Waco ISD
Activity Funds Handbook
2019-2020
Activity Funds Handbook

The Activity Funds Handbook is compiled to set forth policies, procedures and establish internal controls regarding the administration and accounting of activity funds. As a sponsor or a bookkeeper/secretary, you are responsible for the accounting and safekeeping of these funds as outlined in this handbook, failure to adhere to the policies and procedures established herein may result in disciplinary action and or termination.

Changes to the Handbook may be made at any time and will be effective immediately.

A copy of the handbook can be found on the Business and Financial Services Department’s webpage. To stay current, you are strongly encouraged to visit this site frequently, abide by the most updated policies and use the most recent version of forms included in this handbook. For easy reference, it is recommended that you bookmark/favorite this page.

I acknowledge receipt of this handbook, understand its contents and agree to comply with all policies and procedures established.

__________________________________________________________________________

Name

__________________________________________________________________________

Signature

__________________________________________________________________________

Date

__________________________________________________________________________

Campus

__________________________________________________________________________

Sponsor of… (list all groups that you are a sponsor of)

Revised August 8, 2019
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SECTION I. GENERAL INFORMATION

1.1 Board Policies

All Board policies must be adhered to in the administration, handling, and maintenance of activity funds. DH (Local) states that “All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards.”

The following board policies (Legal, Local, Exhibit, and/or Regulation) are especially relevant to Activity Funds:

- CAA Fiscal Management Goals and Objectives (Financial Ethics)
- CDC Other Revenues - Grants from Private Sources
- CFD Accounting - Activity Funds Management
- CPC Office Management - Records Management
- DH Employee Standards of Conduct
- FJ Student Fundraising
- GE Relations with Parents or Parents’ Organizations
- FP Student Fees, Fines and Charges

Here’s the link to an index of all WISD Board policies:
http://pol.tasb.org/Home/Index/867

1.2 Fiscal Responsibilities

Per CAA (Local) Fiscal Management Goals and Objectives (Financial Ethics), All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District’s financial transactions shall act with integrity and diligence in duties involving the District’s fiscal resources.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See DBD-EMPLOYMENT REQUIREMENTS AND RESTRICTIONS-CONFLICT OF INTEREST]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by state or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.

CAA (Local) also goes on to state that:
“Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.”

Per Board Policy DH (Legal) “All District employees are “public servants” and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. Penal Code 1.07(a)(41), Title VIII [See DBD and BBFA]

Research: The designation of public servant increases an offense of theft, for purpose of punishment, to the next higher category of offense if it is shown on the trial of the offense that the actor was a public servant at the time of the offense and the property appropriated came into the actor’s custody, possession or control by virtue of his status as a public servant (Section31.03(f)(1) Texas Penal Code.)

1.3 Educators’ Code of Ethics

The following is an excerpt from DH (Exhibit) Code of Ethics and Standard Practices for Texas Educators:

The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.

Standards of Professional Ethical Conduct, Practices, and Performance

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Per Board Policy DH(Legal) “All District employees are “public servants” and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. Penal Code 1.07(a)(41), Title VIII [See DBD and BBFA]

Per the Texas Penal Code Title 8 Sec. 37.10, tampering with governmental records is an offense.
In accordance with the Penal code, the following are considered “tampering with governmental records:

1. knowingly makes a false entry in, or false alteration of, a governmental record;
2. makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record;
3. intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record;
4. (4) possesses, sells, or offers to sell a governmental record or a blank governmental record form with intent that it be used unlawfully;
5. makes, presents, or uses a governmental record with knowledge of its falsity; or
6. possesses, sells, or offers to sell a governmental record or a blank governmental record form with knowledge that it was obtained unlawfully.

Section 37 of the Texas Penal Code can be found at the following link: http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.37.htm
According to Section 37.10 (c)(2)(A), tampering with governmental records is considered a felony of the third degree if it is shown on the trial of the offense that the governmental record was a public school record, report or assessment instrument required under Chapter 39, Education Code.

Tampering with governmental records is considered a Class C misdemeanor if it is shown on the trial of the offense that the governmental record is a required for enrollment of a student in a school district and was used by the actor to establish the residency of the student.

In addition, CPC(Legal) states that, “Anyone who knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any bankruptcy case, or in relation to or contemplation of any such matter or case, shall be fined, imprisoned not more than 20 years, or both. 18 U.S. C. 1519”

1.4 Activity Funds

Activity funds are created to further various school activities and to provide financial resources for various special services. All funds collected by school district personnel from students are defined as activity funds and must be handled through the activity funds accounts. There are two types of activity funds that are common in Texas Public Schools – campus activity funds and student activity Funds.

1.4.1 - Campus Activity Funds (461 Funds)

Campus activity funds consist of money raised locally at the school or donated to the school. These funds are considered special revenue funds and include collections for school pictures, yearbooks, club dues, lost textbooks, uniforms, etc. These funds are disbursed at the discretion of the principal but must be used to promote the general welfare of each school and the educational development and morale of ALL students. These funds are subject to purchasing and bid laws. This also means that funds cannot be spent for the benefit of one student.

At Waco ISD, the district’s portion of vending machines receipts are sent to the district from the vendors and the Business Services Department credits the campus’ portion to their campus activity fund.

Campus activity funds are considered district funds and are prohibited from being used to purchase gifts by Article III, Section 51 and Section 52a of the Texas constitution.

Per Board policy CFD (Legal), campus activity funds must be used for expenditures “related to the District’s educational purpose and provide a
commensurate benefit to the District or its students; and meet the standards of Section 52, Article III, Texas Constitution, regarding expenditure of public funds.”


1.4.2 - Student Activity Funds (865 Funds)

Student activity funds are the property of the student groups, i.e. Student Council, Senior Class, etc. The school district is required to provide stewardship by properly accounting for these funds. Student activity funds are funds held by the school district in a trustee capacity and are defined by TEA as agency funds. However, decisions on the use of the club funds rest solely on the specific student groups to whom the funds belong, as long as the decisions regarding the use of the funds do not conflict with Board policy and/or legal regulations or restrictions. Per Board policy CFD(Local), “Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor…All funds raised by student organizations must be expended for the benefit of the students.”

Class, club or student groups must be **bona fide chapters** to qualify for tax-free days. These student groups must meet as a club and not just as a class.

Per the Texas Education Agency Resource Guide 5.5.5.4:

According to the State Comptroller’s Office, a **bona fide chapter** is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters of the school and each group may have two, one-day, tax-free sales in a calendar year. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales.

To qualify as a **bona fide chapter** of a school, a group of students must be organized for an activity other than instruction or to have a tax-free sale. Bona fide chapters include student groups recognized by the school and organized by electing officers, holding meetings and conducting business. There is no limit on the number of bona fide chapters a school can have. Bona fide chapters can include whole grade levels (for example, senior class or freshmen) but cannot be limited to specific classes such as Senior English or Biology II. Groups meeting for classroom instruction or team sports (such as the soccer team) are not considered bona fide chapters and do not qualify for the tax-free day sales.

For example:

- The Basketball Club qualifies, but the basketball team does not.
- The Cheerleader Club qualifies, but the cheerleader team does not.
The Senior Class qualifies, but not one particular class that has seniors in it.

**Note about bona fide Student Organizations:**

- Before establishing a student group/organization, prior approval from the principal must be obtained.
- A student organization is operated by the students with the oversight of a sponsor.
- Sponsors must keep detailed records of the organization’s activities and collection and disbursement of the organization’s funds.
- A student organization must adopt bylaws and hold regular posted meetings. Members must sign in at the meetings. A club meeting sign-in sheet has been provided for your convenience.
- A student organization must elect officers to conduct the business of the club. Any business or activity of the club must be approved by majority vote of the club members.
- Officers must conduct the meetings in accordance with the by-laws and under the guidance of the sponsor.
- Minutes of the organization’s meetings must be written and retained. The minutes must be read and approved at the subsequent meeting.
- The club treasurer should prepare and present a treasurer’s report at monthly meetings.
- As mentioned above, the funds raised by a student organization are to be expended at the discretion of the students and documented in the minutes.
- An organization to be disbanded may determine the use of the remaining balance in its activity fund in accordance to its organizing documents.
- Funds remaining from an organization which made no such documented determination may be transferred by the principal to the campus activity fund and used at the principal’s discretion.

1.5 Budgeted Funds (District Funds)

*Returns of pre-pays, advance travel funds or purchase orders in excess of actual expenses (as an example for field trips)* are not to be deposited into the Activity Fund bank account. These collections are considered district funds (budgeted/general fund) and must be sent to the Business Services Department for deposit into the appropriate Waco ISD bank account. The bookkeeper/secretary should complete a Daily Deposit Summary prior to taking the funds to Revenue Specialist in the Business Services Department, who issues a receipt. A copy of the Daily Deposit Summary and the receipt should be retained in campus records.
Exception to above paragraph: Excess travel funds from fine arts personnel (for example, Orchestra or band teachers) go to the Fine Arts Department who then turns in into the Business Services Department.

Afterschool fees are currently being handled directly by the vendors who are providing the service. If afterschool services are provided by a campus, the same procedures should be followed as those for facility rentals except if there is a designated After School Lead, then this person is responsible for collecting program fees, completing the Daily Deposit Summary and bringing collections to the front office on a daily basis for the campus secretary to deposit.

Gate receipts for Athletic events are considered district funds (budgeted/general fund).

Per Board policy CFD(Legal), local funds from vending machines, rentals, gate receipts or other local sources of revenue over which the District has direct control must be used for expenditures "related to the District’s educational purpose and provide a commensurate benefit to the District or its students; and meet the standards of Section 52, Article III, Texas Constitution, regarding expenditure of public funds."


1.6 Employee Courtesy Funds (865 Funds)

Faculty, employee courtesy, flower or sunshine accounts consist of monies contributed or generated solely by members of the school's faculty. These funds should be utilized or expended at the faculty's discretion. Per TEA, these funds are also accounted for as an agency fund (865 fund). Vending machine revenue including revenue from machines in the teacher’s lounges go into the campus activity fund not the employee courtesy fund.

Campus activity funds and budgeted funds are not to be utilized for gifts to any person or organization. This includes retirement gifts, flowers, holiday gifts, etc. The employee courtesy funds are established for that purpose.

1.7 Transfers Between Funds

Transfers between fund types are never allowed. Transfers are only allowed between accounts within campus activity account group (461 fund).

If you have any questions about transfers, please contact the Budget Office at (254) 755-9484 or 755-9411 or e-mail david.cartwright@wacoisd.org.

1.8 Carryover Funds

In accordance to Board policy CFD(Local), carryover funds of activity 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 exits, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.”

1.9 Internal Audit

In Board Policy CAA(Local), the Board specifies that the Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

In addition, Board Policy, CFC(Local) provides for internal audit and stipulates that “The purpose of the internal audit shall be to establish an independent appraisal function to examine and evaluate District activities for the purpose of advising and assisting the Board, Superintendent, and District administration in satisfying their legal obligations for ensuring proper and reasonable operations of the District.”

“The responsibility of the internal auditor shall be to provide a service of review and reporting based on an independent appraisal of the accounting, financial, and other operations of an activity.”

Principals, bookkeepers, sponsors, etc. are to make all activity funds records available for audit upon request by the internal audit which is part of the function of the Internal Auditor.

Prior to leaving for the summer, Sponsors must turn in their receipt book and all of their files regarding the activity fund to the campus secretary/bookkeeper. The information will be returned to the sponsor upon their return the following school year. This is required so that the Internal Auditor can perform a successful audit during the summer months.

1.10 Record Keeping

CPC(Legal) defines a local government record to be “any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the District or any of its officers or employees, pursuant to law or in the transaction of public business.”

Campus Activity Fund records must be kept for five (5) years after the fiscal year end of any payment (GR1025-26a). Agency Funds (865 Funds) must be kept for fiscal year end plus three (3) years (SD3550-01) or longer if stipulated by CPC(Legal) and/or CPC(Local).
Please do not take Activity Funds records home for any reason. All records, including receipt books, are to be turned in to the campus secretary/bookkeeper prior to leaving for the summer. They can be returned to the sponsor upon return for the new school year. This information is required for auditing purposes.

Per Board Policy DH(Legal) “All District employees are “public servants” and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. Penal Code 1.07(a)(41), Title VIII [See DBD and BBFA]

SECTION II. CASH RECEIPTS

2.1 Collecting Funds

All funds collected by an organization or club for fees, dues or other fund raising activities must be recorded in detail using pre-numbered receipts and Daily Deposit Summary forms.

For better internal control, two different people need to be assigned to activity fund responsibilities such as collecting/receipting and depositing/posting. The Secretary/Bookkeeper performs the depositing/posting functions and they should not be collecting funds. Teacher/Sponsors and other staff should be performing the cash collection function.

