

Activity Fund

Information Manual



Congratulations on being chosen sponsor of a 2015-16 Wills Point ISD Activity Club. I hope the following manual will assist you with the day-to-day requirements of maintaining the activity fund of your club or organization. The role of the sponsor has changed tremendously over the past few years as more and more legal requirements and audit controls have been placed on school districts. It is our goal to take some of the burden off of you by providing you with easy to understand information that will answer most, if not all, of your questions.

Please feel free to call the Business Office with any questions or concerns you might have. We will be happy to assist you in meeting the needs of your club or organization.

Good luck and have a *great* year!

Mary Sanderson
Director of Finance

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ACTIVITY FUND OVERVIEW

What Am I Responsible For?

The sponsor is responsible for maintaining accurate records of all financial transactions of the club or organization. Bylaws (for student activities only) shall be established that address how the money raised is to be expended. Keep in mind that the money belongs to the students in the group and therefore, should be spent under their direction. The sponsor shall have authority over the fund but should involve the students in the decision making.

The District's Activity Funds are guided by WPISD Board Policy CFD (LOCAL) and the Texas Education Agency Financial Accountability Resource Guide.

FUNDRAISERS

The Approval Process

- All fundraising activities **must be approved by the principal** 30 days in advance (when practical) of being scheduled as a school sponsored event.
- Fill out and submit the *Fundraising Application/Reconciliation* form and submit to your principal. (Exhibit 2)

Use of Funds

- If you promote the fundraiser for a particular cause, you *must* do exactly what you promote. In other words, if you sponsor a car wash to help pay the way to Six Flags – then you go to Six Flags! If you promote the fundraiser in “general” terms, you have more flexibility. For example – You sponsor a car wash to “help *support* the cheerleaders.”
- **We are not allowed under IRS Regulations to track individual participation. Any funds generated are to benefit the entire group.**
- If an individual is expected to pay for part of the activity then it is acceptable to deposit and track those funds within the activity account. For example – If the fundraiser only generates a portion of what is required and the student is responsible to pay the remaining portion.
- Funds should *not* be used for:
 - Financing the attendance of school personnel at meetings, *except* in the capacity of faculty sponsor on student trips.
 - Payment of professional dues for school personnel.
 - Medical or hospital expense of school personnel.
 - Any activity that does not promote the general welfare of the school or the educational development and morale of students.
- Funds *may* be used for:
 - Trips

- Monies raised by clubs, class/student groups to finance trips *related to student activities* for faculty sponsors and students may be expended with approval of the Principal.
 - May be financed from the General Budget, but must be approved by the Principal.
- Scholarships
- Student Activity Funds may be used to award scholarships to students on the basis of educational merit.
 - The Administration Office should be notified when a Scholarship is awarded.
 - The scholarship award will be handled by the Campus Office. The award will be paid directly to the educational institution of the recipient's choice.
- Awards & Prizes
- Awards such as merit certificates, trophies, plaques or other means of recognition with nominal value may be purchased from Student Activity Funds in recognition of scholastic, attendance or fundraising activities for students.
- Gifts
- Monies raised in the school's name by the student body or student groups may *not* be used to purchase gifts for **school personnel**.
 - Gift certificates/Gift cards for **non-school personnel** may be provided in lieu of payment for a service, such as a speaker, and may not exceed \$25. Although this is a discouraged method of payment we acknowledge that in some situations it is the only means of showing appreciation. Restaurant gift certificates are preferred. When Gift Cards are utilized a signed receipt must be obtained from the recipient.
 - Students *may* contribute personal money toward the purchase of a gift for school personnel. This money should not pass through the activity account.
 - Monies raised in the school's name may *not* be used by the school or school group to make cash contributions to charitable or other outside organizations unless pre-approved by the superintendent.
 - Possible approved charities: Cancer Society, staff/student tragedies.

CLOSING OUT A FUNDRAISER

A fundraiser is conducted to raise as much money as is possible for the student group. In order to evaluate the success of a fundraiser, proper procedures must be followed. Also, activity funds are subject to audit. Records that are not in good order indicate poor management of the activity fund and could result in an audit of previous year fundraisers and possibly the cancellation of the activity fund.

