

# Activity Fund Accounting Procedures Manual

*Birdville Independent School District*



**2020-2021**

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## **Section 1 – General Information**

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### **Introduction**

This manual is designed to provide a set of standardized accounting guidelines and procedures for the administration of the Birdville Independent School District Activity Funds.

Appropriate accounting of Activity Funds and accuracy of financial information depends on proper recording of individual transactions. The accounting function for the Activity Funds is delegated to each campus. Principals are ultimately responsible for activity fund monies and transactions while following the guidelines and procedures prescribed in this manual.

Principals, teachers, and clerical staff are placed in a position of trust by parents and students when funds are placed in their care. Adequate measures to control these funds will assure that the funds are handled properly. Campus, Student and Staff Activity Funds may not be used to circumvent the controls established. Purchases must comply with the District's purchasing procedures and relevant statutes.

The purpose of the manual is to ensure that:

1. Generally accepted accounting principles and district policies are followed,
2. Sound internal controls are in place,
3. Reliable financial records are maintained for all transactions and
4. To provide guidance for Activity Fund transactions.

Adhering to the procedures will help to prevent the misappropriation or abuse of funds and more importantly, protect individuals who work with activity funds.

This manual supersedes all prior publications regulating the administration of Activity Funds. It will continually be updated and improved upon with further detailed guidelines and information. Please contact the Accounting Department with any questions or recommendations.

### **Purpose of Activity Funds**

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, faculty and the general administration of the school. These funds are generally from the collection of student fees, vending commissions, donations, fundraising activities, and various other sources. Activity funds are to be used to promote the general welfare, educational development and morale of all students.

Monies raised or collected during a school year should be spent on the students responsible for contributing to the account. High activity account balances should not be carried from year to year unless there is a specific goal the club or organization is trying to attain, such as a marquee or playground equipment. Sponsors should be advised to spend the vast majority of funds earned during a school year on appropriate student expenses.

## Responsibility of Activity Funds

These funds encompass a high level of responsibility from each of the individual's listed.

**Principal** - The Principal at each campus is ultimately responsible for the proper administration of campus activity funds. This responsibility includes:

1. Providing for the safekeeping of monies.
2. Proper accounting and administration of transactions.
3. Approving fundraising activities in advance.
4. Expenditure of funds in compliance with applicable state laws and district policies and administrative guidelines.
5. Adequate training and supervision of all personnel designated by the Principal to administer activity funds.
6. The Principal and campus personnel **are not** responsible for funds collected, disbursed and controlled by parent or booster organizations. These parent and booster organizations funds **are** to be handled by the officers of the respective group, not by campus personnel. Parent and booster organizations **are to** maintain their own checking accounts and obtain a tax identification number from the Texas Comptroller's Office for their group. Employees of the District **shall not serve** in a financial capacity of a booster or other parent organization. See **BISD Booster Club guidelines** for further assistance.

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**Secretary** - Activity fund transactions are generally recorded by the Finance/Campus Secretary at each campus. For simplification purposes, this role is referred to throughout this Manual as Secretary. The secretary's responsibilities include, but are not limited to:

1. The management and control of all documents necessary for the operation of the activity fund.
2. Reading and understanding the District policies and procedures described in the Activity Fund Manual and applying those policies and procedures to the operation of the activity fund.
3. Collecting and organizing all forms with appropriate signatures, account names and account numbers for cash receipts, disbursements, transfers, adjustments, and fundraisers.
4. Accurately and promptly preparing bank deposits, then recording them into MUNIS.
5. Monitoring activity fund accounts to prevent overdrawn balances. Prepare the appropriate transfers when necessary to maintain positive balances.
6. Providing reports to club sponsors as requested.
7. Reporting sales tax collected to the Business Office using the Sales Tax Form and Sales Tax Summary, Taxable Sales Worksheet & Sales Tax Posting Form on a monthly basis.

8. Maintaining accurate, organized activity fund files. Documentation should be filed by month in chronological order for deposits and receipts, disbursements, transfers and adjustments.
9. Maintaining separate files by school year for fundraisers and donations. The fundraising file should contain the Fundraiser Approval and Recap Form, AF202. The donation file should contain the Donation Reports with any supporting documents.

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**Sponsor** - The club sponsor is responsible for managing their respective funds. This responsibility includes but is not limited to:

1. Assisting club members in developing fundraising plans.
2. Maintaining adequate financial records of all monies received by the club for fees, dues, fundraising, etc. These records are subject to review at any time and during any audit of the school's activity funds and should include, at a minimum, the following:
  - a. Monthly financial reports for the organization
  - b. Copies of money receipts and Deposit Tabulation forms
  - c. Copies of invoices or payment requests
  - d. Copies of fundraising approval forms
  - e. Detailed records of fundraising proceeds
  - f. Minutes of the organization's meetings which detail, at a minimum, attendance, discussion of fundraising activities, and review and approval of expenditures and financial status.
3. Monitoring the financial position of the account. Reviewing the activity fund financial statements and reconciling their records to amounts deposited into and paid out of the account.
4. The collection and safekeeping of funds until turned over to the secretary. All collections must be deposited in the activity fund account.

### **Types of Activity Funds**

Activity Funds consist of 3 main categories:

- **Campus Activity Funds (CAF) 461** – Consist of funds generated locally at the school or donated to the school. The revenue received include school office and departmental accounts such as vending, fundraising, school pictures, yearbooks, class rings, etc. **These funds shall be used to promote the general welfare of each school and the educational development and morale of all students.** Furthermore according to the Texas Education Agency (TEA) campus activity funds may be spent on items to boost employee morale, such as staff appreciation breakfasts or lunches. TEA recommends that District personnel utilized funds for limited staff expenses by exercising professional judgment.

The funds are accounted for in Fund 461 and considered by TEA to be District general funds. Expenditures of these funds must comply with state and board policy and with district regulations and purchasing policies. Campus activity funds should not be spent to benefit any individual or non-student group.

- ***Student Activity Funds (SAF) 865*** – Consist of funds generated by a bona fide student group, not by the District or campus. A bona fide student group is one that has been properly approved by the campus principal and consists of elected student officers and a faculty sponsor. **The funds are controlled by these student organizations** such as band, class funds, student council, clubs, etc.

**The basic purpose for collecting or raising and expending of activity funds must be for the direct benefit of the students or for the general benefit of the school.** Within this scope, funds are to be used to finance activities that supplement the educational curriculum of the District. These funds are accounted for as fiduciary trust funds in Fund 865 and are not owned by the District. Decisions about the expenditure of these funds are generally controlled by the student group with the assistance and supervision of a school district employee/sponsor, as long as the decisions regarding the use of the funds do not conflict with Board policy and/or legal regulations or restrictions. Sponsors of these organizations have fiscal responsibility to ensure proper collection and expenditure of funds.

Student Activity funds are considered private funds and do not have to comply with the District's competitive bidding process. However, all other District policies and procedures must be followed.

- ***Faculty Funds (Fund 890)*** - Staff funds consist of funds generated or contributed solely by the faculty to be spent at its own discretion. These funds pertain to contributions made from individual faculty members.

Faculty funds are considered private funds and do not have to comply with the District's competitive bidding process. However, all other District policies and procedures must be followed.

### **Retention of Records**

The campus records should be maintained for five years after the conclusion of the fiscal year and remain available for audit at any time.

### **Audit of Activity Funds**

Activity Funds shall be included in the annual external audit of the District's fiscal records.

The accounting department performs audit procedures on activity funds periodically. In addition, an audit will be performed whenever there is a change of Principal or Secretary. The Principal may also request a special audit if a situation or event warrants.

## **Responsibility Acknowledgement Forms**

Activity Fund Acknowledgement of Responsibilities forms for Principal, Secretary, and Sponsor are required to be processed by October 1<sup>st</sup> of each school year. Campus is responsible for maintaining these forms and ensuring that all responsible parties have one on file each year.



## Section 2 – Receipt of Funds

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### General Policy Guidelines

A receipt is a document that proves the acceptance of cash, checks or money orders.

1. A receipt is issued for **all money** collected.
2. Receipts from a purchased “Receipt Book” are required to be pre-numbered and in triplicate format.
3. All checks received should be restrictively endorsed at the time they are received. This is performed by stamping them on the back with the appropriate bank endorsement stamp. If the endorsement stamp is not available legibly handwrite the name of the bank, title of account and account number. If those cannot be accessed, as a last resort, clearly print the phrase “for deposit only” on the back of the check in the endorsement defined area.
4. Cash receipts are not to be pre-signed or pre-dated.
5. The cash receipt number should be noted on the front of all checks. This enables them to be accounted for properly in the event they are returned for nonpayment.
6. Checks should always include a name, address, phone number and driver’s license number when possible. Activity Fund account name shall also be included.
7. Postdated checks shall not be accepted from any source.

