

Horizon Montessori Public Schools

Student Activity

Fund Manual

2021-2022



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HMPS Student Activity Fund Manual

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Activity Fund Purpose

The Activity Fund is designed to account for funds held by a school in a trustee capacity or as an agent for students, club organizations of the campus, teachers, and the general administration of the school. These funds are used to promote the general welfare of each school and the educational development and morale of all students. The accounting function for the Activity Fund is delegated to each campus and must comply with the guidelines and procedures required by this manual.

Definition and Management of Student Groups

A student group can be best defined as a formal, organized, responsible group made up of and governed by students. The group has officers, bylaws and/or a constitution, and is responsible for its actions. Student groups should have a sponsor who is a school staff member. By contrast, it is not a non-structured group of students, an institutional class or group, nor a teacher-run group of students who do not have control or authority over the group.

There are three important elements to the management of student groups: recognition, organization and a plan of activities. Recognition of the student groups should be by the school and the district. The purpose of recognition is to ensure that no unauthorized groups are in operation, to standardize the organizations within the district and to ensure that the groups are properly classified as a student run group. A current list of officers should also be on file as well as the sponsor's name. This will allow communication with these groups to be easier and timely. The existence of the student group implies that the group has a purpose, which will be stated in the group's charter. Beyond this, the group should have a plan that outlines its activities for the year. This will ensure that the group is fulfilling its stated purpose as well as allowing administration to eliminate conflicts and duplication of efforts by different groups.

Responsibility of Activity Fund

Principal/Designees

The Principal/Designee is responsible for the proper collection, disbursement, and control of all activity fund monies. Their responsibilities include:

- Providing for the safekeeping of monies
- Proper accounting and administration of fund transactions
- Expenditure of funds in compliance with applicable state laws and local board policy administrative guidelines
- Adequate training and supervision of all personnel designated by the principal to administer activity funds

The principal is not responsible for funds collected, disbursed, and controlled by parent of booster organizations. These parent and booster organizations funds are not to be accounted for in the school's activity fund.

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Individual Activity Fund Sponsors

Is a district employee who is responsible for managing the daily collections, receipting and submission of all funds received from students to the school secretary/finance clerk. This includes the following: Accurate and updated activity fund ledger, developing fund raising plans, monitoring the financial position of the activity, issuing a receipt to a teacher, sponsor, student or parent, daily deposit of activity fund cash receipts, safeguarding activity fund cash receipts until deposited, preparing a purchase order request, and other fiduciary responsibilities.

Audit of Activity Funds

Activity Funds are audited periodically by the District's Accounting Department. In addition, an audit may be performed whenever there is a change in principal or financial clerk. The principal may request in writing a special audit if a situation or event warrants it.

Retention of Records

All records should be completed in **ink**. Records should be kept and be readily available for examination by the Principal, Accounting Department, and Auditors at any time. Sponsors are required to keep all records current and in good order for a period of seven years. Sponsor binders must contain copies of the following:

- Cash receipts and Deposit Slips
- Requisitions/P.O.'s and Invoices
- Money Collected Forms
- Approval of Fundraising Activity Forms
- Club Meeting Minutes
- List of Officers and Members
- All other documentation pertaining to the club

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Basic Records and Banking Practices

Monthly Bank Statements are the official bank records reflecting all transactions affecting the cash balance of an account. When properly reconciled, the statement serves as official support for the Activity Fund cash balance at the end of each month.

It is the principal's responsibility to see that the financial secretary has adequate time to complete the bank deposits and other required duties that assist in the reconciliation each month. Upon receipt, the bank statement is reconciled to the deposit worksheet and General Ledger. Bank reconciliations shall be completed by someone other than the cash receipts clerk or individuals assigned to handle cash receipts and disbursements. This allows for proper separation of duties and internal control.

The General Ledger for Activity Funds is maintained on the district's central computer system Ascender. The General Ledger summarizes all transactions that have been recorded during each month by district personnel.

Only activity fund transactions may be directed through the Activity Fund bank account.

