

LINDALE ISD

**ACTIVITY FUND
ACCOUNTING
PROCEDURE MANUAL**

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SECTION 1 GENERAL INFORMATION

1.1 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 of the campus, teachers and the general administration of the school. These funds are used to promote the general welfare of each campus and the educational development and morale of all students. The compliance function for the Activity Funds is delegated to each campus principal and must comply with the guidelines and procedures required by this manual.

1.2 DEFINITION

An activity fund will be classified as one of the following: Campus Activity Fund (CAF) or Student Activity Fund (SAF).

CAF

- ✓ Belong to the Campus/District
- ✓ Money raised locally at the school or donated to the school
- ✓ Accounts include school office and departmental accounts
- ✓ Sponsors for CAF accounts include the Principal as well as departmental staff
- ✓ Must adhere to State and Board policy and District regulations
- ✓ Subject to purchasing and bid laws

SAF

- ✓ STUDENT FUNDS = CLUB FUNDS = AGENCY FUNDS
- ✓ Belong to various student groups; not the campus or district
- ✓ Must have bylaws and officers and hold regular meetings.
- ✓ Minutes of the organization's meetings must be written and retained.
- ✓ The funds raised by a student organization are to be expended at the discretion of the students and documented in the minutes.
- ✓ Benefit a specific club or organization, i.e., band, cheerleading, choir, math, science, etc.

1.3 RESPONSIBILITY FOR ACTIVITY FUNDS

The school principal is responsible for the proper collection, disbursement and control of all activity fund monies. This responsibility includes:

1. Providing for the safekeeping of monies.
2. Proper accounting and administration of fund transactions.
3. Expenditure of funds in compliance with applicable state laws, and local board policy administrative guidelines.

4. Adequate training and supervision of all personnel designated by the principal to administer activity funds.

The principal is not responsible for funds collected, disbursed and controlled by outside organizations (parent or booster organizations). These parent and booster organizations funds are not to be accounted for in the school's Activity Fund. See Section 11.

1.4 AUDIT OF ACTIVITY FUNDS

Activity Funds are audited annually through random sampling by the District's independent auditor.

1.5 RETENTION OF RECORDS

All records should be kept current and in good order for a period of ten years and available for audit any time, including but not limited to, receipts, tabulations, deposit slips, ledger sheets, financial reports, etc.

SECTION 2 BASIC RECORDS

2.1 ACTIVITY FUND CASH RECEIPTS

Activity Fund Cash Receipts are the means of accurately recording cash received and provide support for each bank deposit. Only pre-numbered cash receipt books are to be used.

2.2 REQUEST FOR A CHECK

Purchase orders or travel forms are the authority for the issuance of an Activity Fund check.

2.3 PRE-NUMBERED CHECKS

Pre-numbered checks are used to disburse all funds from the Activity Fund checking account. All checks are issued at the central office.

2.4 BANK DEPOSIT SLIPS

Deposit slips, once validated by the bank, serve as a record for the specific date that receipts were credited for the bank account. Deposit slips are obtained from the central office.

2.5 MONTHLY BANK STATEMENTS

The bank statement is the official bank record reflecting all transactions affecting the cash balance on deposit during the preceding month. When properly reconciled, the statement serves as official support for the cash balance indicated in the Activity Fund records. The bank statement is received and reconciled for all accounts at the central office.

2.6 GENERAL LEDGER – COMPUTER PRINTOUTS

The General Ledger for Activity Funds is maintained on the District's central computer system (RSCCC). The General Ledger summarizes all transactions of the Activity Fund during the month. Principals have online access to view and print General Ledger summaries. These summaries should be reconciled to the campus records and discrepancies reported on a monthly basis. A copy of the campus summary report must be turned into the business office by the 20th of each month. The business office will review the campus level reports on a regular basis.

2.7 PREPARATION OF RECORDS

All permanent records must be completed in ink or be a copy of a record done in pencil. A copy should be made to serve as the permanent record so that information cannot be changed.

SECTION 3 ISSUING RECEIPTS

3.1 RECEIPT OF MONEY BY CASH RECEIPTS CLERK

A. All cash and check collections must be receipted (in triplicate) by the cash receipt clerk receiving the money:

1. Original (white) to person submitting the money.
2. Posting copy (yellow). Attach to deposit slip.
3. Permanent copy (pink) retained in the receipt book.