Fundraising Application/Reconciliation

This report must be completed and kept on file at the conclusion of the fund raiser. The report is designed to help the sponsor evaluate the effectiveness of the fund raiser. After all, you will not want to repeat a fund raiser if the profit does not justify the time and effort it took to complete it.

Reconciliation of Deposits and Expenditures

- A detailed account activity report is sent to the Sponsor each month.
- The Sponsor should review this **each month** to ensure the balance the Campus Office shows is correct.

Records To Retain

Activity Fund records shall be retained for a period of five (5) years.

- Fundraiser Application/Reconciliation form. (Exhibit 2)
- Fundraiser Activity Distribution lists.
- Daily collection reports and list of students with outstanding receipts.
- Tabulation of sales tax collections.
- Cash receipts received for money turned into the Campus Office.
- Receipts of expenditures and copy of ending inventory.

DOCUMENT, DOCUMENT, DOCUMENT

OUTSIDE ORGANIZATIONS

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 are **not authorized to use** the school's tax ID number, or names of school employees in conducting business. There are two types of independent outside groups:

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

The only *different* guideline between the two types is that an outside organization (Booster Club) fundraiser may *not* take place during school hours, but a parental (PTO) fundraiser *may* take place during school hours.

General Guidelines

- Outside organizations shall manage and assume responsibility for their own activities and finances.
- Outside organization shall not use the District's tax exempt status to purchase goods and services.
- The outside organization *may* involve participation by the students (as a whole) and school personnel either as contributors (consumers) or fundraisers (workers) only *after* the *approval* of the Superintendent.
- The fundraising activity requires prior approval of the Principal and Superintendent when it involves:
 - School personnel or students in fundraising.
 - Use of school property.
- The Principal or school staff may *not* be involved with:
 - Receiving goods for the outside organization.
 - Receipting, depositing or accounting for money raised by the outside organization.
- A sponsor or other district employee may *not*:
 - Have signature authority on any bank account of an outside organization *in their capacity as a school employee.*

- Commingle money belonging to an outside organization in personal checking or savings accounts.
- Maintain a checking or savings account that contains money belonging to an outside organization.
- Maintain a safety deposit box for any money that belongs to an outside organization.
- Money raised by the Outside organizations (Booster Club) must be deposited to the account of the Outside organizations (Booster Club), *not* the school's Activity Fund account.
- Parent-teacher groups should cooperate fully with the Principal in planning activities or raising money.
- Outside organizations may make donations to the school or to a student club either for a specific purpose or at the discretion of the Principal.
- Use discretion in limiting such fundraising activities to those necessary for the school.

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.

Examples of items on which to collect sales tax

- Yearbooks, directories, football programs, and other student publications.
- Any type of materials such as pennants, ribbons, pom-poms, etc.
- Any other item(s) sold as personal property.
- *Fees for materials when the end product becomes a possession of the student.*
- School rings.
- Books sold to students at book fairs.
- All sales of items such as handicrafts, T-shirts, candles, cups, books, and school supplies sold by a school-associated organization during a fundraising drive.
- School-purchased supplies sold directly to students including athletic equipment and physical education uniforms.
- Other items defined as taxable by the State Comptroller's Office.

Specifically exempted items

- Vending machine sales.
- Admission tickets (such as athletics, etc.).
- Food, including candy and soft drinks.
- Two one-day fundraisers (See One-Day Tax-free Sales Category).

One-Day Tax-free Sales

The State allows each organization to have two, one-day tax-free sales each calendar year. The items sold must have been *purchased* by the school organization. While the sale of yearbooks can be selected as one of the two one-day tax-free fund-raisers, a book fair is usually not a qualified sales event because the school is not the seller, and the school is therefore acting as an agent for the vendor. The sale of items received from a vendor, in which the school and the respective vendor have an agreement that the vendor

will take back any unsold items, would also generally not qualify as a one-day tax-free sale. When the organization receives a commission, the tax-free sales day cannot apply because the sale is the vendor's sale, not the school's sale.

