

EXTRA-CURRICULAR ACTIVITY



ADVISOR HANDBOOK

2014

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Introduction

The Board of Education recognizes that the fundamental task of the schools is to prepare young people for life. In order for this preparation to be done properly, the educational program must be as wide as life itself. An integral part of the educational program is extra classroom activities. They represent an essential part of the educational experiences which should be available to young people. In order to promote the organization and maintenance of extra classroom activities and to provide for the proper handling and safeguarding of extra classroom activity funds, the Board of Education hereby adopts the following rules and regulations for the guidance of students, teachers and principals.

Extra-Classroom Activity Funds

- Extra-classroom activities will be conducted only for educational purposes.
- Students or staff desiring to form an extra-classroom activity organization will petition the Building Principal in writing, specifically stating the purpose, activities and potential membership of the organization.
- If, in the opinion of the Building Principal, the proposed extra-classroom activity is for an educational purpose, there is sufficient student interest, and a suitable Advisor is available, the Principal will recommend the establishment of the proposed organization to the Superintendent.
- All extra-classroom activity organizations require the recommendation of the Superintendent of Schools and the approval of the Board of Education.
- The Superintendent will maintain a list of all approved active extra-classroom activity organizations.
- As required by the Regulations of the New York State Commissioner of Education (Regulations of the Commissioner), each extra-classroom organization will have an Advisor recommended by the Superintendent and approved by the Board of Education. The Advisor will assume the primary responsibility for directly supervising the operation of the extra-classroom activity organization. He/she will adopt rules of procedures that are necessary to the activity's operation and consistent with the District and school rules; and meet with the students as often as necessary.
- As required by Regulations of the Commissioner, each extra-classroom activity organization will adopt a constitution that will define the purposes of the organization, duties of its officers, membership prerequisites, rules of procedure and other necessary matters. This constitution will incorporate the items of this document and any special requirements of the Student Council. The Advisor and the Building Principal will approve the constitution of each extra-classroom activity. A copy of the constitution will be on file in the Principal's office.
- Extra-classroom Activity Funds:
 - a. As required by the Regulations of the Commissioner, each extra-classroom activity organization will have a president, vice-president, secretary and treasurer. The treasurer will be the Student Activity Treasurer described by the Regulations of the Commissioner. The Student Activity Treasurer may be elected by the student members of the organization, or may be appointed by the Chief Faculty Advisor (the Building Principal).
 - b. All extra-classroom activity organization fundraising activities will be in accordance with the District and school rules, require the prior approval of the Principal, and must be supervised by the Advisor.
 - c. All extra-classroom activity funds will be handled and accounted for in accordance with the New York State publication "Regulations for the Safeguarding, Accounting and Auditing of Extra-classroom Activity Funds", New York State established rules, regulations and procedures, Board of Education policies, Administrative regulations, and in compliance with generally accepted accounting principles.

d. The auditors will review annually the accounting procedures of the Central Treasurer and the Student Activity Treasurers. An annual report will be submitted to the Superintendent.

Transfer of Funds - It may be occasionally necessary or desirable to transfer funds from one activity account to another. This must be done with payment slips. The respective Student Activity Treasurer and Advisor must sign transfer payment slips.

Closing Inactive Accounts - An extra-classroom activity fund that does not have an Advisor and Student Activity Treasurer for more than one year is considered inactive. The funds of an inactive extra-classroom activity will be transferred to the Student Council fund and will be expended in accordance with Student Council regulations.

Investing Account Monies - The Central Treasurer is authorized and required to invest the extra-classroom activity funds in a savings account, interest bearing checking account, or Certificates of Deposit (CD's), with the stipulation that any interest earned is to be credited back to each club based on that club's invested principal balance. The Central Treasurer is directed by District management to allocate all interest earnings proportionately based on each ECA Club's invested balance as stated above, and as evident of distribution, this allocation will be provided in writing as part of the Monthly Central Treasurer's Report. Furthermore, District Management directs the Central Treasurer to include bank statements in the monthly report as well as a list of any other accounts (indicating the current balances) that do not have monthly bank statements.

Fundraising: Basic Information

- According to the NYS Department of Education, the extra classroom activity fund should provide learning experiences (to students) in the business procedures needed to safeguard the collection, deposit, and disbursement of money, along with the filing of sales revenues.
- Fundraisers are used for extra things over and above academic program. Examples include, but are not limited to, chorus competitions, cultural plays, prom, senior class trips. No materials to supplement classroom instruction should be purchased out of student activity funds.
- The general fund, from your tax dollars, is used to maintain the academic program at school. The general fund does not provide funding for extracurricular activities. In an effort to keep activities affordable to all students, fundraising is used as a vehicle to reduce the amount individual students must pay in order to participate in group activities.
- Class advisors and officers meet and decide on fundraising activities. The group must request permission from the Student Council. The Principal has the final approval of all fundraising in order to keep overlapping a minimum.
- Class/club election of officers is often a popularity contest. The treasurer may be appointed, rather than elected. The development of a good rapport between the student treasurer and the class/club advisor is very important. The involvement of the treasurer in all monetary matters is an integral part of providing the learning experience in business procedures.
- Individual participation in fundraising is totally voluntary. Parents should be notified, by the advisor, in advance of any fundraising activity. An explanation of the nature of the fundraiser and the necessity for raising funds should be provided.
- Any students having an outstanding fundraising money obligation to any club or organization will not participate in any subsequent fundraising activity until the obligation is met, or the Principal forgives the obligation.
- The sale of raffle tickets or 50/50 tickets will not be done by any student group or on school grounds by students. If such a sale is to be conducted, it may be done by a parent organization.
- Payment for fundraising items may be made by check, payable to the school district. An example would be: Class of 2011.
- There are often many people handling cash for a fundraiser. It is important that the advisor take necessary steps to safeguard funds. Money should NEVER be left in a teacher's room. Money should be deposited as it is received, and not held on to for an extended period of time.

Procedure for Fundraising Activity

All advisors of clubs, organizations, classes, etc. should follow the same basic process for fundraising activities:

1. Fill out the fundraising activity request form and submit it to the Student Council for initial approval.
2. The dates and information will be tentatively placed on a fundraising calendar.
3. Final approval will be given by the Principal. When approved, the activity will be placed on the official Fundraising Calendar in the Main Office.
4. When a dance/event is approved by the Principal and is placed on the calendar, the advisor must fill out an additional Dance/Event Form and return it to the Principal.
5. A letter should be sent home explaining any major fundraising activity.
6. A copy of the Cohoes City School District Fund Raising Activity Request Form, Activity Funds Plan and Report must be filled out and returned to the Central Treasurer and the Student Council.
7. There are copies of each form as well as sample letters in this booklet.