Introduction to Purchasing Policies

The guidelines below serve as an introduction to making purchases through the Activity Fund. The Purchasing Manual must be consulted for updates to policy and procedures when purchasing items. Upon request, the HMPS Purchasing Department will assist in quotes, bids, and contracting processes by:

- Supplying information on existing contracts
- Publishing, receiving, and tabulating quotes and bids for review and recommendation
- Reviewing contracts to be signed.

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Money Handling

Receipting Cash & Checks

A HMPS Activity Fund receipt book should be used to document the physical receipt of cash or check. Activity Fund Receipt books should not be used by outside organizations (i.e., PTA, athletic and band booster clubs, etc.). Cash receipt guidelines are as follows:

- Only HMPS pre-numbered, three-part activity fund cash receipt books should be used. Each three-part receipt should be distributed as follows:
 - 1st - Customer copy
 - 2nd - Campus copy
 - 3rd - Central Office copy
- Receipts should include the following information
 - Date, activity fund site and amount
 - The individual or club submitting the money
 - Description of why the money was received
 - The correct Activity Fund account code
 - The signature of the person receiving the money
- The District does not accept temporary checks. Checks must have the name and physical address of the check writer pre-printed on the check.
 - The District does not accept checks for collection without a valid Driver's License number.
 - The check writer's valid telephone number must be either pre-printed or written on the check.
- Before the physical transfer of cash and/or checks can occur, an official receipt should be completed fully with the verified amount of monies being received. Next, the completed receipt should be exchanged for the cash and or checks.
- Receipts should only be completed in pen.
- Under no circumstances should the receipt amount or signature be altered. If either of these errors occurs in the preparation of a receipt, void the receipt, and issue a new receipt. All copies of the voided receipt should be stapled together and kept in the receipt book.
- A receipt must be written for all monies collected. Receipt numbers should be included on deposit slips to properly account for funds.

When receiving checks by mail, a receipt must be written, and "Received by Mail" should be indicated in the "FOR" portion of the receipt. White copy will remain in receipt book.

Check Acceptance Policy

Checks must have the following preprinted information:

Full Name

Street Address (No PO Box)

Home Phone # (w/Area Code)

Secondary Phone # (w/Area Code)

Driver's License # (w/State)

Ensure that all checks received have the check writer's date of birth.

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All checks are to be endorsed at the time they are receipted or accepted. Checks held for deposit should be endorsed as follows:

- For Deposit Only
- Campus Name
- Account Number

If a check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, the individual authorize electronic re-presentment if the check should return unpaid. Also, the individual authorizes service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft or electronic funds transfer.

Collection of Monies

The Money Collected Form shall list contributors and their contributions and be filed for Central Office review and audits along with the fundraiser the monies were collected for. The Money Collected Form must be turned in as a full page and filled out in ink. Do not cut the form.

Sponsor's Money Handling Guidelines

- All cash and checks must be turned in to the Principal/Designee each day.
- Money on hand at the end of a school day should be deposited and not kept overnight.

Principal/Designee Money Handling Guidelines

Principal/Designee must ensure that every physical transaction of cash and/or checks is properly documented and physically secured until it is deposited each day.

- The Designee should complete the following steps when physically receiving cash and/or checks from Sponsors: Only accept the Sponsor's deposit if it is accompanied by a properly completed MoneyCollected Form.
- Should recount the cash to ensure that their cash count matches the total entered by the Sponsor. The Designee should also re-add the check amounts to ensure that their check total matches the total entered. If a change is necessary, the Designee and Sponsor should both initial the Money Collected Form and date.
- After the money and checks are counted and accepted, the Designee should write a receipt for the monies deposited by the Sponsor.

Depositing Responsibilities

Sponsor Deposit Responsibilities

The Sponsor must complete a Money Collected Form to accompany every deposit submitted to the Principal/Designee as follows:

- Submit corresponding receipts

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- Provide written documentation of where the money came from (i.e., Car wash, Dues, Type of fundraiser, etc..).
- Provide written documentation of the total amount of money being submitted to the Principal/Designee. After the money is counted and accepted, the Sponsor should request a receipt from the Campus Secretary/Bookkeeper or Principal/Designee.
- Document on the Money Collected Form if fund raiser deposit is Taxable.

