

Activity Fund Accounting Procedures Manual 2024-2025



Birdville Independent School District

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Section 1 – General Information

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 for Activity Funds

These funds encompass a high level of responsibility from each of the individuals 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. The principal must maintain an Activity Fund Sponsor Acknowledgement form for all current sponsors.
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.

<https://www.birdvilleschools.net/boosterclubguidelines>

Secretary - Activity fund transactions are generally recorded by the Bookkeeper/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. Preparing the appropriate transfers when necessary to maintain positive balances.
6. Providing reports to club sponsors as requested.
7. Reporting sales tax collected to the Finance 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. The donation file should contain the Donation Reports with any supporting documents.

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 on a monthly basis. Reviewing the activity fund financial statements and reconciling their records to amounts deposited into and paid out of the account. Any discrepancies must be communicated to the secretary.
4. The collection and safekeeping of funds until turned over to the secretary. All collections must be deposited daily. When a daily deposit is not possible, funds should be placed in a tamper resistant bag and taken to the secretary for placement in the campus safe.
5. Complete the Activity Fund Sponsor Acknowledgement Form by October 1st and turn in to the campus secretary.

The BISD Sponsor Handbook and other sponsor resources are available on the Accounting Department webpage.

<https://www.birdvilleschools.net/domain/5255>

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. Staff appreciation events are limited to two times per school year regardless of fund source (general funds or campus activity funds).

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. TEA recommends that District personnel utilize funds for limited staff expenses by exercising professional judgment.

- **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 class funds, student council, clubs, etc.

The basic purpose for collecting or raising and expending 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, using District approved vendors is highly recommended as they have been vetted by the Purchasing Department. All other District approval processes must be followed.

The Student Club Sponsors and Officers form is required to be signed and turned in to the Accounting Manager by October 1 of each school year.

- **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, using District approved

vendors is highly recommended as they have been vetted by the Purchasing Department. All other District approval processes must be followed. Tax exempt forms may not be used when purchasing items such as supplies for showers, birthdays, lunches. Tax exempt form may only be used when purchasing supplies for school / classroom.

Finance Committee must have 2 staff members per administrator and meet at a minimum of 3x per year. The finance committee form is due to the Accounting Manager by August 31 each school year.

Retention of Records

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

The following table lists out all the forms that must be completed by all staff in charge of any type of activity fund. Campuses are responsible for maintaining these forms and ensuring that all responsible parties have one on file each year.

Forms can be found on the Accounting website using the following link:
<https://www.birdvilleschools.net/Page/16989>

<u>Form Name</u>	<u>Due Date</u>	<u>Recordkeeping</u>
Student Club Sponsors and Officers Form	October 1 st	Send to the Accounting Manager
Activity Account Finance Committee Form	August 31 st	Send to the Accounting Manager
Activity Fund Sponsor Acknowledgement of Responsibilities Form	October 1 st	To be kept at campus/department and be available upon request
Cash Handling Acknowledgement Form	August 31 st	<p>Sponsors and Principal forms are to be kept at campus/department and be available upon request</p> <p>Secretary form to be turned in to the Accounting Manager</p>
Campus Administration Acknowledgement of Responsibilities Form (Found at the end of this handbook)	August 31 st	Send to the Accounting Manager

Section 2 –Receipt of Funds

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 activity fund number should be noted on the front of all checks (ex: AF309).** 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.
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 P-Card 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 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: 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 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.

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, 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.**

Product Receipt Form: This form must be utilized when cash collected is a part of product sales, the Product Receipt Form shall be used to document the inventory of the product.

Note: These forms can be found under the Activity Fund website.

<https://www.birdvilleschools.net/Page/16989>

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. Receipts must be 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 and other supporting documentation submitted to the campus secretary.
3. The third remains in the book.

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 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. 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. Triplicate receipt books may also be used to issue a receipt 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 the Accounting Manager.

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

If you have an unforeseen circumstance where daily deposits cannot be made and will exceed the allowable amount, please contact the Cash & Budget Specialist.

- 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 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 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. This includes gift card donations.