Safeguarding Funds

The daily safeguarding of and depositing of collected money is essential to sound fiscal management.

- Money should be deposited in the school safe as soon as possible. It should not remain in teachers' or students' possession, left in a classroom (even if locked up), or taken home.
- Money should NEVER be left in a teacher's room.
- Money should be given to the building principal (in the case of a dance or evening activity), or to the Main Office secretary to be placed in the school safe.
- Money may be removed from the safe to be counted for deposit by the student treasurer or faculty advisor.

Deposit of Funds

Currency should be broken down into separate denominations.

- Bills should face the same way.
- All bills should be banded together by a rubber band in groups of \$100 of the same denomination.
- Other denominations should be banded together with a rubber band with the dollar amount indicated on the deposit verification form.
- There should be no staples, paper clips, separate envelopes, or post-it notes attached to the currency.

Coins should be accurately counted and rolled.

- Coin rolls are available from the Central Treasurer.
- Loose coins should be placed in a small envelope.

Checks should face the same direction.

- The checks should be separated according to the bank issuing the check. They should all face the same way.
- The dollar amount of the checks should be indicated on the deposit form.

After the money has been turned in to the Student Treasurer and properly counted and prepared by him/her and the faculty advisor for deposit, the money with a completed Extra Classroom Activity Funds Deposit Form (*Appendix I*) will be turned over to the Central Treasurer. The Central Treasurer will then issue a pre-numbered receipt after verifying the accuracy of the amount and accuracy of the deposit. The Student Treasurer must then make an entry into the class/club ledger each time a deposit is made.

Returned Check Procedure

There can be a chance of checks being returned to the district because of non-sufficient funds or closed accounts. It is very important that advisors and student treasurers deposit checks promptly. The following procedures should be followed:

Non-sufficient Funds

If a check is returned from the bank for “Non-Sufficient Funds”

- The amount of the check will be deducted from the club/organization’s treasury and the student treasurer and advisor will be notified.
- The advisor will notify the maker of the check either by telephone or certified letter (**Appendix XI**), informing him/her that the check was returned to the district because of non-sufficient funds. The advisor will also inform this person that the district is assessing a bank service fee (if any) and they have ten (10) business days to make payment either in cash or money order only to the organization.

Account Closed

If a check is returned from the bank for “Account Closed”

- Upon notice from the bank, the Central Treasurer will notify the advisor. The advisor will immediately send a certified letter (**Appendix XII**) to the maker of the check informing him/her that the check was returned to the school because of an “Account Closed”. The letter will explain that a bank service fee (if any) will be added to the amount of the check. The maker will also be informed that they have ten (10) business days to make payment, in cash or money order only, to the organization.

Sample letters for “Non-sufficient Funds” and “Account Closed” are included in the Appendix.

Withdrawal of Funds

Request for Payment

When merchandise is to be purchased, the advisor is responsible for being sure the purchase is proper in all respects. When the goods are received and the bill arrives, the student treasurer, under the faculty advisor's supervision, checks the goods and bill to see that there are no discrepancies. When it is determined that the bill is correct, the student treasurer should sign the invoice as "received" and complete the following steps:

1. The payment order shall be prepared in duplicate and signed by the student Treasurer, faculty advisor and building principal (*Appendix II*).
2. The final audited bill should be signed as received & attached to the original pay order form. The complete package shall be provided to the Central Treasurer for processing.
3. The Central Treasurer records the consecutive pay order number on the form and prepares the check.
4. The Central Treasurer makes the entries in his/her books and files both the original pay order and the bill to support the entries.
5. A copy of the pay order will be sent to the student treasurer.
6. The student treasurer makes the necessary entry in his/her books indicating to whom the check is made out and the purpose. The student treasurer then sends the check to the vendor. The student treasurer files the pay order to support entry.

Request for Purchasing

Money may be spent by student organizations in any reasonable manner they see fit. It is recommended that a formal purchase order originating within an activity be issued for all purchases. The provision for the signature of the advisor in addition to that of the principal is essential to any plan.

Correspondence concerning payments for professional service and guarantees should be submitted to the principal in advance of any commitment so that information regarding the nature of the services and the cost thereof will be available when payments are to be made. The following steps are taken to make a purchase:

1. A completed Purchase Order is required (*Appendix III*).
2. Send Requisition for a Purchase Order (*Appendix IV*).
3. The completed Purchase Order must be signed by the faculty advisor and the student treasurer.
4. The completed and duly signed Purchase Order is then given to the Central Treasurer who verifies the information and then signs. The Central Treasurer will send in a Tax Resale Certificate to the vendor if needed with the Purchase Order.
5. No credit card shall be issued to any club.
6. Student Activities is a separate entity and is required to pay sales tax on all taxable items. Items purchased for resale may be purchased tax free, by presenting a completed resale certificate to the supplier.

It is important for each class/club to keep accurate records pertaining to withdrawals in their ledgers and keep copies of each transaction that is made.

Admissions

The following procedures should be implemented to minimize the risk of fraud and to maximize the accuracy of ticket sales and receipts:

- Use pre-numbered tickets with steps taken to prevent reuse such as tearing the used ticket.
- Charge each ticket seller with a definite number of tickets and a definite amount of change. Each ticket seller should complete a reconciliation report when ticket sales are complete.
- Provide sufficient number of ticket sellers to avoid undue haste.
- Do not ask the ticket seller to watch the gate.
- Provide a responsible adult ticket taker.
- Require each ticket seller to promptly return all unused tickets, the full amount of change as well as an accounting of the money returned.
- Carefully analyze procedures, particularly from the standpoint of accurate accounting.
- Thoroughly explain each device, such as a Statement of Profit and Loss (*Appendix V*) used to safeguard money so that those who have anything to do with it are thoroughly familiar with each process and understand its purpose. Consider these devices not merely as a means of preventing fraud, but as instruments which have been set up so that each agent may clearly demonstrate the accuracy of his/her work and the fulfillment of his responsibility.