Principal/Designee Depositing Responsibilities

The Designee's general deposit guidelines are as follows:

- All cash and checks must be sent to the bank on a daily basis.
- Money on hand at the end of the school day should be deposited. Do not keep monies overnight.
- The Designee's personal money should never be stored with student/campus activity fund money.

Principal/Designee –Deposit Slip

General deposit slip guidelines are as follows:

- Each completed deposit slip total should exactly match the corresponding Money Collected Form.
- Each deposit slip must reference the campus and club/campus activity name. Also, the Designee should ensure that the correct account is used, so the funds are posted to the proper account.
- Each deposit slip must have dual verification of the total being deposited.
- The Business Office will post the deposit to the appropriate budget/activity account once all proper documentation is received. Remember, missing information may delay the proper credit to the appropriate account.
- Once validated by the bank, the deposit slip serves as a record for the specific date that the receipt was credited for the bank account.

Principal/Designee – Completed Deposits

After all required deposit procedures are complete, the Designee should file and keep all deposit records as follows (the following documents should be stapled together):

- Yellow Copy of the Bank Deposit Slip
- Money Collected Form signed by all parties.
- All other documentation (i.e., check stubs)

Disbursements

All expenditures shall be paid by District Check. Income received from a specific group should be expended for that group. The principal shall ensure that expenditures from these accounts are written for the intended purpose of the group and should not divert for other uses. No expenditures shall be approved unless sufficient funds are available in the appropriate activity account.

Purchase Orders

A purchase order from the Purchasing Department is required before ordering/purchasing goods or services. A purchase order is the only legal obligation to render payment. When proper supporting documentation is received and the purchase order is approved, an activity fund check may be issued.

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Requests for Check

If a check is needed for the vendor, please state so on the campus requisition. Checks are printed every Thursday by Central Office. It is the campuses responsibility to plan ahead and include whether or not a check will be needed. Once the check is ready, the campus designee may pick up the check.

Issuance of Checks

All Activity Fund checks must be processed through Central Office through normal Purchasing Procedures.

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Contracted Services Payments

Payments for services performed by individuals who are not employed by the District must also adhere to District Purchasing Policy. Prior to a Purchase Order being issued for the employment of non-district personnel as a consultant/instructor, the Contract for Consultant Services Form should be completed along with any new vendor information. The vendor must be set up with Accounts Payable prior to any services being rendered. Services should not be rendered until the Contract for Consultant Services has been completed and properly approved by Central Office.

If the total expenditure for a non-district employee during a calendar year could exceed \$600, the individual's social security number should be recorded through the New Vendor Forms.

At the end of the year, ensure that a listing of all non-district employees providing services exceeding \$600 for the calendar year is documented. Include the individual's name, address, social security number, and total amount paid. The listing should be turned into the Business Office no later than the 15th of January each year for the issuance of a 1099 form as required by Section 6041 of the Internal Revenue Code.

Donations

Donations to the District may be either tangible items or money. Donations of cash should be accompanied by a letter with the donation specifying the amount and the intended purpose of the gift. Donated funds shall be used for the purposes set forth by the donor.

Donations of tangible items may also be accepted by the District. A donation form must be completed for both cash and non-cash donations. The form included the donor's identification, the amount donated, or a brief description of the item donated and the estimated value. All donations must be approved by the Superintendent prior to accepting. All approved donations should be reported to the Business Office.

- Donated Capital assets as well as other donations must be submitted to the Superintendent for approval by completion of a Donation Pre-Approval Form and forwarded to Central Office once approved.
- Donated capital assets must be added to the campus inventory for a tag and/or tag number for tagging of the asset.

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Fund Raising Activities: Policy and Procedures

A fund-raising activity may be defined as any activity involving participation of a student body or a school-recognized student group undertaken for the purpose of deriving funds for a school or a school-sponsored group.

