

BARTLESVILLE PUBLIC
SCHOOLS



2011-2012

School Activity Funds
Regulations Manual

BARTLESVILLE BOARD
OF
EDUCATION

BARTLESVILLE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUNDS REGULATIONS MANUAL

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Bartlesville Independent School District #30

**P.O. Box 1357 – 1100 S. Jennings; Bartlesville, Oklahoma 74005
Telephone (918) 336-8600**

**TO ALL SCHOOL ACTIVITY FUND
ADMINISTRATORS, SPONSORS AND CUSTODIANS**

Presented herein are the general regulations of the school activity funds as authorized by the Board of Education. These regulations have been developed for use in all operations of the school activity funds.

This manual has been developed to assist you in the performance of your duties. Please refer to it often for guidance in all areas related to the school activity funds.

As this manual is being continuously updated, your comments and suggestions are welcome.

Tim Green,
Executive Director,
Financial Services

INTRODUCTION
DESCRIPTION AND LIMITATIONS OF THE
SCHOOL ACTIVITY FUNDS

Student Body Activities are defined in part, in State Board of Education Bulletin No. 145 as follows: “Direct and personal services for public school pupils, such as interscholastic athletics, entertainment, publications, clubs, band, and orchestra, that are managed or operated by the student body under the guidance and direction of **adults** and **are not part of the regular instructional program.**” (Emphasis added)

The Attorney General has ruled that if students are used to collect funds or if parent organizations are using students, the proceeds must be deposited in the School Activity Fund. Parent Clubs of school-sponsored groups should be informed of this ruling. (Emphasis added) Bank account(s) opened by the parent club/organization can carry the name of the particular school but **MUST** also include the words “parent club”, “parent booster club”, or “parent organization” on the checking account and check face. The District ID number **CANNOT** be used by parent clubs/organizations.

Any debt incurred by the parent club **MUST** be incurred in the name of the parent club/organization (which would include paying tax) and **NOT** in the name of the school.

NOTE: ...Student Achievement and Parent-Teacher Associations and Organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129. (70 O.S. § 5-129.1)

The separation of school projects from PTA projects is also necessary. It is vitally important for each group to support the projects of the other, but joint sponsorship, per se, has caused problems in the past and is not recommended. A sponsorship agreement should be reached between the school and the PTA prior to the initiation of any project.

The “direct and personal services” for public school pupils requires the collection and expenditure of substantial sums of money. It is, therefore, important that sound business practices are followed and that expert supervision of these activities be provided.

It is stated in the Regulations for Administration and Handbook on Budgeting and Business Management, Bulletin No. 145-W of the State Department of Education, that: “A sound system of activity accounting in public schools should offer opportunities for valuable educational training for students; it should also facilitate reporting and comparing data between and among schools... and it should safeguard and protect both the funds and the persons responsible...” Accordingly, accounting concepts developed herein are based on financial systems employed by private enterprise rather than on principles used in governmental accounting.

It is important that these concepts are properly understood and that the person involved be accurately informed in this regard. Unless each person dealing with School Activity Funds – Principals, Group Sponsors, Organization Officers, et al. – understands these principles as well as their individual responsibilities, there is little probability that this or any other system would be of educational benefit to the students. **PRINCIPALS AND SPONSORS ARE TO BE HELD ACCOUNTABLE FOR THEIR ACTIONS CONCERNING SCHOOL ACTIVITY FUNDS.** **Students should not be sent to pick up checks and/or make purchases.**

ACTIVITIES REQUIRING A CHARGE FOR ADMISSION

Admission charges are not to be made for any program held during the time when school is in session. Programs for entertainment, which contributes to the benefit of the students, should be provided for **ALL** children if conducted during the school day.

PURPOSE:

Oklahoma law states, "...Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. ...Disbursements from each of the activity accounts shall be by check, ...and shall not be used for any purpose other than that for which the account was originally created..." (Emphasis added)

This precludes all cash expenditures; prevents cash transfers between accounts; and prohibits expenditures from one account for payment of the obligations of another.

