

FORT BEND INDEPENDENT SCHOOL DISTRICT ACTIVITY FUNDS - RESPONSIBILITIES (ANNUAL)

This form should be read, understood and signed by the sponsor, bookkeeper/executive assistant and principal at the beginning of each school year, or during the year if a sponsor of a student or campus activity fund account begins their duties mid-year.

The District's Activity Fund Starters Guide/Manual contains detailed explanations on these subjects, all sponsors are responsible for obtaining and reading these procedural guidelines. The procedures outlined for activity fund sponsors are critical because they ensure that suitable documentation of transactions, proper internal controls and checks and balances are in place.

Campus Name

Campus Number

Account Name

Account Number

SPONSOR

1. Every student group must have a sponsor who is responsible for the financial dealings of that group.
2. The sponsor must be a staff member of the school.

RECORD KEEPING

1. The sponsor of each school organization is required to maintain adequate financial records of all funds received by that group. This includes an itemized record of each collection. Receipts should be issued for payments \$10.00 or more and for all fines collected.
2. Records that show the nature of the transaction, the student/payee name and transaction amount should be turned in to and maintained by the school bookkeeper/executive assistant. Records are expected to be maintained by the sponsor as well.
3. Sponsors should review the activity fund general ledgers on a regular basis but at least quarterly and report incorrect balances or transactions. Errors should be reported and corrections initiated within 30 days of a report being given to a sponsor.
4. All records are subject to review during an audit of the school's activity funds.

FUNDRAISERS

1. If conducting a fundraiser, a sponsor must first obtain permission from the principal and area superintendent, using the online Fundraising Request form.
2. Be aware of disallowed fundraisers, such as raffles, bingo and internet-based donation fundraisers such as but not limited to GoFundMe type crowdfunding. When in doubt, ask!
3. Within ten days of the conclusion of a fundraiser, a sponsor must complete the online Fundraiser Financial Recap form which is to be verified by the bookkeeper/executive assistant and then goes to the principal.
4. Amounts raised by individual students are counted toward a group fundraising goal and cannot be used to offset individual expenses of students. Individual fundraising goals may exist, but participation in a fundraiser should not be required. Fundraising can be for specific activities of the club (e.g. trip) or general.

RECEIPT OF MONEY

1. All money must be turned in daily to the school bookkeeper/executive assistant or drop safe, preferably in a bank bag marked with the club's name and source/purpose of the money.
2. Keeping money in a desk drawer or at home is not appropriate and is strictly forbidden. The bookkeeper/executive assistant must keep the club's money in the campus drop safe or vault each night until it is ready for deposit.
3. Sponsor will be held responsible for any money that is missing if they do not follow proper cash handling procedures.
4. Sponsor should never deposit money into their personal checking account with the intention of writing a check to the school later.
5. All collections must be deposited into the school activity fund. The sponsor may not make purchases or payments from the proceeds of an event for any reason. All receipts and disbursements must remain separate and be recorded appropriately.
6. Money may not be left on the bookkeeper/executive assistant's desk. If unavailable, use the drop safe or an alternate person who has been designated to properly place the money into the campus vault for safekeeping.
7. Only club sponsor - never students - should turn in collected money.
8. Sponsor should always turn in all receipts and money by the end of a fundraising drive or sale, even if the bill for that fundraiser is not owed yet or if that bill is in dispute.
9. During the course of a fundraiser, turn in money daily.
10. All money turned in to the school bookkeeper/executive assistant must be accompanied by a Tabulation of Monies Collected Form (Form AF-1) detailing the particulars of the money. The bookkeeper/executive assistant and sponsor together verify that the money submitted matches the tabulation form and receipts if attached. If there is a discrepancy it is the bookkeeper/executive assistant's responsibility to notify the sponsor immediately.
11. All money turned into the bookkeeper/executive assistant should state all names of the individuals who have given money and how much each one has given. In the event the payee is not the student (example- a parent or guardian with a different last name) the student's name should be included in parenthesis after the name of the payee, ensuring that proper credit will be given to each student. Activity fund account number should be noted on any check received.
12. The sponsor and bookkeeper/executive assistant will work together to maintain a functioning process of receipt books being issued out and returned when used up, at the end of the school year, or when no longer needed.
13. The sponsor should keep a copy of records related to money received for their records for future verification.