The following provisions apply:

- Pre-ordered and pre-paid sales *can* be made.
- All items sold are delivered to the purchasers on a single day (24 consecutive hours).
- If any items are left over, they may be sold at a later date, but sales tax must be collected.
- *Properly identify on the deposit slip the deposit(s) that are being claimed as the one-day exemption sale.*
- When using a one-day sale, a new tax exemption certificate must be issued to the vendor *each year*.

Collection and Remittance of Sales Tax

- The school/student group should collect sales tax of 8.25% on all taxable sales.
- There are two options when imposing sales tax:
 - **Adding the tax to the selling price of the item.** If the selling price of an item is \$4.00 and the tax rate is 8.25%, the school will collect \$4.33 (\$4.00 plus \$0.33 tax) from the buyer. Multiply tax rate of .0825 by selling price to determine amount of tax to collect. Round up to the next penny.
 - **Absorbing the tax in the selling price of the item.** If an item sells for \$4.00 including tax, the school keeps \$3.69 and remits \$0.31 for sales tax. Using this method multiply the total collections by .0762 to determine the total state and local taxes due.
- The Campus Office sends out an annual sales tax report form, in December, to be completed by each school group.
- The Campus Office will assume full responsibility for transmitting to the State Comptroller's office all sales tax collections reported. Each group will be notified of their liability.

RECEIPT OF FUNDS

Cash Receipts

- Prepare official pre-numbered receipt in ink for cash and/or checks received.
- Person preparing the receipt should count cash in front of person turning in money.
- Total of cash and checks should be shown separately on cash receipt.
- A copy of the receipt should be given to the person paying the money.
- Keep all original receipts (including voided ones) in the activity fund cash receipt book.
- All funds received should be listed on a *Cash Count* Form. Exhibit 3
- Copies of all checks should be kept with record of deposit.
- Cashing of personal checks is not permitted using collected funds.
- Do not spend *any* of the collections. See SECTION 7 for proper expenditure procedures.
- Additional receipt books are available from the Campus Office.
- Money collected shall not be kept overnight in a desk drawer or file cabinet, nor shall it be taken home with the sponsor.

Refunds

- Refunds are allowable if money was contributed directly by the student.
- Attach proof of original payment by student (i.e. copy of receipt)
- Money raised in the school's name may *not* be refunded to students.
- Refunds can be the result of cancellation of field trips, overcharges on books, etc.
- A Student Activity Disbursement form and the corresponding receipt must be submitted to the Office for the refund to occur. Refund checks will be issued to the person on the receipt.

DEPOSIT OF FUNDS

Bank Deposits

- Deposits should be made when collections exceed \$50 or within 3 days of receipt, whichever occurs first.
- **Checks received should be held no more than 5 days.**
- If you are unable to retain collections in a secure location, deposits should be made immediately.
- Do not keep cash for any reason.
- Each Activity or fundraiser should be deposited separately.
- Do not deposit money in a personal account or bank deposit box.
- Submit all money to the Campus Office to be deposited.
- Deposit slips should include receipt numbers to allow for a proper audit trail.
- Keep the “pink” copy of your deposit slip, and send the “yellow” copy to the Office with your deposit.

Returned Checks

- All returned checks must be handled by the Campus Office. A sponsor should not accept funds from a student or parent for a returned check.

EXPENDITURE OF FUNDS

General Information

- All purchases are required to have an **approved** payment authorization form (PA) **before** the order is placed. This number can be obtained from the Campus Office. (Exhibit 8)
- Do not make any purchase unless sufficient funds are available in the proper Activity Fund account. If funds are not available when payment is due, the Principal will be asked to make payment arrangements.
- Activity Funds can be used with any vendor. Competitive procurement laws do not apply.
- Notify the campus office when items are received and the invoices are ready to be paid. All invoices must be accompanied by a completed Payment Authorization forms (PA).
- **In order to ensure prompt payment, please be sure the “ship to” and “bill to” address is the Campus address.**
- ***Never* spend any of the collections directly. Expenditures of money must be made through the activity fund.**
- **Allow at least 3 Business days for all student activity checks.**

What Are the Travel Guidelines?

Activity Funds can only be used for travel in the capacity of faculty sponsor on student trips or for activity sponsor training.

