

Activity Fund and Travel Procedures



Activity Fund





Activity Funds procedures

- Activity Funds
- Responsibility
- Fund Raising and Sales Activities
- Cash Handling
- Procurement process
- State and Local Sales taxes
- Fundraiser form update

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 school and the educational development and morale of all students. The accounting function for Activity Funds is delegated to each campus and must comply with the guidelines and procedures.

Types of Activity Funds

- Student activity funds – Activity Fund financial decisions rest solely with Students.
- Campus Activity Funds – Persons other than students – teachers, principals – decide on use of funds.

Responsibility

- The school principal is responsible for the proper collection, disbursement and control of all activity fund monies.
- School Secretary or Bookkeeper is responsible to ensure sponsor complete required forms, issue cash receipts for funds turned in, accounting and reporting of transactions. Ensure sponsors are supplied with cash receipt books and forms.
- Sponsor is responsible to manage their own activity fund, help students develop fund raising plans, monitor financial position of account, safekeeping of activity money should be turned in to secretary each day.

Campus Activity Funds

Campus activity funds (461) are generated by the campus at the direction of the principal with various activities such as fees, fines, vending machine commissions, picture commissions, and donations.

Allowable expenditures should:

- Promote general welfare of the school campus
- Direct or indirect benefit of students (Student attendance incentives, staff appreciation, for example, teacher appreciation week, and snacks for meetings.

Unallowable expenditures:

- Gifts, bonuses, gift cards, Christmas presents
- Abuse of staff appreciation meals, awards, etc.
- Donations

Student Activity Funds

Money raised by student organizations are classified as student activity funds (most 800's) held in trust by the school for the benefit of the student organization. Decisions on the use of club funds are the concern of the specific student groups to whom the funds belong:

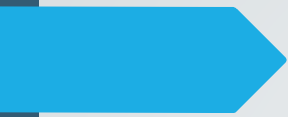
- ▶ Funds are property of students and held in custodial capacity by the District.
- ▶ Student organizations should have officers and hold meetings. The club must have minutes recorded showing the approval of expenses/transactions.
- ▶ Fundraisers should have purposes. Students need to vote on expenditures.

Section 5.5.6 of the FASRG addresses Definition of Fund-Raising Activities for a School: 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.**

Fundraising & Sales activity

- Prior to undertaking a fundraising activity, the sponsor of the student group shall request the proposed activity through the completion of Fund Raising Request Form.
- This form must be approved by the **Principal** and the **Chief Financial Officer (CFO)**.
- Do not start the fundraising activity until you receive a project number. Allow 2 weeks for project approval.
- Money received must be spent according to the purpose for which the funds were raised.
- Funds should clearly benefit the students.
- Recap forms is due within 4 weeks of ending sale date (may be shorter at year end). If activity has a long sales time frame (Sept-May) quarterly recaps are to be completed.
- Staff can not fundraise on campus.
- **NO MONEY APPS PERMITTED BY ANY DISTRICT ORGANIZATION. THIS INCLUDES, BUT IS NOT LIMITED TO, CASH APP, VENMO, PAYPAL, ZELLE, ETC.**

Allowable expenses of funds

- 
- Transportation
 - Student meals
 - Expenses for sponsors/chaperones
 - Entry fees
 - Banquets
 - Supplies and equipment related to the club
 - Prom/dances
 - Custodial/security help
 - Inexpensive symbolic awards

Cash Handling

- ▶ All cash and check collections must be recorded (in triplicate) only with pre-numbered cash receipt books by the person receiving the money.
- ▶ All persons receiving money will issue a “completed” receipt.
- ▶ An actual cash count shall be made by the person signing the receipt in the presence of the person turning in the money.
- ▶ All handwritten records must be completed in ink. No pencil records will be accepted.
- ▶ Money and/or checks are never to be kept overnight. Money and/or checks are never to be sent through campus mail or with students.
- ▶ **NO MONEY APPS PERMITTED BY ANY DISTRICT ORGANIZATION. THIS INCLUDES, BUT IS NOT LIMITED TO, CASH APP, VENMO, PAYPAL, ZELLE, ETC.**

Procurement process

- ▶ A purchase order must be issued for all expenses.
- ▶ All contracts should be submitted to the office of the Chief Financial Officer to coordinate with Human Resources (background processes).
- ▶ Check requests: invoices must be submitted to Acct. dept. by 12:00 pm Wednesday to receive check on Friday.
- ▶ Fund 461 must follow BID/RFP guidelines.
- ▶ 75% of unexpended balances are brought forward in July of each year, the remainder 25% will be brought forward by January.