### Cash Collection Procedures

1. For control purposes there should be at least two people involved in the collecting and depositing of cash. Therefore, all activity fund accounts will have a sponsor separate from the secretary.
2. All monies collected will be deposited promptly into the activity fund bank account.
3. Funds collected must be deposited to the activity fund bank account in the same form as collected. **Cash collected may not be used to make purchases or payments of any kind. Personal checks may not be cashed from funds collected.**
4. Cash is **never** to be held and spent on expenses; all disbursements must be made using the district’s disbursement procedures as a result of a purchase order, check request or PCard payment.
5. Sponsors are not to take money home, keep it unsecured in classrooms, or hold funds overnight. Funds should be counted by the sponsor and submitted to Secretary daily. Deposits will be made daily and non-deposited funds will be maintained in the campus safe. Bills should be sorted by denomination to facilitate a quick count and verification of money by the secretary.

6. High school campus staff shall utilize the campus drop box for after hour collections.

### Purpose of Receipts

There are several purposes of a receipt:

1. Provides the payee with evidence of the amount of monies delivered.
2. Provides a complete record of all cash received.
3. Provides an audit trail of the cash receipt process to protect against misappropriation of funds as well as proper accounting for the transaction.

### Receipt of Funds - Sponsor

All funds collected should be documented in black or blue ink on a Cash Receipt or Tabulation Receipt Form AF201 by the person accepting the funds from a student, parent, or member of their campus staff. Listed are the receipt forms appropriate to our school district:

#### **Types of Receipts**

**Tabulation Receipt Form AF201:** This form may be utilized for the receipt of monies from many individuals for the same purpose. The form lists each payee, amount, whether paid by cash, check or money order and is initialed by the adult/student submitting the funds when possible. Before submission to the Secretary, the individual that accepted the funds is required to complete and sign the Tabulation Receipt Form AF201 demonstrating they concur with the cumulative totals of cash, checks and money orders listed therein. **Forms are to be filled out completely before submitting to the Secretary or they will not be accepted.** See Activity Fund Forms for Sample Tabulation Form.

An allowable alternative to the Tabulation Receipt Form is a class roster to document the amount received by each student's name along with their initials, when possible. The roster ought to indicate whether the amount received was in cash or check along with the check number. When a class roster is used, a Tabulation Receipt Form AF201, is also required to be completed and attached to the roster before submission to the Secretary. **Forms should be filled out completely before submitting to the Secretary or they will not be accepted.** See Activity Fund Forms for Sample of the Tabulation Receipt Form AF 201.

**Individual Receipts:** These may be issued for funds collected from a single individual for a single amount. The receipts should be pre-numbered and in triplicate format filled out completely including date, received from, amount, purpose, cash/check #/coin, and received by. Receipt books are available from the Campus Secretary.

1. The original is issued to the person submitting the funds.
2. The second accompanies the Tabulation Receipt Form AF201 and other supporting documentation submitted to the Campus Secretary.
3. The third remains in the book.

**Note: Samples of these forms are provided in the Activity Fund Forms for reference.**

### Receipt of Funds – Secretary

**Funds received from individuals:** The Secretary counts the funds received in the presence of the individual submitting the funds. If secretary received the funds in a sealed bag they will open and verify funds in the presence of the person submitting funds or another staff member. In cases where the Secretary is unable to count funds at the time submitted, the funds and the Tabulation Receipt Form AF 201 should be placed in a tamper resistant bank bag and placed in the safe until such time that both parties are available to open the sealed bag, count the funds and sign the Tabulation Receipt Form AF201. Upon verification that the funds received agree to the submitted form, the Secretary should enter a receipt into Munis and give a copy to the teacher/sponsor.

**Funds received in the mail:** Munis receipts issued for funds received in the mail should be issued in the name of the company the funds were sent from (i.e. Coca-Cola, ABC Company, etc.) and attached to the check stub or other related documentation.

### Voiding of Receipts from Receipt Books

A cash receipt can be voided when a mistake is discovered during the writing of the receipt or immediately after the cash receipt is issued. The voided receipt shall include the word VOID written in large, bold print across the body of the receipt. Both original receipt along with the second copy of the receipt should be stapled to the book.

### Voiding of Receipts from Munis

If a mistake is discovered after entering a receipt into Munis contact accounting.

### Safeguarding of Funds

Deposits should be made **daily**. In the event money is received after the daily deposit, it should be stored in the campus safe/vault in a tamper resistant bag and deposited the following day. As a general rule, funds in the safe/vault should not exceed the following amounts:

- a. Elementary \$500
- b. Middle School \$500
- c. High School \$1,000

- Funds must be deposited in the same form the funds were collected.
- Checks cannot be cashed from the daily deposit.
- All checks should be restrictively endorsed at the time received.
- Deposits, regardless of amount, should never be held over school approved breaks such as the Thanksgiving Break, Christmas Break, Spring Break, Summer Break or 4th of July Break.
- Money that is found on campus should be turned in to the front office. If the amount exceeds \$5 and it remains unclaimed after one week, it must be receipted, deposited, and credited to the Revenue Account 5755 – Campus General Operating account project code AF309 in the campus activity fund.

### Lost Textbooks

Money received for lost textbooks **should not be held** in anticipation of the student finding the book. Receipt the money into Revenue Account 5755 and deposit it into the bank immediately. Should the book(s) later be found, a reimbursement can be processed using a Check Request with the receipt attached as back up.

### Donations & Local Grants

**Donations** - A gift or donation is defined as a monetary or other type of voluntary donation from a nongovernmental entity or a student group for which districts have not applied. Donations made to the school in the form of cash or otherwise according to Board Policy CDC (LOCAL) will require approval as follows:

- A. Gifts valued over \$2,500 may be accepted by Board action only.
- B. Gifts valued between \$500 and \$2,500 may be approved by the Superintendent or designee.
- C. Gifts valued less than \$500 may be approved by campus principal, department director or designee.

**Local Grants** - Local grants are defined as a receipt of funds from nongovernmental entities which require an application to receive funds. These grant funds are generally recorded in a Special Revenue Fund and are subject to contractual restrictions and reporting. However, amounts less than \$2,500 in total (check amount) may be deposited into your Campus Activity Fund and copies of all paperwork should be forwarded to Accounting Manager. The campus personnel will be responsible for any reporting requirements associated with these grants. Upon receipt of Local grant funds \$2,500 or more, contact the Grant Specialist in the Business Office for processing and reporting instructions.

\*\*\*If there are no donor restrictions on grants \$2,500 or more, then the remaining balances of \$25.00 or less will be refunded to the campus for deposit into their Campus/Activity Fund.\*\*\*

### Donation and Grant Acceptance Procedures

Gifts valued at \$500 or more require the completion of a Donation Acceptance Form, AF203 online and submission to the Associate Superintendent for Finance office for processing.

- A. Gifts valued at \$2,500 or more will be submitted to the Board for approval and signature of the Board President. A certificate will be sent to the donor along with a receipt letter.
- B. Gifts valued \$500-\$2,500 require the approval of the Associate Superintendent for Finance. Upon notification the donation has been approved, **the campus/department will be responsible for thanking the donor.** A certificate will not be sent from the District office. The District will send a letter of receipt for tax purposes to the donor.
- C. Gifts valued under \$500 require the approval of the campus principal, department director or designee and the campus/department will be responsible for thanking the donor. In addition **a monthly list of donations accepted** at the campus/department level will be sent to the Associate Superintendent for Finance office for tracking purposes.

### **Processing of Donations/Grants**

**Amounts less than \$2,500** - After approval notification, deposit approved money into the Campus or Student Activity account and forward copies of all paperwork to Accounting Manager as soon as funds are deposited into bank account. The Accounting Manager will review paperwork and verify that the guidelines for using these funds (if applicable) are being followed at year end.

**Amounts of \$2,500 or more** – After approval notification, deposit approved money into the Campus Activity fund. Set up appropriate project code so that expenditures can be tracked for the purpose of the donation. Principal will responsible for expenditures following guidelines of the donation. Forward copies of all paperwork to Accounting Manager for review. Accounting Manager will verify guidelines and help ensure that the funds are being expended as intended.

### **Vending**

Vending commissions should be deposited into the appropriate activity fund account.

### **Interest Earnings**

The District's investment officers will manage the investment of surplus funds in accordance with the Public Funds Investment Act.

The allocation of the interest income will be calculated by accounting and will be posted to each activity fund on a monthly basis.

## **Section 3 – Deposits**

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**Deposit Procedures** – Once the funds have been counted by the Secretary and the sponsor and the Tabulation Receipt Form AF201 has been completed, the secretary prepares the bank deposit by completing a triplicate deposit slip detailing the funds/checks being deposited. The deposit slip shall be completed in its entirety and note the following additional information:

- The initials of the person preparing the deposit slip
- The Munis receipt numbers included in the deposit
- The Bank deposit bag number

The backup for the deposit shall be maintained and used for posting into Munis using Payment Entry. Once the Payment Entry is made and a receipt obtained, attach the receipt to back up and include number on the Deposit slip.

Secretary shall place the deposit slip and the funds in a tamper resistant deposit bag and store in the campus/department safe in anticipation of the courier's arrival. The backup shall be maintained as addressed above in Section 1 – Responsibilities

The deposit should, at any point in time, agree to the total of Munis receipt numbers listed on the deposit slip.

