



## Fundraising:

- Determine organization activities for the school year and develop a fundraising plan to support the planned activities. All fundraising must have a specific purpose for the funds
- Request approval from your principal or director to have a fundraiser. The online application can be found at:  
<https://www.brenhamisd.net/page/business.employeeetravelforms>
- Obtain a receipt book and deposit bag from the campus secretary if needed.
- Complete the financial recap of revenues and expenditures on the same form you requested to have the fundraiser.

## Cash Management/Deposits:

- The online payment system (Pay Schools) shall be used to collect funds for all fundraising activities. We will grandfather the current stripe accounts. Amy Hatfield will be the contact in the Business Office for Pay Schools.
- All checks and cash must be locked at all times. If you have an amount over \$50 in your possession, it must be turned into the financial secretary.
- Ensure that you receive a cash receipt from the financial secretary every time you submit cash or checks.
- To secure the deposit of public funds, all activity funds must be deposited with the district's banking institution. **Additional bank accounts are strictly prohibited (this includes venmo).**
- Only BISD sponsors will be allowed to administer the cash management.

## Payments:

- All checks for vendors will be issued by the Brenham ISD business office.
- No cash purchases will be allowed.
- Plan ahead and submit your check requests to the financial secretary well in advance to ensure that the check will be issued prior to your planned event.

## Records:

- All activity account records are considered "public records" and have a retention period of 5 years.