Boerne ISD
Onsite Activity Fund Assessment Tool

Date:_____   Observation (circle)   1   2   3

Evaluator	Principal	Bookkeeper

Once complete, this information should be shared with each of the individuals noted above.

Section 1. Review Available Documentation at Campus/Department

Fundraising	Yes	No	Evaluation & Comment
Is there a signed and approved AF-4 on file for each fundraising event?			**Review completed AF-4s and compare to fundraising activities collections in Skyward.**
Upon conclusion of each fundraising event, has the AF-5 been completed, signed, and approved?			**Review completed AF-5s and compare to fundraising activities collections in Skyward.**
Are all AF-5 forms reporting revenues in excess of expenses?			**Review completed AF-5s.**

Student Fees	Yes	No	Evaluation & Comment
Is there a signed and approved AF-6 on file for each student fee?			**Review completed AF-6s and compare to student fee collections in Skyward.**

Cash Handling/Security	Yes	No	Evaluation & Comment
Does a cash receipt/AF-3 accompany the collection of all funds?			**Sample cash receipt documentation.**
Is there an active sign-in, sign-out log for credit cards which include PO# noted with each use?			**Review credit card logs**
Are all credit cards housed in the safe or vault at all times?			**Observe location of credit cards.**
In reviewing the safe contents, are all checks (if any) dated less than 2 business days prior to observation?			**Review contents of safe.**

Section 2. Interview Key Officials During the First Observation of the School Year

On any of the following, ask for further description as needed in order to facilitate a more complete understanding of campus/department processes and procedures.

Interviews	Principal/Director		Bookkeeper		Evaluation & Comment
	Yes	No	Yes	No	
Can you access the Sponsor Manual for Student & District Activity Funds?					
Can you access your campus list of trained of trained sponsors for this current fiscal year?					
Do you periodically review the revenues & expenditures of campus activity funds?					
Is there a process on your campus for providing sponsors with financial information for their group?					**View available spreadsheets & Reports**
Do you have any concerns and/or questions relating to activity funds?					
Are there examples of how the expenditure of campus activity funds promote the goals and objectives of your campus?					
Does the campus have procedures in place for changing the safe combination annually and upon departure of key employees?					
Does the campus limit access to the safe/vault? Please describe.					

Interviews	Principal/Director		Bookkeeper		Evaluation & Comment
Do you discuss with sponsors the need for fundraising events prior to granting approvals?			■		
Do sponsors complete all required documentation relating to cash handling and preparing the cash bag for deposit?	■				

_____

Signature of Evaluator Completing Assessment

_____

Date Complete

_____

Date Emailed to Individuals on Top of Form