



Activity Fund Annual Workshop

FY 2020-2021



Activity Funds Department

The Activity Funds department is responsible for ensuring funds are being spent in accordance with guidelines, which are approved by the Board of Education.

<https://baschools.socs.net/vnews/display.v/SEC/Finance%7CDepartments>





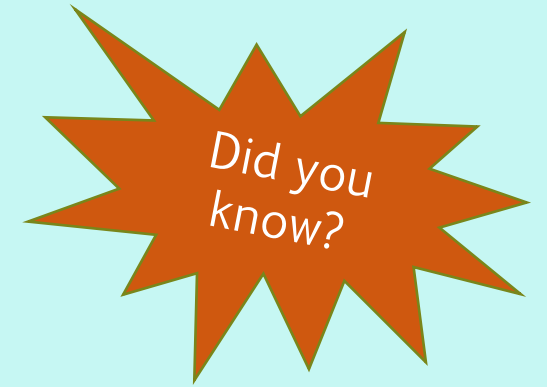
Activity Funds Manual

The Activity Funds Manual is available on the baschools.org website. Please reference for Policies and Procedures.

[Activity Fund Manual \(pdf\)](#)



Types of Activity Funds



- Student Activity Funds
 - Campus/Faculty Activity Funds
 - District Activity Funds
- ✓ Types of Activity Funds must be kept separate (Student accounts cannot be mixed with Campus/Faculty accounts)
 - ✓ Use two different project numbers on one PO, if needed, to keep funds separate
 - ✓ Activity Funds CANNOT transfer funds from one account to another