It is, therefore, evident that each account should have a specific purpose. It is important to have a clear understanding of the function and purpose of each account to avoid misapplication of funds. The purpose of most accounts is generally understood by the account titles, written descriptions such as charters, etc., and by customary usage of the account.

Any questions arising in the schools regarding procedures relative to the operation (fundraising, receipts, disbursements, rules interpretations, etc.) of School Activity Funds should be directed to the Activity Fund Custodian.

The Board of Education may establish, by board resolution, a general fund refund sub-account within the school activity fund. The balance in the sub-account shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to; rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, and overpayments. The sub-account may be expended only for the refund of revenues previously received and deposited either into the sub-account or directly into the general fund. It is recommended that the refund sub-account in the activity fund is financed by depositing all or part of the applicable collections and that all refunds be made from that account. Any remaining balance of the refund sub-account shall be transferred to the school district general fund on or before June 30 each year.

AUTHORITY:

Oklahoma Statutes (70 O.S. § 5-129A) require the Board of Education of each school district to adopt appropriate rules and regulations governing the receipt and expenditure of school activity funds. The Board must appoint a custodian for the school activity fund who shall make a full and true accounting for all funds that may come into his/her possession or under his/her control.

The Board has appointed the Principal of each site location as the administrator responsible for the operation of the activity funds under his/her control.

RESPONSIBILITIES OF THE PRINCIPAL:

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To select appropriate sponsors to represent all authorized student groups and to conduct all fund raising activities. Because the principal is the approving officer, he/she may not act as group sponsor.
2. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
3. To periodically evaluate the performance of each person involved, to determine that all functional duties are being substantially carried out.
4. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
5. To report to the Executive Director of Financial Services all cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.
6. The Principal may not be a signer on the PTA checking account.

RESPONSIBILITIES OF SPONSORS:

Sponsors for any group, club, or student organization are responsible for the following duties depending on the nature of the organization, whether or not the group elects student officers:

1. Work closely with the group and give supervision and guidance to student officers exerting leadership and counsel where required.
2. Organize and conduct student projects and ascertain that **all** receipts are properly accounted for and deposited with the Budget Secretary. Sponsors need to make daily deposits during student projects. A Sponsor's Cash Sheet must be filled out, signed, dated by the sponsor and turned in along with the cash to the Budget Secretary. Insure that records maintained by students and/or sponsors are compared with those of the Budget Secretary periodically.
3. Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the purchase order signifies that the claim is approved for payment.

NO SPONSOR OF ANY ACCOUNT SHALL MAKE PURCHASES OR OBLIGATIONS IN EXCESS OF FUNDS ON HAND.**REPORT OF FUNDS:**

Records shall be kept of all funds collected, handled or disbursed by any school or activity by the sponsor of the activity and the activity fund custodian.

The Activity Fund Custodian shall provide a report to the Board of Education at the regularly scheduled meeting each month presenting the financial information of each account of the school activity fund, including all receipts, expenditures, transfers and ending balances of each account for the previous month.

The Activity Fund Custodian shall also provide a detailed report to the Board of Education at the end of the fiscal year showing beginning balance, receipts, expenditures, transfers, and ending balances of each account of the school activity fund as of the close of the fiscal year.

AUDIT:

The Board of Education shall contract for an annual audit of all school district funds each fiscal year, which shall include all school activity funds. The original report of such audit shall be delivered to the Executive Director of Financial Services and the Board of Education.

The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure.

DISPOSITION OF SPECIAL AUDIT REPORTS

The scope of School Activity Fund audits includes operational and special internal audits. Reports on such examinations are made to the Executive Director of Elementary and/or Secondary Services.

If such reports are deemed to contain information indicative of misappropriation of funds, unauthorized or illegal fund raising projects, money handling, irregularities, or other violations that require further explanation, the Executive Director of Elementary and/or Secondary Services will issue a written statement requesting the principal or auditee to submit a written reply to the charges set forth within a given time.

