

ACTIVITY FUND ACCOUNTING FAQ'S

Do I have to fill out a Fundraising Application Form if we do not anticipate making a profit?

Yes, since you will be collecting money it is required to complete the form, obtain approval and follow all procedures outlined in the Activity Fund Handbook.

What process is used for requesting that parents/students donate food items to sell at scheduled concession sales?

Internal Audit does not recommend this practice; however, for anyone wishing to donate to your club, fill out the Donation Form first. Then, once it is approved, deposit the money into the activity account or proceed to schedule a drop off the donation. You may also use funds from the activity account to purchase the items to sell. Keep receipts of purchases and an inventory of items purchased and sold. Follow all procedures outlined in the Activity Fund Handbook.

When do I fill out a Purchase Order request form?

Fill out a PO request prior to making any purchase from the activity funds account. Ensure that your purchase is aligned with the purpose stated in the Fundraising Application Form. Attach the quote along with the PO request and send to your campus secretary.

What happens if I make a purchase without approval?

The purpose of all district procedures is to protect employees from financial impropriety. You are responsible for the invoiced amount. Ensure that you follow all procedures outlined in the district's Activity Fund Handbook.

What happens if the fundraising activity does not generate the stated profit and we break even or have losses?

Keep your principal informed of the activity's progress/outcome and contact the Finance Department for additional guidance. Recommendation- Do not order more than what the club can handle in sales.

What do I do if money/product is lost/stolen?

Report the missing products/funds immediately to the principal. Ensure that the money/product has not been misplaced. If money/product cannot be located, promptly notify the Finance Department.

Can I hire a friend/relative to provide a contracted service to my club?

No. Refer to AISD Local and Legal policies DBD- related to Conflict of Interest.

How long can I keep money collected in my possession?

Again, to protect against monetary losses it is strongly recommended to make deposits the same day that money is collected. If daily deposits are not feasible, the minimum deposits should be done weekly. Each campus should be equipped with a locked drawer or safe for you to store your funds.

When should I submit the application?

Be proactive, to process the application within the desired timeline submit the fundraising application for approval at least one week before beginning the fundraising activity.