
SECTION FIVE:

ACTIVITY FUNDS

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ACTIVITY FUND TRANSMITTAL CALENDAR

FY 2014-2015

Transmittal reports are due in Central Office on the following dates:

June Transmittal-July 2, 2014	
July Transmittal – August 4, 2014	January Transmittal – February 5, 2015
August Transmittal – September 5, 2014	February Transmittal – March 5, 2015
September Transmittal – October 3, 2014	March Transmittal – April 2, 2015
October Transmittal – November 5, 2014	April Transmittal – May 4, 2015
November Transmittal – December 5, 2014	May Transmittal – June 5, 2015
December Transmittal – January 6, 2015	June Transmittal – July 3, 2015

Transmittal report for the MONTH by FUND should include:

Receipts:

- All receipts must be entered in month received. If secretary/bookkeeper is absent, person cross trained must enter receipts before transmittal is submitted.
- Integrity Receipt Report from the 1st day of month through last day of month. This total should match the total of deposits made during the month. Run this report per fund.
- Copy of receipts and all documentation required – attach documentation to the receipt. Put in receipt number order.
- Copy of deposit slips with receipt numbers written on them. Put in date order. Run a tape, this should match Receipt Report.

Also send with transmittal:

- Integrity Comprehensive Trial Balance ran from 1st day of month through the last day of month.
- Cash ledger sheet for each fund with current bank balance – Quickbooks “Accounts Balances Report”.
- Quickbooks “Accounts Balances Report” showing each individual account within the fund. (example – General activity fund-high school level could have cheerleaders, drivers ed, annual) Club-show each club.
- Each fund transmittal report must balance with your breakdown report.

NSF checks and bank interest will be noted on your transmittal when returned with your balanced bank statement. Be sure to add entries to Quickbooks.

BE SURE TO CHECK FOR ACCURACY!!! YOU ARE ACCOUNTABLE FOR YOUR WORK. YOU MUST HAVE CONTROLS TO ENSURE THAT INTEGRITY AND QUICKBOOK ENTRIES ARE CORRECT AND AGREE.

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RECEIPTS FROM STUDENTS

Teachers, coaches, or sponsors who collect money from students for any purpose must account for and document the funds collected on the Money Collected by Teacher, Coach or Sponsor for Deposit with the following information:

- Name of student.
- Amount of money paid by each student and date paid.
- The purpose of the collections.
- Signature of teacher, coach or sponsor.
- Date of signature.
- Breakdown of monies by checks, coins, currency, total.

Teachers, Coaches or Sponsors must not hold any money in their classrooms or on their possession.

Teachers, Coaches or Sponsors must remit all money collected to the principal's office daily. A copy of the Money Collected Form must be submitted as well.

Teachers, Coaches or Sponsors must not remit money without signing the receipt. This means that they must wait and watch the principal's designated staff member other than the School Bookkeeper count the money and receive their receipt.

The principal's office shall:

1. Issue a receipt to the teacher in the presence of the teacher
2. Maintain a copy of the money collected form at the local school
3. Send a copy of the money collected form to central office with the monthly transmittal of receipts

Remember instructional fees are subject to the Hardship Waiver policy.

Transcript fees from students must be paid directly to the principal office and receipt be issued to student. The student shall then take their receipt to the faculty member that will print/issue transcript.

CONCESSIONS OR STORES

A Store/Concession Sales Reconciliation form signed by two people should be completed for collections from stores, concession, etc. for cash and inventory verification. The principal's office shall:

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1. Issue a receipt to the teacher in the presence of the teacher
2. Send a copy of the reconciliation form to central office with month transmittal of receipts.

The Fundraiser Accountability Form must also be completed to evaluate the success of the concession stand or store.

