



**Midland Independent School District**

**Midland Independent School District**

# Activity Funds Manual

## Fiscal Year 2019-2020

Updated August, 2019

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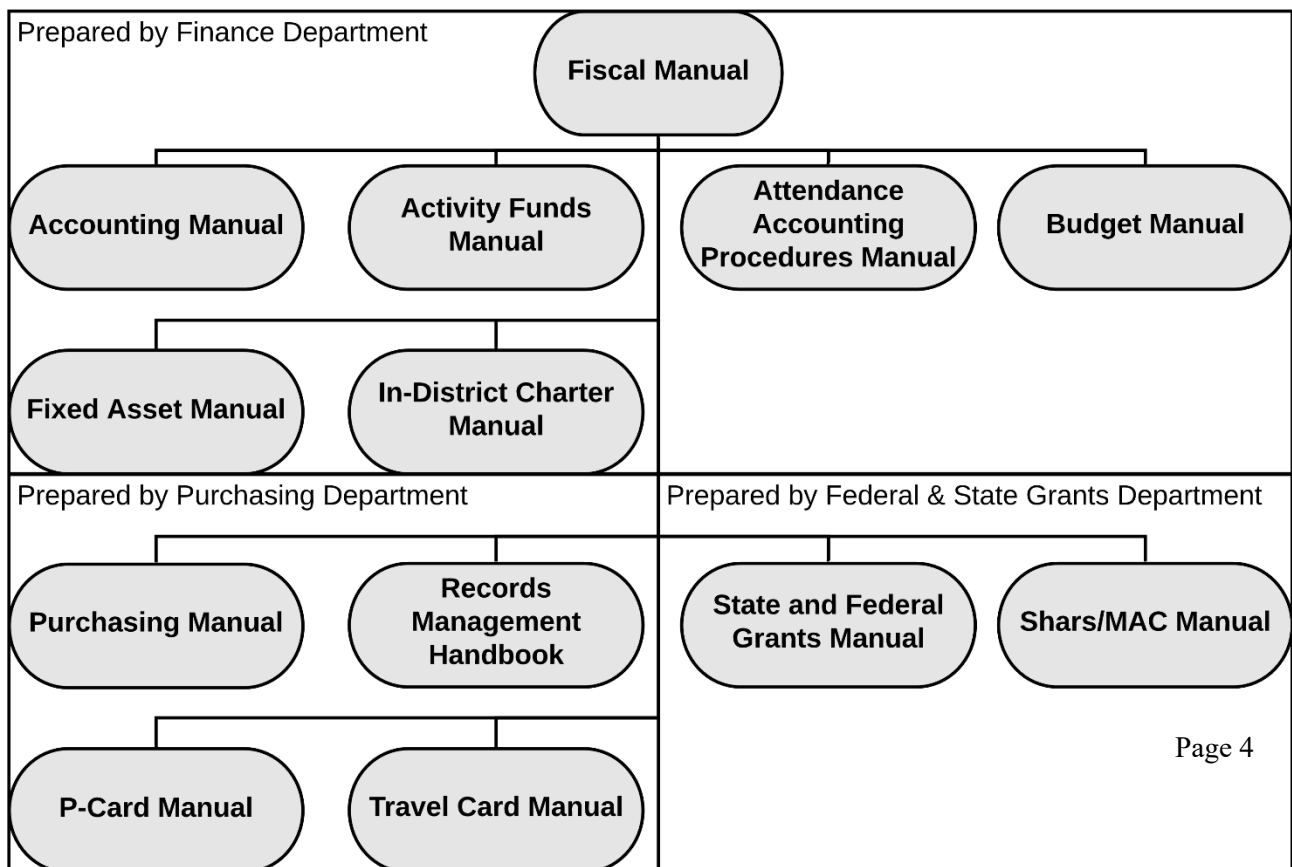
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## Introduction

This Activity Funds Manual has been prepared to provide general information about several Midland Independent School District (the District) business functions. Additional information may be available within the district’s Board Policies, Additional Manuals, Administrative Procedures, or other web resources.

The district has developed and implemented several sub-manuals that provide additional, specific information about business operations.



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If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

## Financial Services Office Staff

The Financial Services Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

Darla Moss	Chief Financial Officer (CFO)	Extension 1018
Carla Martin	Exec. Director of Finance	Extension 1903
Teresa Moore	Exec. Director of State & Fed Grants	Extension 1909
Arturo Valenzuela	Controller	Extension 1908
Haydee Peña	Director of Purchasing	Extension 1962
Samantha Blevins	Director of Payroll	Extension 1941

## Financial Services Mission Statement

Midland ISD Financial Services provides responsible stewardship of financial resources needed to support our district's educators, staff, parents and community. Financial Services seeks to enable the advancement of the district's mission by providing relevant and timely financial information to the executive leadership team, campus administrators and department directors.

## SECTION 1: GENERAL INFORMATION

### 1.1 Definition and Purpose of School Activity Funds

TEA Resource Guide states:

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*Activity funds are defined as funds consisting of resources received and held by the school as trustee to be expended or invested in accordance with conditions of the trust. Specifically, they are funds accumulated from various school-approved money-raising activities and the receipt of student dues or fees, commissions, investment interest and donations. These funds are to be used to promote the general welfare of the school and the educational development and morale of all students. All funds collected by school district personnel from students are defined as activity funds and must be handled through the activity funds accounts.*

The following terms are employed by the District to provide a clear distinction between the two types of funds often referred to as "activity funds":

Campus Activity Funds (CAF) - other than club monies	– Fund 461
Student Activity Funds (SAF) - clubs monies/class accounts	– Fund 865
Faculty Activity Funds (FAF) - Faculty monies	– Fund 876

## **Campus Activity Funds (Fund # 461)**

- a) Participation and ownership  
District or “Campus Activity Funds” support co-curricular activities and are controlled by school administrators or the school board. Campus Activity Funds, belong to the district and are used to support district or campus programs. Examples include money collected from athletic events and book fairs or field trips.
- b) Fundraisers  
District or campus activity funds are comprised of monies raised and collected by the district or campus through fund-raising efforts and donations.
- c) Spending of Funds  
Approval to spend money from a district or campus activity fund rests with administrators or the board of trustees, not the students.