When your campuses inventory of deposit slips or bank bags is needing replenishment please contact our District's depository bank directly to request additional supplies.

### **Returned Checks**

Listed below are the General Policy Guidelines for returned checks:

1. All campuses will utilize Paytek for the collection of returned checks in order to relieve the campus from attempting to collect on the checks.
2. Returned checks should be deducted from account to which they were originally deposited. Accounting will address these items.
3. When payment is collected on a returned check Accounting will address them.
4. The decision to refuse to accept payment by check from a habitual bad-check writer should be made at the campus level. The Principal has the authority to determine if it is prudent to continue accepting an individual's checks.

**Note:** Refer to Paytek tab on Activity Account website for further examples and instructions.

## Section 4 – Disbursements

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### General Policy Guidelines

1. All disbursements from activity funds should be in compliance with BISD purchasing policies and procedures. Effort should be made to disburse funds by means of a BISD purchase order with a BISD approved vendor. All questions regarding approved vendors and the purchase order process should be directed to the BISD purchasing department.
2. The original vendor invoice for purchases outside of the P-Card process must be submitted to Accounts Payable via email. Vendor statements of the balance due are not acceptable forms of documentation. Munis Receiving must be done on all PO purchases before payment can be made with the one exception being P-Card payments.
3. Disbursements from campus and student activity funds **require principal's prior approval**. If disbursement is from a student activity account (865), a **copy of the club minutes** detailing the approval of purchase, those present and signed by the club president or designee is required. The secretary will maintain this documentation and attach scanned copy to the Requisition, Check Request or P-Card allocation.
4. All payments are to be made by purchase order, PCard or check request. No payments can be made with cash withheld and not deposited into the activity account.
5. Payments to District employees f o r s e r v i c e s must be made through the BISD Payroll department. Cash payments should never be made to employees from the activity fund for services rendered, extra-duty, or overtime.
6. Sponsors are responsible for communicating with the Secretary before committing to any contracted service. The secretary will determine if a contract is required, and if the vendor is an approved vendor. Contracts should be forwarded to the Principal for review and signature. The principal should forward to the Associate Superintendent for review.
7. Provisions under Article 21.023 of the Federal Statutes provide tax exemption to the school district. BISD is entitled to an exemption only on items purchased **that relate to the educational process**. The Texas Sales and Use Tax Exemption Certificate must be presented each time a purchase is made. The Certificate can be obtained from the Business Department website.
8. Purchases by individual members, teachers, or coaches of classes or teams do not have exemption from sales tax even though they are connected with the school or a school organization. Examples of these types of purchases: cheerleaders purchasing their own uniforms, athletic team members purchasing their own jackets, or science students purchasing a science board. Sales tax can be paid from students – 865 and faculty - 890 funds.
9. **Booster clubs, PTAs, and other associated groups may not use the District's tax exemption certificate or employer ID number.** By law, these groups must obtain their own tax exemption status and

employer ID number. Sponsors should never give these groups the District's ID number.

10. All Principal and Secretary Reimbursements must be have the Approval of Checks Written to Principal or Secretary Form AF204 (no exceptions) attached in Munis to a check request.
11. Payments <\$500 and using a BISD approved vendor can be initiated by a PCard Request Form, signed by the Principal and staff member or sponsor where applicable. Original signatures required. Disbursements over \$500 shall be entered as a Requisition in Munis and go through an approval chain consisting of the principal, a member of the accounting office and an individual from the purchasing department. This must occur **prior** to ordering any merchandise or service.
12. Stamped signatures are not allowed on any documentation.
13. All travel reimbursements must include an approved travel expense report prior to travel and making payment.

### **Outline to Usage of Funds**

Activity funds shall, to the extent possible, be expended to benefit those students currently in school who are associated with the group that accumulated such money. The Principal shall use reasonable discretion with expending funds in harmony with the stated basic purpose of the various funds. The collecting and expending of activity funds such as student vending, pictures, etc., should have as its basic purpose the promotion of the general welfare of the school and the education, development and morale of all students of the campus. The collecting and expending of student activity accounts such as student council, French Club, etc., should be in accordance with the stated purpose of the particular group.

Funds from student activity accounts (865) belong to the students. Accordingly, student funds may not be diverted to a staff controlled account for the purpose of spending the funds on the faculty. However, should a student group cease to exist, the Principal can decide on how to reallocate those funds and may bring into the Campus Activity Funds if so deemed as appropriate.

Individual student accounts are not allowed in any case. Student activity funds must be expended such that all members affiliated with the group receive an approximate equal amount of benefit.

**In general, expenditure of activity funds should be able to pass the public scrutiny test.**

**A Quick Reference Guide is located on pages 35-37 of this manual.** It was created for principals/sponsors to provide guidance on allowable/non-allowable expenditures from general operating, campus activity, and student activity funds. The list is not all-inclusive and should be used as a guideline.



## Finance Committee

Each campus will elect a Finance Committee annually. The Committee should have a minimum of two teachers, elected by their co-workers, for each administrator on the Committee. The Committee should meet at a minimum three times per school year.

An Activity Account Finance Committee Form AF203 should be completed and submitted to the Director of Business by August 31 of the school year. See Activity Fund Forms for the Activity Account Finance Committee Form AF203.

## Authorizations – P-Card

Each campus principal, designee (such as an asst. principal or other member of the staff appointed by the principal), and secretary shall read the Procurement Card Manual and sign the Procurement Card Agreement P-Card Holders/Budget Managers Authorization Form and submit to purchasing

The Principal or designee reviews the individual PCard Purchase Request Form to ensure the request is an allowable and appropriate expense. Once the Principal documents their approval by signing the form, the Secretary informs the staff member.

**Note:** The alternate authorized PCard signer may approve the PCard Request Form in the Principal's absence. All approved signers should be familiar with the policies and procedures in this manual and that of the PCard Manual.

## Issuance of PCard

Although the secretary retains the PCard Purchase Request Form after authorization has been granted they provide the employees who will be making the purchase with the following:

1. A copy of the district's tax exempt form.
2. The PCard enclosed in an envelope that summarizes the basic requirements of using a district issued PCard.
3. The PCard log sheet where the employee places their signature onto the sign out sheet demonstrating they were issued a card on a specific date.

## Vendor Additions

When a campus secretary needs a new vendor added into MUNIS, the secretary must complete the New Vendor Form, available on Purchasing website, in its entirety along with a completed W-9 Form and deliver both items to the purchasing department. The Purchasing Department will make the decision to add the vendor and notify the Secretary accordingly.

The IRS requires that the District send an IRS Form 1099 to any unincorporated person performing services valued at \$600 or more in a calendar year. The Accounts Payable Department consolidates all vendor information to determine which individuals must be sent an IRS Form 1099.

## Refunds

**All refunds must be paid from the revenue account to which the original receipt was deposited.** A refund is not the same as a reimbursement. Some examples of refunds are:

- Refunding the payment for a field trip that the student did not attend
- Refunding the payment for a conference or seminar that was cancelled
- Refunding the payment for a class fee that the student did not take

A W-9 is not necessary for refunds on payments. A Parent Student Reimbursement form should be submitted. Located on Purchasing website <https://www.birdvilleschools.net/Page/50663> .

***To Process a Refund*** - Indicate the original cash receipt number on the Check request in Munis and attach a copy of the cash receipt as support. If a Tabulation Sheet was used, attach a copy of the sheet and highlight the name of the person receiving the refund. These items will need to be scanned into Munis and attached to the Check Request.

On the pink copy of the cash receipt that was left in the cash receipt book, or on the Tabulation Sheet, indicate that the money was refunded to prevent duplicate refunding. **Refunds must be made payable to the parent of the student** unless the student originally made the payment from their own checking account. Process a Check Request in Munis to request payment of refunds.

## Employee Travel

All employee travel requests must be submitted on the Travel Request And Expense Reimbursement Form and emailed to the business office for approval. Once approved, the approved form should be scanned and attached to all Requisitions, Check Requests and P-Card allocations to support related expenditures.

Follow the additional rules and procedures outlined in the **District Travel Guidelines** found on the BISD website, Business Department.

## Student Travel and Field Trips

All student travel and field trips require an approved Electronic Request for Field Trip and related Student Travel Expense Report. The approved form should be scanned and attached to all Requisitions, Check Requests and P-Card allocations to support related expenditures.

Follow the additional rules and procedures outlined in the District Travel Guidelines found on the BISD website, Business Department.

## Supplemental Payments to Employees for Service

For staff used in the Extended Day program, there will be two methods of payment approval and submission to Payroll. For District employees who are non-exempt and already submitting their time through Kronos, they will clock in and out of this assignment

and the system will record the applicable time to the Extended Day payroll code. For those part-time employees who only work Extended Day, the time will be recorded in Professional Timesheet and submitted to payroll. The account code in Professional Timesheet will be the Extended Day payroll code (Project AF291).