A. The campus office shall keep a log of receipt books showing the date and to whom the receipt book was issued and for what purpose, i.e. French Club, Science Club, etc.
B. Before issuing a new receipt book, require that the prior book be returned and check to make sure that it has been completely used and all copies are intact.
C. A receipt must be issued for each transaction with the exception of field trips and events such as carnivals, public performances where tickets are sold at the door, etc. A class roster shall be used to track funds received from field trips if individual receipts are not written to students.
D. Receipts must be issued immediately and in numerical and chronological order.
E. Receipts cannot be partially pre-filled out.
F. Receipts must be completed with all required information such as the date, payee, amount, type of collection (cash/check), legible signatures, reason for collection (for example, fee for lost textbook), name of the student(s) for whom the payment is being made, if other than the payee, etc.
G. Copies of receipts must be left intact in the receipt book.
H. Receipts should not be skipped or left blank.
I. Funds collected must be deposited daily and should not be taken home by the sponsor. The funds should be stored in a locked, secured place, i.e. safe, file.
cabinet, drawer before submission to the campus secretary or bookkeeper for deposit.

J. For activities involving afterhours collections or special circumstances in which the bookkeeper is not able to perform a cash count at the time funds are received, funds collected must be secured in a locking or tamper resistant bank bag and locked in the school’s safe until the next business day. As soon as possible, on the next business day, the bookkeeper must count the money in the presence of the individual who remitted the funds and issue a receipt.

K. Cash should not be removed from activity fund collections and replaced with the sponsor’s or anyone’s personal checks.

L. **Cash collections may not be used to make purchases, cash checks, or other purposes.**

M. Collections must be deposited intact, in the same manner in which they were received.

N. Checks written to the school should be for the amount of purchase only.

O. Postdated checks are not to be accepted. Checks are not to be held.

P. Immediately upon receipt, checks should be restrictively endorsed with the Activity Fund stamp. If you need a stamp, please contact the Revenue Specialist in Business Services and she will order one for your campus. Checks should be electronically scanned with the check scanner assigned to your campus.

Q. If the tasks of collecting funds are assigned to two staff members, the money should be counted/verified by both at the time the collections are given to the second staff member for deposit. In the presence of the first staff member, the 2nd staff member should total all the receipts being included in the deposit and ensure that the total agrees with the amount of money being deposited. The second staff member should immediately submit the funds for deposit.

R. If it is necessary to void a receipt, please write “VOID” on the receipt along with the receipt number of the new receipt. Please do not alter information on a cash receipt. If an error occurs in the preparation of a cash receipt, please write “VOID” on the original and duplicates and issue a new cash receipt along with the receipt number of the new receipt.

S. The voided receipt (if previously tore out of the book) needs to be stapled on top of the carbon copy of the receipt.

T. If a receipt is voided without a replacement receipt, please write “VOID” and an explanation of why the receipt was voided.

Please note: **The District does not account for and is not responsible for funds of external organizations such as PTAs and Booster Clubs.** Please refer to Fundraising by Non-school Organizations for further details.

### 2.2 Submitting Funds for Deposit

When submitting funds for deposit, the sponsor must complete a Daily Deposit Summary to the campus secretary or bookkeeper. The Tabulation of Monies Form can be used to aid in the calculation of the total deposit. If the tabulation form is used, please attach it to the Daily Deposit Summary that is submitted to the
secretary/bookkeeper. The Sponsor must also retain a copy of the tabulation form and file it with the Sponsor's copy of the Daily Deposit Summary. **Funds must be deposited in a timely manner and not held for any reason.**

When a sponsor submits funds collected to the campus secretary or bookkeeper for deposit, these funds should be counted or verified by the bookkeeper in the sponsor’s presence. (This is simply a prudent cash handling procedure that protects both the bookkeeper and the sponsor.) A fraud detection pen must be used on all $50 and $100 bills to ensure they are not counterfeit.

All monies collected must be submitted to the bookkeeper in the same form (i.e. cash, personal checks, business checks, etc.) as collected. For example, if cash is collected, cash must be deposited.

**The sponsor bears responsibility for any missing deposits or deposit shortages if funds are not verified in the presence of the bookkeeper.**

Only authorized receipt books ordered through the District Warehouse may be used.

After counting the funds, the secretary/bookkeeper must immediately provide the sponsor with a pre-numbered receipt and a copy of the Daily Deposit Summary documenting the amount of the deposit.

If it is necessary for the Secretary/Bookkeeper to void a receipt, please write “VOID” on the receipt along with the receipt number of the new receipt. Please do not alter information on a cash receipt. If an error occurs in the preparation of a cash receipt, please write “VOID” on the original and duplicates and issue a new cash receipt along with the receipt number of the new receipt.

The voided receipt (if previously tore out of the book) needs to be stapled on top of the carbon copy of the receipt.

If a receipt is voided without a replacement receipt, please write “VOID” and an explanation of why the receipt is voided.

**Applicable if sponsor has a receipt book:** Upon receiving a receipt from the secretary/bookkeeper, the sponsor should complete the “For Business Use Only” portion of the last receipt deposited as follows:

- Total deposit – Write total amount of deposit. This amount must agree with receipt from the secretary/bookkeeper.
- Deposit Date – Write date checks/cash are submitted
- Bag number – Change it to Receipt number – Write the number of the receipt issued by secretary/bookkeeper
- Receipt No.’s Included – Write the range of receipt numbers submitted to secretary
• Preparer’s Signature: Person submitting the deposit signs here

The sponsor must keep the original receipts received from the secretary/bookkeeper.

Field Trips – This is one of the only exceptions to not having to issue a receipt to a student. A class roster (or the Tabulation of Monies Collected form) must be used to check off each student as they pay for field trips, in lieu of providing receipts to students. This class roster (or Tabulation of Monies Collected form) needs to be attached to a Daily Deposit Summary when the funds are turned in to the campus secretary/bookkeeper.

2.3 Depositing Funds

All checks MUST be scanned in the electronic check scanner and the original post-scanned checks should be attached to the Sales Receipt along with the Deposit Batch and Summary Report, the Remote Deposit Notification (for checks), and the Daily Deposit Summary. Depending upon the type of deposit there may also be a Tabulation of Monies Collected Form or a class roster that is also attached to this packet. This complete packet shall be forwarded to the Revenue Specialist daily.

The check scanner has the capability of creating a print report of the scanned checks, so you do not need to make copies on your copier. Copies of the scanned checks should be maintained with the campus records.

All monies collected must be submitted to the bank in the same form (i.e. cash, personal checks, business checks, etc.) as collected. For example, if cash is collected, cash must be deposited.

The funds should be stored in a locked, secured place, i.e. safe, file cabinet, drawer before transfer is made to the contracted courier. A bolted safe is recommended.

Only authorized personnel should have access to the locked area.

The responsibility of the campus for cafeteria proceeds includes providing a secure receptacle for Child Nutrition Service deposits until picked up by courier.

Deposits are to be made on a daily basis by contracted courier services.

The WISD courier receipt book must be used to record all deposits picked up from the campus. Each bag should have a separate line item entry in the courier receipt book. Courier receipt book entries should be reviewed to ensure that bag numbers listed are accurate. In the event that the receipt book does not have accurate information on each deposit bag being picked up, the District will have no recourse if the deposit bag does not reach the bank. The WISD receipt book needs to be signed by both the courier
company and the district staff giving the bags to the courier. In addition to the Waco ISD receipt book, the courier has their own receipt book. The information written in both receipt books should match. Campus receipt books should be kept in a secure location.

Receipt numbers and the bag number should be written on the left hand side of the deposit slip.

Upon submission of deposit to the courier, the Secretary should complete every blank on the “For Business Use Only” portion of the last receipt.

Receipt copies and deposit slips copies are to be kept intact in the receipt/deposit book.

Any discrepancies found at any step in the process should be reported immediately to the principal for investigation and resolution.

Being out of authorized receipt books, deposit tickets or deposit bags is not an acceptable reason for noncompliance with collection and deposit procedures.

If it is necessary for a deposit to be made outside of the contracted courier service (such as during the summer months), allow only a designee authorized by the principal to transport the deposit to the Revenue Specialist in the Administration Building. The funds should not be taken directly to the bank.

2.4 Entering Deposits in the Finance System

Enter cash receipts in TEAMS within 24 hours of receiving money collections (see Exhibit 1 for instructions). Immediately after posting, send the complete TEAMS Sales Receipt packet to the Revenue Specialist in the Business Services Department through the inner office mail. Please use the date of the actual deposit on your cash receipt entry in TEAMS.

DAILY DEPOSIT SUMMARY:

1. The purpose of this form is to be a mechanism to report all revenue collected.
2. If a Sponsor was in charge of collecting the funds, such as for dues or ticket sales, then the Sponsor needs to complete this form in its entirety, except for the spaces noted otherwise. If the collections were due to a non-sponsor event, such as cell phone fines, etc., then the campus secretary/bookkeeper may complete this form.
3. Every receipt that the Sponsor issued for this collection needs to be accounted for and listed on this form. A range of consecutively issued receipt #s may be listed, such as T017103-T017165, if those funds were presented to the campus secretary/bookkeeper at one time. The corresponding receipt # received from the campus secretary/bookkeeper must also be listed.
4. The budget codes where the funds are to be deposited must be indicated. If Fund 461 funds are used, please indicate the expenditure code that you would like increased for this collection. The local option component of the budget code (last three numbers) must be the same for the revenue and expenditure code listed i.e.: 461-xx-xxxx-xx-xxx-xx-XXX.

5. The form needs to be signed by the Sponsor (only if applicable), the campus secretary/bookkeeper, and the campus principal (unless it is for a fundraiser collection, then the Principal can just sign the Recap form, instead of each individual deposit).

6. The form then needs to be submitted to the Business Services Department for processing.

7. Once the form has been audited and processed by the Business Services Department, the form will be submitted to the Budget Department. They will adjust your budget accounts accordingly.

SECTION III – CASH DISBURSEMENTS

3.1 General Requirements

In making purchases, all District policies, procedures, and Administrative Guidelines, must be complied with.

A. All expenditures must be paid by check. All expenditures for Activity Funds need to be made by initiating a purchase requisition, check request, or employee advance/reimbursement request.

B. Cash collections may not be used to make purchases, cash checks, or other purposes.

C. Sales tax is not to be paid on any purchase. Use a Sales Tax Exemption Form (posted on the WISD website) for use with a purchase from a new vendor, existing vendors should have our tax information on file already, but always double check. Remind them that we are tax exempt.

3.2 Purchase Requisitions

No disbursement will be made for an amount greater than the balance in an organization’s funds.

The balance in the activity fund should be monitored regularly in order to ensure that sufficient funds are available before any requisitions are prepared.

Proper documentation should be provided to the principal before requisitions are approved.
Purchase requisitions must comply with District approved procedures.

3.3 PROHIBITED PURCHASES

1. Purchases with unapproved vendors
2. Purchases without a Purchase Order
3. Purchase of Gift Cards - The District will not allow the purchase of gift cards. This includes gift cards as awards and incentives for both employees and students. The IRS considers all gift cards provided to an employee to be taxable income regardless of the amount. These amounts would have to be tracked and reported on an employee’s W-2 at the end of the year. Due to this requirement, Waco ISD will no longer allow the purchase of gift cards.
4. Purchases with cash. All cash must be deposited

3.4 Hiring Employees or Consultants

Any payment to a Waco ISD employee for any reason other than the reimbursement for an allowable expenditure must be processed through Payroll, unless the employee is also a vendor approved by the Business Services Department. Prior to the event, a function code should be obtained from the Payroll Department, which should be provided to the employee to use when clocking in for the activity. All time worked must be recorded in the time clock system.

Any payment to a consultant can be made only with a completed and current W-9 on file and completion of a consultant agreement form and processed via a purchase requisition if using Activity Funds.

3.5 Expending Student Activity Funds

Income received from a specific group (e.g. Student Council, Senior Class) must be expended for that group. The principal must ensure that expenditures from the Student Activity Funds accounts comply with the intended purpose of the group and funds are not diverted for other uses. Students are supposed to make the decisions on how those funds are spent. In order to ensure that their wishes are followed, minutes from the meeting authorizing the purchase must be attached to each requisition/check request for any purchase made with 865 funds.

Student Activity Funds shall be used for the benefit of the students currently in school who participate in activities conducted in generating the club or organization’s funds.