## **Student Activity Funds (Fund # 865)**

- a) Participation and ownership  
Student activity 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. Student activity funds belong to students and are used to support student organizations and clubs.
- b) Fundraisers  
Student activity funds are comprised of monies raised by the students typically through school-approved fund-raising activities, club dues or donations.
- c) Spending of Funds  
Approval to spend money from a student activity funds rests with the students, but it will be

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subject to vendor restrictions.

## **Faculty Activity Funds (Fund # 876)**

- a) Participation and ownership  
Faculty funds support the activities of faculty-led initiatives in which the faculties' officers for each campus and/or department direct the expense of the funds. Faculty belong to the faculty at that campus or department.
- b) Fundraisers  
Faculty funds are comprised of monies raised by the faculty typically through donations, yearly fees, or fund-raising activities.
- c) Spending of Funds  
Approval to spend money from a faculty funds rests with the faculty, but it will be subject to vendor restrictions.

Funds collected by students and considered as "activity funds" and are to be handled through the school activity fund account, unless otherwise specifically instructed by the District's Assistant Superintendent for Financial Services, or his designee.

Schools may maintain a school activity fund account to manage class funds, organization funds, and any other designated campus-level activities. All monies collected shall be receipted by the school secretary/bookkeeper and deposited into the appropriate District account at the District's depository.

### **1.2 Responsibility for Activity Funds**

The principal of the school shall be responsible for the proper administration of each account within the activity fund in accordance with state and local law, District approved accounting practices and procedures, and the TEA Financial Accounting Module. School activity funds shall be included in the annual audit of the District's fiscal accounts. A Request to Open/Close a New Student Activity Account shall be submitted by the principal when the need arises.

The school principal is responsible for the proper collection, disbursement and control of all activity fund monies. This responsibility includes:

The principal is not responsible for funds collected, disbursed and controlled by parent or booster organizations. These parent and booster organization's funds are NOT to be accounted for in the school's activity fund.

### **1.3 Review Activity Fund Records**

All records should be kept current and in good order, available for review at any time, and retained on campus for a minimum of five years and available in the warehouse for an additional two years.

- a. Change of Principal

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When the principal changes at the campuses, they must perform the checklist in Appendix A-7 of this manual. This way they are aware of the activity funds they manage and understand where the cash is located.

### b. Change of School Secretary/Bookkeeper

Before the last day of the secretary at every campus, the principal should make sure the surplus cash is deposited. Surplus cash for secondary campuses is anything above \$100 and any cash above \$25 for elementary schools.

## 1.4 Final Disposition Determination

Upon the dissolution of an activity fund function, the school principal shall insure that all liabilities of that function are liquidated. If a general fund-type account is involved, then the balance shall be transferred to the General Fund account of the school activity fund. Agency (club) account balances shall be transferred to the Student Council Account. Approval from the Director of Finance on Financial Services is required in order to transfer the Student Council Account balance to the general fund due to an inactive club for 2 years.

In situations where club participants will be graduating or promoting, the agency (club) funds at school year end shall remain in the account to be available for the next year's participants, unless otherwise designated by the club in a majority action. The club decision should be recorded in their minutes and communicated to the school secretary/ bookkeeper on a timely basis.

## SECTION 2: BASIC RECORDS

### 2.1 Activity Fund Receipts

#### 1. Cash Receipts

Cash receipts Books are the means to provide the depositor with a copy of the money they have given for deposit. Use this when an individual depositor makes a deposit, if multiple depositors are making deposit at the same time use the Cash Receipt Record (Section 2.1.2 of this manual). Activity funds receipt books are to be obtained from Central Office, to obtain them please request them from the Executive Assistant to the CFO, contact number is 432 – 240 – 1018. Receipts must be used for all cash or checks received. A sample receipt is illustrated in the Appendix of this manual. (Appendix A-1).

#### 2. Cash Receipt Record (CRR)

This form is to be used to provide a detailed list of individuals whenever money is collected from the students or faculty as a group. Use this when a group of depositor make a deposit, to avoid making so many individual cash receipts (from Section 2.1.1 of this manual). This list is turned in to the school's secretary/bookkeeper with the monies collected. These forms are obtained from the Executive Assistant to the CFO, contact number is 432 – 240 – 1018. A sample of this form is shown in the Appendix of this manual. (Appendix A-2). Use to record five or more.

#### 3. Internal Deposit Slip

This form is required on all collections turned in to the bookkeeper to report the funds collected by denomination and amount. A verification by another faculty member ensures the count and



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amount is accurate. A sample of this form is shown in the Appendix of this manual. (Appendix A-3). This form is on the District's Website and can be downloaded to desktop.

### 2.2 Activity Fund Checks

System generated checks are used to disburse all funds from the Activity Fund checking account.

### 2.3 Bank Deposits Slips

#### 1. Deposit Slips

Campuses are to use triplicate deposit slips in triplicate in making deposits. Validated deposit slips serve as a record for money deposited in the bank on specific dates, and are vital supporting documents in the maintenance of accurate cash records. Deposit slips are to be obtained from the bank and must indicate the school's name and subaccount number. A sample is shown in the Appendix of this manual. (Appendix A-5).

#### 2. Deposit Booklet – Provide by Armored Service Provider

Campuses will maintain a deposit booklet given to them by our armored service provider. These deposit booklet is to be signed by the armored service carrier. **All booklets must be turned into central office before the school ends, they will be given back to the campuses before school starts.**

### 2.4 General Ledger-Computer Printout

The general ledger for activity funds is maintained on the District's central computer system. Generally, all data must be entered by the 5th day of the following month. Exceptions to this date will be determined by the Activity Funds Department. The general ledger summarizes all transactions of the activity fund during the month. All monthly reports generated from month end closing should be maintained and filed for audit purposes.

### 2.5 Additional Records

Each school should keep a file for "School Activity Fund Communication". This should include copies of instructional memos received concerning school activity funds.

## SECTION 3: BANKING PRACTICES AND PROCEDURES

### 3.1 Bank Accounts

There will be only one bank account for activity funds; but, book accounts will be used to identify each campus. Campus deposit slips must be printed with the checking account title, "Midland Independent School District" and the school's address. All monies received will be deposited into this subaccount and all disbursements will be made by a check drawn on this subaccount.

