OFFICE OF THE EXECUTIVE
DIRECTOR OF HUMAN
RESOURCES

TO: SAF/CAF Sponsors

FROM: Joel S. Treviño, Executive Director of Human Resources

DATE: November 9, 2018

SUBJECT: Fiscal responsibility

Senate Bill 9 strengthened the District's responsibility to report to the State Board of Educator Certification cases of illegal transfer, appropriation or expenditure of school funds. Because of this, I want to remind you about the importance to review and thoroughly understand the "Activity Fund Accounting Procedures" handout previously provided to you by your campus. Following are some crucial guidelines:

- Monies collected must be deposited in a timely manner (7 days after the event)
- Do not keep money in your classroom, unless it is in a secure safe
- Cash must not be held and used toward expenses
- Cash must be documented with either a "Class Receipt Records" or "Cash Receipt Voucher"
- In the event a sponsor cannot prepare the funds for deposit, then the money should be counted by the sponsor, secured in a locked/sealed bank bag and given to the Bookkeeper to store in the vault until the deposit can be prepared
- SAF/CAF check request must be given to the bookkeeper
- Proper documentation is required for bookkeeper to disburse funds

Failure to follow these guidelines will require the District to investigate and report to the State Board of Educator Certification (SBEC) should any wrongdoing be discovered. Based on findings, the SBEC may initiate their own investigation and may take action separate and apart from the District, up to revoking a teaching certificate. Also, please note that giving/donating items, such as t-shirts, to students or employees is problematic if not properly tracked. For re-training or questions, you have regarding the process for the collecting and storing of funds, please see your campus principal or bookkeeper. Your principal and or bookkeeper will ensure you have the necessary training required to implement best practices.

CC: Principals