B. The receipt must be completed in its entirety, including:

1. Date, activity fund site and amount.
2. The individual or firm submitting the money. A receipt may not be issued to more than one person.
3. An explanation of the purpose for which the money was received.

4. The correct Activity Fund account code.
 5. The signature of the person receiving the money. The signature must be manual; signature stamps are forbidden.
- C. An actual cash count should be made by the person signing the receipt in the presence of the person turning in the money.
- D. Post dated checks cannot be accepted from any source.
- E. Under no circumstances shall a cash receipt be altered. If an error occurs, VOID the original receipt and all duplicates and issue a new receipt. The original of the voided receipt must be attached to the copies and retained for audit purposes.

3.2 RECEIPT OF MONEY BY PERSONS OTHER THAN THE CASH RECEIPT CLERK

- A. The cash receipt clerk is responsible for maintaining an adequate supply of Tabulation of Receipts Forms (Form A).
- B. Money may be collected by an authorized individual other than the Cash Receipt Clerk (teachers, librarian, clerks, etc., but only as approved by the principal) for such items as books, student fees, fund raising activities, etc. In such instances, the individual collecting the monies must account for the monies collected as follows:
1. Tabulation of Receipts must be completed with all information provided.
 2. Collections shall be submitted to the Cash Receipt Clerk daily.
 3. The completed Tabulation of Receipts Form shall be sent with monies collected to the Cash Receipt Clerk who will count the funds in the presence of the depositor and prepare an Activity Fund Cash Receipt once the deposit total is verified. The Cash Receipt Clerk should also sign the Tabulation of Receipts Collected Form. The depositor retains the white copy, the yellow copy is retained by the Cash Receipt Clerk and the pink copy is attached to the deposit slip.
 4. The Cash Receipt Clerk should keep on file for 10 years for audit purposes the original Tabulation of Receipt form with attached Cash Sub-Receipts, if applicable.

5. Individual sponsors/collectors should keep verified copies of the Tabulation of Receipts collected for 10 years for audit purposes.

C. Concession sales are exempted from receipt procedures.

SECTION 4 DEPOSITS OF FUNDS

4.1 GENERAL OPERATING PROCEDURES

A. Deposits must be made according to policy CFD (Local).

B. All checks shall be endorsed at the time they are received or accepted.

4.2 PROCEDURES FOR PREPARATION OF BANK DEPOSITS

A. A bank deposit slip shall be prepared in triplicate and shall include the following:

1. The date and amount of the deposit.
2. A listing of each check in the deposit
3. A copy of the cash receipt issued for any cash shown on the slip or a copy of the tabulation of receipts.
4. The activity account name and number.

B. The original copy of the deposit slip is retained by the bank and returned with the monthly bank statement. The duplicate copy is validated by the bank and sent to the central office. The Cash Receipt Clerk should verify the validated amount. The triplicate copy is retained by the campus.

C. Do not deposit money in a personal account or bank deposit box.

D. Submit all monies to be deposited in the same form as collected.

E. **Do not keep cash for any reason.**

F. Deposits should be made daily.

SECTION 5 RETURNED CHECKS AND REDEPOSITS

5.1 CHECK ACCEPTANCE POLICY

Lindale ISD has established the following policy for accepting checks and collecting bad checks:

For a check to be an acceptable form of payment it must include your current and accurate name, address, telephone number, driver's license number and state. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year.

5.2 RETURNED CHECKS

- A. Lindale ISD has contracted with ECAP, a check recovery system, for electronic recovery of returned checks for insufficient funds. ECAP makes two attempts to collect the funds electronically and redeposits the funds into the Activity Fund bank account.
- B. Checks that are returned for other reasons or checks that cannot be collected electronically are collected by central office staff. A certified letter is sent to the check writer(s). If collection is not made, then the check is turned over to the proper county officials for collection.

SECTION 6 DISBURSEMENTS

6.1 GENERAL POLICIES

- A. The management of activity funds shall be in accordance with established school purchasing practices, including sound accounting procedures and through audits. TEA guidelines must be followed. Purchases will be made in compliance with competitive bid laws.
- B. All expenditures shall be paid by check from the Activity Fund checking account.
- C. Income received from a specific group (student and faculty) should be expended for that group. The principal shall ensure that expenditures from these accounts are written for the intended purpose of the group and should not divert for other uses.
- D. No expenditure of funds shall be approved by the principal unless sufficient funds are available in the appropriate activity account. Thus, no check shall be drawn on any account with a negative balance unless sufficient funds are available in the appropriate fund account, or unless funds are anticipated at a later date in the appropriate activity fund account and procedure has been approved by the principal and central office.