Only school activity fund transactions may be directed through the school activity funds bank account. Transactions controlled by other outside organizations must be handled through separate

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non-district related bank accounts.

Schools and school organizations are not permitted to execute external debt instruments of any kind. School activities or projects requiring financing on any deferred or installment repayment basis must be submitted to the Assistant Superintendent for Financial Services.

## SECTION 4: RECEIPT OF FUNDS

### 4.1 General Receipting Procedures

The school secretary/bookkeeper shall be responsible for maintaining an adequate supply of auxiliary receipt books and/or Cash Receipt Records. The school secretary/bookkeeper must keep a distribution record of all pre-numbered receipt books issued showing inclusive receipt numbers in each book distributed. (Cash Receipt Records should be handled the same way.) See Sections 4.4 and 4.5.

1. Cash should be organized when it is submitted to the school office. Teachers, club treasurers and sponsors should be instructed to issue receipts or prepare Cash Receipt Records (CRR) for money collected. The individual responsible for turning in money will fill out an Internal Deposit Slip and have it verified by another faculty member. The yellow copy of the CRR will be attached to the Internal Deposit Slip and submitted with the money collected. The bookkeeper will issue a receipt to the individual turning in money and will note the teacher's/sponsor 's receipt numbers supporting the remittance. The bookkeeper and teacher/sponsor will note the bookkeeper's receipt number on the CRR.
3. A pre-numbered triplicate receipt book issued by the secretary/bookkeeper is to be used and the school name must be stamped or written on the cover.
4. An official receipt shall be prepared in ink and completed in its entirety including:
  - Date: The month, day and year .
  - Amount: The amount, both written and numeric.
  - Received: An individual, a firm or MISD (show MISD check number). A receipt may not be issued to more than one person.
  - From: An explanation of the source and purpose for which the money was received.
  - For: The school activity fund account number and title of the account to be increased by the amount of the receipt.
  - School: Name of the school, or the fund number.
  - Signature: The signature or initial of the person receiving the money (signature must be manual--- absolutely no signature stamps.)
5. An actual cash count should be made by the person signing the receipt in the presence of the person turning in the money.
6. All cash receipts shall be issued in numeric order.

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7. Postdated checks **shall not** be accepted by the school from any source. Handwritten checks are not accepted.
8. **Under no circumstances shall a cash receipt be altered.** If an error occurs in the preparation of a master receipt, void both the original and the duplicates of the incorrect receipt and issue a new receipt.
9. The original of a voided master receipt must be attached to the carbon copies and clearly marked "VOID". The voided copy of the cash receipts must be sent to the Activity Funds Bookkeeper while a copy (a pink copy) of the voided cash receipt will stay in the receipt book.
10. The original of the master receipt shall be given to the person turning in or paying the money at the time it is turned in, or if that is not possible, within 24 hours. If currency or coin is received by mail, it is necessary that the original receipt be mailed to make sure sender and receiver clearly track what was sent. If a check is received by mail from an outside source, it is not necessary that the original receipt be mailed to comply with this procedure since that person or vendor will have their canceled check to serve as their receipt. In these cases, the original receipt should be kept on file for review purposes.
11. Cash receipts are not to be pre-signed or predated.

### 4.2 Receipt of Money by Persons other than the Secretary/Bookkeeper

Occasionally monies may be collected by an authorized individual other than the school secretary/bookkeeper (teacher, secretary, clerk, etc., but only as approved by the principal). In such instances, the following operating provisions shall be applicable in addition to the provisions of Section 4.1 above.

1. A pre-numbered receipt shall be issued immediately by the person receiving the cash to the person turning in the money. Pre-numbered receipt books may be obtained from the school secretary/bookkeeper. Receipts shall be issued for all funds collected. For example:
  - Tuition
  - Textbooks
  - Club or class fees and dues
  - Collections for yearbooks and other commemorative items with the exception of class pictures
  - Any other collection requiring a payer record for future reference
2. The Cash Receipt Record may be used for multiple collections. For example:
  - Library fines
  - Fees and Dues
  - Yearbook sales
  - Revenue from fund raising activities

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- Faculty fund collections
3. In elementary schools, teachers utilizing the Cash Receipt Records may enter the names of the students from whom monies were received. In secondary schools, students must sign the Cash Receipt Record, in the presence of the collector, and enter the amount of money turned in. In the event that money turned in does not correspond to the documentation (for either secondary or elementary schools), the sponsor must sign their agreement to the shortage or overage.
  4. For safekeeping, collections from any source in excess of \$25 shall be submitted to the school secretary/bookkeeper on a daily basis. A sponsor shall not retain more than \$25 overnight. In the event of after-hour sales, any funds collected or retained should be kept in a secure locked location.
  5. All collections turned in to the school secretary/bookkeeper must be accompanied by the fully completed applicable supporting documents, including Cash Receipt Record or auxiliary receipts and a completed Internal Deposit Slip.
  6. Master receipts should reflect auxiliary receipt numbers or Cash Receipt Record numbers when applicable.
  7. All money collected must be submitted to the school secretary/bookkeeper in the same form as collected. The staff member's personal check may not be submitted for cash collections.

### **4.3 Receipt of Money by the School Secretary/Bookkeeper**

The school activity fund receipts issued by the school secretary/bookkeeper provide the basic support for school activity fund deposits. The following procedures are to be observed in addition to those specified previously in Section 4.1 and 4.2.

1. When funds submitted to the school secretary/bookkeeper have previously been receipted in an auxiliary receipt book issued to another person, the school secretary/bookkeeper shall:
  - a. Tabulate monies collected and reconcile to receipts issued from the auxiliary receipt book(s).
  - b. Issue a master receipt to the staff member when monies received have been satisfactorily verified. The school secretary/bookkeeper shall indicate on this receipt the corresponding receipt numbers received from the teacher or other staff member.
2. When funds submitted to the school secretary/bookkeeper have previously been tabulated on Cash Receipt Record, the secretary shall:
  - a. Reconcile monies received to the total amounts listed on the Cash Receipt Record.
  - b. Issue a master receipt when monies received have been satisfactorily verified. The master receipt shall indicate the corresponding Cash Receipt Record number.
  - c. Indicate the master receipt number issued by the school secretary/bookkeeper and the date of

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the issuance on the Cash Receipt Record.

