



Dr. Randy Reid, Superintendent
1319 New Sunnybrook Drive
Tyler, Texas 75701
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CODE: BUSINESS AND SUPPORT SERVICES
RE: FIDUCIARY RESPONSIBILITY SPENDING LOCAL FUNDS

This Regulation is for clarification of the expenditure of district and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local funds over which the district has direct control.

All expenditures of these funds must relate to the district's educational purpose, provide a commensurate benefit to the district or its students, and comply with prohibitions on the gift of public funds.

All expenditures must comply with district policy as well as the District's Activity Fund manual.

ACCOUNTING
ACTIVITY FUNDS MANAGEMENT

CFD
(LEGAL)

DISCRETIONARY
FUNDS

The District shall adopt a policy governing the expenditure of local funds from vending machines, rentals, gate receipts, or other local sources of revenue over which the District has direct control.

A policy under this section must:

1. Require discretionary expenditures of local funds to be related to the District's educational purpose and provide a commensurate benefit to the District or its students; and
2. Meet the standards of Section 52, Article III, Texas Constitution, regarding expenditure of public funds.

Education Code 44.908

ACCOUNTING
ACTIVITY FUNDS MANAGEMENT

CFD
(LOCAL)

FIDUCIARY RESPONSIBILITY	The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-approved accounting practices and procedures, and the TEA <i>Financial Accountability System Resource Guide</i> .
STUDENT ACTIVITY FUNDS	<p>The Superintendent or designee shall ensure that student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.</p> <p>Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]</p>
USE AND EXPENDITURE	Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.
DISTRICT AND CAMPUS ACTIVITY FUNDS	The Superintendent shall establish regulations governing the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.
APPROVAL	Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.
CARRYOVER FUNDS	All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.