**Activity Fund Administration**

Principal’s Checklist

When you review Activity Funds ensure that:

* Written cash handling procedures are reviewed annually and updated accordingly
* All HCISD Purchase Requests are signed by you
* All Activity Fund reports are signed by you and the administrative bookkeeper/assistant
* Annual Sponsor Acknowledgment of Rights and Responsibilities are signed and on file, with copy emailed to [saf@hayscisd.net](mailto:saf@hayscisd.net)
* Funds are safeguarded and receipted promptly
* Access to the safe is limited
* Funds are not left in classrooms or taken home
* Reconciliations & sales tax reports are approved and submitted monthly to [saf@hayscisd.net](mailto:saf@hayscisd.net)
* Bank statements are reviewed for deficit balances and to determine if there are daily deposits
* Unusual account balances on the General Ledger Summary Report are explained satisfactorily
* Sponsors maintain their own financial records and review account sponsor reports monthly. Copies are kept in the Sponsor Binder.
* All Activity Funds forms and receipts are used and maintained for 5 years and until audited
* Fundraiser request forms are completed and approved and no more than two fundraisers per organization occur per school year