- d. Retain the Cash Receipt Record in the school activity fund files. A copy may be given to the person turning in the funds.

### **4.4 Control of Receipt Books by the School Secretary/Bookkeeper**

The school secretary/bookkeeper shall be responsible for maintaining an adequate supply of receipt books obtained from the District warehouse. All receipt books shall be secured in a locked drawer, cabinet or vault at all times.

The school secretary/bookkeeper shall issue auxiliary receipt books, as needed, to teachers and other persons authorized by the school principal. The school secretary/bookkeeper must keep a distribution record of all auxiliary receipt books issued. This record is considered part of the official school activity fund records. A record of all pre-numbered documents on hand (unused) should be maintained.

Please note, voided auxiliary receipts must be handled in same manner as a voided master receipt. The original voided receipt must be maintained in the activity fund records with the receipt book.

At the end of the school year, the school secretary/ bookkeeper shall recall all outstanding auxiliary receipt books so that all books issued during the school year are accounted for at the end of the school year.

### **4.5 Control of Pre-Numbered Cash Receipt Records by Secretary/Bookkeeper**

All funds received by clubs or school organizations (fees, dues, fund raising sales, etc.) must be documented by pre-numbered cash receipts, Cash Receipt Records or cash collection forms provided by fund raising vendors. **The secretary/bookkeeper should maintain a record of all pre-numbered Cash Receipt Records used and unused during the year to properly control cash receipts.** This can be easily accomplished by maintaining a **Cash Receipt Record Register**. A sample is shown in the Appendix. (Appendix A-6)

Please note that voided Cash Receipt Records must be handled in the same manner as a voided master, or auxiliary receipt. The original voided Cash Receipt Record must be maintained in the activity fund records with the Cash Receipt Record Register.

## SECTION 5: DEPOSIT OF FUNDS

### **5.1 General Operating Policies**

1. Deposits on hand:
  - a. Deposits must be made whenever money collections exceed \$100 for secondary schools and \$25 for elementary schools. Any funds on hand must be secured in a locked drawer, cabinet or vault at all times.
  - b. Deposits should always be made on Friday or the last working day of the week, even

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though the funds on hand might not exceed the maximum allowable. Also, regardless of the amount, all monies on hand must be deposited on the last day of the month.

2. Funds received after the courier service has made his daily pickup shall be secured by the principal in a locked vault or other secure location on campus for next day pick up. In the event the deposit would be held over a holiday, the funds will be transported by the delegated school representative, directly to the bank or to the District Cashier at Central Office. The representative will deliver the prepared deposit and log in the bank bag number at the Financial Services Office. Funds shall not be kept in any other off-campus location. It is the responsibility of the principal or his designee handling school funds to deposit the funds at the bank.
3. All checks to be deposited must be endorsed with a rubber stamp as follows:

For Deposit only (Name of  
School) School Activity Fund  
(Account number)
4. All cash receipts shall be deposited in numerical sequence in the same date the receipt is written, and a deposit made on the last working day of the month in order that funds be reported within the month received.
5. All monies on hand at the end of the school year must be deposited prior to breaking for the summer. During the summer the campuses must take to the bank themselves.

### 5.2 Procedures for the Preparation of Bank Deposits

1. Bank deposit slips shall be prepared in triplicate for each deposit. The original deposit slip (white) will be retained by the bank; the duplicate copy (yellow) should be retained by the secretary/bookkeeper at the time of deposit.
2. The following information must be indicated on the bank deposit slip:
  - a. The date and the amount of the deposit.
  - b. A notation of the master receipt numbers issued in support of the bank deposit.  
(Example: receipts numbered 500-525 inclusive.)
  - c. The listing of each check in the deposit showing the maker's name and the amount of the check. When this is impractical due to the volume of checks, an adding machine tape may be attached instead. (For secondary schools: the account number or account title to which the checks are to be posted should be written in the upper left hand corner of each check for identification purposes should it be returned by the bank.)
3. The sum of the amounts of the supporting cash receipts must be in agreement with the amount of the bank deposit.
4. Debit memos and credit memos received from the bank for deposit shortages and overages on a deposit are to be recorded in the general ledger system by the Activity Funds Department. The cash receipts are not to be altered to reflect the difference.

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## SECTION 6: DISBURSEMENTS

### 6.1 General Operating Procedures

1. All expenditures shall be paid by check from the activity fund checking account.
2. Income received from a specific group (student and faculty) should be expended for that group. The principal shall ensure that expenditures from these accounts are written for the intended purpose of the group and should not divert monies for other uses.
3. No expenditure of funds shall be approved by the principal unless sufficient funds are available in the appropriate activity account. Thus, no check shall be drawn on any account with a negative balance unless sufficient funds become available in the appropriate fund account.
4. Texas sales tax will not be paid to a vendor for purchase of educational / instructional goods. Tax exempt form is available at MISD's website.
5. Payments must be made to the vendor within thirty (30) days of the invoice date or delivery date (whichever is later).
6. The following items purchased with student generated funds require the approval of the **Director of Finance**:
  - a. Capital Outlay (Fixed Assets), as defined in Section 6.11.

Note: Approval for any exceptions in the rules, as stated in the Activity Fund manual, and all documentation should be kept in the school activity files for audit purposes.

### 6.2 Documentation of Disbursement of Funds

Funds may not be disbursed without a purchase order from the principal or other authorized person for each account, department or in the case of clubs, club sponsors for class or club accounts.

Documentation must consist of both of the following:

#### 1. Request for Payment Form

The Request for Payment Form (Appendix A-4) shall be completed in its entirety, including:

- a. Date- Month/Day/Year
- b. Amount
- c. Account Number - The account number to which the expenditure is charged.