SCHOOL AND ATHLETIC EVENTS

- Pre-numbered tickets **must** be used at any local school event for which a fee is charged for admission, and it is anticipated that the event will generate more than \$100.
- All pre-numbered tickets for such events will be accounted for by using the School Event Receipt form.
- The School Event Receipt form must be completed in its entirety.
 - The School Bookkeeper must attach the starting ticket to the form before submitting to the ticket taker.
 - The form must be signed by the ticket taker when the tickets and change cash, if applicable, is received.
 - After event, the ticket taker must tally the number of tickets sold and count the cash on hand.
 - The ticket taker should notate any differences between how much cash is on hand and how much cash should be on hand.
 - The ticket taker must sign the form where indicated at the bottom verifying the ticket sales and cash amount before submitting to Administrator in charge.
 - Any used tickets should be returned to the Business Office for destruction.
- A separate form must be completed for each person selling tickets.
- The Principal's Office shall:
 1. Issue a receipt to sponsor of event.
 2. Send a copy of the school event receipt form to central office with the monthly transmittal of receipts

The pre-numbered tickets should be school specific. The Business Office will order the school specific tickets, using each school's activity fund codes, **safeguard the tickets, and distribute them to the schools as needed.** ~~, and have them shipped to each school.~~ The School Bookkeeper must notify the Purchasing Clerk when **their** ticket inventory runs low. ~~The School Bookkeeper must safeguard these tickets at all times.~~

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All receipts for clubs or extracurricular activities must be receipted in the same manner as outlined above.

RECEIPTS FROM TEACHERS, COACHES OR SPONSORS

THREE-PART RECEIPT BOOK WITH PRE-NUMBERED RECEIPTS (SEQUENCE DESIGNATED BY CENTRAL OFFICE) MUST BE USED TO ISSUE **ALL** RECEIPTS FOR GENERAL ACTIVITY FUNDS, GENERAL ATHLETIC FUNDS AND ACTIVITY CLUB FUNDS BY THE PRINCIPAL'S OFFICE.

- The receipt must be made out to the person (teacher, coach, student parent, club sponsor, etc.) remitting the money to the person designated by the principal to receive the monies.
 - Receipts must be written clearly, legible with a fine point pen that will go through to third copy).
 - Cardboard must be inserted to prevent writing extending to other receipts below.

Receipts shall contain at the very minimum:

1. Date of receipt (this is the date money was given to you).
 2. Name of Remitter (teacher, coach, student, parent, etc.).
 3. Amount of remittance.
 4. Type of payment (cash, check, both).
 5. Description – Be specific. Establish acronyms – be consistent – description shall print on your Integrity printouts.
 6. Financial accounting code in entirety. Fund, GLC, Function, Program, Object.
 7. Full signature of person receiving money.
 8. Full signature of remitter
- All backup documentation must balance with total on receipt. Do not refund money from money collected, must refund all money through accounts payable.
 - Issue a separate receipt for each type of **MONEY – ONLY ONE ACCOUNT NUMBER IS ALLOWED PER RECEIPT.** (Example – instructional fees and candy sale would not be combined for the same teacher – you would write two receipts to the same teacher – one for fundraiser and one for instructional fees).
 - Issue a separate receipt for each person giving you money. Do not combine two or more teachers even though it may be for the same type money.

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- The **original copy** goes to the person remitting the money (teacher, coach, student, parent, etc.).
- The **second copy** shall be remitted to the central office at the end of the month.
- The **third copy** must remain in the bound receipt book and become a permanent record at the local school. Auditor shall request to view at end of year.

- Funds collected from teachers for teachers must not be deposited in school accounts.
- Receipts must be entered into the accounting software in the month they are received.
- Receipts should be entered from the receipt book.
- The Chief Accounting Clerk will enter the monthly bank interest earned in each Activity Fund.
- There must be someone that is cross trained to back up the bookkeeper if she is out in accordance with the cut-off calendar to enter receipts and prepare monthly transmittals.
- If a receipt is returned for insufficient funds, the Chief Accounting Clerk will code the returned check against the revenue
 - The Chief Accounting Clerk will notify the School Bookkeeper.
 - The School Bookkeeper must adjust corresponding entry in QuickBooks.
 - It is the responsibility of the school to re-collect the funds.