- E. Activity Fund monies are to be used to finance a program of non-curricular activities, augmenting, but not for replacing, the activities provided by the district. Funds are not to be used to finance items or projects specifically disallowed during the budget process.
- F. Projects for the raising of Activity Funds monies shall, in general, contribute to the educational experience of pupils, and shall not conflict but shall add to the instructional program. Fund-raising activities shall not be confined to regular school hours but are considered an extension of the school program. When fund-raising activities are in the name of the school, all funds raised become school funds, belonging to the school-sponsored group responsible for raising the money. Disbursements shall be made according to the wishes of the school group who raised the money, provided the disbursement complies with applicable state laws, principal approval and local board policy administrative guidelines.
- G. The principals shall participate in the preparation, modification, and interpretation of policies, regulations, and procedures affecting student funds.
- H. The principal is responsible for replacement of activity money improperly spent. Reimbursements of funds and or terminations may result from misappropriation of funds.
- I. All Activity Fund fund-raising projects must follow the procedure in Section 10.
- J. Assets can only be purchased through the Activity Funds in accordance with the procedures in Section 7.
- K. Campus Activity Funds will be controlled and managed by the school principal and /or designee.
- L. Expenditures from Campus Activity Funds may be initiated by the principal, and/or designee.
- M. Expenditures from Student Activity Funds must be initiated by the student group with sponsor approval and subsequently approved by the campus principal.
- N. The campus principal is responsible for all purchases and purchase commitments requiring the present or future disbursement of activity fund monies.
- O. Overdrafts will not be permitted for any activity fund.

- P. Short-term contracts and letters of agreement which are less than sixty days duration must be signed and approved by the campus principal. This requirement shall include commitment and obligations to disc jockeys, bands, reservations at hotels, ballrooms, and restaurants, services from outside firms, lease on chartered buses and all other agreements. Contracts or agreements of longer than sixty days and any that extend beyond the current school year must have the written approval from the Superintendent or his designee before completing a contract. Contracts in excess of \$500 must be approved by the Superintendent or his designee. The principal shall, at the end of each school year, review any ongoing agreements with the Superintendent.
- Q. All Activity Fund balances, at the end of each school year, will be carried forward to the next school year.
- R. No outside organization funds may be maintained through the Activity Fund. The definition of outside organization funds includes monies from former students, booster clubs, and PTA's. See Section 11.
- S. Campus Activity Funds may be used for any legal purpose at the discretion of the principal. See examples on Form B.
- T. Student Activity Funds may fund staff travel when traveling with students to events or meetings which are directly related to the particular student group. Other staff travel is also allowed if the travel is considered a benefit of and approved by the particular student group, with the approval of the principal.
- U. Campus activity funds **MUST** follow complete bid requirements of the district.
- V. The principal shall have final approval when transfer of any money from one account to another is requested. Request for transfer can only be authorized by presentation of a transfer form from the disbursing fund, with the signature of the sponsor and an officer.

6.2 REQUEST FOR CHECK

- A. A completed Purchase Order and/or Travel Request Form shall be the authority for the issuance of an Activity Fund check. It must be completed and approved prior to purchase.
- B. Proper supporting documentation must be submitted to the Accounts Payable Clerk for check payment. Proper supporting documentation shall include
 - 1. Vendors' original invoices. Periodic statements are not adequate supporting documentation.

2. Sales slip or cash register tapes. Credit card statements and customer copy of charge slips are not adequate supporting documentation.
 3. Other supporting documentation may include letters, announcements and renewal notices when invoices are not provided by the vendor.
- C. Purchase Order forms for advance payment, as defined below, may be completed without supporting documentation. However, permanent documentation must be attached within 10 business days.
- D. All invoices shall be checked to ascertain that sales tax has or has not been properly charged since most purchases made by schools are tax exempt. (See Section 9 on Sales Tax.) Sales tax will not be reimbursed on purchases which should be tax exempt.

6.3 PAYMENTS TO NON-EMPLOYEES FOR CONTRACTED SERVICE

- A. Payments for services performed by individuals not employed by the District may be made directly from the Activity Fund. A Purchased/Contracted Services Agreement (Form C) should be completed prior to the services being rendered. The form should be attached to the Purchase Order form. The principal must approve the services before the agreement is made with the contractor. Any agreement in excess of \$500 should be approved by the Superintendent or his designee.
- B. If a service provider requires a deposit to hold a date, the principal may approve an amount not to exceed 25% of the amount to be charged for the service.