Other payments may be made to BISD employees as a result of additional duties assigned by campus administration. Two forms will be used for this purpose, a BISD Employee Service Payment AF206 or BISD Employee Athletic Game Voucher AF207. Once the form is complete and signed by campus administrator, please enter the time into Professional Service Timesheet. Contact Payroll if you need a new job created and/or if you need assistance with this process. This process is limited to Professional staff only. If payment is being made to non-exempt staff, please contact Payroll to discuss process.

### **Payments to Non-Employees for Contracted Services**

The Independent Contractor packet located on the Purchasing website <https://www.birdvilleschools.net/Page/50663> will need to be completed for all contracted services. Once the contract is completed, a PO requisition will need to be completed. Once the PO is in place, the services can be performed and then payment can be made from an invoice after the services are performed. A receiving record will have to be entered for the PO to be processed for payment.

### **Scholarships**

Only Student Activity Funds (865) and Faculty Activity Funds (890) can be utilized for scholarship payments. The vendor will be the college/university for the benefit of the awarded student. A Munis check request with supporting documentation (award letter and proof of registration) shall be submitted.

## **Purchasing**

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### **General Policy Guidelines**

- A. Review the District Purchasing Manual located on the District website for full understanding of BISD purchasing procedures.
- B. The Purchasing Department is available as a resource at any time the campus needs assistance in making a purchase. Many times the Purchasing Department can save the campus money and time by using certain approved vendors. Please be aware of this resource and utilize it.

### **Purchase Orders**

Generally all purchases require a Munis requisition before the purchase is made with the exception of travel reimbursements. Before entering the information for the requisition keep in mind that an approved vendor will need to be used, a quote may be a required attachment and all purchasing requirements must have been met. Purchases less than \$500 utilizing an approved vendor and paid with a PCard do not require a requisition before purchase, but does require a PCard Purchase Request Form to be in place before the purchase.

**Note:** Since the approval process entails authorization from a total of 3 individuals in separate offices the PO procedures can take 1-2 weeks, therefore we recommend ample planning in advance.

Funds shall not be authorized for release until the requisition has undergone the entire approval process and a purchase order number is assigned.

## Section 5 – Fundraisers

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### General Policies

1. A Fundraiser is defined as an activity where there is a collection of money for goods with the INTENT to raise funds. A fundraiser may make a profit, break even, or lose money. Fundraisers must be conducted with the intent of generating a profit.
2. The Principal's written approval is required prior to beginning any fundraiser via the Fundraiser Approval and Recap Form AF202
3. Principal review of fundraiser results is required after completion of any fundraiser via the submission by the sponsor of the completed Fundraiser Approval and Recap Form AF202.
4. The Principal has the discretion to limit the number of fundraisers.
5. A campus may NOT donate to a charitable organization using campus activity funds unless the fundraiser was conducted specifically for the charitable organization. The charitable organization should be thoroughly checked before the organization is adopted and should ensure they are a 501(c)(3) organization.
6. All cash collection policies and procedures as previously discussed in this manual must be followed relevant to any fundraiser. See "Receipts of Funds" section 2.
7. All cash disbursement policies and procedures as previously discussed in this manual must be followed relevant to any fundraiser. See "Cash Disbursements" section 4.
8. Fundraisers should have a beginning and end date within the current school year and may not cross over school years.

Note: Principal is used throughout the following; however, the Principal has the discretion to designate an Assistant Principal to perform these duties.

### Fundraiser Procedures

Prior to obligating the campus or club to a fundraiser, the sponsor must complete a Fundraiser Approval and Recap Form AF515. The sponsor should fully complete the top and lower left portions of the Form and submit to the Principal for approval. The Principal should consider the following before approving the fundraiser:

1. Has the sponsor properly and completely planned the fundraiser?
2. Is the reason for the fundraiser valid and appropriate?
3. Has the sponsor and/or club conducted fundraisers appropriately in the past?
4. Is the fundraiser expected to make a reasonable profit?
5. Has the club conducted too many fundraisers this year?

6. Is the fundraiser a raffle (an exchange of value for a chance to win)? According to the Attorney General's Opinion No. JM-1176, **school districts are not authorized to conduct charitable raffles.**

Once the Principal or his designee has approved the fundraiser, the sponsor may proceed. The sponsor is responsible for following District policies and procedures related to cash receipts and disbursements for the fundraiser. All cash receipts must be documented on an individual receipt, tabulation form or product/ticket receipt form. Cash receipts should be submitted to the office on a daily basis. Purchases related to the fundraiser may not be made at any time from the fundraiser collections.

Any contracts required by the fundraiser organization shall be submitted to the Principal for their review. The Principal shall submit the contract to the Associate Superintendent, as any other contract, prior to signing.

Upon completion of the fundraiser, the sponsor should complete the lower right portion of the Form indicating the actual receipts, costs and net profit of the fundraiser and submit to the Principal for review. The Fundraiser Approval and Recap Form AF202 is due **within 10 days of the end** of the fundraiser.

Fundraiser forms should be kept on file at campus. Campus shall develop a procedure to ensure that all required forms are submitted timely.

### Faculty Fundraisers

Principals may approve fundraisers for the campus faculty fund; however, all promotional materials should clearly indicate the fundraiser proceeds will be spent on faculty incentives and not the students.

### Sponsor Training on Fundraisers

All sponsors for organizations that engage in fundraising activity must complete required training, review the BISD Sponsor Handbook and submit an Activity Fund Sponsor Acknowledgement Form AF101 to the Principal. A presentation may be requested by the Principal for teachers at his/her campus. Contact the Accounting Manager to request a live training. In addition, the training is accessible electronically from the District Accounting Department website.

### Fundraisers – Child Nutrition Policy

Effective June 28, 2015, TDA repealed regulations prohibiting deep fat frying and sales of certain carbonated beverages for schools participating in the National School Lunch or School Breakfast Program in Texas. TDA also repealed the current "time and place" policy.

Further, TDA now allows these schools to sell any foods and beverages during the school day as part of a fundraiser for up to **six exempt days per school year** on each campus. The foods and beverages sold for fundraisers on allowable days are not required to meet applicable nutritional standards outlined in the Code of Federal Regulations, provided that

no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

These policies are outlined in the Texas Administrative Code. For more details, please see

[http://www.squaremeals.org/Portals/8/files/publications/8\\_17\\_15%20Fundraisers%20Rack%20Card.pdf](http://www.squaremeals.org/Portals/8/files/publications/8_17_15%20Fundraisers%20Rack%20Card.pdf)

Fundraisers that include food or beverage items that do not meet the competitive food nutritional standards, and are not intended to be consumed at a school, **must be sold outside the school day or on exempt days only.**

**School days** begin at midnight and ends 30 minutes after the official school day ends.

Principal will be responsible for establishing the **six days per school year** that will be exempt from the applicable nutritional standards. These dates will need to be noted within campus records.

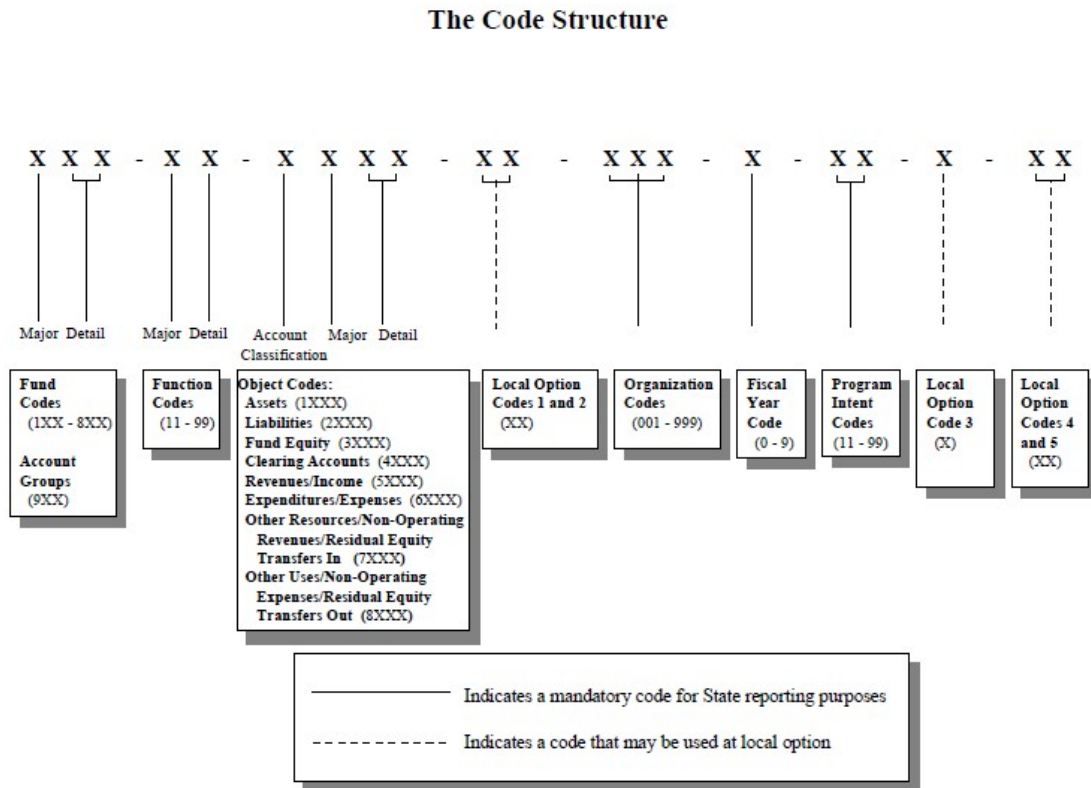
## Section 6 – Fund Accounts

### Activity Fund Chart of Accounts

Each campus activity fund, student organization and faculty fund is assigned a unique Munis project number.