Common Receipts and Coding

- PEPSI AND COKE CONTRACT MONIES
 - ONE TIME CONTRACT MONEY
 - 1156-800-1920-045-000-16 NEW HOPE HIGH
 - 1153-800-1920-045-000-04 CALEDONIA HIGH
 - 1159-800-1920-045-000-12 WEST LOWNDES HIGH
 - 1155-800-1920-045-000-18 NEW HOPE MIDDLE
 - 1152-800-1920-045-000-06 CALEDONIA MIDDLE
 - 1158-800-1920-045-000-10 WEST LOWNDES MIDDLE
 - 1154-800-1920-045-000-14 NEW HOPE ELEMENTARY
 - 1151-800-1920-045-000-02 CALEDONIA ELEMENTARY
 - 1157-800-1920-045-000-28 WEST LOWNDES ELEMENTARY

- VENDING MACHINE MONEY: (MONTHLY)
- 1156-800-1722-045-000-16 NEW HOPE HIGH
- 1153-800-1722-045-000-04 CALEDONIA HIGH
- 1159-800-1722-045-000-12 WEST LOWNDES HIGH
- 1155-800-1722-045-000-18 NEW HOPE MIDDLE
- 1152-800-1722-045-000-06 CALEDONIA MIDDLE
- 1158-800-1722-045-000-10 WEST LOWNDES MIDDLE
- 1154-800-1722-045-000-14 NEW HOPE ELEMENTARY

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- 1151-800-1722-045-000-02 CALEDONIA ELEMENTARY
- 1157-800-1722-045-000-28 WEST LOWNDES ELEMENTARY

Insert Receipt Journal instructions

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DEPOSITS

- All receipts must be deposited daily.
- After hour/night deposits should be taken to bank in the issued locked bag and left until next business day.
 - The School Bookkeeper should be the only key holder of the locked bag.
 - The School Bookkeeper will pick up the bag the next day, open the locked bag and count the cash in the presence of another staff member.
 - A signed school event form should always accompany a night deposit.
 - The School Bookkeeper will issue a receipt to the remitter who signed the school event form.
- Expenditures must not be made with money collected. All money collected must be receipted, deposited and requisitioned back out to pay expenditures.
- Deposit slips must have the beginning receipt number through the ending receipt number written on the face of the deposit slip. If receipt numbers are not sequential, then each receipt number should be written on the face of the deposit slip.
- Use separate deposit slips per fund.
- Deposit must have cash amount and the amount of the checks.
- An adding machine tape listing amount of coins, currency and checks, in this order, must accompany deposit slip to the bank along with checks stamped “for deposit only school name and bank account number.”
- Copy of deposit slip in date order must be sent to central office at the end of each month with the transmittal report.

DISBURSEMENTS

Purchasing Guidelines

- Activity funds must adhere to the same purchasing guidelines as all other expenditures.
- All expenditures shall have an approved purchase order before orders are made.
- We do not operate petty cash funds.
- The Revenue and Expenditure budgets of all Activity Funds will be projected during the Fiscal Year Budgeting process. Those expenditure budgets will be checked when requisitions are entered from July 1st through December 31st. From January 1st through June 30th, the actual available cash will be checked when requisitions are entered.
- Allowable Activity Fund purchases
 - Excerpt from the State Audit Manual: “Activity funds may only be expended for any necessary expenses or travel costs, including advances incurred by students and their chaperones in attending any in-state or out-of-state school related programs, conventions, or seminars and/or any commodities,

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equipment, travel expensed, purchased services or school supplies which the local school governing board, in its discretion, shall deem beneficial to the official or extracurricular program of the district, including items which may subsequently become the personal property of individuals (students) including yearbooks, athletic apparel, book covers, and trophies. Activity funds may be used to pay travel expenses of school district personnel.”

Activity funds were designed for the purpose of the student. The State Department of Audit is firm on this precept.

- Phone service, cell phone service if deemed for the benefit of the students.
- Maintenance of buildings and grounds if deemed for the benefit of the students.
- Student incentives (not rewards).
- Instructional supplies for the classrooms.
- Travel expenses of school personnel.
- Equipment if deemed for the benefit of the students.
- Travel for students and their chaperones (including advances) in attending any in-state or out-of-state (must be approved by school board) school related programs, conventions, or seminars.
- Purchased services if deemed for the benefit of the students.
- Staff development including meals- (must provide a copy of agenda and the staff sign-in sheet)
- Un-allowable Activity Fund Purchases
 - Coffee for staff – only for staff development meetings.
 - Staff appreciation dinners, awards, etc.
 - Voluntary worker appreciation dinners, recognition, awards.
 - Flowers for staff – sickness, deaths in family, secretary’s day, etc.
 - Scholarship funds or payments.
 - If you have a true scholarship fund, it must be transferred to Central Office to set up in appropriate accounting fund for scholarship. A scholarship fund must have a committee to decide on scholarship recipient each year, written criteria required for scholarship. Each year the committee must edit recipient’s applications and each member sign off on scholarship recommendation submitted to central office for payment. Scholarship shall be made payable to college/recipient and mailed directly to college.
 - Pepsi scholarships must be mailed directly to the recipients and not handled through school funds.
 - Any type of employee compensation – all salary must be paid through central office payroll for tax withholding and reporting.