SECTION 7 FIXED ASSETS and DONATIONS

7.1 DEFINITION

Fixed assets are purchased or donated items that are tangible in nature, have a life longer than two years, have a unit value of \$5000 or more, and/or may be reasonably identified and controlled through a physical inventory system.

EXEPTIONS:

Library books and audio visual materials of any value are considered fixed assets if they are to be catalogued in the library.

7.2 PURCHASE FROM ACTIVITY FUNDS

Activity fund purchases of fixed assets are required to be approved by the Superintendent due to potential maintenance and operating costs and insurance cost/liability.

7.3 DONATIONS

- A. Donated fixed assets as well as all other donations in excess of \$250 must be submitted to the Board of Trustees for approval.
- B. Donated fixed assets must be added to the district fixed asset inventory and tagged.

SECTION 8 VENDING MACHINES

8.1 GENERAL POLICY

Revenue from vending machines situated in all areas of the campus, shall be controlled by the campus principal and processed through one of the activity funds.

- A. The principal may assign the revenue to a student organization as a fund-raiser for their Student Activity Fund.
- B. The principal may assign the revenue to a Campus Activity Fund.
- C. The designated assignment will be for one school year.

SECTION 9 TAXABLE SALES

9.1 TAX FEE PURCHASES

All items purchased by the school district for the schools own use qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district or authorized agent should provide the seller with a Texas Sales Tax Exemption Certificate. To be valid the certificate must state that the merchandise being purchased is for the organization's own use in providing education, is being made in the name of the organization, and that payment shall be made from the organization's own funds. Sales tax exemption forms can be obtained at the central office.

Purchases for their own use by individuals, even though connected with a school or school organization, are not exempt from the tax if paid directly by the individual. Examples – cheerleaders purchasing their own uniforms, band

members purchasing their own instruments and athletic teams purchasing their own shirts. If these items are purchased with school funds, they are exempt.

9.2 SCHOOL SPONSORED TRIPS

Meals purchased by the school for athletic teams, bands, etc. on authorized school trips are exempt from the sales tax if the school contracts for meals. The school must pay for the meals and provide the eating establishment with an exemption certificate.

Individual members of the athletic team, band, etc. may not claim exemption from the sales tax on the meals they purchase while on a school-authorized trip.

An exemption may also be claimed by the school from the Hotel Occupancy Tax if the school contracts and pays for the accommodations and provides the hotel with a completed Hotel Occupancy Tax Exemption Certificate (Form D).

Employees may not claim exemption from sales tax on individual purchases while on school business even though they are reimbursed by the school for expenses.

9.3 SALES TAX ON SCHOOL FUNDRAISERS

Although schools may purchase items tax-free, public schools and school-related organizations must collect the sales tax on all sales that are not specifically exempted. The Sales Tax Decision Tree (Form E) is used to help determine if sales tax is due.

A. SALE/NOT A SALE

The majority of Activity Fund collections fall into one of two categories: Sale or Not a Sale.

1. Sale

- i. Admission – athletic, dances, performances, clinics, workshops, summer camps, project graduation
- ii. Donated items that are not sold
- iii. Fundraisers that we are the seller, not just the middleman
- iv. Rental of items
- v. Sales of food
- vi. Sales of merchandise – including items made by students
- vii. Sales of services
- viii. School publication sales

2. Not a Sale

- i. Collections from students to pay a company for admission (i.e. Movie ticket)
- ii. Commissions received

- iii. Donations received
- iv. Dues
- v. Fees
- vi. Fieldtrip collections
- vii. Fines (i.e. Library)

Once the activity has been determined to be a sale, the issue then becomes: to tax or not to tax.

B. TAXABLE SALES

Examples:

- Agenda Books
- Agricultural sales
- Art – supplies and works of art
- Artistic – CDs, tapes, videos
- Athletic – equipment and uniforms
- Auction items sold
- Band – equipment, supplies, patches, uniforms
- Book covers
- Books – library
- Brochure items
- Calendars
- Candles
- Clothing – school, club, class, spirit
- Cups
- Decals
- Horticulture items
- Merchandise, tangible personal property
- Musical supplies – reeds
- Pennants
- Pencils
- Pictures – school, group (if school is the seller)
- Plants
- Ribbons
- Rummage, yard, and garage sales
- School publications – athletic programs, posters
- Yearbooks
- Spirit items
- Stadium seats
- Yard signs