If the reply provides acceptable explanations to the charges, the case will be closed at the discretion of the Executive Director of Elementary and/or Secondary Services and Executive Director of Financial Services. If the Executive Director of Elementary and/or Secondary Services and Executive Director of Financial Services believe that the explanation is not acceptable, the case will be reviewed with the Superintendent. Decisions reached by this review will involve one or more of the following:

1. Reprimand
2. Transfer of responsibilities
3. Restitution
4. Suspension
5. Legal Action

ACCOUNTING SYSTEMS:

A central accounting system for all school activity funds shall be developed and maintained by the Activity Fund Custodian at the Education Service Center. Such accounting system shall provide a complete record of receipts, expenditures, transfers, and fund balances of each account of the school activity fund. School activity funds shall not carry a negative balance.

Bank statements shall be reconciled on a monthly basis by the activity fund custodian under the supervision of the Executive Director of Financial Services. The school activity fund shall be balanced to the bank statement and any discrepancies noted shall be immediately resolved. The site administrator or designee shall also reconcile his/her record monthly with the reports from the activity fund custodian.

The Executive Director of Financial Services shall have oversight responsibility in implementing the prescribed system of accounting at each location throughout the district. Such records of receipts, expenditures, transfers, fund balances and other financial information shall be made available to the administrators, secretaries, sponsors, and to the general public upon written request for such information.

INVESTMENT INCOME:

The school district Treasurer or designee shall invest any available funds in authorized interest-bearing instruments/accounts as authorized and approved by the Board of Education policies and State statutes. The Activity Fund Custodian shall notify the Treasurer or designee of the amount available for investment as necessary. The Executive Director of Financial Services shall approve all investments.

Investment Income shall be credited to the Interest on Investments Account at the Education Service Center. Such investment income shall be used for authorized expenditures for the interest account, as approved by the Board of Education. The Executive Director of Financial Services shall be responsible for the management and expenditure of interest earnings for activity fund accounts.

RECEIPTS:

Sponsors are required to issue receipts in triplicate form for ALL funds collected in excess of \$1 (a list of persons remitting monies shall be maintained by Sponsors for all receipts of \$1 or less). The Sponsor is required to turn in all money collected in the school to the Budget Secretary daily. Sponsors are responsible for counting the cash and filling out and signing a cash sheet before turning it into the Budget Secretary. The Budget Secretary is required to issue a cash receipt form in triplicate at the time the money is submitted. The receipt must indicate:

- a. the date.
- b. the name of the person who remitted the money.
- c. the amount of money remitted. (A cash count should be performed at the time.)
- d. the source of the money; e.g., candy sales, picture sales, dues, fees, donations, etc. This is necessary to prevent posting to incorrect accounts. If it is a fundraiser, specify which company.
- e. the account name and number to be credited. (General Admin., Yearbook, etc.)
- f. the signature of the Secretary. If another employee is designated to act as Secretary in the case of absence, the designee should so indicate by signing his/her own name "for" the Secretary. The Secretary's name should never be signed by another person.

- g. Receipts are to be written in numerical sequence by date “PRIOR” to making the bank deposit.

All money received by the Secretary must be deposited intact to the school’s designated bank account. In no case may expenses be paid from monies received and not yet deposited. The cashing of personal checks is forbidden.

TICKET SALES:

The Ticket Reconciliation worksheet shows the number of tickets sold for an event, along with the amount of money collected. The worksheet must be turned in to the site Budget Secretary with the collected funds for deposit.