It is recommended that these funds be expended on an annual basis so those students who participate in fundraising activities sponsored by the club/organization can have the benefit of their use.
Travel expenses for sponsors/teachers who must accompany their students on a club/organization trip may be paid from the club’s/organization’s account. The use of the student funds to pay for the employee’s travel expenses shall be subject to the guidelines set forth in Board Policy DEE(Local). The dollar limitation for lodging, meals, etc. shall be set forth by the student group when student activity funds are used, provided district policies are not violated. Sponsors meals are set at the same rate as student meals on these trips.

3.6 Expending Campus Activity Funds

The principal shall use reasonable discretion in spending campus activity funds.

Gifts of public funds are prohibited under Sections 51 and 52(a) of Article III of the Texas Constitution. Campus Activity Funds are considered public funds.

TEA requires campuses to exercise discretion in using campus activity funds for teacher incentives.

The following chart is not all inclusive but is provided as a guide as to what disbursements are appropriate or prohibited when expended from Campus activity funds:

<table>
<thead>
<tr>
<th>APPROPRIATE</th>
<th>PROHIBITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>School assemblies, student body social functions, and field trips</td>
<td>Reimbursement for luncheons or dinners while attending civic organization’s meetings</td>
</tr>
<tr>
<td>Organization or institutional memberships (However, if an individual membership is only available or is necessary for students to participate in certain activities, then the expenditure is acceptable if a notation is made to document the necessity.)</td>
<td>Purchase of any GIFT for any person or organization (This includes gift certificates, gift cards, retirement gifts, flowers, holiday gifts, and food gifts. Gifts of public funds are prohibited under Article III, Section 52 of the Texas constitution.)</td>
</tr>
<tr>
<td>Reasonable expenditures for awards such as plaques, caps, certificates, trophies, in recognition of students, staff, or volunteers for perfect attendance, academic achievement, services to the school or WISD</td>
<td>Extravagant or high-priced individual awards such as watches or other jewelry.</td>
</tr>
<tr>
<td>Incentives for student involvement</td>
<td>Payment of an individual's personal bills</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Training for staff</td>
<td>Donations to individuals, organizations, or scholarship funds (This includes any expense which appears to benefit private individuals or entities in ways so out of proportion to the overall public benefit that they amount to a virtual donation.)</td>
</tr>
<tr>
<td>Scholastic magazines and books for use in the classrooms or libraries</td>
<td>Loans to employees, parents, or students for any reason</td>
</tr>
<tr>
<td>Supplemental classroom instructional needs and general office supplies</td>
<td>Replacement of an individual's property that was lost, stolen, or damaged on the school or district's premises or while being used at a school or district function (Use of funds in this manner is prohibited by the Texas Tort Claims Act.)</td>
</tr>
<tr>
<td>Beautification and Improvement of campus and site facilities such as plants, bulletin boards, signs and flags</td>
<td>Alcoholic beverages, tobacco products, controlled substances, firearms and other weapons</td>
</tr>
<tr>
<td>Expenses and purchases related to sales of items or fundraising activities</td>
<td>Payment of expenses of spouses or other non-employees</td>
</tr>
<tr>
<td>Supplemetning activities of student organizations</td>
<td>Payment of an individual's professional organization liability insurance</td>
</tr>
<tr>
<td>After-hour security</td>
<td>Appreciation and fundraising dinner tickets</td>
</tr>
<tr>
<td>Tickets for school-related functions when attendance is required by the Principal</td>
<td>Extra compensation or bonuses to employees, whether it be in the form of cash or gifts</td>
</tr>
<tr>
<td>Approved travel costs for employees and /or students, subject to travel limitations, proper approvals, UIL, state and federal regulations.</td>
<td>Abuse of number of appreciation meals furnished to staff</td>
</tr>
<tr>
<td>Reasonable expenditures for refreshments and snacks for teacher in-service and staff meetings (Appropriate items might include pastries, fruit, cookies, &amp; drinks.)</td>
<td>Parties for staff, including food, decorations, and favors; simple receptions are fine</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>As per Admin Guidelines, reasonable on-site business meals for staff. Also, appropriate documentation indicating who attended the meeting and what was discussed are required by the IRS.)</td>
<td>Employee appreciation meals which exceed the amounts allowed per Admin Guidelines</td>
</tr>
<tr>
<td>Reasonable retirement reception costs such as refreshments, plates, napkins, &amp; utensils for a retiring member of the school's staff</td>
<td>Meals for day travel (The IRS considers this income that must be reported on the employee's Form W-2.)</td>
</tr>
<tr>
<td>Refreshments and snacks for meetings where the school serves as host for related activities for students, staff, and patrons</td>
<td>Transfers of funds to the hospitality/faculty/sunshine accounts (unless the transfer is to correct a prior error in which a sunshine account transaction was inappropriately recorded in another account)</td>
</tr>
<tr>
<td>Required school apparel for staff</td>
<td>Any expenditure prohibited by federal/state/UIL/TEA/WISD law, policy, procedure or administrative guideline.</td>
</tr>
</tbody>
</table>

**SECTION IV. FUNDRAISING**

**Section 4 Fundraising**

This section discusses procedures related to fundraising activities organized by campuses, not by parent organizations.

**4.1 Approval of Fundraising Activities**

Board Policy FJ (Local) states that “All fundraising projects shall be subject to the approval of the principal.”
At least two weeks* prior to a fundraising activity, sponsors should submit a Fundraising Permission Request to the Business Services Department. The form must be completed in its entirety, signed by the sponsor, the principal and submitted to the Business Services Department for processing and approval. The form must also be approved and returned back to the campus PRIOR to the start of the fundraiser.

*Material or merchandise for a fundraising event may not be ordered without an approved Fundraiser Permission Request Form signed by the Business Services Department and a properly executed purchase order.

*Under no circumstances should an event be advertised before approval from the Business Services Department has been received.

Instructions for completing a Fundraising Permission Request Form:

1. Review the list of approved fundraising vendors (if conducting a sale) to make sure that they have been previously approved by administration. Prior to approving vendors, we check references and ensure a minimum of 30% profit to the District. Fundraisers where the organization gets a percentage of a restaurant’s sales for a particular day do not need to be an approved fundraiser as we are not selling anything and it is really more of a donation to the District. For those types of situations, a Daily Deposit Summary can be used to report the collection. Do not use a Fundraising Permission Request Form.

2. This form must be completed and submitted at least two weeks before the fundraising activity. This is to provide sufficient time for processing and approving the fundraiser request.

3. The Sponsor needs to be the person to fill out this fundraising form, not merely a signer of the form. The form needs to be completed in its entirety.

4. Ensure the “Date Range” of the fundraiser is accurate. This will determine when your fundraising recap will be due. If this date needs to be modified at a later date, the previously approved Fundraising Permission Request Form will need to be modified to reflect the change. The campus sponsor, campus secretary/bookkeeper, and campus principal must initial next to the change and then the revised form will need to be sent to the Business Services Department. The form will need to be clearly indicated as “Revised”.

5. Ensure the “Time of Day” and “Location(s)” fields are complete. We use this information to determine whether or not a food or candy sale can be approved or not. All fundraisers involving food and/or candy sales are required to be approved by the District’s Child Nutrition Director.

6. The “Estimated Revenue” and “Estimated Expenses” need to be based on your realistic expectations for this fundraiser. Do not overstate your “Estimated Revenue”.

7. The budget codes entered must be correct. These are the codes where your revenue will be posted once your recap has been reconciled. If you utilize campus activity funds (461 Funds) you need to indicate both your revenue and
expenditure code. If you utilize student activity funds (865 Funds) you only need to indicate your one account number.

8. Do you require an advance in order to buy the items for resale? If you have money in your account sufficient enough to cover the purchase, then DO NOT request an advance. You can use your existing funds. If you do not have a sufficient balance in order to order the items for resale, you may request an advance. Be realistic in the amount of the advance you are requesting. It cannot exceed the estimated expenses for the fundraiser. Be mindful that the advance will be deducted from your revenue when the fundraiser is reconciled at the end. If you do not raise enough funds to cover your advance, you may be faced with a negative account balance situation.

9. You must indicate on this form whether or not the items that you are selling are taxable. Please read the student activity fund handbook for detailed information on sales tax and what type of sales are subject to sales tax. Even if you sell t-shirts to students at cost, those sales are subject to sales tax. If you do not collect sufficient funds to cover the sales tax for those t-shirts, your account will be faced with an expenditure that you did not anticipate, which could cause your account to have a shortage. Indicate if this will be one of your tax free days and if the vendor will be collecting and remitting sales tax on behalf of the District.

10. The Sponsor must carefully read and sign the Sponsor's certification section.

11. If this is an athletic fundraiser, the form needs to be routed to Coach Tusa for his approval. Once his approval is obtained, it can be submitted for campus approval.

12. The Form must be signed by the campus secretary/bookkeeper. This will put that person on notice that there may be a requirement for a requisition to be entered and that they can anticipate daily deposits from the sponsor.

13. The Form must be signed by the campus Principal. This is required to approve the fundraising activity for the campus and to approve any advance requested for the fundraiser.

14. At this point the form must be routed to the Business Services Department for review and processing. If the Child Nutrition Director's approval is needed, the Business Services Department will route the form for the proper approval.

15. The Business Services Department will log in the Fundraiser and assign an ID# to the fundraiser. This fundraiser ID# will need to be referenced on the fundraising recap and Daily Deposit Summary forms. It is also good practice for this number to be placed on receipts provided to the Sponsor by the campus secretary/bookkeeper.

16. Once approved/denied, the Fundraising Permission Request will be returned via email to the campus secretary/bookkeeper, campus principal, and fundraising sponsor.

17. The Sponsor must not order merchandise for this fundraiser without the completed and approved Fundraising Permission Request Form. A purchase order MUST be obtained in advance of placing the order for merchandise. If additional product must be reordered at a later date, an ADDITIONAL purchase order must be obtained before additional product is ordered.

18. Issue receipts to students when they turn in funds.
19. Collections must be remitted on a timely basis by the Sponsor to the campus secretary/bookkeeper. Do not wait until the fundraiser is complete before turning in funds. The Daily Deposit Summary form must be submitted with the collections to the campus secretary/bookkeeper on a daily basis. Funds must be counted in the presence of both the sponsor and the campus secretary/bookkeeper. The campus secretary/bookkeeper will then issue a receipt to the Sponsor. The sponsor must keep this receipt.

20. The Sponsor is then responsible for submitting a completed Fundraising Recap form to the Business Services Department within seven business days of the end of the fundraiser.

**Advances:** An advance of funds for the procurement of items for resale may be obtained if approved. This request is designated on the Fundraising Permission Request Form. If you do require a fundraising advance, be realistic in the amount that you are requesting. It cannot exceed your total estimated expenses. If approved, your accounts will be increased for the amount of the requested advance. If you overstate your anticipated expenses and do not raise enough revenue to cover the advanced expenditure, you may face a deficit budget situation. The advanced funds will be deducted from your budgets when the Fundraising Recap is reconciled.

**Start-Up Money (change fund):** In order to have start up change for a fundraiser, such as for a school carnival, you may request a start-up change fund. Please send the Director of Business Services an email from the Principal with the following items: 1) a description of the event that the change fund is needed for 2) the date(s) of the event 3) who the check needs to be made out to (the person cashing the check) and 4) the amount requested. Only request enough funds required for the event. Requests should not exceed $200 in amount. These funds must be kept separate from the revenue collections of the event. They need to be hand carried to the Revenue Specialist with a completed Daily Deposit Summary Form. These funds must be returned the following business day after the event has been concluded.

Sponsors who do not properly manage their activities and have large monetary amounts outstanding will not be allowed to conduct subsequent fundraising activities.

Copies of signed Fundraising Permission Requests and Fundraising Recaps must be filed by the campus and kept for at least five years. As with other Activity Fund records, such approvals must be made available to the Internal Auditor upon request.

Texas law prohibits schools from conducting raffles, bingo and any other games of chance.

**Prohibited Fundraisers**
1. Texas law prohibits schools from conducting raffles, bingo and any other games of chance.
2. See list of prohibited purchases on pages 15-17.
3. Fundraisers from vendors that have not been preapproved by the district
4. Fundraisers conducted with an approved Fundraiser Permission Request form on file

**4.2 Accounting for Fundraisers**

Funds should be receipted, deposited, and disbursed in accordance with cash receipts and cash disbursements procedures outlined in this manual and in accordance with District policy. Funds must never be withheld for the purpose of making cash payments to individuals or vendors for goods, services or materials received. All payments to individuals or vendors for services or materials received must be paid with a check.

Purchases for bona fide student organization are not subject to bidding and purchasing laws, but are still subject to district policies and procedures. Please see the discussion on Student Activity Funds for more details on bona fide student organizations.