Fund raising activities by student groups and/or for school sponsored projects shall be allowed, with prior administration approval under the supervision of the project sponsor, for students in all grades.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD (LOCAL). [FJ (LOCAL) HMPS Master Policy]

Fundraisers are the primary source of revenue for most activity funds. In order to ensure that each fund-raising event is conducted in accordance with District guidelines, the following policies and procedures should be strictly followed.

General Guidelines

- Fund raising activities are not confined to regular school hours but are considered an extension of the school program. When fund raising activities are in the name of the school, all funds raised become school funds, belonging to the school sponsored groups responsible for raising the money. *Profits raised must be used to benefit the student group responsible for raising the funds.*
- In August of each year, each principal shall submit to the Central Office Accountant an annual fund-raising plan on the Fundraiser Activity Form, listing the organizations which will engage in fund raising activities with the intended use of the funds specified.
- To request permission to conduct a fund-raising activity, the club sponsor/designee should complete the application portion of the Fundraising Activity Form.
- All requests submitted will be screened by the Central Office Accountant with the recommendation being submitted to the Senior Accountant for approval.
- Only emergency requests shall be eligible for consideration at other times and shall be reviewed by the Central Office Accountant and approved by the Senior Accountant.
- Those fund-raising activities and student activities which require solicitation of funds from business or commercial establishments or residents shall be limited to the attendance area served by the school. No student shall solicit funds or attempt to sell ads to the public except in his or her own attendance area. No student shall solicit door-to-door.

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- In the event of a fundraiser in which food is being sold on school premises, the Texas Public School Nutrition Policy must be followed. <http://www.squaremeals.org/>
- Staff money can be raised at the campus as long as items or services sold are not directly for the children. Staff members can sell shirts to the rest of the staff or food items. If there is to be a Festival Event, a booth can be designated for Staff fundraising so long as it is after school hours. Also, it must be clearly indicated on the notice sent to the parents that the Booth titled “Staff Fundraiser” is to raise monies for the campus staff.
- Any fundraisers that are strictly school sponsored should use vendors on the approved vendor list.
- When merchandise is distributed to students to sell and goods are lost or damaged, the final responsibility lays with the Principal/Sponsor.
- At the end of each school year, each organization shall report to the principal regarding the outcome of each fund-raising activity and how the funds were used.
- Any contractual agreements or like documents may only be signed by Central Office/Superintendent.

Most importantly, all campus-wide, student or teacher fund raising activities must be approved at least three weeks before a fund-raising event can occur. Please plan accordingly to ensure approvals and purchases are made in a timely manner.

Accounting for Fund Raising Activities

Sponsors/Designees who are involved in fund raising activities have an obligation to account for all the funds which are collected (or should have been collected).

Collections and Disbursements

All collections must be receipted, and all payments must be made in accordance with the District’s Receipting Procedures mentioned within this manual. All collections and disbursements associated with any fund-raising activities coordinated by the school or a school recognized student group shall be transacted through the Student Activity Fund. All collections must be deposited daily. Cash collected should never be used to make purchases. All expenses must be reflected with a District Check.

The club sponsor or activity chairman is responsible for keeping accurate records for all money raising activities. Such records should include at minimum:

- Distribution Lists
- Daily Collection Reports
- Tabulation of sales tax collections
- Original cash receipts received for money and deposit slips turned into the bookkeeper/campus designee.

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At the conclusion of the fund-raising activity, all records should be turned into the bookkeeper/campus designee and retained for audit purposes. Money Collected Forms and a breakdown of the profits made should be completed and sent to Central Office for review by the Accountant.

Tax Exempt Sale Guidelines

Ruling No. 95-0 from the State Comptroller, effective October 1, 1969 states:

“The sale, lease or rental of tangible property directly to or for storage, use of other consumption of tangible personal property directly by an educational organization...., which property is necessary to its function as such, and paid for by the organization is exempted from the computation of (state and local sales) taxes.”

Provisions under Article 21-023 of the Federal Statutes provide tax exemption to the School District.