State and local sales tax

SALES - Schools must collect and report Sales Tax on the following:

- ▶ School purchased supplies sold directly to students. (Anything the District sells which becomes the personal property of someone else will be taxable) **Included all Funds**
- ▶ Fees for materials when the end product becomes a possession of the student (except products used in agriculture)
- ▶ Student publications such as yearbooks and newspapers.
- ▶ Football programs.
- ▶ Clothing, shoes, etc., when the item becomes the personal possession of the student.
- ▶ School rings.
- ▶ Books sold to students at book fairs.
- ▶ Auction items sold
- ▶ Any sales by Teachers and Students **MUST COLLECT** the sales tax on merchandise other **than food products** they sell. If the school assumes responsibility for the activity and/or sales, the school is responsible for insuring the tax is paid. The school may purchase items tax free **BUT** must collect the tax when the items are sold.

*This is not a comprehensive list. There may be other items that taxes may have to be collected.

FASRG

Section 5.5.5 of the FASRG addresses Taxable Status of Purchases:

All items purchased by a public school for the school's own use qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district or an authorized agent should provide the seller a 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. The school district should not reimburse employees for sales tax they paid on purchases made on the behalf of the school district. **Purchases for their own use by individuals, even though**

connected with a school or school organization, are not exempt from the tax. As an example, cheerleaders purchasing their own uniforms, teachers purchasing computer equipment, band members purchasing their own instruments and athletic teams purchasing their own jackets are not tax exempt. (Also included in non-tax exempt are purchases from the faculty fund.)

State and local sales tax – Cont'd

Tax Free Sales:

- Ad Sales, Admission, car wash, memberships, concession stands, food.
- All sales tax collected by campuses shall be reported monthly by the campuses to the Accounting Department by the 5th of the month.

State and local sales tax – Cont'd

Purchasing Items for Resale

- ▶ If school or school group purchases Yearbooks, bulk of T-shirts, etc. for a fundraiser, the sponsor must collect tax on the sales price of taxable items when selling them to students or to others. The District will pay the tax to the Texas Comptroller on a monthly basis.

Travel Procedures



Employee Only Travel



Employee Only travel

Expense Accounts

- ▶ All travel and related expenditures should be budgeted to the correct account.

Fund		Function	Object	Subobject	Organization	Fiscal Year	Program Intent	OTC
XXX	E	XX	64XX	XX	XXX	X	XX	XXX

<i>Description</i>	<i>Object Code</i>
Meals	6411
Registration	6411
Bus	6494
Van	6494
Lodging	6411

Employee Only travel

Meal Allowance (6411)

- Meal allowances are based on the GSA per diem rates and includes \$5.00 for incidentals (parking fees, internet, baggage fees, etc.)

**If travel is funded by Federal/State grants, incidentals will not be advanced.*

- Used at the traveler's discretion (all spent on one meal or two meals, etc.)
- Advances will be made by check if it is an overnight stay.
- Non-overnight travel meals are reimbursed through Payroll once return travel paperwork has been received by the Travel Clerk.

<i>Meal</i>	<i>Departure from Del Rio</i>	<i>Return to Del Rio</i>	<i>Standard</i>
Breakfast	BEFORE 8:00 AM	AFTER 8:00 AM	\$16.00
Lunch	BEFORE 12:00 PM	AFTER 12:00 PM	\$19.00
Dinner	BEFORE 6:00 PM	AFTER 6:00 PM	\$28.00
Incidentals	Each Day	Each Day	\$5.00
Total			\$68.00

Employee Only travel

Lodging (6411)