The chart of accounts for each campus will be set up using an account code structure similar to the account codes used in the district budget. This account code structure is provided to us by the Texas Education Agency (TEA) as noted below.

**Exhibit 29. Account Code Structure**



All student activity fund transactions (revenues and expenditures) will be coded to:  
865-00-2190-00-XXX-00-XXX-AFXX

All faculty activity fund transactions (revenue and expenditures) will be coded to:

890-00-BBBB-00-DDD-00-DDD-FFFFF

All campus activity funds expenditure transactions will be coded to::



461-AA-BBBB-CC-DDD-EE-DDD-FFFF

All campus activity fund revenue transactions will be coded to:

461-00 –BBBB-00-DDD-00-DDD-FFFF

Key to codes depending on purpose of expenditure or revenue:

AA – Function

BBBB – Object

CC – Sub-Object

DDD – Organization/Budget Manager

EE – Program Intent

FFFF – Munis Project Code

The Accounting Department will maintain the chart of accounts and assist each campus in setting up new accounts as needed.

See Addendum 1 for a listing of account codes used in activity fund accounting.

## Section 7 – Transfer of Funds

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### General Policies

Transfers between fund types are never allowed unless the student organization is no longer in existence. If a student organization is no longer in existence, the Principal can decide where the remaining funds are to be posted. Transfers are allowed between accounts within campus activity accounts (Fund 461) via a Munis Budget Transfer.

Budgetary transfers should be utilized for the following types of situations and initiated by the Campus:

- Net profits from school-wide fundraisers need to be distributed to participating clubs or groups on the same campus
- A club or group wishes to donate money to another club or group on the same campus
- A campus is hosting an in-service or clinic for several campuses and those other campuses need to share the costs or pay an entry fee
- To cover negative balances

When students are transferred to **open a new school**, the Campus Activity Fund accounts (461) will be prorated to the new school on a percentage basis of the number of students involved. The Director of Business will assist the campuses with this process.

### Procedures

When a Birdville ISD bus is requested from the **Transportation** Department, the site-based budget code will be charged. The Transportation Department will send a file to the Accounting Department with the budget codes on them, and the funds will be transferred through a journal entry on a monthly basis. For Activity Fund costs, complete a Code Correction Request Form and submit to Accounting.

If the campus is requesting **a transfer of budget funds between accounts or to another campus / department**, please contact the Budget/Cash Manager in the Business Office and they will be able to assist with the process.

If the campus is requesting a transfer of funds between another campus/department, please complete the Interdepartmental/Campus Budget Transfer Form.

When a PO or payroll expense has already been paid and the expenditure budget code needs to be changed, a journal entry should be utilized. Request a journal entry for the following situations using a Code Correction Request Form and submit to the Accounting Coordinator:

- When a payroll expenditure is made from a generic account and it needs to be allocated to the appropriate club or group
- A club or group wishes to reimburse goods or services purchased by another club or group on the same campus or a different campus.

- A club or group needs to pay the Fine Arts Department for solo and ensemble entry fees
- A campus needs to pay their cafeteria for the purchase of ice cream or student or teacher meals
- Miscoded field trips, Print Shop charges, postage, etc.

### Inactive Accounts

#### Campus Activity Fund (461)

Money remaining in inactive accounts may be transferred to a corresponding account within 461 or 865 at the discretion of the principal. Inactive is for a period of 2 years or more.

#### Student Activity Fund (865)

Money remaining in inactive accounts may be transferred to a corresponding account within 865, or as specified by the dissolving student group. Money in student activity funds may be transferred to another account within fund 865, but generally not to an account in fund 461. Transfers from fund 865 to fund 461 are **exceptions** and must be approved in advance by the Accounting Department.

## Section 8 –Start-Up Cash

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### Start-Up Cash Procedures

Start-up cash should be used for short-term needs with a beginning and end date within the school year. For example, during the Book Fair, the librarian will need to make change for purchases during the event. If it is determined by the principal that Start-up Cash is needed, then the individual needing the start-up cash will need to follow steps A-D.

- A. Complete the Start-Up Cash Request form AF205. *Fiscal Year is from July 1 through June 30 of each school year. Start up cash cannot span multiple fiscal years.*
- B. Include the appropriate Sponsor's Activity Fund Sponsor Acknowledgement of Responsibilities Form AF101 with the Start-Up Cash request AF205
- C. Principal will review Start-Up Cash Request AF205 and if approved, Secretary will process a check request in Munis payable to activity sponsor for startup cash.
- D. Within 5 business days of the end of the event, the Activity Sponsor will return the start-up cash with a Tabulation Receipt Form AF201 to Campus Secretary.
- E. Campus will develop procedures to ensure timely submission start up cash at the end of the event.

### Sales Tax Rules and Reporting

#### Purchases Made

Any purchases made in the name of the school district or group of the school district are exempt from sales tax. Exempt organizations are entitled to an exemption only on items purchased and used directly and exclusively in pursuit of the exempt purpose. For school districts, items purchased must relate to the educational process. Employee associations and any other association of employees of the District are not tax exempt. There is no exemption number assigned to exempt organizations.

Purchases made by individual members or teachers/coaches of classes or teams for their own use or ownership cannot claim exemptions even though they are connected with a school or a school organization. Examples are: cheerleaders purchasing their own uniforms, band members purchasing their own instrument, athletic teams purchasing their own jackets, or science students purchasing a science board.

In order to be afforded the sales tax exemptions, various certificates should be presented:

**Tax Exemption Certificates** – The Texas Sales and Use Tax Exemption Certificate should be presented each time a purchase is made. It must state that the merchandise being purchased is for the organization's own use in providing instruction and is being made in the name of the organization. Payment will be made from the organization's own funds.

**Hotel Certificates** – Educational organizations and their employees traveling on official business of the organization are exempt from the *Texas state* hotel tax: the organization and their employees must pay *local* tax. The Texas Hotel Occupancy Tax Exemption Certificate must be presented at the time of registration at the hotel. One per room occupied. When traveling out of state, district employees or groups are not exempt from any hotel taxes. (When individuals request reimbursement for the Texas local or out-of-state hotel taxes paid, reimburse any tax that could not have been exempted.)

Note that meals purchased by the school for group student travel on authorized school trips are exempt from the sales tax only if the school contracts for meals. (This would also apply for banquets for school groups.) Generally, the meal must

be paid for with a school check and the eating establishment must be provided with an exemption certificate. Individual members of the groups may not claim exemption from sales tax on meals they purchase while on a school or school district authorized trip.

## Revenue Received

Often times, there is confusion as to whether something is a sale or not. For all revenue received, we must decide if it is a sale, or if it is not a sale.

A sale is the transfer of title or possession of tangible personal property for consideration (usually money). A sale also includes the performance of a taxable service for consideration. All taxable sales are to be reported to the Business Office on the Sales Tax Form supported by the Sales Tax Summary, Taxable Sales Worksheet & Sales Tax Posting Form.

In some fund-raising activities, the school or school group is merely acting as a sales representative for a retailer, and tax must be collected. The tax would be remitted to the retailer, and the retailer would claim it as their sale and they would pay the tax to the Comptroller's office. The school would not report this type revenue as a sale. Examples are vending machine sales where the vendor services the machine, school pictures, and library book sales. Only when the school or school group purchases the merchandise and then resells these items to their customers is the school the seller.

### EXAMPLES

<b>Sale</b>	<b>Not a Sale</b>
Admission – athletics, dances, dance performances, drama performances	Collection of money from students to pay a company for admission or service (i.e., Main Street Theatre, Sea World, PSAT test)
Admission – summer camps, clinics, workshops	Commissions received
Donated items that are sold	Donations of money to the school or school group
Fundraisers where we are the seller, not just the middle-people	Dues received
	Fees – musical instrument maintenance, lab
Rentals of items	Fieldtrip collections
Rental of facilities	Fines received – textbooks, library books, parking, locker, uniforms, calculators, obligations
Sales of food	Fundraisers when the school group merely receives a commission (i.e., library book fairs, some author sales, recycling)

Sales of merchandise	Lost payments – books, handbooks, calculators, locks, ID cards
Sales of services	Marathon fundraisers – these are donations (i.e., lift-a-thon, jog-a-thon, jump rope for heart, basketball hoops)
School publication sales	NSF check redeposit

### Non-Taxable Sales vs. Taxable Sales

Texas sales tax statutes impose tax on the sale, lease, or rental of tangible personal property and selected services. Tangible personal property includes personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. When an individual purchases a tangible item and it becomes the personal property of someone, it is taxable. It is irrelevant if the school logo is on the item or that the item will be utilized by a student in a school group for a school function.