Purchases made with campus activity funds are subject to Waco ISD’s competitive bidding requirements and conflict of interest guidelines.

The sponsor is responsible for maintaining complete and accurate records of all sales activities and of all goods and services involved, assigned, returned and sold.

Campus Activity Fund records must be kept for five (5) years after the fiscal year end of any payment (GR1025-26a). Agency Funds (865 Funds) must be kept for fiscal year end plus three (3) years (SD3550-01).

Within one week after the conclusion of the fundraising event, the Sponsor must submit a completed Fundraising Recap to the campus bookkeeper/secretary for review. This form must be completed in its entirety by the Sponsor, not filled out by the campus secretary/bookkeeper and merely signed by the Sponsor. The sponsor must itemize each receipt received from the campus secretary/bookkeeper. The Purchase Order and invoice for the goods ordered must also be attached and referenced on this recap.

After reviewing the recap, the campus secretary/bookkeeper must discuss and resolve any discrepancies found with the Sponsor. After resolution of the discrepancies, the Sponsor and secretary would both sign the recap. The secretary/bookkeeper must then submit the original recap to the Business Services Department for final processing.

The Sponsor should attach the completed and signed Fundraising Recap to their copy of their Fundraising Permission Request Form signed by the Business Services Department retain in his/her records for at least five years.
If a Student Activity Club is involved, the Sponsor must also submit a copy of the Fundraising Recap (after verification by the campus bookkeeper/secretary) to the Club Treasurer so it can be presented during the next club monthly meeting.

**Instructions for completing a Fundraising Recap Form:**

1. Within seven business days of the completion of the fundraiser, the Fundraising Recap Form must be completed by the fundraising Sponsor. The Sponsor needs to be the person to fill out this fundraising recap form, not merely a signer of the form. The form needs to be completed in its entirety.
2. The fundraising ID# that was provided on the Fundraising Permission Request Form needs to be the same # indicated at the top of this form.
3. Every receipt that the Sponsor received from the campus secretary/bookkeeper needs to be listed individually. There are fifteen lines provided. If additional lines are needed, you may attach an additional sheet as necessary.
4. The grand total of deposits must match the sum of all itemized deposits.
5. If an advance was previously received for this fundraiser, this amount must be indicated on the Recap form along with the actual amount of all expenditures for this fundraiser. The PO #s used for this fundraiser needs to be indicated on the form and copies of all invoices/receipts needs to be attached to this fundraiser for auditing purposes.
6. Indicate any sales tax collected. Do not list sales tax unless you collected sales tax. If you did not collect any sales tax, enter $0.
7. The Sponsor then needs to submit the form to the campus secretary/bookkeeper who will verify the accuracy of the data and complete the cash receipt portion of the form. Any discrepancies between what the Sponsor indicated and the campus secretary/bookkeeper that cannot be resolved, needs to be addressed and annotated on the form.
8. The Sponsor, campus secretary/bookkeeper, and principal need to sign the Recap Form prior to submission to the Business Services Department for processing.
9. Once the form has been audited and processed by the Business Services Department, the form will be submitted to the Budget Department. They will adjust your budget accounts accordingly.

### 4.3 Administration of Fundraisers

Funds shall only be used for the purposes for which they were raised. Funds raised during a fundraiser conducted in the name of the school become school funds and belong to the school-sponsored group responsible for raising the funds.

Student organization fundraisers must be conducted for the benefit of student participants of the club or organization.

Per Board Policy FJ(Local), the use of money (as a fundraising project) in the election of a student to a school office shall be prohibited.
Schools must use printed, two-part pre-numbered tickets during fundraising activities that require a fee (at the door) or the purchase of a ticket for admission to the activity. Ticket stubs for all tickets that are issued for admission or sold must be remitted to the activity funds bookkeeper as support for funds collected during the sale. The amount of funds collected must agree with the total of the ticket stubs. Ticket stubs must be maintained with the activity funds records.

4.4 IRS Regulations

The IRS prohibits tax-exempt organizations from requiring people to participate in fundraisers. Likewise, schools may not require an amount be “donated” in lieu of participating in a fundraiser. People may choose whether or not to participate in a fundraiser and may choose whether or not to donate. Furthermore, if a person decides not to participate, that person cannot be excluded from having the opportunity to benefit from the fundraiser and cannot be penalized in any way for choosing not to participate in the fundraiser.

Furthermore, benefits given by a tax-exempt organization cannot be based on participation in a fundraiser or based on revenues raised individually. Therefore, whether a person participates in a fundraiser and regardless of the amount of revenue raised, that person cannot be denied the opportunity to receive an equal benefit.

Example:

The Cheerleading Club is having a car wash fund-raiser to help reduce the cost of a trip to Florida for a competition. The cost of the trip is $20,000 for 20 people. Therefore, each person’s cost for the trip before the fund-raiser is $1,000.

Of the 20 people participating in the trip, only 10 people participate in the fund-raiser and raise a total of $600.

The $600 must be split equally among the 20 people going on the trip, even though only 10 people participated in the fund-raiser. Therefore, each person receives a benefit of $30 ($600 / 20). Now, each person’s cost for the trip is $970 ($1,000 - $30).

Consequently, the IRS prohibits the use of individual accounts for fundraisers. As stated above, fundraising revenues must benefit the group as a whole, not its individual members.

“Individual accounts” are those accounts used to credit an individual with revenues raised. These accounts are used to benefit the individual by offsetting that individual’s expenses with the amount credited to the individual from the revenues raised.
4.5 Fundraising for Individuals or Families (Memorial Funds)

Many heartbreaking events happen in the lives of our students, District staff, and their families. These events may range from death or injuries in tragic accidents, to major illnesses or fires. Most of us want to help these individuals or families. Raising funds for these situations must be done by the family setting up a special account at a bank or credit union. Collections for memorial funds are not accounted for by the District and are not to be deposited into a District account. A separate bank account should be opened by the family of the deceased. The account must not use the District's EIN and must not have the district or campus as the trustee. Only the parents or appropriate family member should be a trustee and authorized signer on the account. Donations can be made by individuals or businesses by sending checks directly to the bank or credit union for the particular individual or family. These contributions are not tax deductible for income tax purposes.

Even though we want to assist individuals and families in times of need, schools and the District cannot hold fundraisers for these individuals and families. If an employee desires to accept collections, he/she does so individually and is solely responsible for the handling of funds, retaining a log of donors and amounts, and making daily deposits. The District discourages such practice and holds no liability for such collections.

4.6 Financial Aid Guidelines

Tax-exempt organizations must benefit a group as a whole instead of benefiting individual members of a group.

In some instances, individuals may not be able to afford to pay the amount owed to participate in a particular event. The IRS has indicated that a group or club may establish criteria that could be used to determine if a person is in financial need. If the criteria are met, the group or club could provide the necessary funds to allow the individual to participate. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria should be used consistently for all people, and the criteria should not change every year.

4.7 What about Sales Tax?

Purchases:

Sales tax is not to be paid on an original invoice or on a reimbursement. Please refer to the Sales Tax section of the Activity Fund Handbook for more details.

Sales:

Texas sales tax statutes impose tax on the sale, lease or rental of tangible personal property and certain services. Please refer to the Sales Tax section of the Activity Fund Handbook.
Each school district, each school, and each bona fide chapter of each school is allowed to have two, one-day tax-free sales each calendar year. Please read Tax-Free Days for more details.

4.8 Student Fundraising

Board Policy FJ(Local) addresses student involvement in fundraising activities:

- Student participation in approved fundraising activities shall not interfere with the regular instructional program.
- The use of money (as a fundraising project) in the election of a student to any school office shall be prohibited.
- No outside organizations of any sort may solicit contributions of any type from students, within the schools.
- The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.
- The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals.

4.9 Student Organization Fundraisers

Student organization fundraisers must be conducted for the benefit of student participants of the club or organization. Purchases for bona fide student organization fundraisers are not subject to bidding and purchasing laws, but are still subject to district policies and procedures. Please see Activity Funds for more details on bona fide student organizations.

4.10 Teacher/District Employee Involvement

A. Teachers and district employees involved in fundraisers must comply with all board policies including but not limited to, the Educators’ Code of Ethics as specified by DH(Exhibit) and board policies regarding Fiscal responsibilities.

B. In accordance to FJ(Local), “The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.”

C. Any payment to a Waco ISD employee for any reason other than the reimbursement for an allowable expenditure must be processed through Payroll and accompanied by an extra duty authorization form as prescribed by the Payroll Department. Please contact the Payroll Department with any questions.

D. Employees’ Role in a Parent Organization
   - District employees may serve parent organizations as a general member or in an advisory capacity and should not have control or signature authority over the parent organization’s funds, including petty cash or
miscellaneous discretionary funds. District employees SHALL NOT serve as the Treasurer, fundraising chairperson, nor serve in a capacity over the organization’s financial affairs, including an authorized signer on the Parent Organization’s bank account(s).

- A District substitute or temporary worker may be a Treasurer or authorized signer on the bank account of a parent organization with written approval from the superintendent. Please see Request for Authorization for a WISD Employee to be a Treasurer or Signer on Parent Organization Bank Account(s). This form can be found on the WISD website under the Internal Auditor Department webpage, and then under Parent Organization Guidelines. This approval must be requested and received each school year. A copy of the written approval must also be sent to the Internal Audit Department.

- Also, no principal, secretary, coach, director of a UIL activity, or designated faculty sponsor who serves as a liaison between the parent group and the district shall be approved as a Treasurer and signer on the bank account of the PTA. These employees are also not allowed to handle parent organization funds.

- These approvals are only good through August 31st of the school year or when the employee is no longer the treasurer or authorized signer whichever is earlier. Consequently, a new authorization form would need to be completed every school year. See Request for Authorization for WISD Employee to be a Signer on Booster Club/Parent Organization Accounts.

Please send a copy of the approval to the Internal Auditor.

4.11 Fundraising by Non-school Organizations

A. Fundraisers sponsored by non-school organizations (i.e. booster clubs, PTAs, etc.) would need to comply with policies and procedures as outlined in the Parent Organization Guidelines. For more details about district requirements concerning fundraisers by Parent Organizations, please refer to the Fundraisers section and Checklist of the Parent Organization Guidelines. These guidelines can be found on the WISD website under the Internal Auditor Department webpage, and then under Parent Organization Guidelines.

B. Please refer to Employees’ Role in Parent Organizations for details on restrictions on the role of a WISD employee in a parent organization (booster club, PTA, PTO, etc.)

C. Fundraisers sponsored by non-school organizations that require the use of school property shall be in compliance with Board Policies GKD (Local) and GKD(Legal). For more information on district requirements and to find out who to contact to use or rent campus facilities, please refer to the Facilities Use/Rental section of the Parent Organization Guidelines.
D. Facility rental collections are not to be deposited into the Activity Fund bank account, but are to be sent to the Business Services Department for deposit into the appropriate Waco ISD bank account.

E. To comply with Board Policy FJ (Local), no outside organizations of any sort may solicit contributions of any type from students, within the schools.

F. The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals.

G. Parent organizations should set up their own Bank Account using the parent organization’s Employer Identification Number (EIN.) They must not use the District's EIN.

H. Waco ISD’s EIN should not be used by a Parent Organization for any business transactions.

I. Parent Organization funds should never be commingled with Activity Fund money.

J. Parent Organization funds must not be handled by school personnel unless prior written authorization has been obtained from the superintendent. Please see Employee’ Role in a Parent Organization for more details.

K. If a mailbox within the campus’ internal mailboxes is provided for the PTA, mail for the PTA should be placed in the mailbox unopened to be picked up only by PTA officers. The campus/district’s only responsibility for such mail is to place it in the PTA mailbox.

Collections from fundraisers held for the purpose of donations to not for profit organizations such as Pasta for Pennies, Pennies for Patients, or Jump Rope for Heart can only be performed by Student Activity fund groups (865 funds ONLY-but not Teacher Courtesy accounts). Contact the Revenue Specialist to set up specific fundraisers if required. Campus Activity Fund groups cannot participate in donations of this type. Campus Activity Funds belong to the District and as such, any donation would be considered a gift of public funds.

Texas Department of Agriculture (TDA) defines competitive foods and FMNV’s as such according to the Texas Public School Nutrition Policy:

**Competitive Foods:** Foods and beverages sold or made available to students that compete with the school’s operation of the National School Lunch Program or School Breakfast Program. This definition includes, but is not limited to food and beverages sold or provided in vending machines, in school stores, in the classroom or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), student or student groups, parents or parent groups, or any other person, company, or organization.

**FMNV:** Foods of Minimal Nutritional Value which refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the US Department of Agriculture under the child nutrition programs.
To ensure compliance with these requirements, all Fundraiser Permission Requests forms related to the sale of food items must be signed off as approved by the Child Nutrition Director in advance of the fundraiser.

