

## ACTIVITY FUNDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds:** Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, and the board of education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from such funds.
2. **Record of Funds:** Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.
3. **Audits:** The Activity Funds Auditor is appointed by and is responsible to the board of education. The auditor will make periodic audits of each school's activity fund and will furnish a detailed report to the board of education at the end of each school year showing the receipts, disbursements, and financial position of each account so far as may be determined from the records in the various schools. The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure.
4. **Sponsors**
  - A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall appoint the sponsor. Sponsors shall be held responsible for the collection and expenditure of each organization's funds.
  - B. **No sponsor of any account shall make purchases or obligations in excess of funds on hand.**
  - C. **Sponsor Receipt Books:** Each sponsor will have a receipt book containing duplicate receipts. When a student turns in money for any purpose, the sponsor will **immediately** prepare a receipt and provide the original of the receipt to the student. Each receipt will be properly dated and state the student's name and the purpose of the collection. At the start of each semester and until the heaviest period of collection is over, the sponsor will add the amount of receipts written since the date of the last deposit and will take the money **and** the classroom receipt book to the finance secretary who will, in the presence of the sponsor, again add the receipts written, count the money and issue the sponsor a receipt from the office receipt book or receipt machine. The finance secretary will then place the date, amount, and receipt number at the bottom of the last receipt duplicate in the sponsor's receipt book. If collections are for amounts less than \$5.00, the sponsor may use a sign-in sheet in lieu of individual receipts. The sign-in sheet shall have each student sign their name, amount paid, date paid, and item purchased. The sign-in sheet shall be reconciled in the same manner as individual receipts.

Deposits to the finance secretary shall be made daily. All collections are to be deposited in **full** in a prompt manner as herein outlined.

5. **Disbursements** from each fund must be made only for the specific purpose for which the fund was created.

Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases; they may be signed requests for payment from individuals. Invoices will be numerically filed

**ACTIVITY FUNDS, REGULATIONS (Cont.)**

according to check number for audit and reference purposes. (Financial transactions with board members or employees/employers of board members or their families are prohibited by law.)

6. **Bank Deposits:** The board approved bank will be used as the school depository for all activity funds. Deposits will be made daily by the activity fund custodian. At the end of the month, the sponsor of each organization will receive a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the activity fund custodian.
7. **Records:** All necessary documentation including invoices, deposit slips, receipts, bank statements, and other reports will be kept on file in the office of the activity fund custodian.
8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred to some other approved school activity fund. Such transfers shall be made only upon passage of a written resolution by the board of education that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to a designated account.
9. **School Activity Funds:**
  - A. All money collected, handled, or disbursed by the school or any activity, organization or program of the school other than those funds designated as "Assessments" and "Lunch Funds" shall be classified as "School Activity Funds." All such funds shall be deposited with the activity fund custodian. No money shall be held in any location other than the school office beyond the end of the school day that the money is collected. Money shall be turned in daily for activities which take place over a period of time. Disbursements shall be made by check. Each check must be supported by proper requisitions, invoices, statements, etc.
  - B. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations will not be accepted from any donor with restrictions, conditions, or qualifications as to the use of such money or equipment.
10. **Teacher Fund (Other Funds):** If approved by the board of education, the activity fund custodian may act as custodian for any money the teachers care to pool and will establish a separate subaccount for such funds. All such collections and expenditures made for the teachers are **not** to be commingled with any other fund account or subaccount. The "Teacher Fund" subaccount will have its own account on the ledger and on the monthly report form. Payment for flowers, professional dues, etc. may be made from this fund. However, **expenditures from such funds are never to exceed the balance in the fund account.**
11. **The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.**

**ACTIVITY FUNDS, REGULATIONS (Cont.)**Change

1. The sponsor of each organization shall be responsible for notifying the activity fund custodian that change will be needed for a particular activity. Notification shall be made not later than 9:30 a.m. the day of the scheduled activity.
2. A check will be issued for the amount of change required.
3. The sponsor shall sign a receipt for the change.
4. After the activity, the change will be receipted back into the account separately from any proceeds of the event.

During the Activity

1. The sponsor shall maintain supervision over each person handling activity funds.
2. The sponsor shall account for all admissions and products sold.
3. At the end of each activity the sponsor shall count the money and prepare it by wrapping coins and bills for bank deposit.

After the Activity

1. On the first day of school following an activity, the sponsor shall take all monies, including the initial change, to the office for deposit.
2. The sponsor and the finance secretary or principal shall count the money together.
3. The finance secretary or principal shall write a receipt and give a copy to the sponsor.
4. The finance secretary shall send daily to the activity fund custodian all funds collected with corresponding receipts.
5. The activity fund custodian shall record entries to the proper ledgers and reconcile cash daily.
6. The activity fund custodian shall prepare deposit slips for bank deposits and make such deposits on a daily basis.

Expenditure of Funds

1. Before a purchase is made, the sponsor shall determine if funds are available for the item(s) to be purchased. No expenditures may be made from an account without funds on hand.

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2. The sponsor shall request, by purchase order that funds are to be encumbered for items to be purchased.
3. After the purchase order is approved, the sponsor may make the purchase and present the invoice to the activity fund custodian for payment.
4. The activity fund custodian receives and checks invoices, prepares requests for payment, mails checks, and posts withdrawals from accounts as they occur.