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- Paying a bus driver for driving a bus directly from Activity funds.
- Paying a sponsor for performing responsibilities from Club of Activity funds.
- Paying an employee for any extra time from Activity funds.

Common Disbursements and Coding

- Refunds to parents- state reason for refunds in body of requisition; code the requisition against the revenue that was originally used when money was given. A copy of the original receipt or money collected form that shows where that student initially made a payment along with the reason for the refund will be used as the invoice.
- Use function 1920 on requisitions for expenditures related to field trips, classroom t-shirts, and fund raising activities
- Use object 810 for field trip admissions and object 510 for charter bus rental, Lowndes County School District bus permits, meals, lodging or other incidental items for field trip travel on requisitions.
- Use instructional function codes 1120, 1130, or 1140 for classroom supplies.
- Use function 1910 for all athletic related expenditures.
- Use object 610 for student incentive expenditures. Purchase of Gift Cards for Student Incentives can be made, however evidence that the cards were received by the student is required by the student(s) signing the receiving report.
- Athletic Cash Change
 - Use code 11xx-104-0000-000-000-XX for athletic cash change.
 - The requisition should be payable to the Athletic Director or Principal only.
 - The AD or Principal will have to sign a letter of responsibility before receiving the athletic cash change check.
- Athletic Meals
 - Use object ~~580~~ 510 for meals while on away games and use object 610 for meals before or after home games.
 - The requisition for the athletic meals must be written to the restaurant.
 - A receipt for the meal and receiving report must be submitted to Accounts Payable within three (3) days of the meal date.
 - The receipt should equal the amount of the purchase order.
 - If the receipt was less than the purchase order, a copy of the receipt issued by the School Bookkeeper for the change from the restaurant must also be submitted to Accounts Payable.
- Statewide Athletic Passes
 - All passes are \$30 each and replacement cost is \$15.
 - Passes can be purchased for Superintendent, Principals, Assistant Principals, Band Directors, Choral Directors, Cheerleader Sponsors and Coaches.
 - Passes can be ordered for the spouses of the above positions. Employee must submit a check for their spouse's pass before order is made.

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- Board members can also receive passes, but they must submit a personal check for the pass before the order is made.
- Identification will be verified.
- If an issued pass is used by someone other than who it was intended for, representatives from MS High School Athletics Association is obligated to collect the pass.
- Website to go online to complete form for passes
Misshsaa.com/Schools/Forms.aspx

TRANSMITTALS

The following should be in the central office by the date each month indicated on the transmittal calendar. Activity Funds are to be reported to the Board each month. (This is required by the State Department of Audit's office)

1. Integrity Detailed Receipt Report from the 1st day of the month through the last day of the month in receipt number order. (All receipts for the month).
 - Make sure that you mark the receipt numbers with the amount of deposit as indicated in receipt instructions on the report. If you have more than one fund and make more than one deposit for the range of receipts put amounts and dates of all deposits for the range of receipts marked.
2. Copy of receipts in receipt number order (receipt documentation must be attached to receipts – includes money collected form, school event form, store/concessions sales form, etc. – documentation must balance with receipt).
Include any voided receipts.
3. Copy of deposits in date order with receipt numbers written on face of the deposit.
4. Adding machine tape of deposits run in date order attached to the deposits.
5. The Integrity Detailed Receipt Report, the receipts and deposits MUST all balance before sending to central office.
6. Receipts, deposits and detailed receipt report must balance before sending to the Central Office.