COLLECTING SALES TAX

1. Sponsor must become adequately informed about state requirements regarding taxable sales and tax-free sales. Sales tax should be collected on purchased items that become the property of students unless part of a tax-free sale.
2. If a one-day, tax-free sale is to be conducted (very limited groups are entitled), this must be communicated to the business/finance office in advance by the bookkeeper/executive assistant (never after the fundraiser has begun).

SPENDING

1. All expenditures to outside vendors must be made by Fort Bend ISD check, initiated by a purchase order or non-po voucher. All transactions with vendors will follow established District purchasing and accounts payable procedures. In most cases the sponsor will be communicating details that will be input to PeopleSoft as a requisition, which will become a purchase order, and then will be paid after the items or services are received and invoiced.
2. It is against policy and strictly forbidden to use undeposited cash to make any purchases.
3. Prior approval from Budget Manager needed before reimbursement occurs. All reimbursements to employees must be made by voucher request, following established accounts payable procedures. Payment for any supplemental pay, if any, will be through the payroll process.

4. Other spending mechanisms may include FBISD in-house services such as Transportation, Print Shop or Child Nutrition billing systems, or inter-account or inter-departmental journal entry.
5. Any purchase or payment for services or rentals must have a signed FBISD service agreement (initiated through the FBISD Legal Services Department), or if the vendor's contract will be used that contract must be submitted to Legal Services well in advance to be able to get it reviewed, edited and signed by the superintendent.
6. Travel forms and permissions requirements must be adhered to before payment may be made to a vendor and should accompany the online purchase document.
7. Gift cards to be given to employees cannot be bought from or reimbursed from the activity fund or any other budget. Gift cards (not to exceed \$25) may be purchased for a student as a prize or recognition. Gift cards may not be purchased using a PO or P-card, but only by reimbursement to the employee on a voucher payment. Gift cards should be to a store, never a generic Visa-type card or Amazon card.
8. Procurement card ("P-Card") may be used for certain transactions. Work closely with the campus bookkeeper/executive assistant.
9. Sponsors should not have parents or students shop on behalf of their organization or the school.
10. Always seek to arrange for direct payment to vendors rather than paying up front expecting to be reimbursed. Prior approval from Budget Manager needed before reimbursement occurs. The limit for reimbursement to an employee from Fund 461 is not to exceed \$150 per month (\$500 per month from Fund 465).
11. An activity fund Order/Payment Request form (AF-3) must be completed and signed by the sponsor requesting the purchase or payment. This signature indicates the sponsor's approval of the purchase or payment. It will also ultimately be approved by the principal through online routing of the transaction.
12. Suitable backup support must accompany all payments; the business/finance office will be final authority on what constitutes suitable support. Under no circumstance will a payment be made based on a vendor statement. If there is any reason why a payment must be made from an estimate rather than the actual receipt (in cases where a deposit or prepayment is required), an actual invoice or receipt from the vendor must be obtained and routed to Accounts Payable for final records.
13. As payments must pass through purchasing and/or accounts payable processes, checks cannot be generated immediately, so please plan accordingly. The campus bookkeeper/executive assistant will help you understand the required processes and likely turnaround time.
14. All items purchased by the school for its own use are tax exempt, so sales tax cannot be reimbursed as an out-of-pocket expense. Tax exempt forms are available in the bookkeeper/executive assistant's office.
15. Students and parents may not use a sales tax exempt certificate. The form should only be given to employees.
16. The PTO, PTA or booster organizations may not use the District's sales tax exempt certificate for any circumstance. They should have obtained their own tax exempt certificate.

I have read and understood the responsibilities outlined in this document. I understand that if I fail to comply with FBISD activity fund policies and procedures that I may face disciplinary action, up to, and including, termination.

Sponsor Signature

Print Name

Date

EA/Bookkeeper Signature

Print Name

Date

Principal Signature

Print Name

Date

Please complete this request electronically to ensure legibility with original signatures only.

Stamped signatures will not be accepted.