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- d. Account name- The name of the account the expenditure is charged to.
- e. Payable to- The name of the individual or company to whom the check is to be issued (Payee).
- f. Address - The mailing address of the payee.
- g. Purpose of expenditure - A description of the merchandise purchased or services rendered.
- h. Principal's original signature and date at the bottom of the form- Signature stamps are unacceptable. This signature should be dated on or before the date of the purchase, (except in the case of a reimbursement).
- i. Appropriate signatures to the account requesting the check.
- j. Check number. (Completed by Activity Funds Department)

## 2.SupportingDocumentation

Attached to the Request for Payment form, should be one of the following:

- a. The vendor's invoice.
- b. If only alternative documentation is available (letters from vendors , acknowledgments, renewal notices, etc.) then this documentation should indicate in detail what is being purchased, and at what price. Such documentation will be deemed acceptable only when the principal's approval is evidenced by his/her signature.

If at any time it is necessary to pay an amount other than the one shown in the invoice, then a new invoice must be requested;.

### **6.3 Issuance of Checks**

1. Same policies and controls will apply to activity funds checks as to finance checks.
2. Payment must always be made to a specific person, company, or organization. Checks shall not be made payable to "Cash".
3. All checks shall be issued in numeric order.

### **6.4 Student Trip Advance Payments**

Advance payment may sometimes be requested for necessary student expenses expected to be incurred by athletic teams and other groups engaged in out-of-town travel. Procedures in these cases are as follows:



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1. The activity sponsor (coach, club sponsor, etc.) shall make a written request for an advance stating the amount needed, date(s), place, and the purpose for which the advance is required. The Request for an Advance for Student Travel (Appendix A-9) is to be completed and attached to the Request for Payment form (Appendix A-4) and submitted to the principal for approval. The Request for Payment should stipulate the proposed payment is an advance.
2. At the completion of the activity, the sponsor shall submit to the school secretary/bookkeeper a Student Travel Expense Report (Appendix A-10) and worksheet (Appendix A-11) detailing the actual expenses, and shall return any unused funds. Receipts must be attached for expenses requested on the Expense Report (air fare, lodging, registration fees, parking, taxi, car rental, and other misc. expenses).
3. The school secretary/bookkeeper will issue a master receipt for any money returned and cross reference this receipt number to the check number issued for the original advance. All supporting documents submitted shall be sent to the Activity Fund Department to be attached to the Request for Payment.
4. If the sponsor is due a reimbursement, the reimbursement shall be due for emergencies only. For this, the secretary/bookkeeper will make a copy of the Expense Report and forward the original and the documentation to the Finance Office.
5. The Expense Report shall be submitted to secretary/bookkeeper no later than two working days after termination of the activity for which the money was advanced. For refunds to the employee, the secretary/bookkeeper will submit the report and documentation to the Financial Services Office no later than two days after receiving it.

### **6.5 Payment to District Employees**

Occasionally the principal agrees to pay substitute teachers and secretaries or other District employees out of school activity funds when such services are not covered by the district's budgeted funds.

No payment to a District employee is to be made directly out of activity funds.

Approval from the Director of Finance in Financial Services is required when paying a district employee for extra duty, stipend, etc. The activity fund check is to be made payable to M.I.S.D. Payroll and forwarded along with the pertinent information to the Payroll Department. The Payroll Department will issue the check to the employee, withhold the necessary taxes and report the earnings to Teacher Retirement.

### **6.6 Payment to Non-Employees for Contracted Services**

Payments for contracted services must follow purchasing guidelines (See purchasing manual). If there are rentals of equipment or facilities the vendors will usually provide a contract stating the term and total charges, by law all services with a value of \$500 or more need a contract. Midland Intendent School District uses the service agreement (Appendix A-8). If the vendors do not provide a contract and the purchase is for less than \$500, the purchase order produced by the Purchasing Department will serve as a binding agreement between parties.

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## 6.7 Reimbursements

The Financial Services Office might issue checks to students or employees to reimburse them for personal funds expended for school purposes, provided that proper documentation is submitted in support of the expenditure. Student or employees must submit a PO before the expenditure is incurred. Proper documentation must comply with Section 7.2.

**Texas state sales tax will not be reimbursed.**

## 6.8 Refunds

Occasionally it may be necessary to issue refunds due to cancellations of field trips, return of lost textbooks, etc. The receipt previously issued by the school shall be verified and the receipt number referenced on the Request for Payment before the refund check is issued. The original white copy of the receipt, if available, is to be attached to the Request for Payment. (Should the original be unavailable, a copy will suffice.) The office copy of the receipt should be marked as refunded.

The student's name, grade level, description of item originally paid for, and the original receipt number shall be printed on the explanation portion of the Request for Payment. The refund check is to be made payable to the parents. The check will be mailed to the student's home address.

In cases of multiple refunds for nominal amounts, a single check may be issued to the activity sponsor, who will distribute the refunds to each student. Each person due a refund shall sign a Cash Disbursement Record verifying that the refund was received. (Appendix A-12). The activity sponsor will return the signed Cash Disbursement Record and any undistributed money to the school secretary/bookkeeper who will issue a master receipt for any money returned. The school secretary/bookkeeper shall forward the Cash Disbursement Record to the Financial Services Office and indicate thereon the receipt number issued for money returned.

## 6.9 Cashing of Checks

No personal checks shall be cashed from school receipts.

## 6.10 Voiding of Checks

1. It will occasionally the district may void or cancel a check:
  - a. Which is outstanding in excess of 90 days.
  - b. Which has been lost.
  - c. Which has been returned by the payee for some reason.
2. For checks that have been outstanding in excess of 90 days, efforts will be made and documented to locate the owner of the outstanding check. If efforts to locate the owner are unsuccessful, the District will hold the funds until either the owner claims the funds or the abandonment period is reached, at which time the funds will be treated as unclaimed property.
3. For lost or returned checks, the following procedures shall be employed:

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- a. When the check is lost:
  - (1) A stop payment order should be requested from the Activity Funds Bookkeeper.
  - (2) Record the following notation on the related Request for Payment and copy of the check:
    - Check number cancelled
    - Date cancelled
    - Reason for cancelling
    -
- b. When the original check is available, the signatures should be torn from the check and void written in bold ink across the face of the check. The voided check is to be filed in numerical order with the corresponding Request for Payment which was written to issue the check.

### 6.11 Capital Outlay Expenditures

#### 1. General Information

In order to meet state accounting guidelines and have adequate documentation for insurance purposes it is necessary for each school to accurately account for all capital outlay items (fixed assets) purchased through the school activity fund.

