

Accounting:

Cash Management



- Two people should **ALWAYS** count & document deposited funds.
- Make daily deposits of funds.
- A receipt accompanying each time money is collected with a duplicate copy remaining in the receipt book (exception: concession sales).
- Cash/Checks should **ALWAYS** be secured in bank bags.

Accounting:

Cash Management



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- The bank deposit slip must match the paperwork submitted. Only include one deposit per control sheet.
- Send paperwork to the Finance office as soon as possible after the deposit is sealed in the bag.
- Before long breaks, please scan and email paperwork to the appropriate clerk before you leave campus.
- Remind your sponsors of the deadlines. We must see the deposit at the bank before it is released.
- If you have coins to deposit, use the coin bags or the deposit may be rejected by Brinks. If you need some, let us know.
- Safeguard all cash/checks by not leaving on or in your desk. Please secure all funds before placing in safe.

**No Cash on
Campus
unless it is
for a deposit**



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Activity Funds

ACTIVITY ACCOUNTING

Annakaren Ibarra
(972) 237-5506
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Monica Moreno
(972) 237-4028
Monica.Moreno@gpisd.org

HIGH SCHOOLS	CONTACT	
GP Fine Arts Academy	Annakaren	
GPHS / GPHS Early College	Annakaren	
AEP @ Johnson	Annakaren	
SGPHS / SGPHS Early College		Monica
Dubiski CHS		Monica
Crosswinds		Monica

MIDDLE SCHOOLS	CONTACT	
Adams	Annakaren	
Fannin	Annakaren	
YWLA/Kennedy	Annakaren	
Jackson	Annakaren	
GPCI @ Houston		Monica
YMLA/Arnold		Monica
Reagan		Monica
Truman		Monica

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ELEMENTARY SCHOOLS	CONTACT	
Bonham	Annakaren	
Bush	Annakaren	
Crockett	Annakaren	
Dickinson	Annakaren	
Eisenhower	Annakaren	
Florence Hill	Annakaren	
Garcia	Annakaren	
Garner	Annakaren	
Milam	Annakaren	
Morton	Annakaren	
Moseley	Annakaren	
Travis	Annakaren	
Austin		Monica
Bowie		Monica
Daniels		Monica
Marshall		Monica
Moore		Monica
Powell		Monica
Rayburn		Monica
School for the Highly Gifted		Monica
Seguin		Monica
Whitt		Monica
Williams		Monica
Zavala		Monica

Finance

Activity Funds Chain of Responsibility

- Train Principal & Secretary/Finance Clerk as needed
- Enter Bank and My School Bucks deposits processed by campus
- Verify bank deposits
- Enter bank corrections and return checks or payments
- Review and approve budget transfers and requisitions
- Approve Application Collection of Fund/Sales Tax Record

Principal

Activity Funds

Chain of

Responsibility

- Ensure all funds are safeguarded
- Ensure all staff are following district guidelines and are properly trained
- Inform Finance office of staff changes including short or long term absences that will affect finances
- Approve all Application for Collection of Funds/Sales Tax Record forms, transfer and expenses
- Verify and approve all deposits
- Review balances with Secretary/Finance Clerk monthly and end of the year

Sponsor

Activity Funds Chain of Responsibility

- Ensure all funds are safeguarded
- Complete Application Collection of Funds/Sales Tax Record form and the Sponsor Deposit report with receipts
- Contact Vendor for quotes and control sales
- Remit deposits daily to Secretary/Finance Clerk
- Request purchase orders for invoices
- Notify Secretary/Finance Clerk of outstanding debts
- Review account monthly and annually

Secretary/ Finance Clerk

Activity Funds Chain of Responsibility

- Train Sponsors regarding accountability and deposits
- Provide Sponsors with proper district forms and verify accounts with Sponsor monthly and annually
- Process purchase order expenses and budget transfers
- Verify, complete and submit deposits daily to the bank/safe (armored service)
- Submit deposit backup paperwork to Finance after bank bags are sealed
- Review balance with Sponsors and Principal

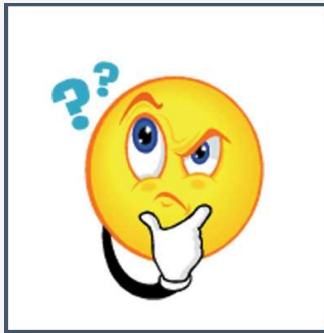
GO CASHLESS

What is so great about MySchoolBucks?



- No deposit control sheet or receipts needed.
- Funds recorded into Skyward weekly.
- Reports at your fingertips.
- Refunds must be submitted to Finance for processing

What do I need to get a product set up in My School Bucks?



- ✓ Application collection of funds
- ✓ Product Name
- ✓ Product Availability
 - ✓ Grade level, school(s)
- ✓ Price(s)
- ✓ Account code
- ✓ Web form
 - ✓ What fields are needed for the form?
- ✓ High School Secretaries have access to set up products in My School Bucks

Fundraisers On District Premises

- Campus Sales cannot be in competition with the School Lunch Program
- Location – serving and eating area
- Time – Midnight to 30 minutes after the last bell
- Approved Vendors required
- Allowed 6 food fundraisers per school year
- Smart Snacks:
 - <https://foodplanner.healthiergeneration.org/calculator/>
- Non-Food Fundraisers/rewards:
 - <https://squaremeals.org/Portals/8/files/publications/Non%20Food%20Ways%20to%20Reward.pdf>

Fundraisers

- **Step 1: Sponsor completes the Application of Collection of Funds. Submit the form to Campus Principal/Secretary and Area Superintendent for Approval. Submit to Purchasing/Finance for Final Approval. The form will be sent to Secretary after Final Approval. Fundraisers should not begin without an approved ACOF.**
- **Step 2: Conduct Fundraiser within approval dates. If dates need to be adjusted, contact Finance. Deposit all funds in a timely manner (weekly). Secretary/Finance Clerk should contact Sponsor if they know of a fundraiser and no deposits have been made.**
- **Step 3: Close out Fundraiser. Budget Transfers/ Requisitions can now be submitted for approval. Sponsors/Secretaries must keep up with their ledgers.**

Raffles



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- May not be held by District
- May not be held by Student Activity Groups
- May **ONLY** be held by a Charitable Organization with 501(c)3 designation and limited to two [2] per calendar year

Policy References

Current policy and regulations may be found at
<http://www.gpisd.org>

- Gifts & Solicitations CDC (LEGAL) (LOCAL)
- Activity Funds Management CFD (LEGAL) (LOCAL)
- Student Fundraising FJ (LEGAL) (LOCAL)
- Parents Organizations GE (LEGAL) (LOCAL)
- Advertising & Fund Raising GKB (LEGAL) (LOCAL)

ACCOUNTS PAYABLE

A-K Vendors:

Tanisha Massie
Tanisha.Massie@gpisd.org
972-237-5519

L-Z Vendors:

Monica Agnew
Monica.Agnew@gpisd.org
972-237-5505

All invoices need to be received by Tuesday, 4:30 pm in order to be included in the Thursday check run.

- Please scan your invoices into Skyward and email Accounts.Payable@gpisd.org if you have an invoice that requires attention.
- Skyward does not notify AP when the item is uploaded and ready for payment. It would be helpful to use the subject line “Action Required PO XXXXXX”
- Use the body of the email to explain what needs to happen. (Pay & Close, Pay & Leave Open, etc.)
- In order for the payment to be processed, the PO must be received in Skyward.
- To pick up a physical check, please complete the form by Wednesday for a Friday AM pick-up time.

Contact Information

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