

WALLER INDEPENDENT SCHOOL DISTRICT
ACKNOWLEDGEMENT OF RESPONSIBILITIES OF FACULTY SPONSORS OF STUDENT GROUPS

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

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

SPONSOR

- (1) Every student group must have a sponsor who is responsible for the financial dealings of that group.
- (2) The sponsor must be a staff member of the school.
- (3) Sponsor is required to read the District Activity Fund Manual and Board policy CFD (Local)
- (4) Sponsor is responsible for maintaining a positive balance in any account for which they are responsible

RECORD KEEPING

- (1) The sponsor of each school organization is required to maintain adequate financial records of all cash received by that group for fees, dues, fundraising activities or sales.
- (2) Records that show the nature of the transaction, the student/payee name and transaction amount should be turned in to, and maintained by the school bookkeeper. More detailed records; however, are expected to be maintained by the sponsor.
- (3) All records are subject to review during an audit of the school's activity funds.

FUNDRAISERS

- (1) If conducting a fundraiser, a sponsor must first obtain permission from the principal and Assistant Superintendent, using The Fundraising Project Request Form.
- (2) Within ten days of the conclusion of a fundraiser, a sponsor must complete a Fundraiser Financial Recap form which is to be verified by the bookkeeper and then goes to the principal.
- (3) Amounts raised by students are counted towards a group fundraising goal and cannot be used to offset individual expenses of students. Individual fundraising goals may exist, but participation in a fundraiser should not be required. Fundraising can be for specific activities of the club (e.g. trip) or general.

RECEIPT OF MONEY

- (1) All money must be turned in daily to the school bookkeeper, preferably in a bank bag marked with the club's name,
- (2) Keeping money in a desk drawer or at home is not appropriate and is strictly forbidden. The bookkeeper/secretary must keep the club's money in the campus vault or other suitable venue each night until it is ready for deposit.
- (3) Sponsors will be held responsible for any money that is missing if they do not follow proper cash handling procedures.
- (4) Sponsors should never deposit money into his or her personal checking account with the intention of writing a check to the school later.
- (5) Money may not be left on the bookkeeper/secretary's desk. If they are not available, an alternate person should be designated to properly place the money into the campus vault for safekeeping.

- (6) Only club sponsors - never students - should turn in collected money. (7) Sponsors should always turn in all receipts and money by the end of a fundraising drive or sale, even if the bill for that fundraiser is not owed yet or if that bill is in dispute.
- (8) During the course of a fundraiser, turn in money daily.
- (9) All cash collections received by the club, organization or campus function (such as library and textbook fees/fines) must be recorded:
- (10) All money turned into the bookkeeper should state all names of the individuals who have given money and how much each one has given. In the event the payee is not the student (example- a parent or guardian with a different last name) the student's name should be included in parenthesis after the name of the payee, ensuring that proper credit will be given to each student.
- (11) All collections must be deposited into the school activity fund. The sponsor may not make purchases or payments from the proceeds of an event for any reason. All receipts and disbursements must remain separate and be recorded appropriately.
- (12) All money turned in to the school bookkeeper must be counted and may accompany by a money tabulation form. The bookkeeper will verify that the money submitted matches the tabulation form. If there is a discrepancy it is the bookkeeper's responsibility to notify the sponsor immediately.
- (13) The sponsor should keep a copy of this information for his/her records and use it if necessary for future verification.

COLLECTING SALES TAX

- (1) Sponsors must become adequately informed about state requirements regarding taxable sales and tax-free sales. Sales tax should be collected on purchased items that become the property of students unless part of a legal tax-free safe day. (the legal tax free sales "day" can only be a 24 hour period).

SPENDING

- (1) All expenditures must be made by campus check. It is against policy and strictly forbidden to use un-deposited cash to make any purchases.
- (2) Payments to District employees for work (Supplemental Pay) or to non-employees for services cannot be made with a campus check. They must all go through the District's accounts payable or payroll office.
- (3) Before a check can be written, an activity fund Payment Request form must be completed and signed by the sponsor requesting payment. This signature indicates the sponsor's approval of the payment.
- (4) Suitable backup support must accompany all requests for payment. This includes only actual receipts from the vendor for the expense. If there is any reason why a payment must be made from an estimate, rather than the actual receipt (in cases where a deposit or prepayment is required), an ACTUAL receipt from the VENDOR must be obtained and given to the bookkeeper after the event or expense has occurred. Under no circumstance can the bookkeeper pay from a vendor statement or invoice generated from the sponsor. The invoice and/or receipt must be obtained from the actual vendor.
- (5) In most cases checks cannot be generated every day of the week, so please plan accordingly. If a payment is to be made by the District's accounts payable office, the turn-around is slightly longer; however, the campus should not try to circumvent the requirements for student activity fund purchases (payments made from central administration by purchase order or direct pay request) if they have not planned accordingly.
- (6) All items purchased by the school for its own use are tax exempt, so sales tax cannot be reimbursed as an out-of-pocket expense. Tax exempt forms are available in the secretary/bookkeeper's office.
- (7) Students and parents may not use a sales tax exemption certificate under any circumstances; the form may only be given to employees of the school.
- (8) The PTO, PTA or booster organizations may not use the District's sales tax exemption certificate for any circumstance. They should have obtained their own tax exemption certificate.

I have read and understand the responsibilities outlined in this document.

Sponsor: _____ Date: _____

Bookkeeper: _____ Date: _____

Principal: _____ Date: _____