Activity fund expenditures for capital outlay in excess of \$5,000 per item, or items that meet district guidelines for classification as a fixed asset must have prior approval from the **Executive Director of Finance**.

Capital outlay items, are items purchased that are tangible in nature; they have a useful life of more than one year, are of significant value at the time of purchase, and/or may be reasonably identified and controlled through a physical inventory system. This includes capital leases.

The capitalization policy for the Midland Independent School District is as follows:

Capitalize equipment that has a useful life of more than one year and has a unit cost of \$5,000 or more. Also capitalize equipment used in such quantity that the aggregate value of the item is a material sum to the District taken as a whole. See the attached list of equipment items that are considered to be fixed assets and items that are considered to be supplies. (Appendix A-13 and A-14)

**This policy is applicable to any purchase of a fixed asset, regardless of whether Activity Funds are involved or not.** Any questions concerning capital outlay should be directed to the Activity Funds Office.

#### 2. Accounting For Fixed Assets Purchased with School Activity Funds

Prior written approval for activity fund checks issued to purchase fixed assets should be obtained from the Director of Finance. A purchase order should be completed and attached to

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a and sent to the Financial Services Office. Activity fund money will be transferred to the appropriate budget account to transact the purchase order.

### 3. Disposition of Fixed Assets

The Superintendent or designee shall be authorized to dispose of obsolete equipment. At no time may any obsolete property be given to the public/staff/students.

If equipment is to be disposed of by trade-in, it must be processed on a District Fixed Asset Reporting form and coordinated through the Procurement Department, showing the trade-in value, description, model number and serial number so that it will be deleted from the fixed asset inventory. Please contact the warehouse at (432) 240-1982 for any fixed assets you wish to dispose of.

### 6.12 Crime Stoppers – Payments to Informants

When making a payment to a Crime Stoppers informant, the completed Crime Stoppers form, "Rewards Point System Sheet" will serve as support to your Request for Payment form. (Appendix A-15) A code will be put at the top of the form.

(Example: gjhs960209 - This would indicate that this is for a tip received at Goddard Junior High School on 02/09/96.) The same code will be written on the check stub.

The informant's name will not appear on any document (Rewards Point System Sheet, Request for Payment or check). The Request for Payment form will be signed by the principal or assistant principal and submitted with the Rewards Point System Sheet.

The check will be made payable to the principal or assistant principal and will be entered into the general ledger system as a payment to Crime Stoppers.

In the event that the Crime Stoppers account drops below zero, the County Sheriffs Department should be contacted to request more funding.

## SECTION 7: PURCHASING POLICIES AND PROCEDURES

### 7.1 Purchases

The school principal is fully responsible for all purchases and commitments requiring the present or future disbursement of activity fund monies. Teachers must have a commitment from the school principal before making any purchase in the name of the school.

No purchase shall be made unless sufficient funds are available in the proper activity fund account or will be available at a later date within the current fiscal year.

Purchase of services of \$500 or more with activity fund money, should be processed through the Procurement Department. A purchase order shall be completed and attached to a service agreement and sent to the Financial Services Office. Activity Funds money will be transferred to the

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appropriate budget account to transact the purchase order.

All Activity Fund Purchases are subject to the District Policies.

See the District Procurement Manual for District policies and procedures.

### 7.2 Return of Purchased Items

Purchased items that need to be returned to the vendor for a refund will require a refund from the vendor in the form of a check or cash. This refund must be immediately deposited back into the activity fund and credited to the account from which the check was issued.

**Absolutely no gift cards are to be accepted as a refund.**

## SECTION 8: VENDING COMMISSIONS

All transactions involving funds generated by vending machines shall be entered into the student vending activity fund accounts. All vending machines that can be accessed by the general population of students must be considered as General Fund revenue and posted accordingly.

**Principals must approve expenditures from vending commissions in accordance with Policy CDC (Local).**

## SECTION 9: FUND RAISING ACTIVITIES

### 9.1 Definition of Fund Raising Activities

A fund raising activity may be defined as any activity involving participation of a student body or a school or a school-recognized student group, undertaken for the purpose of deriving funds, regardless of whether a profit is made, for a school or a school-sponsored group.

### 9.2 Approval Required

Only approved fund raising activities may be conducted by the schools.

1. At the beginning of each school year, the principal is required to send a list of the proposed fund raising applications (projections) to the Executive Director of Finance or designee for approval.
2. The activity sponsor must submit an application through Docusign to the principal stating the details of a projected fund raising activity and the purpose for which the proceeds will be used. Those applications should be submitted to the Activity Fund Bookkeeper by the deadline established by the Director of Finance.

### 9.3 Accounting for Fund Raising Activities

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An accounting must be made of all fund raising activities.

1. The sponsor of an activity shall prepare a Fund Raising Application and acquire the necessary approvals prior to the start of the sale and/or collection of monies. DocuSign applications are available. (Appendix A-16)
2. The approved Fund Raising Application shall be given to the school secretary/bookkeeper to file with the school activity fund accounts. The secretary/bookkeeper will provide a copy of the approved application to the respective sponsors.
3. The club sponsor is responsible for keeping accurate records for all fund raising activities. Such records shall include:
  - Distribution lists
  - Daily collection reports
  - If applicable, tabulation of sales tax collections (See Section 11)
  - Original cash receipts received for money turned into the school secretary/bookkeeper.
4. At the conclusion of the fund raising activity, the sponsor shall turn in all records to the principal or school secretary/bookkeeper with a final Financial Recap and Fundraiser Inventory Detail Worksheet. (Appendix A-17)

### 9.4 Fund Raising Activities by Independent Outside Groups

Independent outside groups usually consists of Parent Teacher Associations and Booster Clubs.

These organizations shall manage their own finances when conducting fund raising activities and may make donations to the school or any club as they elect. Such contributions may be designated either for a specific purpose or for expenditures at the discretion of the principal.

The principal, school secretary/bookkeeper , or other staff member will not be involved in receipting, depositing or accounting for activities of any parental group or outside organization during school hours. It is recommended that District employees not be involved in any decision making activities, for an outside group, in the capacity of an officer, even after school hours. **At no time should a District employee be listed on the bank account signature card for any of these outside organizations.**

## SECTION 10: STATE AND LOCAL SALES TAXES

### 10.1 Taxable Status of Purchases

Tax Code, Title 2, Section 151.30 provides certain tax exemptions to educational organizations for items sold, leased, or rented to, or stored, used, or consumed by the organization.