- Rates are based on the GSA table per City or County
- Two employees per room
- State hotel occupancy tax exempt
 - City, County, and/or other local taxes will be paid
- Purchase orders are made directly to the hotel
 - Include departure and return date, confirmation number, itemized charges and person(s) traveling
 - Hotel and travel websites shall not be used to make reservations
- Incidentals are given to cover parking
 - If traveling in a group, each traveler should contribute toward parking fees
- District Hotel Credit Card able to be signed out and taken if checks are not accepted as payment. **Available for employee only travel.**
 - Indicate on hotel PO that reservation will be paid with District Card

Employee Only travel

Lodging (6411) continued

City tax rates

**Please call the hotel to verify all local taxes and fees*

Hotel Tax Rates as of 07/19/2024					
ABILENE	9%	COLLEGE STATION	9.75%	PASADENA	11%
ADDISON	7%	CONROE	7%	PEARSALL	7%
ALAMO	7%	CORPUS CHRISTI	9%	PHARR	7%
ALICE	6%	DALLAS	11%	PLAINVIEW	7%
ALLEN	7%	EAGLE PASS	7%	PLANO	7%
ALPINE	7%	EDINBURG	7%	PFLUGERVILLE	7%
ALVIN	7%	EL PASO	11.50%	PORT ARANSAS	7%
AMARILLO	6%	FLORESVILLE	9%	PORT ARTHUR	9%
ANGLETON	7%	FORT STOCKTON	9%	PRESIDIO	7%
ARANSAS PASS	7%	FORT WORTH	9%	RIO GRANDE CITY	7%
ARLINGTON	11.3%	FREDERICKSBURG	7%	ROUND ROCK	9%
AUSTIN	11%	FRISCO	7%	SAN ANGELO	7%
BANDERA	9%	GALVESTON	9%	SAN ANTONIO	10.75%
BASTROP	7.75%	GRAND PRAIRIE	7%	SAN MARCOS	9%
BAYTOWN	11%	GRAPEVINE	7%	SANDERSON	8.5%
BEAUMONT	9%	HARLINGEN	9%	SELMA	8.75%
BEDFORD	7%	HOUSTON	11%	SONORA	7%
BISHOP	9%	IRVING	9%	SOUTH PADRE ISLAND	11%
BLANCO	9%	KERRVILLE	7%	SUGAR LAND	7%
BOERNE	7%	KINGSVILLE	7%	THE WOODLANDS	9%
BRADY	7%	LAREDO	8%	TYLER	9%
BRENHAM	7%	LUBBOCK	9%	UNIVERSAL CITY	8.75%
BROWNSVILLE	9%	MCALLEN	9%	UVALDE	7%
BROWNWOOD	7%	MIDLAND	8%	VICTORIA	7%
CANYON LAKE	4%	MISSION	7%	WACO	7%
CARRIZO SPRINGS	7.75%	NEW BRAUNFELS	7%	WESLACO	7%
CEDAR CREEK	7%	ODESSA	9%		

Employee Only travel

Registration Fee (6411)

- ▶ Purchase orders issued to event not employee
- ▶ Include date of event and the name(s) of those attending
- ▶ All meals provided by the event sponsor will be excluded from the meal per diem
- ▶ Indicate on purchase order if registration will be mailed or hand delivered.

Transportation

- ▶ Reservations made through Transportation department
 - ▶ Van (6411)
- ▶ Flight (6411) cost is based on most economical means of transportation
- ▶ Personal (6411) mileage rate set by TEA (*rates updated in Jan.*)
 - ▶ Same itinerary – only one may be reimbursed up to four travelers or equal distribution allotment
 - ▶ MapQuest printout with the mileage from the point of origin (district address) to the point of destination shall be attached to the Employee Travel Authorization & Settlement Form

Employee Only travel

Non-Allowable Charges

- ▶ Alcoholic beverages
- ▶ Entertainment expenses
- ▶ Expenses for non-district employee travel
- ▶ Expenses due to the traveler's failure to cancel travel arrangements
- ▶ Internet charges