Sales and Campaigns

All club/extra classroom sponsored sales/fundraisers must receive prior approval upon submission of an Activity and School Sales Request (*Appendix VI*). Pupils collecting money should, whenever possible, issue pre-numbered receipts in duplicate, the original to be given to the purchaser and the carbon to the student treasurer of the activity. In those cases where receipts are not practical, for example, a candy sales, the student treasurer with the assistance of the advisor should devise a method whereby the exact amount to be realized by the sale is determined in advance. This may be accomplished through the use of an Activity Profit and Loss Statement (*Appendix V*). Each salesperson should be given a statement showing the amount he/she is to receive. After the sale, each salesperson should then turn in that amount in cash or unsold goods.

Sales and Fundraisers

- Must have approval first. Activity and School Sales Request Form (*Appendix VI*) is submitted. Approved by faculty advisor, club officer, building principal and the superintendent. Sales tax is to be collected on all taxable sales.

Receipts

- Deposit form to be done daily if money is received.
- A detailed pre-numbered deposit slip is submitted to the Central Treasurer.
 1. Submitted by Club (name) _____

2. Itemize coins, bills and checks
 3. Clearly identify sales tax
 4. Club Advisor to sign
 5. Student Club Officer to sign
- Admissions to be counted separate, list Start Ticket and Ending Ticket numbers and money collected. Pre-numbered tickets should be used. The number of tickets sold must reconcile with the money collected and unused tickets are to be turned back in and accounted for by the advisor.
 - Give to the Central Treasurer to deposit.
 - The Central Treasurer will verify and make deposit to the bank, then initial the deposit form and send copy back to advisor/student treasurer for their records.

Donations

Gifts or donations are usually made in lump sums and should be recorded in the minutes of the activity. The student treasurer should issue a receipt (*Appendix VII*) and deposit the gift/donation with the Central Treasurer.

Inventory Control

Items on-hand and held for resale or return should be adequately safeguarded against loss, theft, or damage by securing them in an appropriate location with limited access. In addition, during sales campaigns inventory should be controlled through the use of an Inventory Control Form (*Appendix VIII*).

Transfer of Funds

It may be necessary or desirable occasionally to transfer funds from one activity to another. This may be done by the use of Inter-organization Transfer Form (*Appendix IX*). The treasurer of the activity making the donation will upon proper authorization draw a payment order stating all essential facts. The Central Treasurer will then affect the necessary transfer in his/her account, and no money will actually change hands.

Use of Facilities

Written approval must be obtained when it is necessary to use a school facility for an extra-classroom sponsored event. The completion of the Application and Agreement for Use of Facilities Form (*Appendix X*) should be completed, signed by the advisor and submitted in duplicate. This application is needed if the dining area, kitchen, gymnasium, classroom, auditorium, athletic field, or any other district owned area is to be used.

Sales Tax

A school district is not exempt from the provisions of the Sales Tax Law whenever it becomes the vendor of services or property ordinarily sold by private persons. Each faculty advisor and student treasurer should know which of the activities the club/class/extra classroom undertakes are subject to sales tax and take the necessary steps to see that all sales tax information is accurately recorded and sent to the Central Treasurer. The appropriate sales tax deduction will be made when the activity deposit is made. A list of common fundraising and social activities is included; if unsure, advisors should consult with the Central Treasurer prior to a fundraiser or activity to determine the tax status of each activity.

Illustrative List for Sales Tax

<u>Item</u>	<u>Taxable</u>	<u>Non-Taxable</u>
Admission to Dances, Variety Shows, Amusements	X	
Admission to Performing Arts - Musical or Drama		X
Admission to Sporting Events	X	
Bake Sales		X
Car Washes	X	
Catered/Spaghetti Dinners	X	
Donations		X
Sale of Advertisements		X
Sale of Clothing	X	
Sale of Entertainment Books		X
Sale of Flowers	X	
Sale of Jewelry	X	
Sale of Magazine Subscriptions		X
Sale of Newspapers		X
Sale of Prom Tickets (venue charges sales tax)		X
Sale of Yearbooks	X	

Taxable Concession Items

Cold drinks: bottled water, soft drinks (including diet & non-diet, fruit drinks and lemonade)

Candy items: candy (including candy-coated fruits and nuts), caramels, gum, chocolate, fudge, licorice, maple sugar candy and marshmallows

Hot foods: pizza, chicken, popcorn, tea, coffee, cocoa, hamburgers, hot dogs and breakfast sandwiches

Non-Taxable Concession Items

Bakery produces, frozen desserts, fruit juices, fruit rollups, granola bars, iced tea, cold sandwiches, milk and milk products, nuts, potato chips and pretzels

Below are selected events (not all inclusive) and their taxability status:

Sale of candy, soda and soft drinks - Tax Law 1115 (a) (1) generally provides an exemption for the sales and purchases of food, food products, beverages sold for human consumption. However, the exemption does not apply to candy or sodas and soft and fruit drinks, which contain less than 70% natural fruit juice.

Pre-packaged popcorn, potato chips, pretzels - When packaged and sold in a cold state, pre-packaged snack foods are exempt. This exemption does not apply to caramel or other candy coated snack foods.

Spaghetti Dinners and Catered Meals - Tax Law 1115 (a) (1) generally provides an exemption for the sales and purchases of food, food products, beverages sold for human consumption. However, the exemption does not apply to catered situations, where the students of the club would be serving, assisting in serving, cooking, or otherwise providing services with respect to the food items in question.

Bake Sales - Tax Law 1115 (a) (1) generally provides an exemption for the sales and purchase of food, food products, beverages sold for human consumption. This provision exempts bake sales from the collection of sales tax.

Vending Machine Sales (Food Items) - Where tables, chairs, benches, etc are provided where the vending machine operations are conducted, the sales through the vending machine are taxable. Where no eating facilities are provided, the sales are exempt from NY sales tax.

Food or Beverage in a Heated Space - All sales of prepared food sold in a heated state (where the food is maintained at a temperature warmer than surrounding air temperature), such as pizza, barbecue chicken, popcorn, coffee, tea, etc are subject to sales tax.

Purchases of Prepared Food for Resale - The purchase of the prepared food is subject to NY sales tax, and sales tax must be collected upon the subsequent resale (sales tax paid on initial purchase may be taken, as a credit against tax required to be collected upon subsequent resale).