In accordance with these provisions:

1. Tax Free Purchases

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All items purchased by a public school, school district or non-private school for the schools own use, qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district or authorized agent should provide the seller with a Texas Sales and Use Tax Exemption Certificate. (Appendix A-18). 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.

Purchases for their own use by individuals, even though connected with a school organization, are not exempt from the tax. Examples - cheerleaders purchasing their own uniforms, band members purchasing their own instruments and athletic teams purchasing their own jackets.

## 2.Exempt School Items

Public and nonprofit private schools and school related organizations need not collect sales tax on the following:

- Fees and admission tickets, including football and drama tickets
- Club memberships
- Deposits
- Sales of food and soft drinks sold during a regular school day, subject to an agreement with the proper school authorities

## 3.School Sponsored Trips

Meals purchased by the school for athletic teams, bands, etc. on authorized school trips are exempt from the sales tax if the school contracts for meals. The school must pay for the meals and provide the eating establishment with an exemption certificate.

Individual members of the athletic team, band, etc. may not claim exemption from the sales tax on the meals they purchase while on a school-authorized trip.

An exemption may also be claimed by the school from the Hotel Occupancy Tax if the school contracts and pays for the accommodations and provides the hotel with a completed Hotel Occupancy Tax Exemption Certificate. (Appendix A-21)

Teachers, coaches, etc. **may not** claim exemption from sales tax on individual purchases while on school business even though they are reimbursed by the school for expenses.

## 4.Taxable Sales - (Sales that require the collection of sales tax by the school)

- a. Public and nonprofit private schools and school related organizations must collect the sales tax on the following:

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- School-purchased supplies sold directly to students including athletic equipment and physical education uniforms
- Fees for materials when the end product becomes a possession of the student
- Student publications such as yearbooks and athletic programs.
- School rings
- Books sold to students at book fairs

### b. Sales by Teachers and Students

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 ensuring the tax is paid. A Texas Sales and Use Tax Exemption Certificate is given to the seller when merchandise is purchased by the school/club for resale. (Appendix A-18) This allows the school to purchase the merchandise without paying tax.

### c. There are no Tax Exempt numbers. Exemption certificates do not require number.

### d. Educational organizations exempted by law from payment of the sales tax may hold two (2) tax-free events, each not exceeding 24 hours, each calendar year as long as all collections relating to that project or activity are finalized within the 24 hour period and no residual collections occur on subsequent days. The district has elected to hold one (1) event per semester.

## 10.2 Collection and Remittance of Sales Tax

1. The school shall collect sales tax on all taxable items. The district's Financial Services Office will keep the schools informed of any change in the sales tax law.
2. When imposing sales tax, the school has the option of:
  - a. Adding the tax to the selling price of the item. Example: If the selling price of an item is \$1.00 and the tax rate is 8.00% (6.25% State Tax + 1.75% Local Sales Tax) or tax rate at the time of the fundraiser, the school would collect \$1.08 from the buyer for each item sold.
  - b. Including the tax in the selling price of the item. Example: If an item were sold for \$1.00 including tax, the sales tax would be subtracted from the amount collected on the sale; the school would retain \$.92 and remit \$.08 for sales tax. If this method is used, assuming a sales tax rate of 8.00%, divide the sales price or total collections by 1.08.

$$(\$1.00/1.0825=.9237 \text{ or } \$.92)$$

To arrive at the gross taxable amount, the difference ( $\$1.00 - \$.92 = \$.08$ ) is the amount of state and local taxes due.



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3. All sales tax collected by the school must be reported monthly to the district's Financial Services Office with the Sales Tax Computation Form , (Appendix A-20) and a Request for Payment.
4. The district Financial Services Office will remit the total sales tax collected from all the schools to the State Comptroller's Office along with the specific report provided by that office.
5. Sales tax are only paid taxable sales.

## SECTION 11: CLUBS

### 11.1 Definition of a Club

A club is a campus group organized for the purpose of enhancing a particular activity or to carry out goals common to the membership as a whole.

All clubs must have the following:

- Faculty Sponsor
- Elected Officers (President, Vice President , Secretary, and Treasurer)
- Minutes of Meetings

### 11.2 Responsibility of the Club Sponsor

Every teacher or sponsor that oversees an activity account must maintain a Sponsor Journal (Attachment A-21) showing:

1. Beginning balance for the school year
2. Receipt information (date, amount, source)
3. Disbursements (date, amount, payee, purpose)
4. Running remaining balance

Also copies of all supporting documentation (copies of receipts/CRR issued, receipts received from bookkeeper, invoices, sales tickets, etc.) should be kept for audit purposes and to substantiate the posted transactions.

Sponsors are strongly encouraged to reconcile their journals monthly to the bookkeeper 's report to ensure all transactions have been posted correctly and ending balances agree. In the event the sponsor is not able to reconcile to the District 's accounting records , the sponsor should meet with the bookkeeper to reconcile the discrepancy. If the sponsor and the bookkeeper are unable to come to an agreement, the sponsor should notify the principal to help resolve the differences.

### 11.3 Collection of Club Monies

All collections received by the club for fees, dues, fund raising activities, etc. must be recorded on pre numbered cash receipts or an alternative detailed collection form provided by fund raising vendors. All collections must be deposited in the school activity fund. The forms used should be

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controlled and properly accounted for in a systematic manner. Receipts must be completed in their entirety. The beginning and ending receipt numbers which make up the deposit should be given to the school secretary/bookkeeper along with the internal deposit slip. Deposits should be traceable to the sponsors' records. Copies of receipt forms to be used are shown in the Appendix to this manual. (Appendix A-1)

### 11.4 Disbursement of Club Funds

All disbursements by the club shall be made by the Financial Services Office with an activity funds check. The club sponsor shall prepare a school activity funds Request for Payment (RFP) and submit the original request along with the original invoice to the school secretary/bookkeeper. This RFP must have the signature of the club treasurer (in the treasurer's absence, the club president) and the club sponsor.