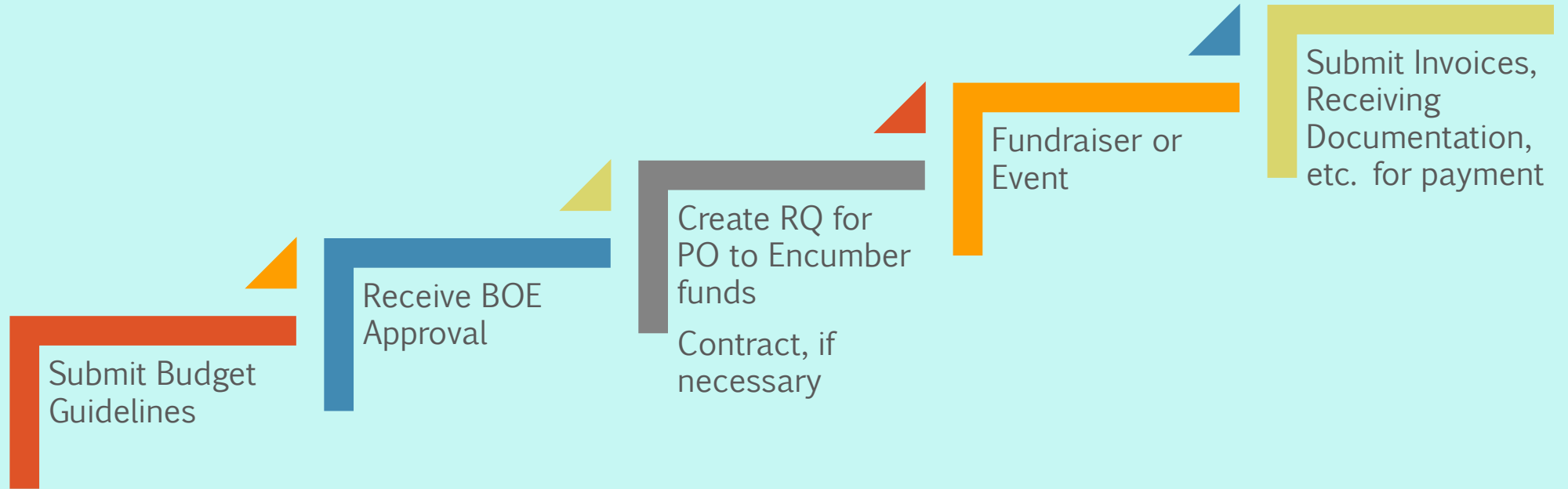


Types of Activity Funds – Note the Difference

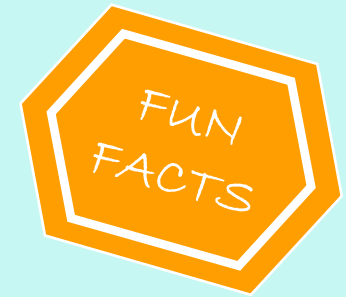
- **Student Activity Funds** – Student Activity Funds consist of funds **generated by specific student groups**, not by the District or campus. These funds support the activities of student-led organizations or clubs in which students not only participate, but also manage and direct the organization’s activities (for example: class funds, student council, clubs, etc.). These funds are accounted for as fiduciary trust funds and are not owned by the District. Decisions about the expenditure of these funds are generally **controlled by the student group** with the assistance and supervision of a school district employee/sponsor. Sponsors of these organizations have fiscal responsibility to ensure proper collection and expenditure of funds.
- **Campus/Faculty Activity Funds** – Campus/Faculty Activity Funds are generated or contributed solely by **school personnel** or appropriate commissions and/or donations to be utilized and spent at the **school’s discretion for faculty and staff**. All expenditures for hospitality, condolences, or any other purpose for the sole benefit of school personnel is to be paid out of the Campus/Faculty Account. These funds are controlled by the school principal or administrator of the campus at the staff/faculty’s own discretion. Examples include money collected from donations, staff collections, commissions, or staff/faculty events only. It is best policy for the campus to form a committee that makes decisions and approvals concerning the use of these funds.
- **District Activity Funds** – District Activity Funds belonging to the District, are used to support its co-curricular and extra-curricular activities and are administered by the school district administrative staff. Approval for disbursing District activity fund monies however, rests only with the school board. In other words, the District determines how District activity fund monies are spent and the District programs that receive support. Examples include, but are not limited to, lost textbook fees, athletic gate receipts, vendor contract accounts, etc.



Activity Fund Process



Cash Revenue



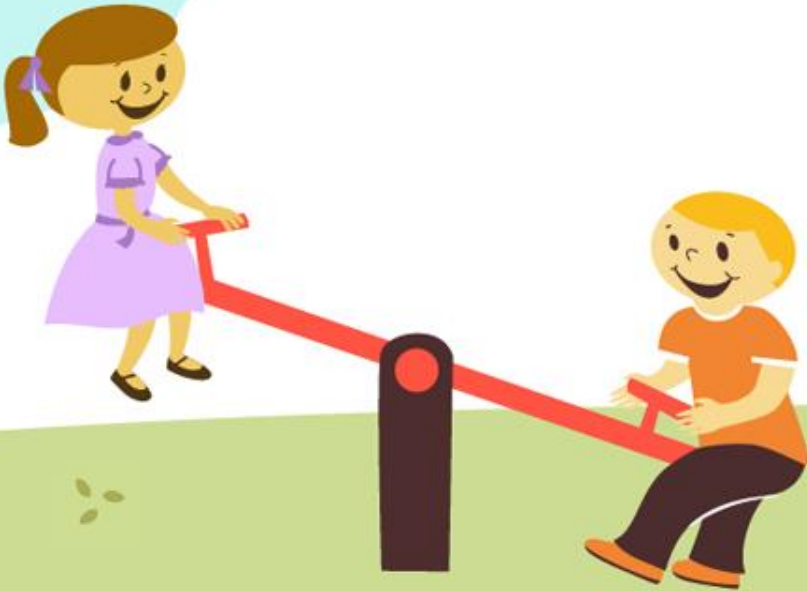
- Deposits are to be made DAILY if \$100.00 or more is collected.
- Deposits are to be made at least WEEKLY if \$100.00 or less collected.
- You may NOT pay expenses from monies received, but not yet deposited.
- All receipts for one day may be deposited on one deposit - it is not necessary to make separate deposits for each receipt.
- If a receipt is voided, the original receipt must be attached to the duplicate receipt in the receipt book.
- Receipt books are purchased by site from BAPS Warehouse.





The New Activity Fund Budget Form

Replacing all old forms!



Commonly Used on Budget Guidelines

REVENUE	EXPENSES
Refunds/Reimbursements	Dues, Fees, Registrations
T-shirt/Clothing Sales	General Supplies
Donations	Awards, Gifts, Decorations, Regalia, Refreshments
Dues, Fees, Registrations, Fines	Technology Related Supplies, Small Equipment, & Software
Restaurant Profit Sharing	Fundraiser Expenses
Food Item Sales	Refunds/Reimbursements
Catalog/Brochure Sales	Petty Cash



Recommendations – Budget Guidelines

- List all possible Revenue/Expense items – NOT required to use everything listed
- The Est. Amount is an estimation. You do NOT have to receive/spend this exact amount.
- We suggest using Fiscal Year (e.g. 2020-2021) for the Est. Date or Season, so not limited to certain time of year.
- The Ending Fund Balance (in bottom left-hand box) needs to be **\$0.00**.
- Make sure to have approvals from the Sponsor and Activity Fund Custodian



Is a Contract Needed?