Tax Free Purchases

All items purchased by a public school, school district, or non-private school for the schools own use qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district, or authorized agent should provide the seller with a Texas Sales Tax Exemption Certificate. To be valid, the certificate must state that the merchandise being purchased is for the organization’s own use in providing education. It must be made in the name of the organizations and that payment shall be made from the organization’s own funds.

Purchases for their own use by individuals, even though connected with a school or school organization, are not exempt from the tax.

Tax Exempt Sales

Public and non-profit private schools and schools related organizations need not collect sales tax on the following:

- Sales tax is not due for nontaxable food items. (Ex. Cookie dough, pizza kits, mixes packaged for preparation at home).
- Food and drinks sold during a regular school day, student organizations, or PTA subject to an agreement with the proper school authorities
- Club Memberships
- Fees and admission tickets, including football and drama tickets
- Car Washes

(This exemption from the sales tax applies to guests, employees, or teachers served in a school cafeteria or teacher’s lounge during the regular school day.)

The sale of food, including candy and soft drinks, is exempt from the sales tax when sold by an organization associated with a public or non-profit private elementary or secondary school (4-H Clubs, Future Farmers of America, Future Homemakers, etc.)

If:

- ✓ The sale is part of a fund-raising drive sponsored by the organization; and
- ✓ All net proceeds from the sale go to the organization for its exclusive use.

School Sponsored Trips

Meals purchased by the school for student groups on authorized school trips are exempt from the sales tax if the school contracts for meals. The school must pay for the meals and provide the eating establishment with an exemption certificate.

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Individual members of the student/staff groups may not claim exemption from the sales tax on the meals they purchase while on a school authorized trip.

An exemption may also be claimed by the school from the Hotel Occupancy Tax if the school contracts and pays for the accommodations and provides the hotel with a completed Hotel Occupancy Tax Exemption Certificate.

Teachers, coaches, etc. May Not claim exemption from sales tax on individual purchases while on school business even though they are reimbursed by the school for expenses.

Taxable Sales

Unless the product qualifies under the tax-exempt section, the school organization must collect sales tax on all fund raiser products sold; however, the sponsor can conduct a One-Day Tax-Free Sale and sell any taxable item as tax-free. The guidelines for One-Day Tax-Free Sales are reviewed in the following section.

Public and non-profit private schools and schools related organizations must collect the sales tax on the following:

- School purchased supplies sold directly to students including athletic equipment and physical education uniforms
- Fees for materials when the end product becomes a possession of the student
- Student publications such as yearbooks and football programs
- School rings
- Books sold to students at book fairs
 - Sales by Teachers and Students
 - Teachers and Students must collect the sales tax on merchandise other than food products they sell
 - If the school assumes responsibility for the activity and/or sales, the school is responsible for ensuring the tax is paid. The school may purchase items tax free and must collect tax when the items are sold.
 - Band-boosters are required to pay sales tax when purchasing taxable items and to collect sales tax when selling taxable items.
 - There are no Tax-Exempt numbers. Exemption certificates do not require numbers.

You can visit the State Comptroller's website below or call toll free at 1-800-252-5555 for more information on Sales and Use Taxes. <http://www.window.state.tx.us/taxinfo/fieldtoll.html>

One - Day Tax - Free Sales

Effective August 30, 1993, each school district, each school, and each bona fide chapter of each school is allowed to have (2) one-day tax-free sales each calendar year. During these tax-free sales, the organization may sell any taxable item tax-free when the price of the item is \$5,000 or less. There is no limit on the number of bona fide groups at a school or school district. One-day tax-free sales mean that collection and remittance of state sales tax is not required on qualified sales on that day. While the sale of yearbooks can be selected as a one-day, tax-free sale, 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

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agent for the vendor. The sale of items received from a vendor, in which the school and 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 State Comptroller's office a bona fide chapter is a group that must be organized for some business or activity other than instruction. Essentially, any student group that is recognized by the school and is organized by electing officers, holding meetings, and conducting business are bona fide chapters of the school and each group may have (2) one-day tax-free sales in a calendar year. Group meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for tax-free sales.