School districts, schools, and school groups making sales of taxable items that do not have a specific exemption must collect and remit the tax. The following lists of items or activities have been identified as being taxable or non-taxable by the Comptrollers' Office when sold or sponsored by a school, by an organization within a school, PTAs, Booster Clubs, and employee associations. The lists are not all-inclusive but may help make determinations on other similar sales; however, tax law is a collage of political decisions. Call the Director of Business or Accounting Manager if uncertain if something is taxable.

#### NON-TAXABLE

Ad sales - in yearbooks, athletic programs, newspapers, posters
Admission – athletics, dances, dance performances, drama and musical performances
Admission – summer camps, clinics, workshops
Admission - banquet fees, prom, homecoming
Admission - tournament fees, academic competition fees
Cosmetology services (Products sold to customers are taxable)
Deposits (lockers, etc.)
Discount/Entertainment cards and books
Facility rentals for school groups
Food items sold during fundraisers, including at a PTA carnival
Labor - automotive, upholstery classes (parts are taxable)
Magazine subscriptions greater than six months
Parking permits

Services - car wash, cleaning
Student Club Memberships
Transcripts

#### TAXABLE

Agenda books
Agricultural sales
Art - supplies and works of art
Artistic - CDs, tapes, videos
Athletic - equipment and uniforms
Auction items sold
Automotive - parts and supplies
Band - equipment, supplies, patches, badges, uniforms
Book covers
Books - workbooks, vocabulary, library, author (when we are the seller)
Brochure items
Calculators
Calendars
Candles
Car - painting, pin striping
Clothing - school, club, class
Computer - supplies, mouse pads
Cosmetology products sold to customers
Cups - glass, plastic, paper
Decals
Directories - student, faculty
Drafting – supplies
Dry Cleaning Services for Uniforms
Family and Consumer Science - supplies and sewing kits
Fees - copies, printing, laminating
Flowers - roses, carnations, arrangements
Greeting Cards
Handicrafts
Horticulture items
Hygiene supplies
Identification cards – when they are sold to entire student body (not just the fine for lost card)
Locks - sales and rentals
Lumber
Magazines – subscriptions less than six months



Magazines - when sold individually
Merchandise, tangible personal property
Musical supplies – recorders, reeds
Parts - career & technology classes (not to include products used in cosmetology)
Parts – upholstery
PE - uniforms, supplies
Pennants
Pictures - school, group (if school is the seller)
Plants - holiday greenery and poinsettias
Printing fee – computer
Rentals - equipment of any kind
Rentals – towels
Rentals - uniforms of any kind
Repairs to tangible personal property (i.e., computer repair, house remodeling)
Rings and other school jewelry
Rummage and garage sales
Safety supplies
School publications – athletic programs, posters
School publications – brochures
School publications – magazines (unless > six month subscription)
School publications – newsletters, newspapers (unless printed on newsprint more than once/month & is <\$.75/copy)
School publications – reading books
School publications - sheet music, hymnals
School publications - yearbooks
School store - all items (except food)
Science - science kits, boards, supplies
Spirit items
Stadium seats
Stationery, note pads, etc. produced in the classroom or vocational class
Supplies - any sold to students
Uniforms - any type to include PE, dance team, drill team, cheerleaders, athletic, club shirts
Vending - pencils and other non-edible supplies when the school services the machine
Wood
Woodworking crafts - entire sale to include parts and labor
Yard signs

## Tax Free Days

Each school district, each school, and each bona fide chapter of each school is allowed to have two, one-day tax-free sale each calendar year. There is no limit on the number of bona fide groups at a school or school district. However, if two or more bona fide groups combine to have a one-day tax-free sale, this day counts for each group as a one-day tax-free sale. Employee associations are not allowed to have one-day tax-free sales.

A bona fide chapter is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters of the school and each group may have one one-day tax-free sale per semester. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales.

For example:

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

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) receives 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. Also, the sale of items received from a vendor, in which the school and the vendor have an agreement that the vendor will take back any unsold items, would generally not qualify as a one-day tax-free sale.

Campus Administration will develop a process by which tax-free days are tracked for their campus activity accounts and will record in their Activity Fund Records.

## Food Sales

The sales tax statute exempts the sales of food, including meals, soft drinks, and candy, by a group associated with a public or private elementary or secondary school when the sales are 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. Student groups, PTAs and booster clubs are included in the provision. It does not matter if the sale is during the school day, the evening, or on a weekend; if it is a fund-raiser, it is not taxable.

Tax-exempt sales of food by a school district (i.e., food service) are limited to the regular school day. Catered food sales by the district's food service are taxable unless sold to the school district. All athletic event concession sales are taxable unless the sales are part of a fund-raising event.

## Monthly Sales Tax Form

After every deposit, the monthly Sales Tax Deposit worksheet will be updated by campus staff.

Secretary will print the Sales Tax Monthly Deposit summary, have principal/director sign and send to the Business Office by the **7th of each month**. The summary reports non-taxable and taxable sales in the prior month.

The Secretary will complete the Sales Tax Posting form and submit to the Accounting Manager to post all Sales Tax due for the month by the 7<sup>th</sup> of each month. The codes to use for the posting form are 461-00-2181-00-XXX-00-000-AFXXX and 865 -00-2181-00-XXX-00-000-AFXXX

Accounting Coordinator will enter into Munis the accounts referenced on the Sales Tax Posting form each month.

## Section 10– Fixed Assets – Capital Outlay

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In order to meet State Accounting Guidelines and to have adequate documentation for insurance purposes, it is necessary for each campus to accurately account for all fixed assets purchased through the Activity Fund.

Fixed Assets are items purchased that are:

1. Tangible in nature
2. Have a useful life of two (2) or more years
3. Unit cost of \$5,000 or more
4. May be reasonably identified and controlled through a physical inventory system

The purchase of fixed assets will use a budget account code of **66XX**.

All fixed assets, whether they are a gift to the school or purchased with activity fund monies, become the property of the District and must be included in the school's inventory of equipment.

Fixed assets purchased with Activity Funds may **NOT** be sold or "gifted" by the school for any reason.

Disposal of fixed assets must follow District Policy. School personnel should contact the Accounting Manager for further direction in advance of making a commitment to purchase a fixed asset.

### Monthly Procedures for Secretary

#### Sales Tax Report

No later than the 7<sup>th</sup> day of the current month, send the completed monthly Sales Tax Deposit Summary to the Director of Business. The Sales Tax Posting form shall be sent to the Accounting Coordinator no later than the 7<sup>th</sup> day of each month for the month prior.

#### Club Reports:

Within the first 5 business day of the current month, print a MUNIS YTD Budget Report for the prior month and give each teacher/sponsor the report for his/her club or group. The teacher/sponsor's responsibility is to review and verify the report as accurate.

#### Principal Reports:

Within the first 5 business day of the current month, print a YTD Budget Report for the prior month and give this report to the building Principal. The Principal Report is similar to but not identical with the activity sponsor report.

#### Negative Budget Balances

1. Review YTD budget report for all Activity Funds.
2. If an account has a negative balance, it will need to be corrected.
3. Notify the teacher/sponsor in charge of that activity and the principal that the account is overdrawn. It is the responsibility of campus administration to make the determination on how to correct the negative balance.
4. Some options to correct the negative balance include:
  - An approved fundraiser (i.e., the sponsor follows all of the District policies on fundraisers)
  - Another activity in the same fund can give money to the negative activity (one 461 activity can give to another 461 activity) Budget Transfer
  - The PTA or another outside group or person may make a donation to the 461 or 865 activity, per the donations procedures in the section on Receipts.

### Yearly Procedures for Secretary

Annual cut-off dates are distributed by Business Department in March of each year.

1. All change funds must be re-deposited before end of fiscal year.
2. All activity fund monies in the possession of sponsors and teachers must be receipted and deposited. This means no money should be left in the school building over the summer.

After returning from the summer break:

1. Print the YTD Budget Report.
2. Review the entries made during the summer by the Accounting Department.
  - a. Compare to June YTD report
3. Correct any negative balances.
4. After review and correction, reprint and distribute the reports to the teacher/sponsor of each activity as well as the Principal. Keep a copy for your files.
5. By August 31<sup>st</sup> of each year, submit to Director of Business the Activity Account Finance Committee AF203.
6. By October 1<sup>st</sup> of each year, ensure that all Responsibility Acknowledgement forms have been submitted for principal, secretary and sponsors.

