

# ACTIVITY FUNDS

NORTH ZULCH ISD



# ACTIVITY FUNDS TYPES

## District and Campus Activity Funds

Funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control.

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## Student Activity Funds

Funds raised and collected by student clubs, groups or organizations for a school-related purpose.

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# FIDUCIARY RESPONSIBILITY

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District accounting practices and procedures, and the Texas Education Agency (TEA) Financial Accountability System Resource Guide. *CFD(Local)*

**01**

Superintendent

**02**

Principal

**03**

Sponsor  
(if applicable)



# EXPENDITURES & APPROVAL TWO-PRONG

District and  
Campus  
Activity Funds

Any one of the following: principal, business manager, counselor, or designee AND Superintendent

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Student  
Activity Funds

Sponsor AND Principal

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# ALL EXPENDITURES

Purchase  
Request Via  
Email

(will accept a  
paper requisition)

No Sales Tax  
on  
Purchases

Pay by  
Check or  
Credit Card

No  
commingling  
of purchases  
with  
personal

# STUDENT ACTIVITY FUND GENERAL CONCEPTS

Will consist of monies collected from students for club or classroom dues and from various school-approved money-raising activities.

Student funds may also be received as donations.

Financial decisions rest with the student organization and their sponsors.

Funds are used to promote the general welfare of the school and the educational development and morale of ALL students via their respective clubs, class levels and the school as a whole.

Income received for a specific purpose shall be disbursed only for that purpose. If a specific purpose is not designated when the income is received, it may be spent for any lawful purpose that the club or class officers and members decide.

# STUDENT ACTIVITY FUND ACCEPTABLE EXPENDITURES

Supplies, materials, or equipment to used by student group

Membership dues in related organization

Entry fees or other for competitions or meetings

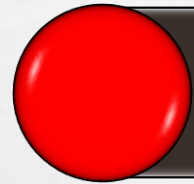
Travel expenses and meals consumed by the student members and their adult sponsors

Charitable contributions and scholarships

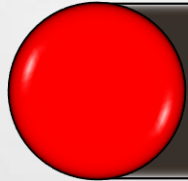
Items related to parties and other entertainment of student members or parent/student functions

Other reasonable expenditures approved by student members of the group

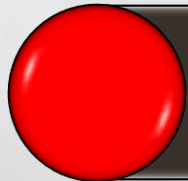
# STUDENT ACTIVITY FUND UNACCEPTABLE EXPENDITURES



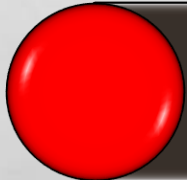
Any purchases not approved by the student membership of the group



Any purchases other than those listed in previous slide which benefit adult sponsors and not the benefit of the student members.



Any purchase or expenditure benefiting only an individual student or students as opposed to ALL students participating in an organization



Replacement of an individual's property that was lost, stolen, or damaged on the school or district's premises or while being used on a school or district function



# STUDENT ACTIVITY FUND REQUIREMENTS

## **Request for Organization Fundraiser**

(online, will be routed to  
Principal for Approval)

## **Money Collection Worksheet**

## **Ledger Sheet**

(electronic or paper)

## **Supporting Documentation**

(deposit receipts,  
invoices, store  
receipts, etc.)

## **Fundraiser Recap Form**

(required for any  
fundraiser over a week in  
length with expenditures)  
Time and Effort

# STUDENT ACTIVITY FUND NEW REQUIREMENT

## **Grades 6<sup>th</sup> to 12<sup>th</sup> and Clubs with officers**

1. Elect officers by September 20
2. Minutes – Keep it simple

# CASH HANDLING PROCEDURES



## North Zulch ISD Money Collection Worksheet

Date: \_\_\_\_\_  
Event: \_\_\_\_\_

Counter #1 \_\_\_\_\_  
Print Name

Signature

Counter #2 \_\_\_\_\_  
Print Name

Signature

Counter #1 \_\_\_\_\_  
*Student Treasurer* Print Name

Signature

Counter #2 \_\_\_\_\_  
*Sponsor* Print Name

Signature

RECEIVED FROM	RECEIPT NO.	DATE	SOURCE OF RECEIPT
NORTH ZULCH I.S.D. P.O. BOX 191 NORTH ZULCH, TEXAS 77872			
8606			

NO CASH should be held over the weekend or holidays unless needed for a specific event.

Examples: home basketball game, concession stand

Money Collection Worksheet MUST be turned in to Superintendent's Secretary with monies collected for each separate fundraiser/activity

Money Collection Worksheet MUST be turned in with 2 (two) signatures that are neither Jill's or Lori's  
Please keep a copy for your records

If there is a Student Treasurer, they should fill out form as FIRST signer and Sponsor as SECOND signer.

Superintendent's Secretary will issue a receipt to the Sponsor for each Money Collection Worksheet. Please keep for YOUR records.

# Fundraiser Request Form

Please submit the request and wait for approval before you begin advertising

The respondent's email (null) was recorded on submission of this form.

\* Required

1. Email \*

\_\_\_\_\_

2. Name of Requester \*

\_\_\_\_\_

3. Name of Organization \*

\_\_\_\_\_

4. Sponsor or Contact \*

\_\_\_\_\_

5. Description of Fundraiser \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## North Zulch ISD Money Collection Worksheet

Date: \_\_\_\_\_

Event: \_\_\_\_\_

### Coins:

Pennies	_____	@ \$	0.01	_____
Nickels	_____	@ \$	0.05	_____
Dimes	_____	@ \$	0.10	_____
Quarters	_____	@ \$	0.25	_____
\$.50 PC	_____	@ \$	0.50	_____
\$1.00 PC	_____	@ \$	1.00	_____

Total Coin:

### Currency:

Ones	_____	@ \$	1.00	_____
Twos	_____	@ \$	2.00	_____
Fives	_____	@ \$	5.00	_____
Tens	_____	@ \$	10.00	_____
Twenties	_____	@ \$	20.00	_____
Fifties	_____	@ \$	50.00	_____
Hundreds	_____	@ \$	100.00	_____

Total Currency:

Total Checks:

Total Deposit:

Counter #1

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Counter #2

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature





# CHARITABLE RAFFLES

## CDC(LEGAL)

- “A district is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act (Occupations Code 2002.001 et seq.). *Atty. Gen. Op. JM-1176 (1990)*”
- “Raffle” means the award of one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. *Occupations Code 2002.002(6)*  
[See also GKB]”

**QUESTIONS?**

**CONCERNS?**