring, and reporting.
- Monthly Meetings – Principals are to meet with their Secretary/Bookkeepers to discuss:
 - Is the safe being used? If not, why?
 - Are monthly reports being provided to the sponsors? Are sponsor verifying balances or communicating discrepancies?
 - Are account balances reasonable? Any inactive/dormant accounts? Review account balances with Secretary/Bookkeeper.
 - Are TEAMS generated receipts being issued for money received from the Secretary/Bookkeeper?
 - Fundraiser monitoring – discuss any compliance/documentation concerns.
 - Perform periodic reviews of the Bank Deposit Logs. Discuss any delays in deposit pickups.
 - Perform review of Receipt Book Logs to determine who and how many sponsors are potentially collecting money. Discuss any discrepancies.
- Bookkeepers are accountable for these financial duties. These are not duties that a principal performs.

TIPS FROM PRINCIPAL'S TRAINING 02.27.2019 – ROSIE DELANO

Thank you, Thank you, Thank you...

As always, I appreciate those who take time to call in and inquire. Sometimes days get busy and confusion sets in, but know that the Business Office is here to assist.

Continue to know that there is no such thing as a 'stupid question'. So, if you cannot find your answer in the procedures manual or you have a specific task you are trying to accomplish, give us an opportunity to help you with a solution.

One-on-one activity fund training is available to all principals and bookkeepers. Also, sponsor activity fund training is available at your request.

Newsletter Author Geri Russell

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