Sponsor Travel & Student Travel

- District travel procedures must be followed for all travel utilizing student activity funds.
- Sponsors may request a cash advance for meals to be given to the students by doing the following:

Complete a Student/Sponsor Meal Allowance form. (Exhibit 6)

- The check will be issued to the Sponsor who is responsible for giving the cash to the students.
- Attach all backup documentation to the student travel form, (agenda of meeting, or event information).
- Hotel Checks will be issued directly to the hotel. All reservation information must be forwarded to the campus office with an accompanying Student Activity Disbursement form.
- Travel checks will be issued no more than 4 days in advance.
- The Sponsor *must* ensure that:
 - Each student & sponsor receiving cash shall sign the *Student/Sponsor Meal allowance* form as soon as the cash is disbursed. (See Exhibit 6) verifying that the cash was received and date received.
 - The Activity Fund Sponsor will return the signed *Student/Sponsor Meal Allowance* form and any undistributed cash to the Office **within 5 business days.**

Can I buy Merchandise with My Own Money and Be Reimbursed?

No!

ACTIVITY FUND AUDITS

Audits

Every year the District Auditors will conduct audits of some or all activity accounts.

Tips for a Successful Audit

Ensure:

- Fundraiser is approved
- Timely deposits
- Purchase orders issued
- Have all receipts & check copies on hand
- Profit/Loss Worksheet completed
- Keep records organized & prepared for unexpected audits

EXHIBIT 1

Sample Constitution & Bylaws

Sample Club Constitution and By-Laws

New and emerging student clubs can use this example when developing a constitution and bylaws specific to their club needs. Established clubs can use this when updating or changing their bylaws.

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be [name of club].

Section B: National Affiliation – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: "The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Wills Point Activity Fund Manual."

Section C: Purpose – The purpose of this club shall be:

1. *[List in detail the purposes and objectives of the clubs.]*
- 2.
- 3.
- 4.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section C.

Section B: Dues – Dues shall be \$_____ per year. [List national and state dues separately if applicable].

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, add officers specific to the needs of the club, if necessary.]

Section B: Eligibility – Officers must be _____ [full-time students, carrying at least 1 credit, etc.]

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.

- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Campus Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

EXHIBIT 2

Fundraiser Application/Reconciliation Form



WPISD
FUND RAISING
APPLICATION &
RECONCILIATION
Student/Campus Activity Account
10/15

Campus: _____

Purpose: To pre-approve fundraisers, provide an accounting of the fundraising event, and identify taxable sales.

Account Name: _____ Acct: # _____
 Sponsor Name: _____
 Date(s) of Sale: _____ Items to be sold: _____
 Supplier of Goods: _____ Items to be sold to: _____

Sales Type: ___ Taxable ___ Non Taxable
 If taxable and if eligible, do you want to count this as one of your two tax-free fund raisers? Yes No NA

Total Sales Price for each individual item (including tax if applicable) \$ _____
 (If several items are being sold attach a listing of each items cost)

Fund Raiser: Yes No (If no, are you selling to cover your costs? Y/N)
 Planned Use of Fundraiser Proceeds _____

 Administrator's Signature/Approval Date

RECORD OF DEPOSITS: Information for deposits should be obtained from actual deposits listed on the Multiple Receipt Record or Cash Receipts Voucher.

	DATE	AMOUNT		DATE	AMOUNT		DATE	AMOUNT		DATE	AMOUNT
1			5			9			13		
2			6			10			14		
3			7			11			15		
4			8			12			16		

TOTAL _____

RECONCILIATION:

For items sold on a pre-order basis (e.g. – brochure sales, library book sales):
 Expected collections, per vendor's sales summary _____
 Total deposited from above \$ _____
 Difference \$ _____

For items purchased prior to sale:
 Total number of like items purchased _____
 Less: Number of items returned for credit (if applicable) _____
 Equals: Total number of items available for sale _____
 Multiply by Sales price per item _____
 Total that should have been deposited _____
 Compare to: Total Deposited from above _____
 Difference (between total that should have been deposited and total deposited) _____

Please explain any differences:

 Signature of person completing form Date

EXHIBIT 3

Cash Count Form



WPISD
ACTIVITY FUND
CASH COUNT/DEPOSIT

10/15

Security Bag #: _____ Receipt #'s: _____

Date of Count: _____ Activity: _____

Currency _____ x \$1.00 = \$ _____
 _____ x \$5.00 = \$ _____
 _____ x \$10.00 = \$ _____
 _____ x \$20.00 = \$ _____
 _____ x \$50.00 = \$ _____
 _____ x \$100.00 = \$ _____

TOTAL CURRENCY \$ _____

Coins _____ x \$0.01 = \$ _____
 _____ x \$0.05 = \$ _____
 _____ x \$0.10 = \$ _____
 _____ x \$0.25 = \$ _____

TOTAL COINS \$ _____

Check Total (A tape of checks attached) \$ _____
Please ensure that checks are made out to your specific organization

TOTAL DEPOSIT \$ _____
Please ensure Activity Account number is on Deposit Slip

Signature: First person making count

Signature: Second person making count

Dues from _____ \$ _____
 Fundraiser _____ \$ _____
 Merchandise Sold _____ \$ _____
 Taxes _____ \$ _____
 Other _____ \$ _____

EXHIBIT 4

Activity Fund Sponsor Log Receipts/Deposits

EXHIBIT 5

Student Activity Fund Disbursement



WPISD
**ACTIVITY FUND
DISBURSEMENT**

10/15

PA # _____

DATE: _____

ACCOUNT: _____

AMOUNT: _____

SPONSOR: _____

Explanations of Request:

Please indicate: _____ Mail Check _____ Return Check to Sponsor

Make check payable to:

Name _____

Address _____

City, State, Zip _____

Principal Signature/Approval

Date

EXHIBIT 6

Student Travel Form

WILLS POINT INDEPENDENT SCHOOL DISTRICT



WPISD ACTIVITY FUND STUDENT/SPONSOR MEAL ALLOWANCE

10/15

Check # _____

Make Check Payable To: _____ Date Needed: _____

Organization: _____ Event: _____

Account Code: _____

Departure Date & Time: _____ Return Date & Time: _____

Meal Money will be advanced to students

Meal money will be payable to restaurant: _____

STUDENT NAME	BREAKFAST	LUNCH	DINNER	TOTAL	STUDENT SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
SPONSOR NAME	BREAKFAST	LUNCH	DINNE	TOTAL	SPONSOR SIGNATURE

Sponsor's Signature _____ Date _____

Principal's Signature _____ Date _____

EXHIBIT 7

**Acknowledgement of Responsibilities of Faculty
Sponsors of Activity Funds**

Wills Point Independent School District

Acknowledgement of Responsibilities of Faculty Sponsors of Activity Funds

I hereby acknowledge that I have read the WPISD Activity Funds Manual and that I am responsible for complying with it. In particular I acknowledge that:

1. All fundraising activities will be approved, in advance, by the principal using the Fund Raising Application.
2. I am responsible both for safeguarding and accounting for funds received for or on behalf of WPISD Students.
3. Activity money will be turned in to the office daily in the same form which it was received.
4. At the completion of all fund raisers, the Reconciliation portion of the Fund Raising Application Form will be completed within 2 weeks and submitted to the office.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal using the proper forms.
6. I understand I will not be reimbursed for items that a valid purchase order was not issued before the purchase occurred.
7. Checks will not be cashed from money collected.

I understand that I will be held responsible for any student Activity Funds entrusted to me and that I will reimburse the student organization for any money lost due to carelessness, theft, fraud, or failure to follow established procedures.

Sponsor Signature

Date

Student Club or Organization

Campus

EXHIBIT 8

Payment Authorization

WILLS POINT INDEPENDENT SCHOOL DISTRICT



WPISD

**ACTIVITY FUND
PAYMENT
AUTHORIZATION**

10/15

Payment Authorization # _____ Date: _____

VENDOR: _____ _____ _____	BILL TO: WPISD ACTIVITY FUND _____ _____
---	--

Vendor Note:

ITEM #	QTY	DESCRIPTION	UNIT PRICE	AMOUNT

Club Name: _____

Club Sponsor Signature: _____ Date: _____

Administrator Signature: _____ Date: _____