4.12 Raffles, Bingos, and Games of Chance

Under Texas law, schools and school districts are NOT allowed to conduct raffles, bingo, and other games of chance.

Waco ISD is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act and shall not sponsor or conduct raffles, i.e., award one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

Some parent organizations may be allowed to hold raffles but only in accordance to the provisions of the Charitable Raffle Enabling Act, effective January 1, 1990. For more details please refer to the Raffles section of the WISD Parent Organization Guidelines. There is also more information on Bingo that can be found on the Parent Organization Guidelines.

SECTION V. SALES TAX

5.1 Sale vs. Not a Sale

A sale is a transfer of title or possession of tangible personal property for consideration (usually money). A sale also includes the performance of a taxable service for consideration. All sales (whether taxable or not) are to be reported on Line 1 (Total Sales) of the Texas Sales and Use Tax Return.

<table>
<thead>
<tr>
<th>SALE</th>
<th>NOT A SALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission-athletic, dances, dance performances, drama performances</td>
<td>Collection of money from student to pay a company for admission or service (For example, Magic Theatre, Sea World, PSAT, etc.)</td>
</tr>
<tr>
<td>Admission-summer camps, clinics, workshops, project graduation</td>
<td>Commissions received or fundraisers when the school group merely receives a commission (for example, catalog sales, library book fairs, recycling, some author sales, Scholastic book fairs, etc.) catalog sales, library book fairs, recycling, some author sales, Scholastic book fairs, etc.)</td>
</tr>
<tr>
<td>Donated items that are sold</td>
<td>Donations of money to the school or school group or donations for a commemorative brick</td>
</tr>
<tr>
<td>Fundraisers where the school is the seller, not the middleman</td>
<td>Dues received for clubs</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Fees-musical instrument maintenance, lab, uniform cleaning, transcripts</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------</td>
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<tr>
<td>Rentals of items</td>
<td>Fieldtrip collections</td>
</tr>
<tr>
<td>Rental of facilities</td>
<td>Fines received-textbooks, library books, parking, locker, uniforms, calculators, obligations</td>
</tr>
<tr>
<td>Sales of food</td>
<td>Tuition and fees for summer school, Saturday School, Community Education</td>
</tr>
<tr>
<td>Sales of merchandise (including items made by students)</td>
<td>Fees for lost items – books, handbooks, calculators, locks, ID cards</td>
</tr>
<tr>
<td>Sales of services</td>
<td>Marathon fundraisers – these are considered donations (for example, lift-a-thon, jog-a-thon, jump rope for heart, basketball hoops)</td>
</tr>
<tr>
<td>School publication sales</td>
<td>NSF check redeposit</td>
</tr>
</tbody>
</table>

### 5.2 Taxable vs. Nontaxable Sales

Texas sales tax statutes impose tax on the sale, lease or rental of tangible personal property and certain services. Tangible personal property includes personal property than can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. When an individual purchases a tangible item and it becomes the personal property of someone, it is taxable. It is irrelevant if the school logo is on the item or that the item will be utilized by a student in a school group or for a school function.

School districts, schools, and school groups making sales of taxable items that do not have a specific exemption must collect and remit the tax. The items and or activities on the following lists have been identified as being taxable or nontaxable by the Comptroller of Public Accounts when sold or sponsored by a school, an organization within a school, PTAs, Booster Clubs, and employee associations. Whether taxable or not, all sales must be reported as sales on Line 1 of the Texas Limited Sales and Use Tax return. Please note that the following list is not all-inclusive.

#### Nontaxable sales

- Advertising space in yearbooks, athletic programs, newspapers, posters;
- Admission:
  - athletic events, dances, dance performances, drama and musical performances;
  - summer camps, clinics, workshops, project graduation;
  - banquet fees;
  - bids, prom, homecoming;
- tournament fees, academic competition fees;
- Agricultural products (plants and seeds), the products of which ordinarily constitute food for human consumption
- Automobile repair (charge for just the labor or a lump-sum charge for parts and labor)
- Bake sales
- Car washes
- Cosmetology services such as haircuts, shampooing hair, manicures and pedicures (Note: products sold to customers are taxable);
- Discount/Entertainment cards and books;
- Facility rentals for school groups;
- Farm animals such as pigs, cows, chickens or other livestock
- Food items sold during fundraisers – time or day does not matter; (Note: all net proceeds must go to the organization for its exclusive use).
- Food sold during regular school hours by school district;
- Labor – automotive, upholstery classes (note: parts are taxable);
- Magazine subscriptions for six months or longer
- Parking permits for public school students, faculty and staff
- Rental of real property such as a gymnasium, auditorium, library or cafeteria

**Taxable Sales**

<table>
<thead>
<tr>
<th>Agenda books</th>
<th>Identification cards - when sold to entire student body (not just the fine for a lost ID card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural sales</td>
<td>Locks - sales and rentals</td>
</tr>
<tr>
<td>Art - supplies and works of art;</td>
<td>Lumber</td>
</tr>
<tr>
<td>Artistic - CDs, tapes videos</td>
<td>Merchandise, tangible personal property</td>
</tr>
<tr>
<td>Athletic event concession sales - unless part of a fundraiser</td>
<td>Magazines - when sold individually or subscriptions of less than 6 months</td>
</tr>
<tr>
<td>Athletic - equipment and uniforms</td>
<td>Musical supplies - recorders, reeds</td>
</tr>
<tr>
<td>Auction items sold;</td>
<td>Parking permits for the general public</td>
</tr>
<tr>
<td>Band - equipment, supplies, patches, badges, uniform sales or rentals;</td>
<td>Parts - career &amp; technology classes (not to include products used in cosmetology), upholstery, separately stated automobile repair parts</td>
</tr>
<tr>
<td>Book covers and Books - workbooks, vocabulary, library, author (when we are the seller)</td>
<td>PE - uniforms, supplies</td>
</tr>
<tr>
<td>Brochure items</td>
<td>Pennants</td>
</tr>
<tr>
<td>Calculators</td>
<td>Pictures - school, group (if school is seller)</td>
</tr>
<tr>
<td>Calendars;</td>
<td>Plants - holiday greenery and poinsettias</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Candles</td>
<td>Rentals of any tangible personal property such as locks, musical instruments, calculators, computers, equipment of any kind</td>
</tr>
<tr>
<td>Car - painting, pin striping, car carpet shampooing</td>
<td>Rentals - uniforms of any kind, towels</td>
</tr>
<tr>
<td>Catered food sales by the school district’s food service - unless sold to the district</td>
<td>Repairs to tangible personal property</td>
</tr>
<tr>
<td>Clothing - school, club, class, spirit</td>
<td>Rings and other school jewelry</td>
</tr>
<tr>
<td>Computer - supplies, mouse pads</td>
<td>Rummage, yard, and garage sales</td>
</tr>
<tr>
<td>Cosmetology products sold to customers - shampoo, conditioner, nail products, etc.</td>
<td>Safety supplies</td>
</tr>
<tr>
<td>Cups - glass, plastic, paper</td>
<td>School publications - athletic programs, posters, brochures, magazines (unless more than 6 month subscription), newsletters, newspapers, reading books, yearbooks, sheet music, hymnals</td>
</tr>
<tr>
<td>Decals</td>
<td>School store - all items except food</td>
</tr>
<tr>
<td>Directories - student, faculty</td>
<td>Science - science kits, boards, supplies</td>
</tr>
<tr>
<td>Drafting - supplies</td>
<td>Spirit items</td>
</tr>
<tr>
<td>Family and Consumer Science - supplies and sewing kits</td>
<td>Stadium seats</td>
</tr>
<tr>
<td>Fees - copies, printing, laminating</td>
<td>Stationery</td>
</tr>
<tr>
<td>Flowers - roses, carnations, arrangements</td>
<td>Supplies - any sold to students</td>
</tr>
<tr>
<td>Greeting Cards</td>
<td>Uniforms - any type to include PE, dance team, drill team, cheerleaders, athletic, club shirts</td>
</tr>
<tr>
<td>Handicrafts</td>
<td>Vending - pencils and other non-edible supplies when the school services the machine</td>
</tr>
<tr>
<td>Horticultural products such as flower arrangements, roses, carnations, holiday greenery and poinsettias</td>
<td>Woodworking crafts - entire sale to include parts and labor</td>
</tr>
<tr>
<td>Hygiene supplies</td>
<td>Yard signs</td>
</tr>
</tbody>
</table>
5.3 Tax-Free Days

Each school district, each school, and each bona fide chapter of a school is allowed to have two, one-day tax-free sales each calendar year. Each day is defined as twenty-four consecutive hours and a calendar year is the 12-month period from January through December. If a designated tax-free sale or auction exceeds a consecutive 24-hour period, the organization may not hold another tax-free sale or auction that calendar year.

During these tax-free sale days, the organization may sell taxable items such as t-shirts, hats, uniforms, school supplies tax-free. These days should be designated in advance so that purchasers are aware that the sales are not subject to tax. The organization may not collect tax on the transactions and keep the tax under the “tax-free” sale provision. The exemption does not apply to any item sold for more than $5,000 unless it is manufactured by the organization or donated to the organization and not sold back to the donor.

Either the date on which items are delivered by the vendor to the school organization or the day on which the school organization delivers the items to its customers may be designated as the one-day tax-free sale day. Persons buying from surplus inventory on the designated date do not owe tax. Those buying on subsequent dates owe tax unless the purchase occurs on the organization’s other tax-free sale day.

For example, a school group selling yearbooks may accept pre-orders without collecting tax if the day the yearbooks will be delivered to customers is designated as one of the group’s tax-free days. Surplus yearbooks sold during the same day also qualify for the exemption. Surplus yearbooks sold on other days are taxable unless sold at the group’s other tax-free fundraiser.

To qualify as a bona fide chapter of a school, a group of students must be organized for an activity other than instruction or to have a tax-free sale. Bona fide chapters include student groups recognized by the school and organized by electing officers (not just participatory captains), holding meetings and conducting business. There is no limit on the number of bona fide chapters a school can have. Bona fide chapters can include whole grade levels (for example, senior class, or freshmen) but cannot be limited to specific classes such as Senior English or Biology II. Groups meeting for classroom instruction or team sports (such as the soccer team) are not considered bona fide chapters and do not qualify for the tax-free day sales.
For example:

- The school district qualifies for a tax-free day
- The school-wide fundraiser qualifies for a tax-free day
- The Basketball Club qualifies but not the basketball team
- The French Club qualifies, but not the French classes
- The Senior Class qualifies, but not one particular class that has seniors in it
- The Cheerleading Club qualifies, but not the Cheerleading team

If two or more groups hold a one-day tax-free sale together, the event counts as one tax-free sale for each participating organization. Each of those organizations then is limited to one additional tax-free sale during the remainder of the calendar year.

A qualified organization must designate in its records prior to the sale which two one-day sales will be exempt that calendar year. This would require careful planning and coordination. Schools and school groups should verify the number of tax-free fundraisers conducted by the organization during the prior school year that occurred during the current calendar year.

If a qualified exempt organization collects sales tax on a sale, the tax must either be remitted to the state or refunded to the purchaser. The organization cannot collect the tax and keep it under the tax-free sale provision.

5.4 Acting as Agent

When a school or a school group raises funds by taking orders for the vendor and then receiving a commission or a percentage of the sales revenue, the school or school group is serving as an “agent.” Examples would be book fairs or catalog sales. In “agent” relationships, the vendor is responsible for reporting and payment of sales tax. The vendor may advertise in the catalog that tax is included or require that tax be calculated and collected based on the selling price of the taxable items.

When the school or school group acts as an “agent”, the two tax-free sale day provisions do not apply because this is the vendor’s sale and not the school’s. The school or school group should collect tax for the vendor and the vendor remits the tax to the Comptroller.

5.5 Food and Beverage Sales

Schools, whether public or private, and school groups do not have to collect tax on sales of meals and food products (including candy and soft drinks) if the sales are made during the regular school day and by agreement with the proper school authorities. This exemption includes food, soft drinks and candy sold through vending machines.
Candy sales are always exempt as per code 3.293 section g4 of the Texas Administration Code, Chapter 3, Tax Administration: “Sales of food, prepared food, soft drinks, snack items, or candy by a group associated with a private or public elementary or secondary school are exempt if the sale is part of a fund-raising drive sponsored by the organization for its exclusive use.”

Nontaxable food Items

Please note that some items are not subject to sales tax no matter who sells them and when. For example, sales tax is not due on nontaxable food items such as cookie dough, pizza kits, cheese spreads, meat sticks, jars of jelly, jars of salsa, fresh fruit and mixes packaged for preparation at home.