DEPOSITS:

Arvest Bank will be used as the school depository for all activity funds. Deposits of funds subject to the requirements of this section shall be made by the end of the next business day, however, if the deposit for a day totals less than One Hundred Dollars (\$100.00), a school district may accumulate monies required to be deposited into the fund on a daily basis until the total accumulated balance of deposits equals or exceeds One Hundred Dollars (\$100.00). Provided, a school district shall deposit accumulated monies into the fund not less than one (1) time per week, regardless of whether the monies total One Hundred Dollars (\$100.00). (70 O.S. § 5-129A as amended by HB 2332, 2004 Legislature)

Additional procedures involving deposits are as follows:

1. List receipts numerically and indicate the correct sub-account name and OCAS coding.
2. Receipts should indicate the person the receipt was issued to.
3. All receipts for one day can be deposited on one deposit—it is not necessary to make separate deposits for each receipt.
4. Deposit Transmittal Forms should be completed and sent, with proper attachments to the Activity Fund Custodian on the next business day following the deposit. E.g.: proper attachments, Sponsors Yellow Receipts or Ticket Reconciliation, Pink Bank Deposit Slip and Site Secretary’s Yellow Receipt.
5. Checks for start-up money should be made payable to the appropriate sponsor. Example: gate receipts should be listed as “gate receipts” and the dollar amount and the re-deposit should be listed as “Start up re-deposit” and the dollar amount. Both can be deposited on the same receipt.
6. At the end of the month, after the bank statement has been reconciled, the secretary will receive a copy of the monthly reports. If the reports and the secretary’s books do not agree, the Activity Fund Custodian will be notified immediately.

INSUFFICIENT (NSF) CHECKS:

In the event that checks are returned Non-Sufficient Funds (NSF), the activity fund custodian will send the check to the proper school site for collection. Along with the check, the activity fund custodian will ask for the correct coding, in order to debit the proper account. When the money has been collected, the site will again deposit it in the manner described above.

TRANSFERS:

Monies from school activity accounts may be transferred to other approved school activity accounts for payment of goods or services. Transfers shall be made upon approval by the Board of Education, as required by state statutes, upon the request by the account sponsor and approval by the site administrator. (70 O.S. § 5-129A).

PURCHASES/PAYMENTS:

The following procedures should be followed in preparing and issuing purchase orders:

1. All Activity Fund Requisitions should be approved and signed by the site administrator prior to issuing a Purchase Order number. A Purchase Order number is required PRIOR to ordering goods/services.
2. Any Activity Fund Requisition that exceeds \$500.00 needs to be approved by the Executive Director of Financial Services prior to issuing a purchase order number.
3. At least three (3) quotes, written or telephone should be obtained for single purchases exceeding \$5,000. The purchase request, with quotes attached, must be approved by the Superintendent, Executive Director of Financial Services or designee prior to a purchase order number being issued.
4. Invoices over \$25,000 should have a non-kickback affidavit attached to the purchase order. This form will be completed and in the Activity Fund Custodians Office prior to payment being made.
5. The Employee Purchasing and the Budget Designee (Site Administrator or Budget Secretary) lines on the Purchase Order must be signed and dated to verify that goods/services have been received before payment can be issued for an invoice.
6. No payment will be made until order is complete.
7. Blanket purchase orders may be issued for recurring purchases of goods or services. Payments on blanket purchase orders will be authorized by the Budget Designee's signature on the Partial Payment form.
8. Checks shall be written after all paperwork is completed and submitted to the Activity Fund Custodian.

PUBLIC PURPOSE EXPENDITURES:**WORKSHOPS/MEETINGS**

The Board of Education authorizes the reasonable use of expenditures of activity funds derived from non-taxpayer funds for the provision of food and nonalcoholic beverages to school district employees and Board of Education members when employees or Board members are in attendance at an in-district workshop or board-sponsored meeting within the district, and when such meetings are of such duration to consider sustenance appropriate

"WORKING LUNCH"

Expenditures for meals are authorized only when the duration of workshops or meeting encompasses the normal mealtime, and training or business is conducted in conjunction with the meal in order that the meeting or workshop may be conducted with minimum interruption

OTHER CONDITIONS

Food and nonalcoholic beverages may be provided in conjunction with faculty and staff meetings, workshops and in-service training conducted within the school district when:

- a. funding is provided through an activity fund account designated for faculty and staff, or
- b. revenue for this account is derived from donations, faculty fee assessments, business sponsorships, faculty lounge vending machines (if students do not have access to such vending machines and the required utility costs for vending machine operation has been assessed and paid) and other non-student revenue

General Fund resources, including taxpayer funds, may be used to provide one meal per day in conjunction with meeting, workshops and in-service training sessions conducted within the school district only when the meetings are scheduled and of such duration (minimum of four hours) so as to encompass a normal meal time (breakfast, lunch or supper).