# ACTIVITY FUND EXPENDITURES

## Quick Reference Guide for

### CAMPUS (CAF), STUDENT (SAF) and FACULTY (FAF) ACTIVITY FUNDS

*The following is a list of some of the appropriate uses and prohibited expenditures from District funds. The list is not all inclusive, but can serve as a guideline. Any questionable items should be verified through the District Accounting Office.*

Description		CAF (461)	SAF (865)	FAF (890)
<b>1 SUPPLIES, MATERIALS &amp; EQUIPMENT</b>				
a	To be used by student members of the group	Y	Y	Y
b	To be used by campus staff and faculty	Y	N	Y
c	Supplemental classroom instructional needs and general office supplies, including school furnishings and equipment which will benefit the general body	Y	N	N
<b>2 MEMBERSHIP &amp; FEES</b>				
a	Entry fees & other expenses associated with competitions and meetings once all possible resources have been considered	Y	Y	Y
b	Organization, institutional and individual memberships benefiting the district, campus or group of students.	Y	Y	Y
c	Payment of individual's organization dues or fees that do not provide a district benefit to the district, campus or to group of students including the payment of professional liability insurance	N	N	N
d	Bank service charges	Y	Y	Y
e	Other reasonable expenditures approved by membership of the group	N	Y	Y
<b>3 TRAVEL</b>				
a	Travel meals consumed by the student members & their adult sponsors (travel disbursements must be made in accordance with BISD Travel Guidelines)	Y	Y	Y
b	Educational field trips, meals and other activities planned for the benefit of students as recognition for accomplishments. The travel expenditures for faculty/staff who must accompany the students on a trip are also acceptable provided the expenditures are made in accordance with BISD Travel Guidelines.	Y	Y	Y
c	Payment of travel expenses for spouse, children or other non-employees	N	N	N
d	Payment of district mileage to school employees who already receive a monthly travel allowance	N	N	N
e	District approved conference attendance and travel costs for employees on school business, subject to travel allowances as established by the District	Y	N	N
f	In-District mileage reimbursement for faculty/staff members on school business in accordance with district guidelines	Y	N	N
g	Traffic citations, fuel or auto repairs	N	N	N
<b>4 SCHOLARSHIPS</b>				
a	Scholarships for post-secondary	N	Y	Y

b	Fundraising for scholarships	N	Y	Y
<b>5 AWARDS, INCENTIVES &amp; GIFTS</b>				
a	Expenditures related to appreciation and recognition ceremonies of the student members	Y	Y	Y
b	Awards such as plaques, paperweights, certificates, school apparel that does not exceed \$50 per calendar year in accordance to IRS, in recognition of students, staff or volunteers for service to the school district	Y	Y	Y
c	Any expense which appears to benefit private individuals or entities in ways so out of proportion to the overall public benefit that they amount to a virtual donation or gift	N	N	N
d	Appreciation and fundraising event tickets, i.e. golf tournaments, dinners, etc.	N	N	N
e	Gift cards for students in recognition of fundraising should not exceed \$50 per student. Top seller award is limited to \$200/each	Y	Y	Y
f	Gift cards, gift certificates, or the like for District Employees	N	N	N
g	Purchase of any gift for any person or organization: this includes gift certificates, retirement gifts, flowers, holiday gifts, and food gifts (Gifts of public funds are prohibited under Article III, Section 52 of the Texas Constitution) - Limit of \$50/each for Student/Staff Activity Fund	N	Y	Y
h	Extravagant or high priced awards - >\$200/each	N	N	N
i	Extra compensation or bonuses to employees, whether it be in the form of cash or gifts	N	N	N
j	Parties for staff, including food, decorations, and favors	N	N	Y
k	Disbursement of left over funds returned to students in the form of monetary incentives (i.e. debit cards, gift cards, cash)	N	N	N
<b>6 FLOWERS</b>				
a	Not to exceed \$75 for death of campus student	Y	Y	Y
b	Not to exceed \$75 for death of a campus employee and immediate family (Immediate family as in DEC Local Policy)	Y	Y	Y
c	Flowers that exceed \$75 in which cost will be divided among more than one account	N	N	N
d	For illness or leave of absence, including maternity	N	N	N
e	Flowers including but not limited to corsages/boutonnieres for district approved profession appreciation	Y	Y	Y
<b>7 MEETINGS &amp; MEALS</b>				
a	Meals or expenses related to Parent Teacher Association or Booster clubs	N	N	N
b	Daily coffee and other drinks for the faculty and staff, i.e. water cooler	Y	N	Y
c	Parent/student functions such as Open House, Parent Night & Graduation. Refreshments and snacks for meeting where the school serves as host for related activities for students, staff & patrons.	Y	Y	N
d	Refreshments for student recognition events	Y	Y	N
e	Reimbursements for luncheons or dinners while attending civic organization meetings to officially represent the school district or campus	N	N	N
f	Gratuity on meals for students and staff	N	N	N



g	Refreshments and snacks for teacher in-service and staff development. An agenda must be provided.	Y	N	Y
h	Business Meals for staff - reasonable costs comparable to current BISD Travel per diem amounts per meal. Appropriate documentation indicating who was at the meeting (sign in sheet) and what was discussed (agenda) is required by the IRS.	Y	N	Y
i	Appreciation meals for staff limited to \$12/meal.	Y	N	Y

## 8 DONATIONS & LOANS

a	Loans/donations between accounts	Y	N	N
b	Transferring of funds to collect for administrative/staff events	N	N	Y
c	Loans to employees, parents or students for any reason	N	N	N
d	Payment of an individual's personal bills	N	N	N
e	Payment of donation to a 501 c 3 organization for which funds were specifically raised, i.e. jump rope for heart, etc.	Y	Y	Y
f	Payment to staff member, student or family for personal loss or benefit	N	N	N

## 9 CAMPUS BEAUTIFICATION

a	Improvement of campus and site facilities such as plants, bulletin boards, signs, and flags	Y	Y	Y
b	Structural additions or improvements to the campus unless properly authorized by the facilities department	N	N	N

## 10 EMPLOYEE SALARY & EXTRA DUTY

a	Extended Day salary for hours worked over and above district paid hours	Y	N	N
b	Substitute pay for school business approved by principal	Y	N	N
c	Campus Security , After hours custodial services, etc.	Y	Y	N

## 11 OTHER

a	Emergency health or safety needs for students	Y	N	N
b	Replacement of an individual's property that was lost, stolen, or damaged on the school or district's premises or while being used at a school or district function (The Texas Tort Claims Act prohibits use of funds in this manner)	N	N	N
c	Alcoholic beverages, tobacco products, controlled substances, firearms, and other weapons	N	N	N
d	Any other expenditure prohibited by federal or state law, TEA or Board policy, or BISD regulations	N	N	N
e	Expenses and purchases related to fundraising activities	Y	Y	Y
f	Individual accounts from fundraising efforts	N	N	N
g	Any purchases other than those listed above which benefits adult sponsors and does not benefit students	N	N	Y

**CAF (461) - Campus Activity Funds**

**SAF (865) - Student Activity Funds (requires minutes supporting expenditure)**

**FAF (890) - Faculty Activity Funds (Sunshine) (requires minutes supporting expenditure)**

**Note: Any equipment purchased with student, staff or campus activity funds will become the property of the Birdville Independent School District and must be included in the fixed asset inventory of the district.**

# Birdville ISD

## Campus Administration Acknowledgement of Responsibilities

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, faculty and the general administration of the school. The purpose for the collecting, raising and expending of funds by campus and student groups is to promote the general welfare, educational development and morale of all students.

I hereby acknowledge that I have reviewed the BISD Activity Fund Accounting Procedures Manual and that I am responsible for complying with the policy and procedures in place.

I understand that I will be held responsible for any campus or student activity funds entrusted to me and that I will reimburse the school for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Date

**Addendum 1**  
**Activity Fund Project Numbers**

**Project Project Title**

AF222 AF - ART 1 CLASS  
AF223 AF - ART 2 CLASS  
AF224 AF- ART 3 CLASS  
AF225 AF- ART 4 CLASS  
AF210 AF-1ST GRADE CLASS  
AF203 AF-1ST GRADE FIELD TRIPS  
AF211 AF-2ND GRADE CLASS  
AF204 AF-2ND GRADE FIELD TRIPS  
AF212 AF-3RD GRADE CLASS  
AF205 AF-3RD GRADE FIELD TRIPS  
AF213 AF-4TH GRADE CLASS  
AF206 AF-4TH GRADE FIELD TRIPS  
AF414 AF-5TH GR FUNDRAISERS  
AF214 AF-5TH GRADE CLASS  
AF207 AF-5TH GRADE FIELD TRIPS  
AF418 AF-6TH GR CLASS  
AF208 AF-6TH GRADE FIELD TRIPS  
AF419 AF-7TH GR CLASS  
AF901 AF-ADMINISTRATION  
AF216 AF-ADVANCE PLACEMENT  
AF215 AF-AFTER SCHOOL  
AF221 AF-AMERICAN SIGN LANGUAGE  
AF217 AF-AP EXAM  
AF218 AF-AQUATIC CLASS  
AF220 AF-ART CLASS  
AF219 AF-ART CLUB  
AF226 AF-ASAP GROUP  
AF227 AF-ASL CLASS  
AF228 AF-ASL CLUB  
AF229 AF-ATHLETICS  
AF902 AF-ATHLETICS ADMIN  
AF230 AF-ATHLETICS BOYS  
AF231 AF-ATHLETICS GIRLS  
AF232 AF-AUTO TECH  
AF270 AF-AUTO TECH SKILLS  
AF233 AF-AVID  
AF234 AF-AVID CLUB  
AF265 AF-AVID SCHOLAR  
AF235 AF-AVID SCHOLARSHIP/AWARD  
AF236 AF-AWARDS  
AF237 AF-BAND  
AF238 AF-BAND CLASS  
AF266 AF-BAND TRIPS  
AF239 AF-BASEBALL  
AF240 AF-BASKETBALL  
AF241 AF-BASKETBALL BOYS

