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

1. Submit Budget Guidelines
2. Receive BOE Approval
3. Create RQ for PO to Encumber funds
4. Contract, if necessary
5. Fundraiser or Event
6. Submit Invoices, Receiving Documentation, etc. for payment
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!
So Simple: One Easy Form
Include all Fundraisers, Events, Revenue Sources, and Expenses Related on one form.
During Fiscal Year Changes: Simply add from existing form and resubmit.
NO OTHER forms will be accepted.

Located on BAPS Website at:
https://baschools.socs.net/vimages/shared/vnews/stories/4e9c45bad2653/ActivityFundBudgetWorksheetTemplate.xlsx
## Commonly Used on Budget Guidelines

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refunds/Reimbursements</td>
<td>Dues, Fees, Registrations</td>
</tr>
<tr>
<td>T-shirt/Clothing Sales</td>
<td>General Supplies</td>
</tr>
<tr>
<td>Donations</td>
<td>Awards, Gifts, Decorations, Regalia, Refreshments</td>
</tr>
<tr>
<td>Dues, Fees, Registrations, Fines</td>
<td>Technology Related Supplies, Small Equipment, &amp; Software</td>
</tr>
<tr>
<td>Restaurant Profit Sharing</td>
<td>Fundraiser Expenses</td>
</tr>
<tr>
<td>Food Item Sales</td>
<td>Refunds/Reimbursements</td>
</tr>
<tr>
<td>Catalog/Brochure Sales</td>
<td>Petty Cash</td>
</tr>
</tbody>
</table>
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?**

<table>
<thead>
<tr>
<th>Options/Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools/Reports –</td>
</tr>
<tr>
<td>Revenue/Expenditure Summary</td>
</tr>
</tbody>
</table>
Reports

Revenue/Expenditure Summary

This report will give you basic amounts.

Revenue/Expenditure Detail

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