OTHER APPROVED EXPENDITURES

The Board of Education authorizes the reasonable use of expenditures of activity funds derived from non-taxpayer funds for the provision of awards, memorials, service pins, etc. to staff and Board of Education members when approved by the superintendent.

(Board of Education Policy CDC)

DISBURSEMENTS:

Disbursements from each fund must be made only for the specific purpose for which the fund was created. All disbursements shall be made by check and cosigned by the Activity Fund Custodians. Attached to each purchase order shall be invoices or signed receipts evidencing that the goods and/or services were received by the school district. Athletic Officials & Security personnel shall sign a receipt of payment form to be filed with the purchase order within two working days of the event. All original purchase orders and supporting documentation shall be filed by the Activity Fund Custodian at the Education Service Center.

As required by state statutes (70 O.S. § 5-129A), disbursements from each activity fund account must be made for the specific purpose for which the fund was established and approved by the Board of Education. **In no instance shall checks be made payable to "cash."**

Pursuant to state statutes (70 O.S. § 5-129H), funds may be provided to appropriate account sponsors in advance for the purpose of paying student/sponsor travel expenses on authorized school trips. Such advances shall be requested on a form listing the estimated expenses to be incurred, and shall be approved by the site administrator. Said form shall be attached to the purchase request initiated for the funds request. Upon approval of the purchase order as provided herein, a check will be made payable to the account sponsor who shall sign a receipt acknowledging responsibility for the funds. Provided, however, that within 48 hours of completion of the trip, the account sponsor must submit any unused funds, along with itemized invoices and/or receipts, to the Activity Fund Custodian to account for the full amount advanced prior to the trip. Account sponsor further understands that he/she will be held personally liable for any shortage of funds.

All requests for travel expense reimbursements shall be paid in compliance with Board of Education policy, DED, and administrative guidelines.

REQUESTS TO ACCEPT GIFTS OR DONATIONS FOR SCHOOL:

Occasionally, the public donates material to the schools through the Activity Fund, or offers to share the cost of new items to be purchased by the Fund. The same rules apply with respect to obtaining administrative approval as in the case of special equipment purchases and donations.

UNDER NO CIRCUMSTANCES MAY SPONSORS OR TEACHERS ACCEPT GIFTS OR DONATIONS DIRECTLY FROM OUTSIDE SOURCES.

When any gift is accepted, the following steps must be followed:

1. If the gift consists of items other than cash, the Principal initiates the request and submits it to the Executive Director of Financial Services. Approvals are also required from the Director of Transportation and Plant Services, or the Director of Technology.
2. After Board approval, the request is returned to the Executive Director of Financial Services.
3. Approved copies are sent to the Principal.

YEAR END/CLOSE OUT:

Principals/Budget Secretaries will submit all of the following items to the School Activity Fund Office on the date set aside for close out.

1. Cash Receipt books containing duplicate copy of receipts issued.
2. If your School Activity Fund, at the close of the school year, is indebted to suppliers for material or services which have not been received, you must submit a new request for purchasing dated July 1, showing the name of the supplier, the nature of the item or service, the account(s) which the items will be charged, and the amount unpaid as of June 30.