C. NON-TAXABLE SALES

Examples:

- Ad sales – in yearbooks, athletic programs, newspapers
- Admission – athletic, dances, drama performances
- Admission – summer camps, clinics, workshops

Admission – banquet fees, tournament fees
Discount/Entertainment cards and books
Facility rentals for school groups
Food items sold during fundraisers (including annual plants and seeds that produce food for human consumption)
Parking permits
Services – car wash

D. TAX – FREE DAY

Each school district, each campus, and each bona fide chapter of each campus is allowed to have two, one-day tax free sales each calendar year. During these tax-free sales, the organization may sell any taxable item tax-free when the price of the item is \$5,000 or less.

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 holding meetings and conducting business are bona fide chapters of the school and each group may have two, one-day, tax-free sales in a calendar year. 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.

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 preordered and prepaid 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.

9.4 REMITTANCE OF SALES TAXES

All sales tax collected by the school shall be remitted quarterly to the central office, unless contractual agreements with a vendor stipulate that such taxes should be remitted to the vendor.

SECTION 10 FUND RAISING ACTIVITIES

10.1 DEFINITION OF FUND-RAISING ACTIVITIES

A fund-raising activity may be defined as any activity involving participation of a campus or student body or a school-recognized student group undertaken for the purpose of deriving funds for a school or school-sponsored group.

10.2 FUND-RAISING ACTIVITIES FOR A SCHOOL

A. GENERAL

1. Fund-raising activities are not confined to regular school hours but are considered an extension of the school program. When fund-raising activities are in the name of the school, all funds raised become school funds, belonging to the school-sponsored group responsible for raising the money. Fund-raising activities cannot occur during instructional time.
2. Fund raisers will be classified as major if the expected profit is \$1,000 or more and minor if less than \$1,000. All student groups will be limited in their fund raiser activities.
3. Grades PK-4 will not participate in fund raising activities with the exception of book fairs.
4. Grade 5 will be limited to one major fund raiser per year for the purpose to help off-set the cost to parents for the outdoor education program.
5. Grade 6 band students will be allowed to participate in the band fund raiser.
6. To request permission to conduct a fund-raising activity, the club sponsor should complete the application portion of the Fund Raising and Financial Recap (Form F).
7. All requests must be submitted to the principal for approval prior to submission to the central office.
8. A fund-raising calendar will be maintained at the central office and published on the district's web-site. Each principal shall submit approved Fund-Raising Request Forms (Form F) to the central office prior to May 1st for consideration. The fund-raising year shall be from June 1st to May 31st. Events will be placed on the calendar only after approval is received from the central office. Only one fund-raiser may be scheduled per day if the fund-raiser involves selling to the community. Fund-raisers that are limited to on campus selling (bake sale), or a limited group of parents and community (tickets to plays) can be scheduled on the same day.
9. Fund raisers are not to begin until you have a copy of the approved form returned from the Superintendent.

10. Material or merchandise for a fund raising project may not be ordered prior to receiving written approval. Any person ordering merchandise without the prior approval will assume full responsibility for the bill.
11. At the conclusion of each fund-raiser, a completed financial report summarizing the outcome of each fund account, including amounts raised, expenditures and the use of the profits, must be submitted by the sponsor to the campus principal. These reports are subject to compliance and financial audits and shall be submitted to the central office within 4 weeks of the ending sale date.

B. ACCOUNTING FOR FUND-RAISING ACTIVITIES

1. Collections and Disbursements:
 - a. All collections must be receipted and all payments must be made in accordance with Section 4 and 5 of this manual.
 - b. All collections and disbursements associated with any fund-raising activity coordinated by the school or a school-recognized student group shall be transacted through the Activity Fund.
2. Upon completion of fund raising activities, the Financial Recap Section of the Fund Raising Application and Financial Recap (Form F) must be completed by the sponsor within 4 weeks of the ending sale date, with a copy to be filed with the campus principal and a copy retained by the sponsor.

This report should indicate gross collections and list any expenses incurred relative to the activity merchandise (advertising, sales tax, prizes, etc.). Disposition of the net proceeds (profits) should also be disclosed. The person requesting permission to conduct the fund-raising activity should prepare the report.