The activity funds check will be issued if sufficient club funds are available and with the approval of the principal. **No check will be written from any club or organization account that does not have funds deposited to cover the expenditure; and no disbursement or purchases may be made from undeposited cash collected by the club or organization.**

Transfer of funds from the club account must be in writing and signed by both the club officers and the principal before the transfer can be made by the Financial Services Office. Copies of a statement, signed by the club president, club secretary and the principal, indicating the request for transfer of funds, must be attached to the journal voucher form.

## SECTION 12: FACULTY FUNDS (Fund 876)

### 12.1 Definition of a Faculty Fund

Faculty Funds are defined as funds generated solely by and for the school faculty. All expenditures for hospitality, condolence, or any other purpose for the sole benefit of the faculty, shall be paid out of Faculty Funds.

### 12.2 General Operating Procedures

1. All regulations governing the receipt and disbursement of school activity funds monies are applicable to Faculty Fund transactions.

Financial activities such as condolences and hospitality, involving faculty and all other school staff, should be conducted through the school activity funds account. The revenues in the Faculty Funds accounts should be obtained voluntarily.

The Faculty Fund must be accounted for in a separate individual school activity fund account (sub account) and shall not be operated in a deficit.

2. The Faculty Fund should be administered by a committee. This committee should be

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responsible for the administration and expenditures of the Faculty Fund. However, in order to comply with district policy, all monies in this fund must be spent through the school activity fund with the principal and the faculty chairperson having authority for expenses incurred by the Faculty Fund Committee. **A report at the end of each school year must be distributed to the participants detailing the balance on hand and expenses incurred for the school year.** A copy of this report must be returned to the Auditing Department, signed and dated by the chairperson, thus indicating distribution and review by the entire faculty.

All regulations governing the receipt and disbursement of activity fund monies are applicable to faculty fund transactions except that the control of these monies rests primarily with the staff

## SECTION 13: OTHER AGENCY ACCOUNTS/TEXTBOOKS AND LIBRARY BOOKS

### 13.1 Textbooks

All revenue collected for lost textbooks and fines for damaged textbooks is state revenue and may not be spent for any other purpose or transferred to any other school activity fund account.

#### 1. General Operating Procedures

The revenue collected and additional monies due, as the result of the inventory count of lost textbooks are to be collected by the secretary/bookkeeper. At the end of the school year the Textbook Coordinator will do a textbook audit, and collect any monies owed at that time.

The residual account balance may be retained by the school in their activity funds textbook account for refund purposes.

#### 3. Collection of Funds

A receipt is to be issued to each student for payment of lost textbooks. In secondary schools, a separate pre-numbered duplicate receipt book shall be maintained by the person responsible for collecting money for lost textbooks. The original receipt is to be given to the student and a copy retained in the receipt book.

When the textbook money is turned in to the school secretary/bookkeeper for deposit, the textbook alternate receipt book shall be totaled after the last receipt issued to verify that the money turned in agrees to the amount collected. See Section 4 for details in issuing and accounting for receipts.

### 13.2 Library Books

It is the responsibility of each school to audit their own library book inventory, 1 month before June 30<sup>th</sup> of each year. Revenue collected for lost library books and fines for damaged library books. **Per Arturo Valenzuela, with Principals approval they may transfer funds to any other school activity fund account from Library account.**

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## 1. General Operating Procedures

Revenue collected and additional monies due, as the result of lost library books will be collected by the Librarian

The residual account balance will be retained by the school in their activity funds lost library books account for the purpose of repairing damaged books, or for the purchase of new books

## 2. Collection of Funds

A receipt is to be issued to each student for payment of lost or damaged library books. In secondary schools, a separate pre-numbered duplicate receipt book shall be maintained by the librarian for collecting money for lost library books. The original receipt is to be given to the student and a copy retained in the receipt book.

Money collected from library fines and lost/damaged books must be turned in to the secretary/bookkeeper daily, and not less frequently than weekly.

When the library book money is turned in to the school secretary/bookkeeper for deposit, the library book alternate receipt book shall be totaled after the last receipt issued to verify that the money turned in agrees to the amount collected. See Section 4 for details in issuing and accounting for receipts

## SECTION 14: TRANSFER OF FUNDS BETWEEN ACTIVITY ACCOUNTS

### 14.1 General Policies

1. Some activity accounts are established for the single purpose of isolating transactions for a specific activity, collection, solicitation, etc., thereby enabling the profitability of the activity to be determined ; a Picture Account and Candy Sale Account would be two examples.
2. Some activity accounts are expected to be revenue producing by the very nature of the accounts. Receipts almost always exceed possible expenditures and the balance in such an account will increase indefinitely unless some disposition is made of the excess revenues ; vending machine revenue accounts are an example. These types of accounts are closed into fund equity at year-end. As detailed in Section 9, vending machine revenue should be transferred, at the option of the principal, to accounts related to the supporters/payers from which the profits were generated or other accounts for student related purposes.
3. Occasionally one club will compensate another club for goods purchased or services performed. This may occur when a club purchases advertising in the yearbook, newspaper, etc. A transfer of funds shall be made between accounts in such instances in lieu of issuing an activity fund check.
4. Likewise, a club may desire to make a voluntary donation to partially defray the expenses incurred by another club in directing a certain activity. In such cases, the donation shall be effected by an internal transfer of funds.
5. Transfers require the written approval of the principal and club sponsors or account custodians when

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the transfer involves accounts with delegated responsibilities.

### 14.2 Documentation of Transfers

1. Each transfer shall be initiated by preparation of a Transfer of Funds Authorization Form, disclosing both the amount of and the reason for the transfer.
2. When all required approvals have been obtained, the Financial Services Office may proceed with the necessary journal entries.
3. All originals of the Transfer of Funds Authorization Forms shall be maintained with the School Activity Fund Records, at the Financial Services Office. Sponsors and individuals over activity funds involved in transfers should keep a copy of the authorization.

## SECTION 15: Vendors & New Accounts

1. Everyone in the District must follow the vendor listing to make purchases.
2. New Accounts  
The creation and use of new accounts must be approved depending on the purpose of the accounts. For instance, new class accounts must be approved by the Principal of the campus and the Director of Finance. New club accounts must be approved by student council, the principal and the Director of Finance.

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