Bakery products (including but not limited to pies, cakes, cookies, bagels and muffins) are exempt unless sold with plates or eating utensils.

5.6 Additional Sales Tax Information

Texas Comptroller's Office

Sales & Use Taxes 1-800-252-5555 (toll-free)
Exempt Organizations Department 1-800-531-5441 ext. 34142

Website addresses

Texas Comptroller's Office  www.window.state.tx.us
Sales Tax Information  www.window.state.tx.us/taxinfo/sales
Exempt Organizations  https://comptroller.texas.gov/taxes/exempt/

For frequently asked questions concerning Exemptions for Nonprofit Organizations, please go to:
https://comptroller.texas.gov/taxes/exempt/faq.php

For frequently asked questions concerning Sales and Use Taxes, please go to:
http://www.window.state.tx.us/taxinfo/sales/questions.html
SECTION VI. RECEIVING CONTRIBUTIONS

6.1 Receiving Contributions

According to Board policy CDC(Local):

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift with a cost or market value of $50,000 or more, will require Board approval.

All contributions received from individuals or organizations (including parent organizations) in the form of cash, noncash items, or service need to be reported on the Contribution Form and submitted to the Principal, who, upon approval, would submit the form to the Communication Department in the Administration Building.
Forms
Fundraising Permission Request

Please submit to the Bookkeeper/Secretary for approval at least two weeks before the fundraising activity.

Campus: __________________________________________
Club Name: __________________________________________
Sponsor: __________________________________________

Approved Fundraising Vendor Name and/or store(s) you will utilize to purchase from: __________________________________________

Permission is requested to conduct the following fundraising activity (i.e., candy sale, car wash, etc.)

__________________________________________________________________________________________________________________________________________________________

Specific Purpose(s) for which the net proceeds are to be used: __________________________________________

Note: All sales of food for immediate consumption (bake sales/sausage sales) must be approved by the CNS Director prior to the start of the fundraiser. No food sales may take place on the campus from midnight until thirty minutes AFTER the school day ends. YOU MUST BE SPECIFIC IN IDENTIFYING THE TIME OF DAY IN WHICH FUNDRAISERS WILL OCCUR to ensure that this fundraiser will be in compliance of this TDA requirement.

Date Range of Fundraiser: ___________________________ Time of Day: ______ P.M. Location(s): __________________________________________

Estimated Revenue: $_________ Revenue Budget Code: 461 -00 - 57 ______ - 0 ______ ______ - 00 - ______ ______

Less Estimated Expenses*: $_________ Expenditure Budget Code: 461 - ______ ______ - 6 ______ ______ - 0 ______ ______ ______ - ______ ______

Equals Estimated Profit: $_________ or 865 - 00 - 2190 - ______ ______ - ______ ______ - 00 - ______ ______

*Do you need an advance in order to make this purchase? Yes □ No □ Amount requested: ___________ These funds will be deducted from your accounts when the recap is reconciled. Advances are not available for 865 funds.

Sales Tax Information:
1. Are items being sold taxable per State of Texas Law? (Check Activity Fund Manual for guidance) □ Yes □ No
2. If yes to #1, will this event count as a “one-day, tax-free” sale day? □Yes □No
3. If yes to #2, are you using the one of your campus’s or your organization’s tax free day(s)? circle one: My Campus’s My Organization’s Tax-Free date(s): ___________________________________________________________________________
   Will this be the school’s/organization’s 1st or 2nd tax-free sale day for the calendar year (Jan-Dec)? ___________________________________________________________________________
4. If yes to #1 and you are not using a tax-free day, who collects the tax? □ WISD □ Vendor
5. If WISD is liable for collection of tax, all sales prices should display “sales tax included”. Tax rate is 8.25% of the sales price.

As the sponsor of this fundraiser,
I agree that I have attended a minimum of one WISD offered sponsor training class and/or video and that I have read the Student Activity Handbook.
I further agree to adhere to the WISD procedures, policies, and guidelines as it pertains to fundraising, purchasing, and money collections.

Sponsor’s Name: ___________________________ Signature: ___________________________ Date: ___________________________

☐ Approved ☐ Denied Athletic Director (if applicable): ___________________________ Date: ___________________________

☐ Approved ☐ Denied Secretary/Bookkeeper: ___________________________ Date: ___________________________

☐ Approved ☐ Denied Principal Signature: ___________________________ Date: ___________________________

☐ Approved ☐ Denied CNS Signature: ___________________________ Date: ___________________________

☐ Approved ☐ Denied Business Services Signature: ___________________________ Date: ___________________________

For Budget Dept. Use Only

Revised July 2, 2018
Fundraising Recap

Submit only one recap form per fundraiser due **seven calendar days after the completion of the fundraiser**. This form is to be completed in its entirety by the Sponsor except for the areas in grey.

<table>
<thead>
<tr>
<th>Date</th>
<th>Sponsor</th>
<th>Campus</th>
<th>Date</th>
<th>Sponsor Receipt # or range of #'s</th>
<th>Secretary/Bookkeeper Receipt #</th>
<th>Amount</th>
<th>TEAMS Cash Receipt #</th>
<th>TEAMS Batch #</th>
<th>Verification of Cash Receipt # &amp; Amount by Bus. Svcs.</th>
</tr>
</thead>
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Grand Total of Deposits:
Plus Advance Provided by Budget Dept
Total of Posted Deposits plus Advances:
Less: Total Expenditures for Supplies/Items for Resale**
Less: Amount Previously Requested as an Advance (from Permission Request Form):
Less: Sales Tax Collected by WISD *(if you didn't collect sales tax, put $0)*:

* attach all invoices/vendor receipts to this Recap

List all PO#s associated w/ purchases for this fundraiser. PO#s:

Net Profit for this Fundraiser:

By signing below, you are stating that you are in agreement that this fundraiser was held according to District procedures and that all funds collected have been deposited and reflected in the above recap.

Sponsor's Signature: ___________________________ Date: ____________
Sec./Bookkeeper's Signature: ___________________________ Date: ____________
Principal's Signature: ___________________________ Date: ____________
Business Accountant's Signature: ___________________________ Date: ____________
Bus. Svcs. Admin. Signature: ___________________________ Date: ____________

For Budget Use Only: ___________________________

*revised 6-26-18*
Daily Deposit Summary

School Name: ________________________________ Date: ____________
Class/Group Name: ____________________________
TEAMS Employee ID# of person making the deposit: ____________________

Check one of the following:

☐ Dues/Fees (specify)__________________________
☐ Lost Library Books
☐ Field Trips (specify grade and trip)_____________________
☐ Donations* (ex: Box Tops for Education, etc.)________________________
☐ Ticket Sales/Admissions (specify)_____________________
☐ Fundraiser (specify)_______________________________
☐ Fines (ex: Library, Cell Phones)_______________________
☐ Other: ____________________________________________________________________________

* Donations must be properly reported as per district procedures All contributions received from individuals or organizations (including parent organizations) need to be reported on the WISD Donation Form and submitted to the Communications Department.

Total Cash Deposit: $________________________

Amount ___________ Bag Number __________________

Total Check/Money Order Deposit: $________________________

Amount ___________ # of Checks/Money Orders __________________

TOTAL COLLECTIONS (Total Cash + Total Money Order Deposit): $___________

Revenue Budget Code: 461 - 00 - 57_ _ _ -0_ - _ _ _ -00- _ _ _ _

Expenditure Budget Code: 461 - _ _ _ _ - 6 _ _ _ _ -0_ - ______ _ _ _ _ _

or 865 - 00 - 2190 - ______ _ _ _ _ - 00 - _ _ _ _

Sponsor/Teacher Receipt #’s Included: ________________________________

Secretary Receipt #: ____________________________

TEAMS Batch #: ____________________________ TEAMS Receipt #: ____________________________

Depositor’s Signature: ____________________________ Date: ____________

Secretary’s Signature: ____________________________ Date: ____________

Principal’s Signature: ____________________________ Date: ____________

The Principal’s signature is not required for fundraiser deposits, as their approval signature will be obtained on the Fundraising Recap form.

Secretary/Bookkeeper: Attach the TEAMS Sales Receipt, original scanned checks, Remote Deposit Notification email and the Batch ID Bank Deposit Form to this Daily Deposit Summary and send to the Business Services Department.

revised 07-02-18
TABULATION OF MONIES COLLECTED

WACO INDEPENDENT
SCHOOL DISTRICT

Campus: 

Club Name: 

Taxable: (Circle) Y N

Funds collected for: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
<th>Name</th>
<th>Amount</th>
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<tbody>
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</tr>
</tbody>
</table>

Left Column Total: $ 

Right Column Total: $ 

Left Column Total: $ 

Totals: $ (A)

<table>
<thead>
<tr>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ @</td>
<td>1.00 = $</td>
</tr>
<tr>
<td>______ @</td>
<td>5.00 = $</td>
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<tr>
<td>______ @</td>
<td>10.00 = $</td>
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<tr>
<td>______ @</td>
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<tr>
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<td>50.00 = $</td>
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<tr>
<td>______ @</td>
<td>100.00 = $</td>
</tr>
</tbody>
</table>

Total Coins: $ 

Total Coins + Total Currency = Total Cash $ (B)

Total Cash(B) + Total Checks (A) = Total Deposit: $ 

* Please verify that the Total Cash from the chart equals the Total Cash from Currency and Coins.

Please ensure that Total Checks and Total Cash from this tabulation agrees with the Daily Deposit Summary.

Attach a photocopy of all checks collected.

Verified by (Sponsor Signature): 

Date: 

Activity Fund Club Minutes

Organization/Club: ____________________________ Date: ____________________________

1. Call to order by (who): ____________________________
   (Time/Place): ______________________________________

2. Reading of Minutes by: ____________________________
   Corrections/Additions: ____________________________

3. Reports:
   a. Officer’s: ____________________________

   b. Treasurer’s: ____________________________

   c.: Special: ____________________________

4. Old business: (Projects in process, long-range plans) ____________________________

5. New business: (New ideas, committees, or projects) ____________________________

6. Announcements: (Reminders, messages from the principal, faculty, or member) ____________________________

7. Adjournment: (By vote or time limit)
   By: ____________________________ Time: ____________________________

Respectfully submitted, (Please sign)

Secretary ____________________________
Sponsor: ____________________________
Waco Independent School District

Club Meeting Sign-in Sheet

<table>
<thead>
<tr>
<th>Student Club Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time of Meeting</td>
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</tbody>
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# TEXAS SALES AND USE TAX RESALE CERTIFICATE

<table>
<thead>
<tr>
<th>Name of purchaser, firm or agency as shown on permit</th>
<th>Phone (Area code and number)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Street &amp; number, P.O. Box or Route number)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, ZIP code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Texas Sales and Use Tax Permit Number (must contain 11 digits)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico</th>
</tr>
</thead>
</table>

(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

<table>
<thead>
<tr>
<th>Seller:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, ZIP code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of items to be purchased on the attached order or invoice:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:</th>
</tr>
</thead>
</table>

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

<table>
<thead>
<tr>
<th>Purchaser</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.
EXHIBITS
EXEMPT ORGANIZATIONS: SALES AND PURCHASES

EXEMPT STATUS OVERVIEW

The Texas Tax Code provides tax exemptions for certain qualifying organizations for sales tax, hotel occupancy tax and franchise tax. The exemptions for which an organization might qualify are determined by the organization’s purpose, activities and its formation.

EXEMPTION CRITERIA

Exemption from these state taxes are based largely on an organization’s affiliation with its parent entity, assuming the following criteria:

- the organization is a recognized subordinate under the parent organization’s group exemption;
- the parent organization’s group exemption meets the requirements for exemption from one or more of these state taxes; and
- the parent organization’s group exemption has been established on the Comptroller’s records.

The parent organization’s group exemption may be classified as a federal group exemption under one of the following 501(c) sections of the Internal Revenue Code (IRC): 501(c)(2), (3), (4), (5), (6), (7), (8), (10), (16), (19) and (25).

The group exemption may also be under another category of exemption, such as the religious, educational or charitable exemption provisions within the state statutes.

EXEMPTION APPLICATION

For an organization to be exempt from these state taxes based on its recognition as a subordinate under the parent organization’s group exemption, the organization must complete the appropriate exemption application, and include:

- a letter from the parent organization that states the organization is a recognized subordinate under the group exemption
- the basis of the group exemption [i.e. 501(c)(3), 501(c)(6), religious, etc.]
- the date the organization was first recognized as a subordinate under that group exemption.

Exemption applications are available online at comptroller.texas.gov/taxes/exempt/forms/.