Employee Only travel

Travel Advances

- Campus/Department Secretary will initiate the Employee Travel Authorization & Settlement Form to obtain Supervisor and Cabinet Member signature *prior* to **submitting PO's in Skyward**
- To obtain purchase order number(s) required, the secretary will need to **temporarily** submit the purchase order(s) then recall them to WIP
- Once the travel form has been approved, attach the approved form to all purchase orders related to the travel and submit requisitions for all anticipated travel expenditures
- The completed and approved Employee Travel Authorization Settlement form should be in the hands of the AP Travel Clerk at least **three (3) weeks** before the travel
- All purchase orders and complete travel packets are due to the AP travel Clerk **at least two (2) weeks prior** to travel event
- Check requests without all supporting documentation will not be processed
- Accounting deadline is **noon on Wednesday** for Friday check printing
 - (Example: Travel on September 30th, deadline to Accounting is September 16th)

Employee Only travel

Return Travel

- Completed Employee Travel Authorization & Settlement Form due *within five (5) business days of return date*
- Indicate actual leave/return times and actual expenses
- Actual costs shall only include meal tips up to 15%
 - Meal receipts are not required but may be required to validate the actual costs with receipts, as appropriate
- Attach original detailed hotel receipt, if any
- Attach registration receipt, if any
- Excess funds need to be returned to the Accounting Department by 4:00 p.m.
- Submit any requests for reimbursements that were unanticipated

Employee Only travel

Federal Funded Travel

- Lodging rates will only be up to the allowable GSA rate, if rate is over, general funds must be used to pay the difference
- Incidentals (\$5.00) are not advanced
- Sales tax, tips, and alcoholic beverages are non-allowable charges/reimbursements
- Non-overnight travel meal per diem is \$36.00
 - Breakfast - \$6.00 / Lunch - \$10.00 / Dinner - \$20.00
- **ALL itemized** meal receipts are **required** to be turned in with return travel paperwork
- Only meals consumed by SFDRCISD employees will be reimbursed
- Excess advances, if any, must be reimbursed to the district
- Completed Employee Travel Authorization & Settlement Form due *within five (5) business days of return date*

Student Travel



Student travel

Expense Accounts

- ▶ All travel and related expenditures should be budgeted to the correct account.

Fund		Function	Object	Subobject	Organization	Fiscal Year	Program Intent	OTC
XXX	E	XX	64XX	XX	XXX	X	XX	XXX

<i>Description</i>	<i>Object Code</i>	<i>Subobject Code</i>
Meals	6412	56
Registration	6412	10
Bus	6494	52
Activity Bus	6494	51
Van	6494	54
Charter	6412	53
Lodging	6412	55

Student Travel Form

		Fund	Function	Org	Yr	PI	OTC
Account Code:							
						Estimated Expenses:	
Student Meals	Obj 6412 SO 56						
Sponsor Meals	Obj 6412 SO 56						
Driver Meals	Obj 6412 SO 56						
Registration	Obj 6412 SO 10						
Bus	Obj 6494 SO 52						
Activity Bus	Obj 6494 SO 51						
Van	Obj 6494 SO 54						
Charter	Obj 6412 SO 53						
Lodging	Obj 6412 SO 55						
Other	Obj 6412						
Total							

Student travel

Meals (6412 SO 56)

- Sponsor and Bus Driver meal allowances are based on the GSA per diem rates
 - \$5.00 Incidentals are not allowed with student travel
- Student per diem is \$27.60 for full day
 - Breakfast - \$6.00 / Lunch - \$10.80 / Dinner - \$10.80
- Meal per diem can be used at the traveler's discretion
- Original receipts are required or initialed meal roster
- For one-day trips, if sponsors/students are unable to eat as a group, make note on the purchase order. Cash will be prepared for sponsors to be picked up and sign the prepared Sponsor Meal Form with the Accountant Assistant
 - Cash for meals should not be distributed to non-employees volunteers/chaperones
- Gratuities required for student group meals by restaurant shall be allowed only up to 15%
 - Not allowed for Federal funded travel
- One-day Federal funded travel; Sponsor/Bus Driver meal per diem is \$36.00
 - Breakfast - \$6.00 / Lunch - \$10.00 / Dinner - \$20.00