3. The club sponsor or activity chairman is responsible for keeping accurate records for all money-raising activities. Such records should include at a minimum:
 - a. Distribution Lists
 - b. Daily Collection Reports
 - c. Tabulation of sales tax collections
 - d. Original cash receipts received for money turned into the office

4. At the conclusion of the fund raising activity, all records should be turned in to the principal with the original copy of the completed Fund Raising Application and Financial Recap form and retained for audit purposes.

SECTION 11 OUTSIDE ORGANIZATIONS

11.1 GENERAL GUIDELINES

A. DEFINITIONS

Outside organizations should be valid stand-alone organizations with their own identities. There should be no confusion of their identity with that of the school. Therefore, the Outside organizations may not use the school's address, tax ID number, or names of school employees in conducting business. There are two types of independent outside groups:

- Parental – Parent Teacher Organization (PTO, PTP, PTA)
- Outside organizations such as Booster Clubs

B. GENERAL GUIDELINES

Outside organizations shall manage and assume responsibility for their own activities and finances. The outside organization may not use the school's or campus' name in the fund raising process. A clear distinction needs to be made so the general public understands it is the organization's fundraiser and not the District's fundraiser. The outside organization may involve participation by the students and school personnel either as contributors (consumers) or fund raisers (workers) only after the approval of the Superintendent. Fund raising by District personnel for these organizations should not interfere with the employees work duties. The Principal or school staff may not be involved with receiving goods, receipting, depositing, or accounting for money raised by the outside organization.

A sponsor or other district employee may not:

1. Have signature authority on any bank account of an outside organization in their capacity as a school employee.
2. Maintain a checking or savings account that contains money belonging to an outside organization.

Money raised by the Outside organizations must be deposited to the account of the Outside organizations, not the school's Activity Fund account. Outside organizations should cooperate fully with the Principal in planning activities or raising money.

LINDALE ISD
TABULATION OF RECEIPTS

FORM A

PURPOSE OF COLLECTION: _____

ACTIVITY ACCOUNT NAME: _____

DATE: _____

RECEIVED FROM	CASH	CHECK	AMOUNT
TOTAL			

DEPOSIT NUMBER _____

COLLECTED BY _____

DEPOSIT DATE _____

RECEIVED BY _____

**LINDALE ISD
CAMPUS ACTIVITY FUNDS
EXPENDITURES**

FORM B

The following table is provided as a tool to help Campus Activity Funds (CAF) sponsors and Principals determine what expenditures are appropriate. This listing is not all-inclusive, but is designed to provide you with a basis for CAF spending.

Appropriate Expenditures	Prohibited Expenditures
Organization or institutional memberships. However, if an individual membership is necessary for students to participate in certain activities, then the expenditure is acceptable and notation is made to document the necessity.	Payment of an individual's organization dues or fees (even if school business related).
School assemblies and field trips.	Reimbursement for luncheons or dinners while attending civic organization's meetings.
Student body social functions.	Purchase of any GIFT for any person or organization: this includes gift certificates, retirement gifts, flowers, holiday gifts, and food gifts.
Awards such as plaques, caps, or certificates in recognition of students, staff, or volunteers for services to the school or LISD.	Extravagant or high-priced awards such as watches or other jewelry.
Incentives for student involvement.	Payment of an individual's personal bills.
Training for staff.	Donations to individuals, organizations, or scholarship funds.
Scholastic magazines and books.	Loans to employees, parents, or students for any reason.
Supplemental classroom instructional needs and general office supplies.	Payment of expenses of spouses or other non-employees.
Improvement of campus and site facilities such as plants, bulletin boards, signs, and flags.	Alcoholic beverages, tobacco products, controlled substances, firearms, and other weapons.
Expenses and purchases related to fund-raising activities.	Abuse of number of appreciation meals furnished to staff.
Supplementing of student organizations' activities.	Payment of professional organization liability insurance on any individual.
After-hour Security.	Appreciation and fund raising dinner tickets.
Tickets for school-related functions when attendance is required by the Principal.	Extra compensation or bonuses to employees, whether it be in the form of cash or gifts.
District approved conference attendance and travel costs for employees, subject to DEE limitations.	Replacement of an individual's property that was lost, stolen, or damaged on the school or district's premises or while being used at a school or district function.
Refreshments and snacks for teacher in-service and staff meetings. Appropriate items might include pastries, fruit, cookies, pizza, and drinks.	Parties for staff, including food, decorations, and favors.
Business meals for staff. For reasonable cost comparisons, the per diem amounts are: breakfast - \$7.50, lunch -\$8.50, dinner -\$14. Appropriate documentation indicating who was at the meeting and what was discussed is required for the IRS. Prior approval from the principal is required for off-campus meals.	Appreciation meals furnished to employees which exceed the reasonable limitations noted.
Retirement reception costs such as refreshments, plates, napkins, and utensils for a retiring member of the school's staff.	Daily coffee and other drinks for the faculty and staff.
Refreshments and snacks for meetings where the school serves as host for related activities for students, staff, and patrons.	Transfers of funds to the faculty accounts (unless the transfer is to correct a prior error).
Required school apparel that becomes the employees' personal property not to exceed a cost of \$75 per year in accordance with IRS guidelines.	Any expense which appears to benefit private individuals or entities in ways so out of proportion to the overall public benefit that they amount to a virtual donation.
Award presentations for students, volunteers, or district employees.	Any other expenditure prohibited by federal or state law, TEA or Board policy, or LISD regulation.