Admission Charges - Exemption is provided from NY sales tax for admissions to dramatic or musical arts performances, which do not include variety shows, magic shows, circuses, ice shows, and similar performances. Included in the exemption is an admission charge to choreographed performances to music, which may exempt color guard admissions. Admission charges for entertainment or amusement are taxable, such as social dances.

Sale of Newspapers/Periodicals - Exempt from NY sales tax.

Sale of Yearbooks - Taxable under provisions of NY Tax Law, however if the entire cost of the yearbook is underwritten by the Board of Education, the sale of the yearbook becomes an exempt transaction. Advertising space sold in the yearbook is not taxable.

Car Washes - Taxable under NY Tax Law.

Sweatshirt, T-shirt, Jacket Sales - Tax Law 1101 (b) (5) provides that property purchased for resale is expressly excluded from NY sales tax (BUT ONLY IF A RESALE CERTIFICATE IS ISSUED TO VENDOR). Tax Law 1105 (a) provides that sales tax is imposed on the sale of tangible personal property. When a student organization purchases merchandise for resale, vendors are required to collect the sales tax unless they receive a Resale Certificate (NYS Sales Tax Form ST-120) from the buyer.

Sales Tax information obtained from the New York State Education Department's website
<http://www.nysed.gov/>

General Information and Guidelines for Sales Tax

All purchases that are not for resale are subject to sales tax. All purchases that are for resale should be purchased using the Resale Certificate. **IMPORTANT:** If you're purchasing items for resale, you do not have to pay sales tax. Be sure to obtain a Resale Certificate from the Central Treasurer before you shop.

Suggestions: Keep it simple. Include sales tax in the total price charged - no math, no complaints, no pennies. Post a sign: "All Prices Include Sales Tax Where Applicable"

Please remember: The above list is illustrative, it is not all-inclusive. If you have any specific questions or need help with any aspect of Student Activities, please contact the Central Treasurer.

Helpful Links

Refer to Publication 750: <http://www.tax.ny.gov/pdf/publications/sales/pub750.pdf>

NYS Department of Tax And Finance 518-457-5342

Quick Reference Guide TB-ST-740: http://www.tax.ny.gov/pdf/tg_bulletins/sales/b10_740s.pdf

Functions and Duties of Officers

Chief Faculty Counselor (Building Principal) - It shall be the duty of this officer to coordinate the financial planning of all projects of the various student organizations in his/her building; to consult with advisors; to recommend an advisor for each activity in his/her building on a year-to-year basis; and to submit to the Board of Education for approval all new activity organizations initiated by students. He/she shall investigate all problems and disputes concerning the student organizations under his/her jurisdiction and shall effect action that will enable these problems and disputes to be resolved.

Advisor - It shall be the duty of these officers to guide and advise the student officers in planning extra classroom activities and the planning of financial budgets. The Advisor shall assist the Student Treasurer in the preparation of statements and sign them as acknowledgment of verification of the income on the statement of deposit. The Advisor shall guide the student treasurer in posting to the account ledger and from time to time shall check the balancing of the Student Treasurer's account and the completeness of their supporting evidence. The Advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all disbursing orders drawn on the Central Treasurer for disbursement of funds. At no time should an activity run a deficit. The Advisor is responsible for determining which activities of the organization are subject to sales tax and for taking steps to see that all tax information is accurately recorded and sent to the Central Treasurer. The Advisor shall constantly work toward the goal of insuring the largest educational return from the activities participated in by the students.

Student Treasurer - The Student treasurer shall receive all money raised by the student club/organization and shall immediately deposit such funds with the Central Treasurer. Duplicate deposit slips shall be made out and signed by both the Advisor and the Student Treasurer. One of these deposit slips is to be retained by the Central Treasurer, and the other is to be returned to the Student Treasurer together with a signed Central Treasurer's receipt. The Student Treasurer shall pay the bills by issuing a disbursing order signed by him/herself, the Advisor and the Building Principal. It is the responsibility of the Student Treasurer to verify the balance in the club's account when submitting a disbursing order. This form is to be made in duplicate and is an order on the Central Treasurer to issue a check for payment of the invoice which shall be attached to the disbursing order. The Central Treasurer will keep one copy of the disbursing order and return the other copy together with the completed check. The Student Treasurer will then send the check to the vendor involved after posting it on the club's ledger. The Student Treasurer shall keep a ledger showing all receipts and expenditures and indicating a running balance which shall be on a form prescribed by the Board of Education. He/she shall file all supporting data, chronologically, as evidence for the entries made in the ledger.

Central Treasurer - It shall be the duty of the Central Treasurer to have custody of all funds. All disbursements of funds shall be by means of pre-numbered check forms signed by the Central Treasurer upon receipt of a disbursing order signed by the Student Treasurer, the Advisor and the Building Principal. The Central Treasurer shall have no part in the approval of payments but shall disburse funds only on the presentation of a properly signed disbursing order in duplicate providing there are sufficient funds available in the account. The completed check will be returned to the Student Treasurer who will send it to the vendor after posting. The Central

Treasurer shall sign a receipt for all funds placed in his/her custody, and shall deposit these funds promptly in a bank designated by the Board of Education. The Central Treasurer shall keep an account listing the receipts and expenditures of each individual club/organization and post a register of all receipts and disbursements of the combined student organizations on ledger forms prescribed by the Board of Education. Once each month the Central Treasurer shall receive and verify the bank statements and prepare reports for presentation to the Advisor and the Board of Education. These reports to the Board should show beginning balances, receipts for the month and ending balances for each club/organization.