Yes, if the purchase is for:

- Licensing Fees
- Any Service provided
- Fundraiser items when bought directly from company (to verify pricing)
 - Not needed if we upsell the items we buy (e.g. chocolate bars or t-shirts)
- Master Agreements are submitted by the Contract Finance Office one time, each fiscal year, for entire district. These include:

Photography, Yearbook, Scholastic, Freckles



Reports – How Do I Find My Account Balance?

Options-Analysis Tools/Reports - Revenue/Expenditure Summary

Program	Subject	JobClass	Unit	Code Desc	Amount	Start Date	Payroll Reference	CC Vendor Reference	Certification No	Payment No	Payment Date	Payment Vendor
					\$0.20	10/15/2020	SSBTH		17504	2105380	10/15/2020	BROKEN ARROW PUBLIC SCH (20145)
					\$1.40	10/15/2020	MEDNTH		17504	2105383	10/15/2020	BROKEN ARROW PUBLIC SCH (20145)
					\$7.40	10/15/2020	DDEP		17524	2104028	10/15/2020	THERESA L WILLIAMSON (33)
					\$82.25	10/15/2020	DDEP		17524	2104028	10/15/2020	THERESA L WILLIAMSON (33)
					\$92.25	10/15/2020	DDEP		17507	2105380	10/15/2020	BROKEN ARROW PUBLIC SCH (20145)

Revenue/Expenditure Summary

Revenue/Expenditure Summary Criteria

Fund: 60 (ADMIN ACCOUNTS 60)

Begin Date: 7/1/2020

End Date: 6/30/2021

Dimension	Group Order	Total	Page Break	Filter
Project	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	801
Program	NA	<input type="checkbox"/>	<input type="checkbox"/>	
Unit	NA	<input type="checkbox"/>	<input type="checkbox"/>	

Project	Function	Object	Program	Subject	JobClass	Unit
199	1000	131	314	8405	214	720
199	1000	231	314	8405	214	720
199	1000	232	314	8405	214	720
199	1000	131	100	4411	214	700
199	1000	231	100	4411	214	700
199	1000	232	100	4411	214	700



Reports

Revenue/Expenditure Summary

10/21/2020 1:27:17 PM
Broken Arrow Public Schools
Revenue/Expenditure Summary
Page 1 of 1
Options: Fund: 05, Date Range: 7/1/2020 - 6/30/2021

	Budget	Actuals	Cash End
	Balance	Balance	Balance
052 GENERAL	\$0.00	\$133,45	\$1,369.40
Total	\$0.00	\$133,45	\$1,369.40

This report will give you basic amounts.

Revenue/Expenditure Detail

10/21/2020 1:28:43 PM
Broken Arrow Public Schools
Revenue/Expenditure Detail
Page 1 of 1
Options: Fund: 05, Date Range: 7/1/2020 - 6/30/2021

Transaction	Ref	Pg	Func	Chg	Pg	Sub	Ac	Unit	Date	Description	Amount
052 GENERAL										Begin Balance	\$0.00
Receipt	3	892	1300	900	015				07/12/2020	NON JULY INTEREST	\$17.00
Receipt	8	892	1300	900	015				8/10/2020	IMPERIAL LLC COMMISSION	296.62
Receipt	13	892	1300	900	015				8/17/2020	NON AUGUST INTEREST	\$15.85
Receipt	23	892	1300	900	015				8/18/2020	NON SEPT INTEREST	\$18.17
Receipt	27	892	1300	900	015				10/19/2020	IMPERIAL LLC COMMISSION	\$263.72
Adjusting Entry	1	892	0000	900	015				11/12/2020	NON ADJUSTER BALANCE FROM PREVIOUS FY	\$8,809.95
										Cash End Balance	\$1,369.40
										Unpaid P/O Total	\$0.00
											\$1,369.40
052 GENERAL Actual End Balance										Total Cash End Balance	\$1,369.40
										Total Actual End Balance	\$1,369.40

This report will give you detailed receipts and vendors from the account.



Year-End Procedures

- All receipt books must be turned in to the School District Treasurer on or before the end of each fiscal year. This includes partly-used receipt books.
- Submit Activity Fund Budget Guidelines for next fiscal year.
- Maintain Activity Fund Accounting Records:
 - Receipts in chronological order by month.
 - Fundraising documentation for the fiscal year.
 - Donation(s) documentation for the fiscal year, including, but not limited to, award notifications and any similar paperwork.
- All other retention documents now responsibility of Finance area



Helpful Links

- [Frequently Asked Questions](#)
- [Reminders](#)
- [New Employee Packet](#)
- [Finance Office Contact List](#)



Need Extra Training?

Please Contact:

Accounting@baschools.org