<i>Meal</i>	<i>Departure from Del Rio</i>	<i>Return to Del Rio</i>	<i>Standard</i>
Breakfast	BEFORE 8:00 AM	AFTER 8:00 AM	\$16.00
Lunch	BEFORE 12:00 PM	AFTER 12:00 PM	\$19.00
Dinner	BEFORE 6:00 PM	AFTER 6:00 PM	\$28.00
Total			\$63.00

Student travel

Lodging (6412 SO 55)

- Rates are based on the GSA table per City or County
- Purchase orders issued to hotel not employee
 - Include departure and return date, confirmation number, itemized charges, and organization traveling
- State hotel occupancy tax exempt
 - City, County, and/or other local taxes will be paid
 - Hotel and travel websites shall not be used to make reservations
- Make sure to get detailed confirmation/invoice for proper calculations
- Reservation confirmation and Room listing is required to process a check
- Four (4) students per room ~ Two (2) sponsors per room
 - Indicate on travel form how many females/males
- One (1) school bus driver per room
- Inquire about parking fees for buses and vans
- Inquire if hotel accepts checks as payment

# of Male Students:	
# of Female Students:	
# of Male Sponsors:	
# of Female Sponsors:	

Student travel

Lodging (6412 SO 55) continued

City tax rates

**Please call the hotel to verify all local taxes and fees*

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ABILENE	9%	COLLEGE STATION	9.75%	PASADENA	11%
ADDISON	7%	CONROE	7%	PEARSALL	7%
ALAMO	7%	CORPUS CHRISTI	9%	PHARR	7%
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CARRIZO SPRINGS	7.75%	NEW BRAUNFELS	7%	WESLACO	7%
CEDAR CREEK	7%	ODESSA	9%		

**San Felipe Del Rio CISD
Hotel/Lodging Worksheet**

Campus and Organization:			Purpose of Travel:	
Sponsor Name:				
Destination:			Dates of Travel:	
Number of Female Students:			Number of Female Sponsors:	
Number of Male Students:			Number of Male Sponsors:	
Total Number of Students:			Total Number of Sponsors:	
				Room for Bus Driver?

"Student rooms are separated by gender and there should be four students to one room."

"Sponsor rooms are also separated by gender and there should be two sponsors to one room."

Room	Name:	Name:	Name:	Name:
Room 1				
Room 2				
Room 3				
Room 4				
Room 5				
Room 6				
Room 7				
Room 8				
Room 9				
Room 10				
Room 11				
Room 12				
Room 13				
Room 14				
Room 15				
Room 16				
Room 17				
Room 18				
Room 19				
Room 20				
Room 21				
Room 22				
Room 23				
Room 24				
Room 25				
Room 26				
Room 27				
Room 28				
Room 29				
Room 30				
Room 31				
Room 32				

Student travel

Registration Fee (6412 SO 10)

- Purchase orders issued to event not employee
- Include date of event and the name(s) of those attending
- All meals provided by the event sponsor will be excluded from the meal per diem
- Indicate on purchase order if registration will be mailed or hand delivered.

Transportation - Yellow Bus (6494 SO 52) Activity Bus (6494 SO 51) Van (6494 SO 53) Charter (6412 SO 53)

- All reservations made through the Transportation Department
- Charter reservations need be emailed to the Transportation secretary

Student travel

Transportation - Yellow Bus (6494 SO 52) Activity Bus (6494 SO 51) Van (6494 SO 53)

Fund 176 Transportation -vendor

Charter (6412 SO 53)

- Freshman and JV Teams

- Utilize yellow buses or activity buses as first option for all destinations provided that transportation department can support with buses/drivers due to departure times
- If transportation cannot support, only then will District cover 100% of charters

- Varsity Teams

- Trips to Eagle Pass and Uvalde

- Utilize yellow buses or activity buses as first option provided transportation department can support with buses/drivers due to departure times
- If transportation cannot support, only then will District cover 100% of charters
- If yellow or activity buses are available and coach/team prefers to use charter, District will pay yellow/activity bus portion and Booster club will pay difference for cost of charter

- Trips to San Antonio, San Angelo, Laredo, etc.