Guidelines to Texas Tax Exemptions (96-1045) can be found online at comptroller.texas.gov/taxes/publications/96-1045.php.
EXEMPT ORGANIZATIONS: SALES AND PURCHASES

If the parent organization’s 501(c) federal group exemption has not yet been established, the parent organization must submit to the Comptroller:
- a copy of the parent organization’s Internal Revenue Service (IRS) 501(c) group exemption ruling letter and
- the IRS four-digit group exemption number.

The IRS website is www.irs.gov.

EXAMPLES OF NON-TAXABLE ENTITIES

Entities that are exempt by law do not need to apply for exemption. Examples of legally exempt entities include:
- the U.S. government, its political subdivisions, agencies and departments, and all branches of its military;
- Texas state and local governments, their agencies, departments, cities, school districts and other political subdivisions;
- Federal Credit Unions organized under 12 United States Code, §1768.

Texas public schools, colleges and universities are exempt from sales tax under Section 151.309 of the Texas Tax Code. Texas colleges, universities and all public and private elementary and secondary schools are exempt from state hotel tax under Section 156.102.

Parent-teacher associations and booster clubs must apply for exemption as they are generally not covered by the school’s exempt status.

The Tax-Exempt Entity Search lists entities with a current exemption from franchise, sales and/or hotel tax. Entities that are exempt by law will not normally be listed on the search. View the search online at comptroller.texas.gov/taxes/exempt/search.php.

SALES TAX

TAX-EXEMPT PURCHASES

Organizations that have received a letter of sales tax exemption from the Texas Comptroller do not have to pay sales and use tax on taxable items they buy, lease or rent if the items are necessary to the organization’s exempt function.

Exempt organizations should claim an exemption at the time of purchase by providing a properly completed exemption certificate in lieu of paying tax to the retailer. A government entity’s purchase voucher is sufficient proof of exempt status and an exemption certificate is not required on its purchases. Foreign governments and government agencies from other states are not exempt from Texas sales and use tax.

RETAILERS

Retailers must collect tax from an exempt organization unless a valid exemption certificate or government purchase voucher is provided. Retailers are not required under Texas law to accept a claim for exemption, but may choose to do so by accepting, in good faith, a properly completed exemption certificate.

If a retailer chooses not to honor an exemption certificate, the exempt organization can ask the seller to provide a properly completed Assignment of Right to Refund so the purchaser can request a refund of the tax directly from the Comptroller.
EXEMPT ORGANIZATIONS: SALES AND PURCHASES

INDIVIDUALS
An authorized agent or employee can make tax-free purchases for an exempt organization by giving the vendor a completed exemption certificate. Items purchased tax free by an exempt organization cannot be used for the personal benefit of an individual or other private party.

When buying an item to be donated to an exempt organization, an individual can give the seller an exemption certificate in lieu of paying tax. If the individual uses the item before donating it, however, the exemption is lost and tax is due.

An employee of an exempt organization cannot claim an exemption when buying taxable items of a personal nature, even if the organization gives an allowance or reimbursement for such items. For example, meals, toiletries, clothing and laundry services are for personal use and are taxable.

Anyone traveling on official business for an exempt organization must pay sales tax on taxable purchases such as parking, whether reimbursed per diem or for actual expenses incurred.

A sales tax exemption does not include taxes on the purchase, rental or use of motor vehicles. Motor vehicle tax information is provided below.

REFUNDS
An exempt nonprofit organization is not eligible to receive refunds for purchases made on or after Sept. 1, 2009, if the purchase was made prior to the postmark date of the organization’s application for exemption, or the date of the sales tax liability assessment as a result of a Comptroller audit, whichever is earlier.

If the Comptroller determines the organization met exemption requirements for a period prior to Sept. 1, 2009, based on the laws in effect during that period, purchases made by the organization within that period will be eligible for a sales tax refund, subject to the four-year statute of limitations.

These provisions apply to sales and use taxes paid by an organization directly to the Comptroller’s office or to vendors and to refund claims filed with the Comptroller’s office or with vendors. These provisions do not apply to governmental entities exempted under Tax Code Section 151.309.

The Tax-Exempt Entity Search can be used to verify the effective date of an organization’s exemption qualification. Contact our office to confirm the organization’s exempt status and eligibility for a refund of sales tax paid prior to Sept. 1, 2009, by calling 1-800-252-5555, or email us at exempt.orgs@cpa.texas.gov.

SHOULD AN EXEMPT ORGANIZATION COLLECT SALES TAX?
Exempt organizations must get a sales tax permit comptroller.texas.gov/taxes/permit/ and collect and remit sales tax for all taxable items it sells. Exemptions are for purchases, not sales, though some exceptions are detailed below.

EXAMPLES OF TAX-FREE SALES

FUNDRAISERS
An organization does not have to register for a sales tax permit if all its sales are of exempt items, or sales made through tax-free fundraisers.

MEALS AND FOOD PRODUCTS
Exempt organizations do not have to collect sales tax on meals and food products, including candy and soft drinks, if the items are:

- sold by churches or at church functions conducted under the authority of a church;
- sold or served by a public or private school, school district, student organization or parent-teacher association in an elementary or secondary school during the regular school day by agreement with proper school authorities, including vending machine sales; or
Exempt Organizations: Sales and Purchases

- sold by a member or a volunteer of a nonprofit organization devoted exclusively to education or to physical or religious training, or by a group associated with private or public elementary and secondary schools as part of an organization’s fund-raising drive, when all net proceeds from the sale go to the organization for its exclusive use.

**Note:** Alcoholic beverages are taxable. Sales of alcoholic beverages made by the holder of a mixed beverage permit are subject to the 14 percent mixed beverage gross receipts tax. Sales of beer and wine made by the holder of a beer and wine only permit are subject to sales tax.

**Annual Banquets and Suppers**

All volunteer, organizations can hold a tax-free annual banquet or other food sale provided the event:

- is not professionally catered;
- is not held in a restaurant, hotel or similar place of business;
- is not in competition with a retailer required to collect tax; and
- the food is prepared, served and sold by members of the organization.

**Note:** The exemption does not apply to the sale of alcoholic beverages.

**Auctions, Rummage Sales and Other Fundraisers**

Each chapter of an exempt organization under the religious, educational or charitable categories, and organizations exempted from sales tax based on their IRS Section 501 (c)(3), (4), (8), (10) or (19) status, can hold two one-day, tax-free sales or auctions each calendar year (January – December).

Youth athletic organizations, volunteer fire departments, chambers of commerce and governmental entities may not hold tax-free sales or auctions.

**One-Day Sales**

For one-day sales, exempt organizations are not required to collect sales tax. This exemption does not apply to items sold for more than $5,000, unless the item is manufactured by the organization or the item is donated to the organization and not sold back to the donor.

For purposes of the exemption, “one day” is counted as 24 consecutive hours. These days should be pre-designated so purchasers are aware of the tax exemptions. Organizations are prohibited from collecting and keeping taxes on these transactions.

The designated one-day, tax-free sale day is either the day the vendor delivers the items to the exempt organization or the day the organization delivers the items to its customers. Persons buying from surplus inventory on the designated date do not owe tax. For example, a church group selling cookbooks may accept pre-orders without collecting tax if the day the cookbooks will be delivered to customers is designated as one of the group’s tax-free fundraisers. Surplus cookbooks sold during the same day also qualify for the exemption. Surplus cookbooks sold on other days are taxable unless sold at the group’s other tax-free fundraiser.

If two or more groups together hold a one-day, tax-free sale, the event counts as one tax-free sale for each participating organization.
EXEMPT ORGANIZATIONS: SALES AND PURCHASES

If an exempt organization is purchasing taxable items for resale during its designated tax-free sale days, and it holds a sales tax permit, the organization may either give the retailer a resale certificate, Form 01-339 (front), or an exemption certificate, Form 01-339 (back), to purchase the items tax free.

A non-permitted exempt organization, however, may purchase items for resale tax free by issuing an exemption certificate to the vendor for items sold during its two one-day, tax-free sales.

STUDENT ORGANIZATIONS (HIGHER EDUCATION)

College or university student organizations affiliated with an institution of higher education can hold a one-day, tax-free sale each month. The organization must have a primary purpose other than engaging in business or performing an activity designed to make a profit, and the purpose of the sale must be to raise funds for the organization. This exemption does not apply to items sold for more than $5,000, unless the item is manufactured by the organization or the item is donated to the organization and not sold back to the donor.

NON-QUALIFYING FUNDRAISERS: ACTING AS AN AGENT OR SALES REPRESENTATIVE

When engaging in fundraising activities, an exempt organization needs to identify the seller of the taxable items in order to determine responsibility for collecting tax.

In some fundraising activities, an exempt organization will enter into a contract with a private, for-profit entity to sell taxable items. For example, a group may receive a commission for holding a book fair or for selling candy, gift wrap, or similar items, or the group will be provided with sales brochures and take orders for fulfillment by the for-profit entity. The exempt entity may collect the funds and remit an agreed portion to the for-profit entity. In these cases, the fundraising firm is considered the seller and is responsible for collection of applicable sales and use taxes. Exempt organizations are not responsible for sales taxes and does not use one of the organization’s tax-free sales days for the fundraiser.

Many fundraising companies include sales tax due in the selling price of items. This practice is acceptable when the for-profit company discloses on the invoices or order brochures that Texas sales tax is included in the sales price. This allows the company to remit to the state any due sales taxes. In this instance, the exempt organization is not required to collect any tax amount over the sales price.

SENIOR CITIZENS GROUPS

Nonprofit senior citizen groups do not have to collect or remit sales tax on items they make and sell, provided they do not have more than four fundraising events per calendar year for a total of not more than 20 days per calendar year.

AMUSEMENT SERVICES

The sale of an amusement service provided exclusively by an exempt organization, other than an IRS Section 501(c)(7) organization, is exempt from sales tax as long as the proceeds do not benefit an individual except of a purely public charity See Rule 3.298, Amusement Services. For example, the sale of a ticket to a school carnival, dance, athletic event or musical concert is exempt.

For an event to qualify for exemption, the organization must distinguish itself as the sole provider in advertising (for example, billboards, radio, television and other media promoting the event), as well as on the face of the physical tickets. Tickets should reflect that the exempt organization is the provider, and that the event is exempt from Texas sales and use tax.

CAN A NONPROFIT ORGANIZATION HIRE A FOR-PROFIT ENTITY?

A nonprofit organization is allowed to hire a for-profit entity to supply expertise required to produce an event as long as the for-profit entity is not also considered a provider of the amusement service.
MEMBERSHIP DUES AND FEES
Nonprofit groups’ membership dues and fees are tax exempt. Country clubs and similar organizations that provide amusement services do not qualify for this exemption.

PUBLICATIONS
Periodicals and writings are tax exempt if published and distributed by a religious, philanthropic, charitable, historical, scientific or IRS 501(c)(3) organization. Materials published by educational organizations do not qualify for this exemption.

HOTEL OCCUPANCY TAX
CHARITABLE, EDUCATIONAL OR RELIGIOUS ORGANIZATIONS
Charitable, educational or religious organizations that have received a letter of tax exemption from the Comptroller may claim exemption from the 6 percent state hotel occupancy tax. Local hotel tax must be paid, with some exceptions.

An organization can apply for exemption by using the appropriate application form. Guidelines to Texas Tax Exemptions (96-1045) provides more details on the exemption process.

ENTITIES EXEMPT FROM STATE AND LOCAL HOTEL OCCUPANCY TAX
Entities exempt from both state and local hotel occupancy tax include:
- the U.S. government and its agencies, departments and all branches of the U.S. military. Government contractors are not exempt;
- foreign diplomatic personnel issued a hotel tax exemption card by the U.S. Department of State Office of Foreign Missions.
- designated Texas state officials who are issued a hotel tax exemption photo ID or card.
- nonprofit entities exempt from tax by law, other than the hotel tax, and who have received a letter of tax exemption from the Texas Comptroller.

HOW TO CLAIM HOTEL TAX EXEMPTION
A completed Texas Hotel Occupancy Tax Exemption Certificate, must be presented to the hotel to claim the exemption.

An exemption certificate may be accepted, in good faith, when presented with the supporting documentation described in Rule 3.161(c)(2).

The Tax-Exempt Entity Search lists organizations that are exempt from sales, franchise and/or hotel occupancy taxes. Note: Entities that are exempt by law will not be normally listed on this search.

MOTOR VEHICLE SALES AND USE TAX
Motor vehicle sales tax exemptions are in very limited. The following qualifying organizations may claim an exemption from motor vehicle tax at the time of purchase on the Application for Certificate of Title.

Some nonprofit emergency medical service providers and volunteer fire departments can
buy fire trucks and emergency medical response vehicles tax free.