Duties of Club Advisors

- One of the duties of the Club Advisor is to ascertain that proceeds from any fundraising project are promptly deposited by the Student Treasurer in the Central Treasury and that the bills are paid. It is the responsibility of the Advisor to review with the Student Treasurer the monthly and/or quarterly printout of the class/club's financial activities with the ledger kept by the student. If you are unable to reconcile the printout with the ledger, you should see the Central Treasurer as soon as possible.
- Please follow the procedures for deposit/withdrawal of class/club funds. Please note the procedure regarding returned checks. Any request for payment from a class/club must be accompanied by a receipt and/or invoice. **NO FUNDS MAY BE DISTRIBUTED WITHOUT PROPER DOCUMENTATION.**
- Money collected from students for any fundraising activity should be placed in the school safe each day by the Advisor. It will stay in the safe until deposited by the Central Treasurer. If start money is needed to give change at an event, the amount will be determined by the Advisor.
- Advisors may request a receipt after each deposit. Advisors should verify that the Student Treasurer keeps a ledger and has a copy of every transaction (deposits and withdrawals) which should show the balance on hand. The ledger for each club should be checked by the Advisor once a month, and then taken to the Central Treasurer to be checked with the Central Treasurer's records. It is recommended that reports on class/club accounts be made regularly at the meeting of the club.
- Senior Class Advisors - Auditors require that the books for the graduating class be closed after graduation. All money left in the account is turned over to the Student Council account. It is assumed that all bills will be paid by graduation. The class advisors and class treasurer should carefully estimate the financial obligations of the class for the entire year and attempt to use funds to defray all class expenses.
- Other duties and responsibilities of Advisors:
 - Advisors will attend all meetings of the class or club.
 - Advisors must be present before, during, and after any club activity.
 - Advisors will attend all class or activity functions for the entire duration of the activity. If this is not possible, they must find a suitable substitute approved by the Building Principal.
 - Scheduled events will begin and end at pre- established times.
 - Activities should be planned well in advance. They must be approved by the Building Principal before being entered on the school calendar.
 - The school and advisors will have no connection with unapproved activities off school property.

- If a letter is being sent to the parent/guardian of each class/club member regarding fundraising activities, the letter should be sent at least two (2) weeks prior to the start of the fundraising activity. The letter should be approved by the Building Principal prior to being sent home. It must include the purpose of the fundraising activity.
- The District Newsletter and District website can be utilized to include articles about class/club activities
- Any postage or mailing fees incurred by a class or club will be paid for out of the class/club funds.

Concerns of Advisors

Being an advisor can be very time consuming. Becoming knowledgeable on practices and procedures will help ensure a profitable year for the class/club.

Student Treasurers need to play an active and integral role in the management of funds. The advisor needs to train the student treasurer in practices and procedures. The Central Treasurer can help explain the process.

Advisors need to be aware that established guidelines, such as a fundraising calendar, will be established by the Building Principal. All fundraisers and use of the building, etc, must be approved by the Building Principal.

Communication is important. Advisors need to keep parents informed of fundraising activities by sending letters home, using the district newsletter, etc.

Every possible precaution should be taken to protect the class/club and money collection. DO NOT keep money in the classroom.

Advisors have to collect money, send reminders, letters, etc. They must be aware of privacy laws. For example, advisors cannot list the names of students who owe money on the board or announce these names in front of the class.

To alleviate the added strain of figuring sales tax for major fundraisers, advisors can request companies to send brochures that already have the sales tax figured into the prices.

Class/Club Officer Guidelines

The Club Officers (President, Vice-President, Secretary and Treasurer) are the club leaders. They have been chosen by their classmates to represent ALL of them, and should take this responsibility seriously. They should effectively communicate ideas among themselves, with others, and with the club advisor(s). They want to make things happen for the common good. At all times, they should demonstrate a high degree of leadership and moral character. In order for them to represent the club, they must attend and participate in all class/club meetings and all officer meetings.

Club President - The Club President is the club representative to faculty, administration, club advisor, and, if needed, the Board of Education. A lot of what is, or is not, accomplished during the year depends on the initiative and communication skills of the President. He/she is the head motivator for the group. Eventually, the responsibilities of running the club meetings, etc. should be part of the President's responsibilities. The President will:

- Represent the club at all official class/club meetings
- Support all club activities and endeavors, including social events, fundraisers, and meetings
- Help foster positive relations and club activities
- Represent the club at academic, social, civic and student-related programs and/or events
- Work closely with the advisor(s), providing input from the club members

Club Vice-President - The Club Vice-President follows through on ideas from the club and takes over specific responsibilities as designated by the President. The Vice-President is responsible to bring to the President ideas from the club, giving advice and opinions. When the President cannot attend a function or event, it becomes the responsibility of the Vice-President. The Vice-President will:

- Support and work closely with the President at all times
- Attend all club meetings
- Take the place of the President when he/she is absent from his/her duties
- Support all club activities and endeavors, including social events, fundraisers and meetings

Club Treasurer - The Club Treasurer is responsible for managing the Club finances. When the club raises money, the Club Treasurer is responsible for collecting, counting, reconciling and depositing the funds in the manner prescribed by school procedures. The Club Treasurer shall keep an accurate record of all incoming and outgoing monies in the club account. The Treasurer will:

- Support and assist the Club President
- Support all club activities and endeavors, including social events, fundraisers and meetings
- Keep accurate records of all club financial transactions and accounts
- Present timely reports to the club members
- Assist the Advisor in the timely collection and deposit of all monies collected by the class/club
- Pay bills by issuing a disbursing order signed by him/herself, the Advisor and the Building Principal. It is the responsibility of the Student Treasurer to verify the balance in the club's account when submitting a disbursing order.

Club Secretary - The Secretary takes notes at every club meeting. These must be shared at the next meeting and should be available to other club officers, the Advisor and members of the club (if requested). The Secretary is also an important component of the decision making process and is responsible for following through on ideas that are created for club activities. The Secretary will:

- Support and assist the President at all times
- Support all club activities and endeavors, including social events, fundraisers and meetings
- Record and post, in a timely manner, minutes of any and all club and committee meetings

Audit Procedures for Extra-classroom Funds

District Management will have a Board appointed ECA Auditor assigned to oversee the accurate management of ECA funds. This Board appointed ECA Auditor will provide assurance that the ECA Central Treasurer and the Student Activity Treasurers are following the procedures outlined in the Advisor's Handbook. When appointing the ECA Auditor, it is important that appropriate safeguards and segregation of responsibilities are in place as that person cannot have any part in the approval of payment, planning of income or in the keeping of records and forms related to the Extra-classroom Accounting. The duties of the ECA Auditor would include, but would not be limited to the following:

1. The ECA Auditor should regularly receive, from the ECA Central Treasurer, a complete report showing the balance of each club and the total balance of all clubs as well as the bank reconciliation and bank statements.
2. The Auditor should request the ledgers kept by the Student Activity Treasurers and then reconcile the club records to the ECA Central Treasurer's records, at least on a rotating basis.
3. Should certify the accuracy of the transactions and account balances in the above specified records.
4. Should review the ECA Central Treasurer's bank reconciliations and reports submitted to the Board of Education to ensure accuracy and full disclosure, showing evidence of such review by signature.
5. A suggested ECA Auditor's checklist is provided (*Appendix XIV*).