The following examples will help determine which groups are bona fide chapters:

- 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 the cheerleader team does not.
- The Debate Club qualifies, but the debate teams and classes do not.
- The French Club qualifies, but the French class does not.
- The Senior Class qualifies, but one particular class that has seniors in it does not.

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. In the case of pre-ordered and pre-paid sales, title can transfer as soon as the seller (school) received the order. Therefore, the date the items are delivered by the vendor to the seller is designated as the one-day for the purposes of the 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.

Accounting For One-Day Tax-Free Sales

The Principal/Designee has the responsibility of keeping track of the total number of One-Day Tax-Free Sales each organization has completed during the calendar year.

The Sponsor has the responsibility of determining whether a product fund raiser qualifies as tax exempt before the fund raiser application is submitted to the principal. If a Sponsor needs clarification of how many tax-exempt fund raisers a particular club or organization has performed in a calendar year, then the Designee can provide this information to the Sponsor.

Remittance of Sales Taxes

All sales tax collected by the school shall be remitted quarterly by elementary and middle schools to Central Office, unless contractual agreements with a vendor stipulate that such taxes should be remitted to the vendor.

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Sponsor/Booster Club Fund Raiser Restrictions

Sponsor Fund Raiser – a Sponsor must deposit all cash/check collected from a Principal approved Fund Raiser daily and must not be kept overnight.

Booster Club Fund Raiser – a Sponsor may assist with a Booster Club Fund Raiser. Once the fund raiser has concluded, any donation to the Sponsor/Club must be provided in the form of an official Booster Club check.

Returned Check Process

Occasionally, a check which had been previously deposited is returned by the bank for a variety of reasons. A check may be returned for improper signature, insufficient funds, or the account has been closed. When a check is returned by the bank, the following procedures shall be followed:

- The bookkeeper/campus designee shall immediately notify the maker of the returned check and request that it be redeemed in cash.
- If the maker requests that it be re-deposited, such action shall be taken. A check may be re-deposited only once. After such time, only cash may be accepted.
- Under no circumstances should the returned check be surrendered to the maker except in return for cash.
- No checks shall be accepted from a party who has not redeemed a previously returned check.
- Retain all bank memorandums as school records.

Re-Deposits

When a returned check is redeemed by the maker, the resulting deposit is known as a re-deposit. The following procedures should be followed.

- Prepare a separate deposit disclosing the date, amount, name of maker, the previous cash receipt number, and account where the check was originally deposited.
- Do not issue a cash receipt since such action would constitute duplication.
- If a person redeems a returned check with cash, given him/her the returned check as his receipt (Keep a photocopy for your records).

Cashing of Checks

The practice of cashing personal and/or payroll checks is **PROHIBITED**. All monies collected must be deposited in the same form as collected. A personal check may not be substituted for cash collection. No personal checks are to be cashed from funds collected. Do not co-mingle personal funds and district funds for any reason.

Purchases from Campus Activity Funds

Ensure proper account coding when entering purchase order requisitions.

Example: Each student/staff group has its own coding. Please ensure the money collected for each is segregated and deposited properly. The funds should be deposited to the group that raised the monies and for the purpose it was intended. At no times, should staff and student funds be co-mingled. Nor shall staff infringe on an event that is meant to raise funds for a student group and be in direct competition.

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Transfers between Activity Accounts

Funds may be transferred between Campus Activity Funds at the discretion of the campus principal. Transfer of funds between Student Activity Funds shall be approved by the members of the student organization, the organization sponsors, and the campus principal. It is recommended that transfers between accounts be settled up prior to the end of the school year.

If a student organization ceases to function or exist for at least two (2) school years, the unexpended funds of the organization shall be credited to the Campus Activity Account, Principal's Account.