- District will pay 100% of charters

- Weekend Trips

- All teams should first utilize activity buses
- Charter buses can then be used if activity buses are unavailable and District will cover at 100%

Student travel

Travel Advances

- Initiate the Student Travel Authorization & Settlement Form to obtain principal/athletic director and Chief Officer's signature *prior* to **submitting PO's in Skyward**
- To obtain purchase order number(s) required, **temporarily** submit the purchase order(s) then recall to WIP
- The Chief Officer's secretary will email a copy of the approved travel form to the sponsor, campus secretary, AP Travel clerk, Transportation secretary and the special revenue accountant
- Once the travel form has been approved, attach it to all purchase orders related to the travel and submit requisitions for all anticipated travel expenditures
- The completed and approved Student travel Authorization Settlement form should be in the hands of the AP Travel Clerk at least **three (3) weeks** before the travel
- All purchase orders and complete travel packets are due to the AP travel Clerk **at least two (2) weeks prior** to travel event
- It is the campus/sponsor responsibility to confirm transportation arrangements
- Check requests without all supporting documentation can not be processed
- Accounting deadline is **noon on Wednesday** for Friday check printing

➤ (Example: Travel on September 30th, deadline to Accounting is September 16th)

Student travel

Return Travel

- **Due within 5 days of returning from travel**
- Indicate actual leave/return times and actual expenses
- Attach all meal receipts
- Attach signed student roster
- Attach detailed hotel receipt, if any
- Attach registration receipt, if any
- Attach parking receipts, if any
- Excess funds need to be returned to the Accounting Department by 4:00 p.m.

Non-Allowable Charges

- Entertainment expenses
- Expenses for non-district employees travel
- Expenses due to the traveler's failure to cancel travel arrangements
- Internet charges



Friendly Reminder

Please communicate any changes that may occur to your travel

****Easiest way – “Reply All” to approved travel form email from Chief Secretary**

- Cancellations
- Depart/return dates/times
- Changes in transportation – number of buses, yellow to charter, etc.

Additional requested PO's

- email PO numbers to everyone necessary
 - Meals/Lodging – Travel Clerk (Ebby)
 - Transportation – Travel Clerk (Ebby) & Transportation Department (Rubi Martinez)

Travel forms and supporting documents are on our website!

<https://www.sfdr-cisd.org/departments/school-finance/accounting/>

ACCOUNTING

Our Objective:

To maintain and report financial data internally and externally in an efficient and accurate manner, utilizing the latest technology so that all departments can access the financial information.

Our Goals:

To streamline payments to vendors and school personnel. To report of all financial data in a timely, accurate, and efficient manner.

Our Services:

- Process all payments to vendors and school personnel in a timely manner.
- Assist district employees in all financial matters in an efficient and courteous manner.
- Train district personnel in accounting procedures.
- Maintain an accurate ledger.
- Maintain complete and accurate financial records.



Accounting Documents

[Travel Procedures and Activity Fund Training PowerPoint](#)

[2024 Local Mileage Form](#)

Employee Travel

[Employee Travel Guidelines Manual](#)

[Employee Travel Guidelines](#)

[How to Fill out the Employee Travel Authorization & Settlement Form](#)

[Employee Travel Authorization & Settlement Form](#)

[Hotel Tax Rates](#)

[GSA Per Diem Rates](#)

Student Travel

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[Hotel Tax Rates](#)

[GSA Per Diem Rates](#)

[Student Roster](#)

[Student Itinerary](#)

[Student Hotel Lodging Worksheet](#)



Prefer to work with the Excel travel authorization forms?

- ▶ Please scan the QR code and complete the form to receive the Excel version of the travel forms.



Thank you!

Accounting Department Staff:

Gilbert E. Sanchez
Teresa Veylupek
Araceli Kurutz
Isela Valdez

Ebdawna Jo Jimenez
Sonia Musquiz
Karina Delgado

Comptroller
Accountant
Accountant Assistant
Accounts Payable Activity Funds Clerk
Incl. Local Mileage, Donation, Booster
Clubs, Fundraisers & Wal-Mart
Accounts Payable/Travel Clerk
Accounts Payable Clerk (A-M)
Accounts Payable Clerk (N-Z)