Appendix

- I. Deposit Slip
- II. Receipt
- III. Withdrawal
- IV. Purchasing Order
- V. Requisition
- VI. Statement of Profit and Loss
- VII. Sales Request
- VIII. Donations
- IX. Inventory Control
- X. Transfer
- XI. Admissions Deposit
- XII. Non-sufficient funds letter
- XIII. Account closed letter
- XIV. Money owed by student letter
- XV. Auditing of Funds
- XVI. Accounting logs
- XVII. Board Policy (sample)

I.
Central School District
Extra-classroom Activity Funds Deposit Slip

No. _____ Date _____

Club _____

<i>Itemization of Receipts:</i>	<i>Amount:</i>
COINS _____	\$ _____
BILLS _____	\$ _____
CHECKS _____	\$ _____
OTHER _____	\$ _____
TOTAL AMOUNT	\$ _____

Advisor: _____

INITIAL: STUDENT TREASURER _____ CENTRAL TREASURER _____

ADMISSIONS

Tickets: Starting Number _____ Ending Number _____

of Tickets _____ x Cost per ticket \$ _____ = \$ _____

of Tickets _____ x Cost per ticket \$ _____ = \$ _____

TOTAL \$ _____

Central School District
Extra-classroom Activity Funds Deposit Slip

No. _____ Date _____

Club _____

<i>Itemization of Receipts:</i>	<i>Amount:</i>
COINS _____	\$ _____
BILLS _____	\$ _____
CHECKS _____	\$ _____
OTHER _____	\$ _____
TOTAL AMOUNT	\$ _____

Advisor: _____

INITIAL: STUDENT TREASURER _____ CENTRAL TREASURER _____

ADMISSIONS

Tickets: Starting Number _____ Ending Number _____

of Tickets _____ x Cost per ticket \$ _____ = \$ _____

of Tickets _____ x Cost per ticket \$ _____ = \$ _____

TOTAL \$ _____

II.

Central Treasurer Receipt Of Fund

Date _____ Club _____

Name Of School _____ \$ _____

_____ Dollars _____

For _____

Activity: _____

Original to Central Treasurer

Copy to Activity Treasurer

Central Treasurer

All monies taken in by the Central Treasurer shall be accounted for in this manner.

III.

**_____ Central School District
Extra-classroom Activity Funds Request for Check/Payment Form**

No. _____ Date _____
Mail Check _____ Account # _____
Pick up _____ Club _____
Advisor _____
Student Treasurer _____

PURPOSE: _____

Total Amount \$ _____

Check Payable To: _____
Address: _____

Approved by: Principal _____

Check # _____ Date Paid _____ Initial: Central Treasurer _____

Signature: Student Treasurer _____ Advisor _____

**_____ Central School District
Extra-classroom Activity Funds Request for Check/Payment Form**

No. _____ Date _____
Mail Check _____ Account # _____
Pick up _____ Club _____
Advisor _____
Student Treasurer _____

PURPOSE: _____

Total Amount \$ _____

Check Payable To: _____
Address: _____

Approved by: Principal _____

Check # _____ Date Paid _____ Initial: Central Treasurer _____

Signature: Student Treasurer _____ Advisor _____

IV.

**Central School District
Extra-classroom Activity Funds Purchase Order**

Purchase Order # _____
(YOUR INVOICE MUST SHOW THIS ORDER #)

To: _____ Date Issue: _____
_____ Date Wanted: _____
_____ Send to: _____
Address: _____

Please enter our order for the following goods to be delivered to:

_____ Exempt from Sales Tax _____ NOT Exempt from Sales Tax
(check one of the above)

Charge to (Club): _____

Quantity/Unit	Description	Unit Price	Total Price
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Purchase Authorized By:

Student Treasurer

Advisor

Central Treasurer

Club Officer

V.

**Central School
Extra-classroom Activity Funds Requisition**

To: _____ Date Issue: _____

_____ Date Wanted: _____

_____ Send to: _____

Address: _____

Please enter our order for the following goods to be delivered to:

_____ Exempt from Sales Tax - Resale _____ NOT Exempt from Sales Tax
(check one of the above)

Charge to (Club): _____

Quantity/Unit	Description	Unit Price (\$)	Total Price (\$)

Purchase Authorized By:

Student Treasurer

Advisor

Central Treasurer

Club Officer

VI.

Central School
Statement of Profit and Loss

Club Name _____

Activity _____

Subject to NYS Sales Tax? Yes No (circle one)

Receipts

Date of Sale	Description of Sale Item(s)	OR	Ticket Numbers Start End	Total # sold	Sale Price per item	Total Receipts
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	_____

Anticipated Receipts \$ _____ Total Actual Receipts \$ _____

Disbursements

Date	Payee	Check #	Purpose	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Anticipated Disbursements \$ _____ Total Actual Disbursements \$ _____
PROFIT (LOSS) \$ _____ \$ _____

Student Treasurer Advisor Date

VIII.

_____ Central School
Extra-classroom Activity Fund Gift/Donation Receipt

The _____ Club/Class of _____ Central School received from
(name) _____ a gift/donation in the amount of _____ (cash) or check #
_____ in the amount of _____.

Date received _____ Received from (name) _____
Club member _____ (address) _____
Advisor _____

_____ Central School
Extra-classroom Activity Fund Gift/Donation Receipt

The _____ Club/Class of _____ Central School received from
(name) _____ a gift/donation in the amount of _____ (cash) or check #
_____ in the amount of _____.

Date received _____ Received from (name) _____
Club member _____ (address) _____
Advisor _____

X.

_____ **Central School**
Inter-organization Transfer

On occasion, one organization will want to transfer funds to another organization for services rendered or the general student organization may make appropriation to various activity organizations of the school. It is recommended that transfers of this kind follow the customary procedure for making withdrawals through the preparation of a payment order.

After making the necessary entries in his/her books, the Central Treasurer, instead of writing a check, would use the inter-organization transfer form show below. The original would be given to the student treasurer whose organization will receive the funds and the duplicate copy would be sent to the organization paying the funds.

When the student treasurer receives the form, he/she should make the necessary entries to his/her books and file the transfer form as evidence to support the transfer.