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 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 Coordinator in the Finance 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 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.
- D. Gift card donations from external sources shall be recorded on a Gift Card Register and maintained in a safe until utilized by the appropriate individual(s).

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 as deemed by the campus/department administrator.

Section 3 – Deposits

Deposit Procedures – Once the funds have been counted by the secretary and the sponsor and the Tabulation Receipt Form 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 on the deposit slip
- 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 the back up and include the 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 campus's inventory of deposit slips or bank bags needs replenishment, please contact our District's depository bank directly to request additional supplies. For more information on our District's depository bank, contact our Cash and Budget Specialist.

Returned Checks

Listed below are the General Policy Guidelines for returned checks:

1. All campuses will utilize Envision for the collection of returned checks in order to relieve the campus from attempting to collect on the checks. The following information should be on every check you receive in order to guarantee the funds.
 1. Maker's name
 2. Physical address (no P.O. Boxes)
 3. One phone number, including area code
2. Returned checks should be deducted from account to which they were originally deposited. Accounting will address these items and notify the campuses of recollection.
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.

Section 4 – Disbursements

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 exception being P-Card payments.
3. Disbursements from campus and student activity funds **require principal's prior approval**. This can be documented using the purchase request form that can be found on the Purchasing website. 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 along with a copy of the signed purchase request form. 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, p-card or check request. No payments can be made with cash withheld and not deposited into the activity account.
5. Payments to District employees for services 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 field trip, fundraiser or contracted service. The secretary will ensure that the Principal approves the request and determine if the request must be entered into the ticket system for approval. After all parties have approved and Purchasing's final approval of the ticket, all required documents will be complete and ready for the secretary to proceed with the request.
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 Finance Department website.

8. Purchases by individual members, teachers, or coaches of classes or teams do not have exemption from sales tax even though they relate to 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 only 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. Payments <\$500 and using a BISD approved vendor can be initiated by a Purchase 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.
11. Stamped or typed signatures are not allowed on any documentation. Digital signatures are accepted
12. 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 after two years, 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.

Finance Committee (Fund 890)

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 of three times per school year and minutes shall be kept.

An Activity Account Finance Committee Form should be completed and submitted to the Accounting Manager by August 31 of the school year. See Activity Fund Forms on the Accounting department webpage for the form.

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 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 p-card signer may approve the PurchaseRequest Form in the principal's absence. All approved signers should be familiar with the policies and procedures in this manual and that of the P-Card Manual.

Issuance of P-Card

Although the secretary retains the 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 P-Card enclosed in an envelope that summarizes the basic requirements of using a district issued P-Card.
3. The P-Card 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 Request, available on Purchasing website. 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 which is located on the Purchasing website. This process ensures that the payee is entered as a Munis vendor.

To Process a Refund – Complete the Refund Request form that is found under the Accounting webpage. If you are processing more than 10 refunds, you may submit a single form and attach a spreadsheet with all the relevant information. 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.

For Revtrak refunds, complete a Revtrak refund form which is also found on the Accounting webpage. Once completed, they must be sent to the Cash & Budget Specialist for processing. These refunds do not require submission of a check request in Munis.

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, <https://www.birdvilleschools.net/domain/2870>

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, <https://www.birdvilleschools.net/domain/2870>

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 or BISD Employee Athletic Game Voucher. 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 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. 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 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, proof of registration, and payment remittance verification) shall be submitted.

Purchasing - General Policy Guidelines

Review the District Purchasing Manual located on the District website for full understanding of BISD purchasing procedures. 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 \$250 utilizing an approved vendor and paid with a p-card do not require a

requisition before purchase, but does require a 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

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.
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.
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 which was documented as such on the Fundraiser Approval and Recap Form. 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 "Receipt 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. 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 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 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 Purchasing Director, 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 is due **within 10 days of the end** of the fundraiser.

Fundraiser forms should be kept on file at the campus. Campuses 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 cash handling training, review the BISD Sponsor Handbook and submit an Activity Fund Sponsor Acknowledgement Form to the Principal. This form can be found in the Accounting webpage. A presentation may be requested by the Principal for teachers at his/her campus. Contact the Cash & Budget Specialist to request a live training. In addition, the training is accessible electronically from the Safeschools website.

