

## STUDENT ACTIVITY GUIDELINES

### COLLECTION OF MONEY

Money collected should not be kept overnight in a desk or file cabinet, nor should it be taken home by the sponsor. If for some reason, all records cannot be completed and recorded before the end of the business day, the funds should be stored in the campus safe or vault.

- All money needs to be deposited – Cash is never used to purchase items.
- Campuses can only accept DONATIONS if they are in the form of a check – **NO CASH**
- Receipts from your receipt book must be signed by club sponsor/assistants only – **NOT THE STUDENT**
- All receipt books must be pre-numbered with **triplicate receipts (A COPY GIVEN TO)**
  1. Student
  2. Sponsor/given to Bookkeeper
  3. Attached to deposit slip turned in the Business Office
- Under *no circumstances* should *personal checks be held for more than five days* being submitted to the campus for deposit.
- When a club submits funds to the campus bookkeeper, these funds should be verified in the club sponsor's presence, the deposit slip should be signed by both parties. This is simply a prudent cash handling procedure that protects both the campus bookkeeper and sponsor.

### DEPOSITS

- Deposits need to be verified by 2 people at the campus level before submitting to Business Office.
- Deposits can be made at the Business Office at 8:00 a.m. and 2:00 p.m. (**Please be advised that these deadlines will change on Holidays**)
- All coins must be wrapped before deposit is made and include name of club on wrapper (Coin/money wrappers are available with bookkeeper at each campus)
- All checks should be endorsed at the campus. Please include campus name on checks
- All deposits must be locked in the canvas bag before submitting to the Business Office

### VOUCHER REQUESTS

Voucher Request Forms should be completely filled out and with appropriate signatures for prompt processing. An updated Quicken Report must be submitted with every request.

#### PLEASE INCLUDE YOUR CAMPUS NAME

- Check requests are the authority to issue a check drawn on the activity fund checking account. They provide support to substantiate each band withdrawal.
  - >**Reimbursement** – To request a check from the activity fund account a Voucher Request Form. Original invoices or receipts must accompany the request as well as proper documentation: field trip form, consultant contracts, etc.  
**Reimbursements need to be submitted within 60 days of purchase.**
  - >**Advances** – To request a check from the activity fund account a Voucher Request Form need to be completed. A statement with an explanation of what the funds will be used for must be written on the form. Upon completion of activity, the sponsor shall return any unused

All items are subject to change

funds and all receipts and supporting documentation. Settlement of advances should be completed no later than 5 days after the completion of the activity.

- Allow 4-5 working days to process all check requests.
- Checks are processed on Tuesday's and Thursday's.
- If a check for contracted services is requested, a W-9 must be submitted as well as a Consultant Contract. The contract must be signed by consultant, sponsor, and Principal *prior* to services rendered. Once the contract has been submitted to the Business Office, allow at least one week for approval. **DO NOT TURN IN A CONTRACT AFTER THE SERVICE IS RENDERED**, you may run the risk that the contract is denied.

A new Consultant Contract is needed every time services are rendered.

**NO LAST MINUTE CHECKS WILL BR PROCESSED UNLESS PRE-AUTHORIZED.**

- **Movie/Gift Cards** – Purchase ONLY what is necessary at the time. Do not try and buy for the entire year. It is illegal for the district to reimburse if purchase was made with EBT Food stamps.
- **Game Cards** (Ex – Mr. Gatti's) – 1 per student
- **Vouchers for Plants/Baskets** – Include the person receiving the item.

**SEE VOUCHER REQUEST FORM**

### **QUICKEN REPORTS**

- Enter all information into categories
- Number – should be check # or deposit
- Payee – Vendor name or receipt number
- Memo – Everything including **deposits** need a description

**Monthly Reconciliations are due by the 15<sup>th</sup> of every month to the Business Office.**