_____ **Central School**
Extra-classroom Activity Fund Inter-organization Transfer

Date: _____

Initiating Organization: _____

Pay to: _____ \$ _____

_____ DOLLARS

for: _____

Central Treasurer

XI

Admissions Deposit

Event: _____ Date: _____

Submitted By: _____ Signature: _____
Coordinator

Submitted By: _____ Signature: _____
Ticket Seller

Submitted By: _____ Signature: _____
Ticket Seller

TICKETS	STUDENTS	TICKETS	ADULTS
Ending Number		Ending Number	
Beginning Number		Beginning Number	
Total:		Total:	

GATE	AMOUNT	TOTAL
Coins:		
\$1.00 =		
\$5.00 =		
\$10.00 =		
\$20.00 =		
\$50.00 =		
	Total Deposit	\$

XII.

Sample Letter for Insufficient Funds

Date

Name

Address

City, State Zip

Dear _____:

Your check number _____, dated _____, payable to the _____ organization in the amount of \$ _____ was returned to us two times by _____ Bank marked "Insufficient Funds".

Cohoes City School District's fundraising procedures states that a \$ _____ service fee will be assessed to the face value of the check each time a check is returned to us. Payment in the amount of \$ _____ must be received by _____ organization in cash or money order ten (10) days from the date of this letter. This includes the amount of the check \$ _____, bank service charges \$ _____, and postage \$ _____.

Your prompt attention to this matter is appreciated. If you have any questions, please contact me at _____.

Sincerely,

Name

Advisor

XIII.

Sample Letter for Account Closed

Date

Name

Address

City, State Zip

Dear _____:

Your check number _____, dated _____, payable to the _____ organization in the amount of \$ _____ was returned to us two times by _____ Bank marked "Account Closed".

Payment in the amount of \$ _____ must be received by _____ organization in cash or money order ten (10) days from the date of this letter. This includes the amount of the check \$ _____, bank service charges \$ _____, and postage \$ _____.

Your prompt attention to this matter is appreciated. If you have any questions, please contact me at _____ .

Sincerely,

Name

Advisor

XIV.

Sample Letter of Money Owed by Student

Date

Name

Address

City, State Zip

To the Parent/Guardian of _____:

According to our records, your child _____ has an outstanding obligation of \$ _____ for the _____ fundraising activity for the _____ class/club organization.

Several reminders have previously been sent to your child. Money for this fundraiser was due on _____ (date).

Your child will have to settle this obligation before he/she may participate in any future fundraisers. Additionally, your child will not be allowed to participate in any future class/club activities until this outstanding balance is paid. Checks should be made payable to the _____ class/club organization.

Thank you for your co-operation in collection of this outstanding obligation.

If you have any questions, please contact me at school at _____.

Sincerely,

Name

Advisor

XV.
 _____ Central School
 Extra-classroom Auditing of Funds

Name of Club: _____

Date of Audit: _____

Items:	Comments/Suggestions:
1. Constitution completed defining purpose of Club, duties of officers, and rules of procedures	_____ _____
Approved by Advisor & Principal	_____
Copy on file with Principal	_____
2. Club meets at least monthly	_____
3. Meeting minutes recorded	_____
4. Elected or appointed officers; including President, Vice President, Secretary, and Treasurer	_____ _____
5. Student ledgers maintained showing all receipts, disbursements, and running balances	_____ _____
6. Balances shown on student ledgers agree with Central treasurer's books	_____ _____
7. 3-part pre-numbered receipts used by Student Treasurer	_____ _____
1 copy retained, with internal deposit slip, by the Student Treasurer for posting in ledgers	_____ _____
1 copy retained, with internal deposit slip and bank deposit slip, by the Central Treasurer	_____ _____
1 copy retained and numerically filed by fiscal year	_____ _____
8. Lump sum donations recorded in the minutes	_____
9. Fundraisers approved by the Principal	_____
10. Pre-numbered tickets used for admissions	_____
Tickets torn in half or different colors used for different events	_____ _____
11. Deposit slips completed and signed by the Student Treasurer and the Advisor	_____ _____
12. Sales tax listed separately on the deposit slip	_____

13. Source of funds listed (deposit slip) and, if applicable, compared to the statement of profit and loss _____

14. Statement of profit and loss created and used for each event _____

15. Deposits done daily by the Central Treasurer _____
16. Central Treasurer issues pre-numbered receipts to the Student Treasurer upon receipt of funds _____

17. Purchase order used _____
18. Purchase order approved and signed by Advisor and Student Treasurer _____

19. Advisor checks to make sure funds are available prior to purchase _____

20. Purchase order created in duplicate, original to vendor and copy to Student Treasurer _____

21. Student Treasurer prepares payment orders, in duplicate _____

22. Advisor approves payment orders _____
23. Central Treasurer disburses funds only on presentation of properly signed payment order and attached original invoice _____

24. Central Treasurer writes check number and date of payment on both copies of the payment orders - one copy retained by the Central Treasurer and the other returned to the Student Treasurer _____

25. Pre-numbered checks used _____
26. Payment orders used to transfer between activities _____
27. Central Treasurer maintains accounting in General Ledger _____

28. Central Treasurer reconciles bank statements _____
29. Central Treasurer meets, at least annually, with all club Advisors and Student Treasurers to provide training and advise proper handling of funds _____

30. List of approved clubs published annually _____
31. Central Treasurer bonded _____

XVII.

Central School District Board Policy Extra-classroom Activities Funds

The management of extra-classroom activity funds shall be the responsibility of a Central Treasurer, an Extra-classroom Auditor, a Chief Faculty Counselor (the building principal), the Advisors of the respective activities, and the Student Activity Treasurers. These officials shall follow procedures and safeguards herein established.

I. Appointment of Officers

The Board of Education shall appoint, on the recommendation of its chief executive officer, members of the regular faculty and clerical staff to fill the following positions:

- a. Central Treasurer
- b. Chief Faculty Counselor(s) (usually the building principal) the chief faculty counselor shall recommend advisors for each extra-classroom activity to be appointed by the Board. Each extra-classroom activity shall elect a Student Activity Treasurer.