The following general guidelines apply to the purchasing process in relation to Activity Funds:

- No expenditures will be made using non-deposited cash.
- All expenditures from Activity Funds must be made by Purchase Order.
- District approved Purchase Order must be obtained before any activity fund purchase can be made. (Approved Vendors Only)
- No expenditures for the following will be made; individual professional dues, private clubmemberships, alcoholic beverages, and other similar/related expenses.
- Purchases are to be used for student use only. Office supplies, teacher supplies, technology supplies, uniforms, etc. must be purchased from a budget account.
- Central Office will not reimburse employees for sales tax they paid for purchases on behalf of HMPS.
- No purchase shall be made unless sufficient funds are available in the proper Campus Activity Fund Account.
- No attempt to by-pass District procedures for expending budgeted District funds by using Activity Funds will be made.
- Student incentives greater than \$25 require approval from Central Office.
- Student/Staff meals as per Purchasing Procedures:

Student/Staff Meals

NOTE: not to exceed \$36.00 per day

Breakfast Meals (must leave by 6:00 AM)

Lunch Meals (must arrive after 1:00 PM to school)

Dinner (must arrive at school after 7:00PM)

The following documents are REQUIRED

Travel

- Travel approval from Principal/Department Director/Assistant Superintendent of Curriculum and Instruction
- Per diem form for
 - Meals:** (\$36.00)
 - Mileage:** Map Quest mileage 0.535 cents per mile
 - Hotel:** Maximum amount for hotel will be \$85.00 or city rate. Employees will be allowed to reserve rooms at the Conference Host Hotel with prior Central Office approval. (Through Travel Approval Form)
- Conference Agenda
- Registration (if applicable)
- Rental –every 4 adults (if applicable)
- Bus (if applicable)
- Flight fees (if applicable)

Once travel **APPROVED** requisition may be **ENTERED**

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Transfer of Funds between Activity Fund Accounts

Occasionally, a club will compensate another school organization for goods purchased or services performed. This may occur when a club purchases advertising in the yearbook, newspaper, etc. A transfer of funds shall be made between accounts in such instances in lieu of issuing an Activity Fund check. Likewise, a club may desire to make a voluntary donation or contribution to partially defray the expenses incurred by another club in directing a certain activity. In such cases, the contribution shall be effected by an internal transfer of funds.

All transfer of funds between activity accounts must be properly documented in writing and approved by the members of the club, the sponsors, campus principal, and Business Office. The Accounting Department must be notified of such transfers in order to ensure funds are returned properly.

An activity account transfer form must be completed and contain the following information:

- Campus name and date of transfer
- A clear explanation of the transfer
- Club account numbers
- Amount to be transferred
- Minutes of meeting members agreeing to transfer along with signatures of officers.
- Approved signatures from the principal and sponsor/designee.

When all required approvals and documentation have been obtained, the transfer will be done by the Central Office Accountant. Maintain copies for your records.

Vending Machine Monies

Revenue from vending machines situated in all areas of the school, whether school serviced or vendor serviced, shall be controlled by the school principal and processed through the Activity Fund. These funds are deposited and then allocated to faculty accounts where vending machines are available.

Petty Cash Accounts

A petty cash account will be established for the purchase of small miscellaneous items. Each petty cash account cannot exceed \$500 for each campus. It is the Principal and campus designee's responsibility to ensure the maximum protection of these funds. Disbursements from petty cash should not exceed \$50 for an individual purchase. Employee or other checks are not to be cashed from petty cash funds. The petty cash account is established at the beginning of each year by issuing a check and depositing funds into the campuses petty cash account.

The following procedures should take place when using petty cash.

- Maintain original invoices or other suitable documentation for all petty cash expenditures.
- Do not exceed the \$50 petty cash limit for petty cash check disbursements.

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Replenishment of the petty cash account shall be made once the cash balance falls below a manageable level such as \$100. Petty cash account replenishments shall be requested to Central Office through a requisition. All requests for replenishment shall be accompanied with all petty cash check receipts to verify the purchases made.

Inventory

Inventory are purchased or donated items that are tangible in nature, have a life longer than five years, have a unit value of \$500 or more, any technological items, and/or may be reasonably identified and controlled through a physical inventory system. Any items donated must be documented through a Pre-Approval Donation Form with the purpose stated for the use of the goods or monies received.

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Contact Information

For any questions with Student/Staff Activity Funds, please feel free to contact central office.

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