Fundraisers – Child Nutrition Policy

Effective June 28, 2015, TDA issued a regulation notice that all foods sold at school

during the school day are required to meet nutrition standards. The Smart Snacks in School regulation applies to foods sold a la carte, in the school store, vending machines, and any other venues where food is sold to students. 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 <https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks>

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.

The Exempt Fundraisers Form must be turned in to the BISD Child Nutrition Director each instance that competitive food will be sold. This form is sent out to campus administrators at the beginning of each school year and is available upon request from the Child Nutrition Director.

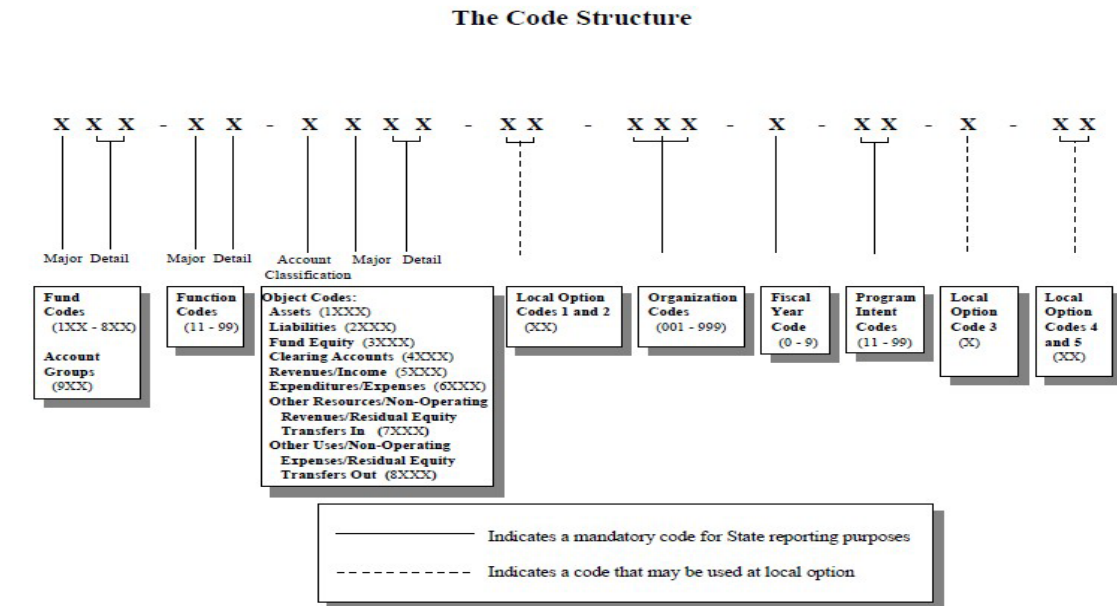
An [online smart snack nutritional calculator](#) provided by the Alliance for a Healthier Generation is available to determine if an item is compliant with the TDA regulation.

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-AFXXX

All faculty activity fund transactions (revenue and expenditures) will be coded to:
890-00-2191-00-XXX-00-XXX-AFXXX

All campus activity funds expenditure transactions will be coded to:
461-XX-6XXX-XX-XXX-XX-XXX-AFXXX

All campus activity fund revenue transactions will be coded to:
461-00-5755-00-XXX-00-XXX-AFXXX

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

A listing of project codes used in activity fund accounting can be found in the Account Code channel in TEAMS.

Section 7 –Transfer of Funds

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. Project codes belonging to specific groups (i.e. 5th grade, PE, Athletics, Band) may not be transferred to other project codes.

Budget Transfers

Budgetary transfers should be utilized for the following types of situations and initiated by the Campus, please note the procedure method in parenthesis:

- To cover negative balances
- To transfer deposited funds to the correct expense object code

Field Trips

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 the Accounting Coordinator.

Interdepartmental/Campus Billing

If the campus is requesting a transfer of funds between another campus/department, please complete the BISD Interdepartmental/Campus Request Form and check the campus billing box. The form must be signed physically or digitally by both budget managers and sent to the Accounting Manager for processing.