1/7/2009

LINDALE INDEPENDENT SCHOOL DISTRICT
PURCHASED/CONTRACTED SERVICE AGREEMENT

The LINDALE Independent School District, hereinafter referred to as "District," and independent contractor _____, hereinafter referred to as "Contractor," enter into a contract on this the ____ day of _____, 200__ for the provision of services stated below.

1. District agrees to engage Contractor, and Contractor agrees to perform personally, in a manner satisfactory to District, the following services:
Describe the services to be performed in this space including the days/hours to be worked, the services to be performed and any other specific requirements of the engagement.

Unless discontinued earlier by District, the above services are to be performed by the Contractor. District agrees to pay Contractor a fee of \$_____ per _____ for a total fee not to exceed \$_____, as compensation for services rendered, plus allowance expenses for transportation, lodging, meals, and materials, upon submission of appropriate receipts for such expenses as agreed upon by District and Contractor. **Contractor shall not be paid in advance.**

This agreement shall be in effect from _____ to _____, unless terminated by either party at any time, with or without cause. In the event of termination by District or Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

Contractor may not assign this contract to a third party without the written consent of the District. Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under this contract, except District employees.

Contractor is not an employee of District, and is not entitled to fringe benefits, pension, workers compensation, retirement or unemployment compensation. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of Contractor.

Contractor agrees to hold District harmless from any and all liability incurred by District by reason of Contractor's negligence or breach of contract, including, without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

IN WITNESS WHEREOF, LINDALE Independent School District and Contractor have executed this contract, effective the date first herein written.

LINDALE INDEPENDENT SCHOOL DISTRICT

By: _____
Superintendent or designee

Date: _____

CONTRACTOR—

By: _____

Date: _____

Social Security/Federal Tax ID Number: _____

Signature of LISD Staff Contact Person: _____

Phone Number: _____

Date of Board approval: _____
(for contracts of \$25,000 or more)

Budget Account Code(s): _____

TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. **Supporting Documentation Required.**

Name of exempt organization	Organization exempt status (<i>Religious, charitable, educational, governmental</i>)
Address of exempt organization (<i>Street and number, city, state, ZIP code</i>)	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (*Please print*) _____

	Date _____
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FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (<i>Street and number, city, state, ZIP code</i>)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