ADMINISTRATIVE ACCOUNTS

WAREHOUSE/TRANSPORTATION

SITE: 040

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801)	1. Commissions	1. Office Supplies 2. Paper Goods 3. Refreshments for Meetings 4. Safety Videos	1. Ongoing

EDUCATION SERVICE CENTER

SITE: 050

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801)	1. Vending Machines 2. Donations	1. Catering Services 2. Postage 3. Refreshments 4. Refunds 5. Reimbursements 6. Repairs 7. Staff Recognition & Awards 8. Supplies, Materials, Equipment 9. Vending Supplies	1. Ongoing 2. Ongoing
General Refund Account (803)	1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property	1. Refunds 2. Transfer to General Fund	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
S.A.D.F. (831) {Safe And Drug Free}	1. Donations	1. Materials/Supplies 2. Postage 3. Presenter Fees 4. Refreshments 5. Registration for Conferences 6. Travel Expenses	
Interest on Investments (856)	1. Interest Earnings	1. Bank Service Charges 2. Brochures & Printing 3. Cards & Flowers 4. Equipment, Supplies, & Materials 5. Field Trip & Transportation Cost 6. Gifts & Awards 7. Notary Fees/Expenses 8. Photography Expenses 9. Postage 10. Presenter's Fees	1. Monthly

EDUCATION SERVICE CENTER

SITE: 050

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Interest on Investments (856) con't		11. Professional/Board Meeting expenses 12. Refreshments and banquet supplies 13. Reimbursements & Refunds 14. Repairs 15. Staff & Volunteer Recognition 16. Staff Breakfast/Luncheon Expenses 17. Uniforms 18. Wholesale Membership Cards 19. Workshop, Seminar, & Meeting Expenses	
Homeless Student Assistance (995)	1. Donations	1. Dues/Fees 2. School Supplies 3. Student Activities 4. Transportation & Travel Expenses	
Bruin Logo (996)	1. Sale of Bruin Logo Contributions	1. Construction 2. Equipment 3. Supplies 4. Technology	
Back to School Rally (997)	1. Donations	1. Advertising 2. Brochures 3. Food 4. Misc. Give Aways 5. Postage 6. Presenters & Entertainers Fees & Expenses 7. Printing 8. Refunds 9. T-Shirts	
Academic Interest and Mentoring Society (AIMS) (998)	1. Donations	1. Entry Fees 2. Field Trips/Tours 3. Food for Meetings 4. Materials & Supplies 5. Printing 6. Reimbursements 7. Student Presenters (Speakers) 8. Student Recognition/Awards/Gifts 9. Transportation Costs 10. Trip Expenses	

Education Service Center

SITE: 051

ACCOUNT NAME

SOURCE OF REVENUE

APPROVED EXPENDITURES

Dates of Fundraisers

Community of Caring (832)

1. Donations

1. Cleaning for Coats for Kids
 2. Health Care Expenses
 3. Reimbursements & Refunds
 4. Shoes for Kids
-

1. Ongoing

PROFESSIONAL DEVELOPMENT CENTER

SITE: 057/059

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801) Site 059	1. Donations	1. Audio Visual Services 2. Books & Periodicals 3. Communication Services 4. Consultant fees/expenses 5. Equipment 6. Meals 7. Postage 8. Printing 9. Refreshments 10. Refunds & Reimbursements 11. Rental or Lease Services 12. Repairs & Maintenance Services 13. Staff Registration & Tuition 14. Supplies & Materials 15. Technical Services 16. Travel/Lodging 17. Videos	1. Ongoing
General Refund Account (803)	1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property	1. Refunds 2. Transfer to General Fund	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
Staff Development In-Service Workshop (922)	1. Registration Fees 2. Donations 3. Recycling	1. Refreshments 2. Refunds 3. Speaker Fees 4. Teacher Recognition & Awards 5. Teacher Registrations 6. Teacher Travel 7. Workshop Materials & Supplies	1. Ongoing 2. Ongoing