Churches do not have to pay tax when they purchase, rent or lease vans and buses designed to carry more than six passengers, as long as the vehicle is used at least 80 percent of the time to transport people to and from church services or religious meetings. Tax is due, however, on vehicles purchased for a minister’s personal use.

Licensed childcare facilities that provide 24-hour residential care in a single residential group, both to children who do not require specialized services or treatment and children who are emotionally disturbed, may claim an exemption on the purchase, rental or lease of a vehicle that will be used primarily in transporting children residing at the facility.

MOTOR VEHICLE GIFTS AND NONPROFIT ORGANIZATIONS

A vehicle that is donated to, or given by, a nonprofit service organization qualifying under the Internal Revenue Code, Sec. 501(c)(3) is eligible for the $10 gift tax.

To document a gift, both the donor and person receiving the vehicle must complete a joint notarized Affidavit of Motor Vehicle Gift Transfer (Form 14-317) describing the transaction and the relationship between the parties. This document should be provided to the county tax assessor-collector along with the Application for Certificate of Title.

MOTOR VEHICLES RENTALS

The following organizations may claim a tax exemption when renting a motor vehicle:

- **churches or religious societies** - no tax is due if the vehicle is designed to carry more than six passengers and at least 80 percent of the vehicle’s operating time is used to provide transportation to and from church or religious services or meetings. A vehicle rented for the official or personal use of a minister or other church or organizational members is not exempt, even if the vehicle will be used for a church sponsored activity.

- **certain childcare facilities** - no tax is due when renting a vehicle to a qualified residential childcare facility to be used primarily to transport children residing in the facility. A qualified residential child-care facility means one licensed under Chapter 42 Human Resources Code to provide residential care 24 hours a day in a single residential group to children who do not require specialized services or treatment and children who are emotionally disturbed.

HOW TO CLAIM RENTAL VEHICLE EXEMPTION

To claim an exemption when renting a qualifying motor vehicle, the organization must include a Motor Vehicle Rental Exemption Certificate to the rental contract.

The certificate must be signed by an authorized representative of the group or organization that is renting the vehicle.

Vehicle rentals to other nonprofit or public service organizations, even if the organization is funded by a public agency, are not eligible for exemption.
Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

<table>
<thead>
<tr>
<th>Name of purchaser, firm or agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street &amp; number, P.O. Box or Route number)</td>
</tr>
<tr>
<td>City, State, ZIP code</td>
</tr>
</tbody>
</table>

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

**Seller:**

Street address: ____________________________ City, State, ZIP code: ____________________________

Description of items to be purchased or on the attached order or invoice:

___________________________________________________________________________________________
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___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Purchaser claims this exemption for the following reason:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

**Purchaser**

Title: ____________________________ Date: ____________________________

**Sign here**

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle. **THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax “Exemption Numbers” or “Tax Exempt” Numbers do not exist.

This certificate should be furnished to the supplier. **Do not** send the completed certificate to the Comptroller of Public Accounts.
This publication is intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice.

WE’RE HERE TO HELP!
If you have questions or need information, contact us:

1-800-252-5555
911 Emergency Service/
  Equalization Surcharge
  Automotive Oil Fee
  Battery Fee
  Boat and Boat Motor Sales Tax
  Customs Broker
  Mixed Beverage Taxes
  Off-Road, Heavy-Duty Diesel
  Equipment Surcharge
  Oyster Fee
  Sales and Use Taxes

1-800-252-7875
Spanish

1-800-531-1441
Fax on Demand (Most frequently requested
  Sales and Franchise tax forms)

1-800-252-1382
Clean Vehicle Incentive Program
  Manufactured Housing Tax
  Motor Vehicle Sales Surcharge,
  Rental and Seller Financed Sales Tax
  Motor Vehicle Registration Surcharge

1-800-252-1383
Fuels Tax
  IFTA
  LG Decals
  Petroleum Products Delivery Fee
  School Fund Benefit Fee

1-800-252-1384
Coastal Protection
  Crude Oil Production Tax
  Natural Gas Production Tax

1-800-252-1387
Insurance Tax

1-800-252-1385
Coin-Operated Machines Tax
  Hotel Occupancy Tax

1-800-252-1386
Account Status
  Officer and Director Information

1-800-862-2260
Cigarette and Tobacco

1-888-4-FILING (1-888-434-5464)
TELEFILE: To File by Phone

1-800-252-1389
GETPUB: To Order Forms and Publications

1-800-654-FIND (1-800-654-3463)
Treasury Find

1-800-321-2274
Unclaimed Property Claimants
  Unclaimed Property Holders
  Unclaimed Property Name Searches
  512-463-3120 in Austin

1-877-44RATE4 (1-877-447-2834)
Interest Rate

For more information, search our website at Comptroller.Texas.Gov

Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78711-1440

Sign up to receive email updates on the Comptroller topics of your choice at comptroller.texas.gov/subscribe/

In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling the appropriate toll-free number listed or by sending a fax to 512-475-0900.

Publication #96-122 • Revised November 2012
Enter the ID of the employee, student or parent that you are issuing the receipt to.

The account number will automatically populate.

Select the student group that held the fundraiser from the drop down.

Select the fundraiser from the drop down box.

Enter description and the amount of the receipt.

Select appropriate payment type.

Indicate if taxable or not.

Print, submit and forward copy to the Revenue Specialist.
Limits all competitive foods, beverages and snacks, including fundraiser items, to specific times in the day depending on the grade level.

- No limit outside the school day

All foods that meet the regulatory nutrient standards requirements may be sold at fundraisers on the school campus during school hours.

The standards would not apply to items sold during non-school hours, weekends, or off-campus fundraising events.

Foods that meet standards may not be sold in competition with school meals in the food service area during meal service.

Examples of allowable fundraisers (items sold):
- Any non-food items
- Off-campus consumption
- 30 minutes after end of instruction on campus
- Any food items that meet federal competitive rules

Schools may use foods and beverages that meet the competitive foods standards to raise funds for school sponsored events, clubs, and activities. These standards do not apply to items sold off-campus or during non-school hours. Schools may adopt stricter standards through their Local School Wellness Policy. Fundraisers for food and beverage items that do not meet Smart Snacks may not occur at any time during the school day. Parent organizations and extracurricular groups that wish to sell foods or beverages for fundraising purposes should be approved by these standards.

The Smart Snacks standards apply to all foods and beverages sold in schools, including fundraisers. Food and beverages that meet Smart Snacks may be sold to raise funds for school sponsored events, clubs, and activities. Food and beverages that do not meet Smart Snacks may not be sold at any time during the school day. It is important to communicate these new rules to parent organizations or extracurricular groups that sell food or beverages for fundraising purposes. Such groups are encouraged to sell non-food items or items not meant to be consumed at school. It is also important to communicate with school leadership and staff, as well as the Local School Wellness Policy committee, which may choose to adopt stricter standards. A collaborative team approach can ensure compliance and, ultimately, promote a healthy school environment.
All other food items must meet the following criteria, for all age/grade levels:

<table>
<thead>
<tr>
<th>General Criteria</th>
<th>must be one of these 4 items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Whole grain-rich (50% or more whole grains by weight or first ingredient whole grain); OR</td>
<td></td>
</tr>
<tr>
<td>2. Have as the first ingredient fruit, vegetable, dairy or protein (meat, beans, nuts, eggs etc); OR</td>
<td></td>
</tr>
<tr>
<td>3. A combination food with at least 1/4 cup fruit and/or vegetable; OR</td>
<td></td>
</tr>
<tr>
<td>4. Contain 10% of the Daily Value of one of the four nutrients of public health concern: calcium, potassium, vitamin D, dietary fiber</td>
<td></td>
</tr>
</tbody>
</table>

AND meet the following additional nutrient standards:

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>Entrée: ≤330 calories per item</td>
</tr>
<tr>
<td></td>
<td>Snack/Side Dish: ≤200 calories per item</td>
</tr>
<tr>
<td>Sodium</td>
<td>Entrée: ≤480 mg sodium per item</td>
</tr>
<tr>
<td></td>
<td>Snack/Side Dish: ≤230 mg sodium per item (≤300 mg after July 1, 2016)</td>
</tr>
<tr>
<td>Total Fat</td>
<td>≤35% of total calories from fat per item as packaged/served</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>≤10% of total calories from fat per item as packaged/served</td>
</tr>
</tbody>
</table>
New USDA Regulations

<table>
<thead>
<tr>
<th>SY 2013-2014</th>
<th>Effective July 1, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast School Year FFVP Regs</td>
<td>New USDA Regs</td>
</tr>
</tbody>
</table>

### Nutrient

**Trans Fat**

- **Standard**: Zero (≤0.5 g) grams of trans fat per portion as packaged/served.

**Total Sugar**

- **Standard**: ≤35% of weight from total sugars per item (dried/dehydrated fruits/vegetables exempt).

### School Districts

- School districts may institute additional standards.
- Standards may be more strict but cannot be less strict.

### Concessions

If they serve as ‘fundraisers’, must meet guidelines unless:

- Sold 30 minutes after the official end of the school day.

### Soft Drinks

Non-juice carbonated items that contain natural or artificial sweeteners may be served. Diet and regular soft drinks are part of this allowance.
### New USDA Regulations

**SY 2013-2014**

**Past School Year, TPSNP Regs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chewing Gum</td>
<td>Sugar-free chewing gum is exempt from all competitive food standards.</td>
</tr>
<tr>
<td>Caffeine</td>
<td>Beverage must be caffeine-free at the elementary and middle school levels.</td>
</tr>
<tr>
<td>Exemption Days</td>
<td>No restrictions on caffeine at the high school level.</td>
</tr>
<tr>
<td>Availability of Access to Water</td>
<td>Does not address exemptions specific to school activities, so exemption days eliminated.</td>
</tr>
<tr>
<td>Foods Provided or Given Away</td>
<td>During breakfast meal service in the cafeteria and during lunch meal service in the area where lunch is served. Encouraged but not required for afterschool snacks and breakfasts in other areas (classroom).</td>
</tr>
<tr>
<td>Definitions</td>
<td>During all lunch meal service in the place where lunches are served.</td>
</tr>
<tr>
<td></td>
<td>Parents may bring anything to only their child(ren).</td>
</tr>
<tr>
<td></td>
<td>No longer exists. Anyone can give away or share items with anyone else in any quantity.</td>
</tr>
</tbody>
</table>

**Effective July 1, 2014**
<table>
<thead>
<tr>
<th>Competitive Foods</th>
<th>New USDA Regs</th>
<th>TDA new guidelines where applicable</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foods and beverages sold or made available to students that compete with the school's operation of the NSLP, SBP and/or ASCP. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff ( principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization.</td>
<td>All food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under programs authorized by the NSLP (National School Lunch Act) and the CNA (Child Nutrition Act).</td>
<td>No vending machines or school stores at Elementary and Middle School levels.</td>
<td></td>
</tr>
<tr>
<td>Time and place restrictions on competitive foods apply only to foods and beverages sold by anyone other than the food service department. Limits all competitive foods and beverages to specific times in the day depending on the grade level.</td>
<td>No time and place restrictions on any foods and beverages that comply with the USDA standards, regardless who is selling it.</td>
<td>At the High School level, vending machines off during meal periods. Require that all products sold in vending machines must be pre-approved by Child Nutrition Services and in order to be pre-approved all items sold must have product analysis sheet in order for CNS to run through the USDA Nutrient Calculator to ensure they meet regulatory nutrient standard requirements as defined by USDA.</td>
<td></td>
</tr>
<tr>
<td>School Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No real definition</td>
<td>All areas of the property under the jurisdiction of the school that are accessible to students during the school day. * Performing Arts Centers * Concession stands in these areas * ala carte in the cafeteria * In-school stores * Snack bars * Vending machines * Other venues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The school day begins with the start of the last breakfast period and continues until the end of the last instruction period of the day (last bell).</td>
<td>The period from midnight before to 30 minutes after the end of the official school day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas Policy</td>
<td>Texas School Nutrition Policy (TSNP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas Public School Nutrition Policy (TPSNP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foods of Minimal Nutritional Value. Refers to the four categories of foods and beverages (soda, water, water ices, chewing gum, and certain candies) that are restricted by USDA under the Child Nutrition Programs. Except for campus exemption days, not allowed to be provided to students any time anywhere on school premises by anyone (including guest speakers) until after the end of the last scheduled class.</td>
<td>No longer exist as a defined category. This rule requires that all food and beverages available and served to students meet the specific standards for competitive foods outlined in this proposed rule. It is no longer necessary, therefore, to retain the more narrowly defined standards for FMNVs included in the current regulations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>