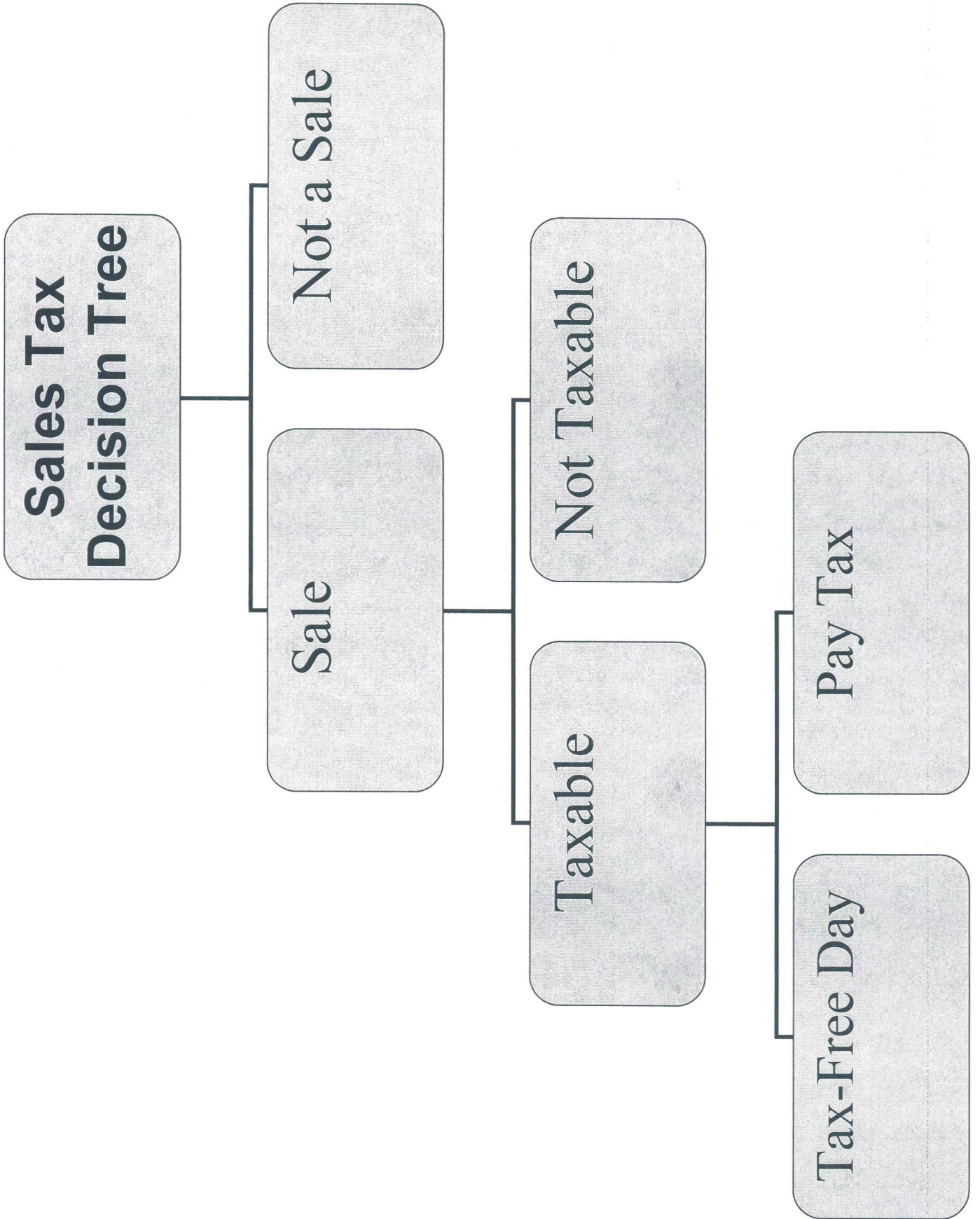
You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at http://window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to exempt.orgs@cpa.state.tx.us or call (800) 252-1385.



**LINDALE INDEPENDENT SCHOOL DISTRICT
FUND RAISING REQUEST AND FINANCIAL RECAP APPLICATION**

FORM F

Campus _____ Date _____

Club name _____ Sponsor _____

Beginning date of sale _____ Ending date of sale _____

Describe the purpose of this sale _____

Describe the product or activity _____
(Attach brochure if applicable)

Vendor _____ Representative _____
Company Name _____ Phone _____

Address _____
Street Address _____ City _____ State _____ Zip _____

Cost of Product _____ Sales Price _____ Expected net income _____

Is this sale taxable? Yes _____ No _____
If yes, are you using this sale as one of your two tax-free sale days for this year? Yes _____ No _____
Is this your 1st or 2nd tax-free sale to date? _____

I certify that I have read and reviewed the activity fund manual and signed the Activity Fund Acknowledgement Form. I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax Collection and cash.

Sponsor Signature _____ Date _____ Principal Approval _____ Date _____

Date received by Central Office _____

Approved Yes _____ No _____
Central Office Approval _____ Date _____

FUND RAISING RECAP

Due in Business Office within 4 weeks of ending sale date

Total Deposits	\$ _____	Distributions of Profit: Items purchased and cost
Less: Total cost of sale	\$ _____	1. _____
Net Profit	\$ _____	2. _____
		3. _____
		4. _____

Sponsor Signature _____ Date _____ Principal Signature _____ Date _____ Date in Business Office _____

ACTIVITY FUND MANUAL RECEIPT

Name _____

Activity fund _____

I hereby acknowledge receipt of a copy of the Lindale ISD Activity Fund Accounting Procedure Manual. I agree to read the manual and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this manual is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated information, I accept responsibility for reading and abiding by the changes.

Signature

Date