- 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 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.
- 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.

Code Corrections

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 Manager:

- When a payroll expenditure is made from a generic account and it needs to be allocated to the appropriate club or group
- Miscoded field trips, Print Shop charges, postage, etc.
- Net profits from school-wide fundraisers need to be distributed to participating clubs or groups on the same campus

Inactive Accounts

Campus Activity Fund (461)

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

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-E.

- A. Complete the Start-Up Cash Request form. *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 with the Start-Up Cash request
- C. Principal will review Start-Up Cash Request and if approved, Secretary will process a check request in Munis payable to activity sponsor for startup cash. Ensure that activity sponsor is setup as a vendor in Munis, contact Purchasing with any questions.

- 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 to Campus Secretary. The startup cash will need to be deposited separately from any other cash taken to be easily identified in the system.
- E. Campus will develop procedures to ensure timely submission of startup cash at the end of the event.

Section 9 – 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 faculty committees purchasing birthday or baby shower items.

Misuse of the exemption forms for personal purchases constitutes a misdemeanor.

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. A separate form is required for each 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

Sale	Not a Sale
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 Finance Secretary 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.

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 the following month**. The summary reports non-taxable and taxable sales in the prior month.

The Finance Secretary will complete the Sales Tax Posting form and submit to the Accounting Coordinator to post all Sales Tax due for the month by the 7th of the following month.

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

Section 10– Fixed Assets – Capital Outlay

Definition

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 more than one year
3. Unit cost of \$5,000 or more
4. May be reasonably identified and controlled through a physical inventory system

Account Code

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

Ownership of Asset

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 dispose a fixed asset.

Campuses & departments must provide detailed information on these assets to include but not limited to:

- Item Description
- Date of Purchase
- Location
- Inventory Tag #
- Serial/VIN (if applicable)
- Asset condition
- Transfer or Disposition Date (if applicable)

Section 11 – Monthly Procedures for Secretary

Sales Tax Report

No later than the 7th day of the current month, the secretary sends the completed Sales Tax Deposit Summary for the prior month to the Finance Office Secretary.

Club Reports:

Within the first 5 business days of the current month, the secretary prints a detailed YTD Budget Report for the prior month that includes transactions and gives each sponsor the report for their club or group. The sponsors responsibility is to review and verify the report as accurate and notify the secretary of any discrepancies.

Principal Reports:

Within the first 5 business days of the current month, the secretary prints a campus YTD Budget Report for the prior month that includes high level balances on budget, encumbrances, and expenditures and gives this report to the Principal.

Negative Budget Balances

On a monthly basis, run a YTD budget report for all accounts. If an account has a negative balance, it will need to be funded. Notify the teacher/sponsor in charge of that activity account 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.

Some options to correct the negative balance include:

- An approved fundraiser (i.e., the sponsor follows all of the District policies on fundraisers)
- 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.

Note: Project codes belonging to specific groups (i.e. 5th grade, PE, Athletics, Band) may not transferred to other project codes.

Section 12 – Yearly Procedures for Secretaries

Cash Deposits

Annual cut-off dates are distributed by Purchasing & Finance Department in the Spring of each year.

1. All start-up cash must be deposited before end of the 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.
3. No petty cash funds are allowed.

Year End Reports

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.

Forms Submission

By August 31st of each year, submit to Accounting Manager the Activity Account Finance Committee form.

By October 1st of each year, ensure that all applicable forms have been submitted for principal, secretary and sponsors. This includes the Responsibility Acknowledgement, Cash Handling, and Student Officer forms.

All forms mentioned in this manual can be found on the Districts website using the following link:
<https://www.birdvilleschools.net/Page/16989>

Allowable Expense Reference Guide ([click here](#))

The link above will take you to a guide to some of the appropriate uses and prohibited expenditures from District funds. The guide is not all inclusive but can serve as a reference for your expenditures. Any questionable items should be verified through the District Business Office.

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.

Printed Name

Signature

Campus

Date