ATHLETIC DEPARTMENT

SITE: 055

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801)	1. Gate Receipts	1. Ambulance Service	1. July-June
	2. Donations	2. Books, Videos and Computer Software	2. July-June
	3. Reimbursements from OSSAA	3. Cards & Flowers	3. July-June
	4. Season Ticket Sales	4. Coaches out of District Travel	4. July-June
	5. Sale of Property or Equipment	5. Dues & Fees	5. July-June
	6. Reimbursements from Cancelled Events	6. Event Advertisement	6. July-June
	7. Advertisements	7. Facility Rental	7. July-June
	8. Event Sponsorships	8. Lodging	8. July-June
	9. Book Sales	9. Meals	9. June-July
	10. Spirit Sales	10. Officials	10. June-July
	11. Program Books	11. Other Professional Services	11. June-July
	12. Concessions	12. Out of District Transportation	12. Nov.-March
		13. Postage	
		14. Refreshments	
		15. Refunds	
		16. Renovation of Athletic Areas	
		17. Repair of Athletic Areas	
		18. Salaries for Coaches/Assistant Coaches	
		19. Security	
		20. Supplies & Equipment	
		21. Uniforms	
General Refund Account (803)	1. Sale of Property/Equipment	1. Refunds	1. July-June
	2. Rental of Property	2. Transfer to General Fund	2. July-June
	3. Fee Collections		3. July-June
	4. Lost books		4. July-June
	5. Damage of School Property		5. July-June

ATHLETIC DEPARTMENT**SITE: 055**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Baseball Fund (811)	1. Game vs. Merchants 2. Baseball Clinic 3. Baseball Cap Sales 4. Concessions 5. Homecoming Booth/Dance 6. Donations 7. 100 inning Baseball game 8. Golf Tournament 9. Business Sponsor Poster 10. Alumni Organizations 11. Dances 12. JUCO Tournament 13. Sonic Car Hops 14. Gate Workers 15. Hat Sales	1. Banquet 2. Dues/Fees 3. Equipment 4. Field Equipment & Maintenance 5. Hospitality for Tournaments 6. Lodging 7. Meals 8. Out of State Tournaments 9. Poster 10. Refunds 11. Senior Night 12. Supplies 13. Supplies/Equipment for Indoor Facility 14. Team Camps 15. Team hats 16. Transportation Costs 17. Website Fee 18. Weekend trip expenses	1. April 2. June 3. February 4. March-May 5. September 6. June-July 7. February 8. Spring 9. February 10. June-July 11. June-July 12. June-July 13. June-July 14. Aug.-May 15. June-July
Basketball Fund (813)	1. Homecoming Booth 2. Clinics 3. Concessions 4. Garage Sales 5. Car Wash 6. Camps 7. Donations 8. Magazine Subscriptions 9. Golf Tournament 10. Advertising in Gym	1. Dues/Fees 2. Equipment 3. Lodging 4. Meals 5. Refunds 6. Scrimmage Fees 7. Supplies 8. Team Camps 9. Team Posters 10. Transportation	1. September 2. June 3. December-February 4. June-July 5. June-July 6. June 7. June-July 8. November 9. Summer 10. October
Concessions (824)	1. Donations 2. Pre-Game Hospitality 3. Advertising at Athletic Venues	1. Equipment 2. Equipment & Athletic Area Improvements 3. Facilities 4. Fundraising Expenses 5. Printing 6. Refreshments/Meals 7. Repair of Athletic Areas	1. June-July 2. Aug.-May 3. June-July