II. Duties of Officers

- a. Central Treasurer (appointed by the Board of Education)

It shall be the duty of the Central Treasurer to have custody of all funds. All disbursements of funds shall be by means of pre-numbered check forms signed by the Central Treasurer upon receipt of a disbursing order signed by the Student Treasurer, the Advisor and the Building Principal. The Central Treasurer shall have no part in the approval of payments but shall disburse funds only on the presentation of a properly signed disbursing order in duplicate providing there are sufficient funds available in the account. The completed check will be returned to the Student Treasurer who will send it to the vendor after posting. The Central Treasurer shall sign a receipt for all funds placed in his/her custody, and shall deposit these funds promptly in a bank designated by the Board of Education. The Central Treasurer shall keep an account listing the receipts and expenditures of each individual club/organization and post a register of all receipts and disbursements of the combined student organizations on ledger forms prescribed by the Board of Education. Once each month the Central Treasurer shall receive and verify the bank statements and prepare reports for presentation to the Advisor and the Board of Education. These reports to the Board should show beginning balances, receipts for the month and ending balances for each club/organization.

- b. Chief Faculty Counselor (appointed for each building by the Board of Education usually the building principal)

It shall be the duty of this officer to coordinate the financial planning of all projects of the various student organizations in his/her building; to consult with advisors; to

recommend an advisor for each activity in his/her building on a year-to-year basis; and to submit to the Board of Education for approval all new activity organizations initiated by students. He/she shall investigate all problems and disputes concerning the student organizations under his/her jurisdiction and shall effect action that will enable these problems and disputes to be resolved.

c. Advisor

It shall be the duty of these officers to guide and advise the student officers in planning extra classroom activities and the planning of financial budgets. The Advisor shall assist the Student Treasurer in the preparation of statements and sign them as acknowledgment of verification of the income on the statement of deposit. The Advisor shall guide the student treasurer in posting to the account ledger and from time to time shall check the balancing of the Student Treasurer's account and the completeness of their supporting evidence. The Advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all disbursing orders drawn on the Central Treasurer for disbursement of funds. At no time should an activity run a deficit. The Advisor is responsible for determining which activities of the organization are subject to sales tax and for taking steps to see that all tax information is accurately recorded and sent to the Central Treasurer. The Advisor shall constantly work toward the goal of insuring the largest educational return from the activities participated in by the students.

d. Student Activity Treasurer (elected by the members of each organization)

The Student treasurer shall receive all money raised by the student club/organization and shall immediately deposit such funds with the Central Treasurer. Duplicate deposit slips shall be made out and signed by both the Advisor and the Student Treasurer. One of these deposit slips is to be retained by the Central Treasurer, and the other is to be returned to the Student Treasurer together with a signed Central Treasurer's receipt. The Student Treasurer shall pay the bills by issuing a disbursing order signed by him/herself, the Advisor and the Building Principal. It is the responsibility of the Student Treasurer to verify the balance in the club's account when submitting a disbursing order. This form is to be made in duplicate and is an order on the Central Treasurer to issue a check for payment of the invoice which shall be attached to the disbursing order. The Central Treasurer will keep one copy of the disbursing order and return the other copy together with the completed check. The Student Treasurer will then send the check to the vendor involved after posting it on the club's ledger. The Student Treasurer shall keep a ledger showing all receipts and expenditures and indicating a running balance which shall be on a form prescribed by the Board of Education. He/she shall file all supporting data, chronologically, as evidence for the entries made in the ledger.

III. Deposit and Withdrawal Procedures for Student Activity Treasurers

Deposit of Funds

Currency should be broken down into separate denominations.

- Bills should face the same way.
- All bills should be banded together by a rubber band in groups of \$100 of the same denomination.
- Other denominations should be banded together with a rubber band with the dollar amount indicated on the deposit verification form.
- There should be no staples, paper clips, separate envelopes, or post-it notes attached to the currency.

Coins should be accurately counted and rolled.

- Coin rolls are available from the Central Treasurer.
- Loose coins should be placed in a small envelope.

Checks should face the same direction.

- The checks should be separated according to the bank issuing the check. They should all face the same way.
- The dollar amount of the checks should be indicated on the deposit form.

After the money has been turned in to the Student Treasurer and properly counted and prepared by him/her and the faculty advisor for deposit, the money with a completed Extra Classroom Activity Funds Deposit Form (*Appendix I*) will be turned over to the Central Treasurer. The Central Treasurer will then issue a pre-numbered receipt after verifying the accuracy of the amount and accuracy of the deposit. The Student Treasurer must then make an entry into the class/club ledger each time a deposit is made.

Withdrawal of Funds

Request for Payment

When merchandise is to be purchased, the advisor is responsible for being sure the purchase is proper in all respects. When the goods are received and the bill arrives, the student treasurer, under the faculty advisor's supervision, checks the goods and bill to see that there are no discrepancies. When it is determined that the bill is correct, the following steps are taken:

7. The payment order is prepared in duplicate and signed by the student treasurer, faculty advisor and building principal (*Appendix II*).
8. The final audited bill is attached to the original pay order form and both are given to the Central Treasurer.

9. The Central Treasurer records the consecutive pay order number on the forms and prepares the check.
10. The Central Treasurer makes the entries in his/her books and files both the original pay order and the bill as evidence for the entries.
11. A copy of the pay order will be sent to the student treasurer.
12. The student treasurer makes the necessary entry in his/her books indicating to whom the check is made out and the reason. The Central Treasurer then sends the check to the vendor. The Central Treasurer files the pay order to give evidence for the entry.

Request for Purchasing

Money may be spent by student organizations in any reasonable manner they see fit. It is recommended that a formal purchase order originating within an activity be issued for all purchases. The provision for the signature of the advisor in addition to that of the principal is essential to any plan.

Correspondence concerning payments for professional service and guarantees should be submitted to the principal in advance of any commitment so that information regarding the nature of the services and the cost thereof will be available when payments are to be made. The following steps are taken to make a purchase:

7. A completed Purchase Order is required (*Appendix III*).
8. Send Requisition for a Purchase Order (*Appendix IV*).
9. The completed Purchase Order must be signed by the faculty advisor and the student treasurer.
10. The completed and duly signed Purchase Order is then given to the Central Treasurer who verifies the information and then signs. The Central Treasurer will send in a Tax Resale Certificate to the vendor if needed with the Purchase Order.
11. No credit card is to be used by a club.
12. Student Activities is a separate entity and pays sales tax on ALL taxable items.

It is important for each class/club to keep accurate records pertaining to withdrawals in their ledgers and keep copies of each transaction that is made.