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FUNDRAISERS

- All fundraising events must be board approved before fundraising event begins.
- This is true for school, club or outside organization, such as PTO/PTA and Booster Club, sponsored fundraisers.
- Fundraisers include:
 - Collection of funds to make a profit for the benefit of students
 - Collection of funds from students as fees or the like
 - Collection of funds to donate to a Not For Profit organization
- Effective August 1, 2013, schools shall complete the uniformed Fundraising Request Form.
 - The request form must be completed in its entirety.
 - Once the fundraising request is approved by the principal, the fundraising request form should be submitted to the Superintendent's office to be approved by both Superintendent and Board.
 - The school will receive notification from the Superintendent's office once the Board approves the fundraiser.
- After the fundraiser is complete, the fundraising coordinator must complete and submit a Fundraiser Accountability Report to the Principal.
 - The Principal should review the accountability report to evaluate the fundraiser's success.
 - The review of the accountability report is for outside organization sponsored fundraisers are recommended, but not required.
- All funds from a school or club sponsored fundraiser must be deposited into the school's activity fund.
- Funds from an outside organization sponsored fundraiser will not be deposited by the school.
- For sales and rentals to students used as a fundraiser, a disclosure statement must be made available which states "Notice, this sale is being conducted as a fundraising event and a portion of the sales price will be contributed to the local student activity fund."
- School employees must not serve as treasures or handle any money for outside organization sponsored fundraisers.
- Concession stands for school events and athletic events must also complete a fundraiser accountability report after each event or season.
 - Resale items must be coded according to the fundraising activities. (See account structure section)

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REFPAY

- Effective December 1, 2012, we will use Refpay to pay our athletic officials.
- A Refpay bank account is set up for the Middle Schools and High Schools.
 - The Refpay bank account will be replenished ~~by check,~~ not electronically.
- To make initial deposit, a requisition will be entered into the accounting system using code FUND-105-0000-000-000-XXX as the expense code. (However this is an asset code); JE: Dr FUND-105 Cr FUND-101. **This can also be done if you want to increase the amount in your REFPAY account.**
- Each Refpay account will make payments to the officials their school uses weekly, electronically.
 - Athletic Directors (AD) will see who's assigned in Arbiter and print vouchers for each official.
 - The AD will sign the vouchers and approve for them to be paid in Arbiter, which releases the payment to the official.
 - The School Bookkeeper will verify that the official assignment list, payment report and vouchers all match.
 - If an alternate official showed up, AD will need to make contact with assignor to remove the original official and input the actual official that worked. The alternate official cannot be paid until the assignor makes this change.
 - AD is only allowed to pay officials that are assigned through Arbiter.
- After each game's officials have been paid, the Refpay bank account must be replenished.
 - A requisition will be entered into the accounting system using the expense code for officials for each day/game officials were paid.
 - JE: Dr. FUND-900-1910-000-338-XXX Cr FUND-101 **Officials' payments only.**
 - Fees for using Refpay also need to be submitted on this requisition using the 810 object code. **The fees should not be included in the 338 amount.**
 - **Be sure to use your transaction list when submitting the replenishment requisitions.**
 - Attach the signed official vouchers and payment report to the requisition.
 - POs and checks for the payments are made after the payments have already been made to the official.
 - Replenishment deposits must be made weekly.
- The Refpay bank account will always reconcile back to the initial deposit amount.

Insert Refpay instructions

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FIELD TRIPS

Field trips are requested and approved outside of the business office. However the following should be notated:

- Every field trip that uses a LCSD bus and bus driver must be reimbursed to LCSD, regardless of internal or external funding source.
- Reimbursements should be made timely.
- If a bus driver is used to drive an away athletic game (instead of the coach driving), the bus driver's cost must be reimbursed.
- For every LCSD non-exempt employee that drives a field trip, their time must be documented and they must be paid through LCSD.
 - Non-exempt employees that already work two jobs/positions should not be chosen to drive field trips.
- For all employees, if time will be missed from their primary job/position, a travel approval and requisition form must be submitted in order for a professional development leave record to be entered.
- If a chartered bus is to be used for a field trip, their contract must be board approved prior to travel. All funds are paid to chartered bus company after the trip.
- Request for field trip/bus permit should be attached to requisitions for expenditures related to the field trip. Especially for out of state travel.
- See policy IFCB for further guidance on field trips.

CLUB FUNDS

- All official clubs of the district must be board approved.
- The club must have officers, pay dues, record minutes from meetings and have a teacher sponsor.
- Club funds must adhere to the same purchasing guidelines as all other expenditures.
- Code both revenue received from clubs and expenditures expended for clubs to 73xx-436-0000-000-000-xx