**Project Project Title**

AF242 AF-BASKETBALL GIRLS  
AF243 AF-BATTLE OF BOOKS  
AF244 AF-BEAUTY DEFINED GROUP  
AF245 AF-BOOK FAIR  
AF246 AF-BOWLING CLUB  
AF247 AF-BUDDIES GROUP  
AF248 AF-BUILDING REPAIR/MAINTENANCE  
AF267 AF-BUSINESS  
AF249 AF-CALCULATORS  
AF250 AF-CAMP  
AF251 AF-CAMP SCHOLARSHIP  
AF252 AF-CHARACTER GROUP  
AF253 AF-CHEER  
AF254 AF-CHEERLEADERS  
AF255 AF-CHESS CLUB  
AF256 AF-CHOIR CLASS  
AF257 AF-CHOIR CLUB  
AF258 AF-CLASS 2018  
AF259 AF-CLASS 2019  
AF260 AF-CLASSROOM EXP  
AF261 AF-COMMISSIONS  
AF262 AF-COMPUTER CLASS  
AF263 AF-CONCESSION  
AF264 AF-CONFERENCE  
AF268 AF-CONSTRUCTION  
AF269 AF-CONSTRUCTION SKILLS  
AF271 AF-COSMETOLOGY  
AF272 AF-COSMETOLOGY SKILLS  
AF273 AF-COUNSELOR  
AF274 AF-CRIMINAL JUSTICE  
AF275 AF-CRIMINAL JUSTICE TPSA  
AF276 AF-CROSS COUNTRY  
AF277 AF-CTE  
AF278 AF-CULINARY  
AF279 AF-CULINARY SKILLS  
AF280 AF-DANCE CLASS  
AF281 AF-DEAF ED CLASS  
AF282 AF-DECA CLASS  
AF283 AF-DECA CLUB  
AF285 AF-DONATIONS  
AF286 AF-DRAMA CLASS  
AF287 AF-DRAMA CLUB  
AF284 AF-DRILL TEAM  
AF288 AF-DYSLEXIA DEPARTMENT  
AF289 AF-EMT CLASS  
AF290 AF-ENGLISH

**Project Project Title**

AF291 AF-EXTENDED DAY  
AF905 AF-FAAC  
AF900 AF-FACULTY FUND  
AF292 AF-FACULTY FUNDS  
AF293 AF-FALCON WAY  
AF294 AF-FBLA CLASS  
AF411 AF-FCCLA GROUP  
AF295 AF-FFA CLUB  
AF412 AF-FIELD DAY  
AF296 AF-FIELD TRIPS  
AF297 AF-FINE ARTS  
AF298 AF-FIRE ACADEMY  
AF299 AF-FISH HEADS  
AF903 AF-FM  
AF300 AF-FOOTBALL  
AF301 AF-FOREIGN  
AF302 AF-FRENCH  
AF303 AF-FRESHMAN CLASS  
AF304 AF-FRIENDS  
AF305 AF-FUN RUN  
AF306 AF-FUNDRAISING  
AF307 AF-GAME DESIGN  
AF308 AF-GARDEN  
AF309 AF-GENERAL OPERATING  
AF310 AF-GOLDEN MOTION GROUP  
AF311 AF-GOLF  
AF312 AF-GRADUATION  
AF313 AF-GRANT FUND  
AF314 AF-GYMNASTICS  
AF906 AF-HALL HONOR  
AF315 AF-HEALTH  
AF322 AF-HEALTH SCI 1  
AF323 AF-HEALTH SCI 2  
AF324 AF-HEALTH SCI 3  
AF325 AF-HEALTH SCI 4  
AF326 AF-HEALTH SCI SKILLS  
AF316 AF-HERDERS  
AF317 AF-HIGH ON LIFE  
AF318 AF-HIGHSTEPPERS  
AF409 AF-HISPANIC CLUB  
AF416 AF-HOPE SQUAD  
AF319 AF-HORTICULTURE  
AF320 AF-HOSA GROUP  
AF321 AF-HOSPITALITY  
AF201 AF-HUMANITARIAN SOCIETY

**Project Project Title**

AF327 AF-JOURNALISM CLASS  
AF328 AF-JROTC CLASS  
AF381 AF-JROTC CLUB  
AF329 AF-JUNIOR CLASS  
AF209 AF-KINDER CLASS  
AF202 AF-KINDER FIELD TRIPS  
AF330 AF-LATIN CLUB  
AF331 AF-LEADERSHIP  
AF332 AF-LIBRARY  
AF333 AF-LIFE SKILLS  
AF334 AF-LINK CREW  
AF335 AF-MATH CLUB  
AF336 AF-MATH DEPT  
AF337 AF-MEDIA TECHNOLOGY CLASS  
AF338 AF-MEETINGS  
AF339 AF-MEMBERSHIP  
AF415 AF-MEMORIAL ACCT  
AF340 AF-MOD MOM  
AF341 AF-MOVIE CLUB  
AF342 AF-MUSIC  
AF343 AF-MUSIC AP CLASS  
AF344 AF-MUSICAL  
AF345 AF-NATIONAL ELEM HONOR SOCIETY  
AF346 AF-NATIONAL HONOR SOCIETY  
AF347 AF-NATIONAL JR HONOR SOCIETY  
AF348 AF-NATIONAL TECHNICAL HONOR SOCIETY  
AF349 AF-NURSE  
AF350 AF-OFFICE EXPENSE  
AF351 AF-OMEGA  
AF352 AF-PAL  
AF353 AF-PARKING  
AF354 AF-PE CLASS  
AF355 AF-PERCUSSION/DRUM CLASS  
AF356 AF-PHARMACOLOGY  
AF357 AF-PHARMACOLOGY SKILLS  
AF358 AF-PLASCO INCENTIVES  
AF359 AF-POSITIVE BEHAVIOR SUPPORT  
AF360 AF-POWER LIFT CLASS  
AF361 AF-PRE K CLASS  
AF200 AF-PRINCIPAL  
AF362 AF-PROM  
AF363 AF-PSAT  
AF364 AF-ROBO FIRST CLUB  
AF365 AF-ROBOTICS CLASS  
AF366 AF-ROBOTICS CLUB

**Project Project Title**

AF380 AF-ROCKETRY  
AF367 AF-RUNNING TIGERS  
AF500 AF-SALES TAX  
AF413 AF-SCHOLARSHIP  
AF368 AF-SCHOOL STORE  
AF369 AF-SCHOOL SUPPLIES  
AF370 AF-SCIENCE CLASS  
AF371 AF-SCIENCE CLUB  
AF372 AF-SENIOR CLASS  
AF382 AF-SHOP PROJECTS  
AF373 AF-SKILLS USA  
AF374 AF-SOCCER  
AF375 AF-SOCCER BOYS  
AF376 AF-SOCCER GIRLS  
AF410 AF-SOCCER TOURNAMENT  
AF377 AF-SOCIAL STUDIES CLASS  
AF378 AF-SOFTBALL  
AF379 AF-SOFTBALL GIRLS  
AF383 AF-SOPHOMORE CLASS  
AF420 AF-SPECIAL ED  
AF384 AF-SPIRIT CLUB  
AF385 AF-SPIRIT GROUP  
AF386 AF-STAFF EXPENSES  
AF387 AF-STUDENT ADVISORY BOARD  
AF388 AF-STUDENT COUNCIL  
AF389 AF-STUDENT COUNCIL CLUB  
AF390 AF-STUDENT ID'S  
AF391 AF-SWIM CLASS  
AF403 AF-T SHIRTS  
AF417 AF-TAFE  
AF392 AF-TECHNOLOGY  
AF393 AF-TENNIS  
AF394 AF-TEXTBOOKS  
AF395 AF-THEATRE CLASS  
AF396 AF-THESPIAN CLUB  
AF397 AF-TRACK  
AF398 AF-TRACK BOYS  
AF399 AF-TRACK GIRLS  
AF400 AF-TRAINERS  
AF401 AF-TRANSPORTATION  
AF907 AF-TRANSPORTATION  
AF402 AF-TRIP-AUSTIN/SAN ANTONIO  
AF404 AF-UIL  
AF405 AF-VOLLEYBALL  
AF406 AF-VOLLEYBALL GIRLS

**Project Project Title**

AF908 AF-WAREHOUSE  
AF407 AF-WRESTLING  
AF408 AF-YEARBOOK