ATHLETIC DEPARTMENT		SITE: 055	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Lady Bruins (867)	1. Concessions 2. Homecoming Booth 3. Car Wash 4. Camps/Clinics 5. Donations 6. T-shirts 7. Dances 8. Cookie Dough 9. Benefit Game 10. Candy Sales 11. Coupon Package 12. Magazine Sales 13. Garage Sale 14. Sonic Car Hops 15. Advertising in Gym 16. Free Throw-A-Thon	1. Dues/Fees 2. Equipment 3. Lodging 4. Meals 5. Refunds 6. Supplies 7. Team Camp 8. Team Posters 9. Transportation	1. July-May 2. July-May 3. September/May 4. December/June 5. July-May 6. July-May 7. July-May 8. July-May 9. July-May 10. July-May 11. July-May 12. July-May 13. July-May 14. July-May 15. July-May 16. Aug.-Nov.
Football (868)	1. Golf Tournament 2. Lift-A-Thon 3. Field Advertisement 4. Car Wash 5. Tailgate Cookout 6. Camps/Clinics	1. Equipment 2. Lodging 3. Meals 4. Reimbursements 5. Supplies 6. Team Camps 7. Transportation	1. July-June 2. July-June 3. July-June 4. July-June 5. July-June 6. July-June
Wrestling (966)	1. Hamburger Cook-Outs 2. First Aid Kit Sales 3. Golf Tournament 4. Wrestling Media Guide 5. Donations 6. Advertising in Gym 7. Wrestle-A-Thon 8. Spirit Items 9. Car Wash 10. Raffles 11. Garage Sales 12. Run-A-Thon 13. Lift-A-Thon	1. Camp Expenses 2. Entry Fees 3. Equipment 4. Scales 5. Student Lodging 6. Student Meals 7. Supplies 8. Team Camps 9. Transportation 10. Wrestling Tapes	1. August-November 2. June-July 3. June-July 4. December 5. June-July 6. October-January 7. Nov.-May 8. Aug.-Jan. 9. Mar-Sept. 10. June-July 11. Mar.-Nov. 12. Mar.-Nov. 13. Mar-Nov.

ATHLETIC DEPARTMENT		SITE: 055	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Golf (971)	1. Donation 2. Golf Tournament 3. Golf Passports 4. Donations 5. Pancake Breakfast	1. Dues/Fees 2. Equipment 3. Lodging 4. Meals 5. Supplies 6. Team Camps 7. Transportation	1. August – May 2. August – May 3. August – May 4. August – May 5. August – May
Cross Country (973)	1. Concessions 2. Homecoming Booth 3. Car Wash 4. Donations	1. Banquet 2. Dues/Fees 3. Equipment 4. Lodging 5. Meals 6. Spirit Items 7. Supplies 8. Team Camps 9. Transportation 10. Uniforms	1. September-October 2. September 3. June-July 4. June-July
Soccer (977)	1. Bruin Soccer Camp 2. Marathon Soccer game 3. Chili Supper/Player Auction 4. Concessions 5. Donations 6. Meat Sales 7. Spirit Sales	1. Bags & Warm-Ups 2. Banquet Expenses 3. Billboard Ad 4. Dues/Fees 5. Equipment 6. Lodging 7. Meals 8. Refunds 9. Schedule Posters 10. Senior Night Expenses 11. Supplies 12. Team Camps & Coaches Training 13. Team Posters 14. Transportation 15. Uniforms 16. Website Fee 17. Yard Signs	1. June 2. February 3. February 4. March-May 5. June-July 6. June-July 7. June-July

CURRICULUM

SITE: 056

ACCOUNT NAME

SOURCE OF REVENUE

APPROVED EXPENDITURES

Dates of Fundraisers

General Refund Account
(803)

1. Sale of Property/Equipment
2. Rental of Property
3. Fee Collections
4. Lost books
5. Damage of School Property

1. Refunds
2. Transfer to General Fund

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
-

SPECIAL SERVICES

SITE: 057

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Refund Account (803)	<ol style="list-style-type: none"> 1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property 	<ol style="list-style-type: none"> 1. Refunds 2. Transfer to General Fund 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
Exceptional Education Services (840)	<ol style="list-style-type: none"> 1. Donations 2. T-shirt sales 3. Candy Sales 4. Car Washes 5. Ticket Sales 6. Uniforms 7. Grants 8. Assorted Fundraisers 9. Dance/Banquet 	<ol style="list-style-type: none"> 1. Bowling 2. Dance/Banquet Expenses 3. Equipment 4. Food & Refreshments 5. Lodging 6. Postage 7. Refunds 8. Registration 9. Reimbursements 10. Special Olympic Cost 11. Supplies 12. Transportation cost 13. Travel Expenses 14. T-Shirts 15. Uniforms 	<ol style="list-style-type: none"> 1. Fall & Spring 2. Fall 3. Spring (February/March) 4. Ongoing

SPECIAL SERVICES

ACCOUNT NAME
 School Age Care Summer
 Program (982)

SOURCE OF REVENUE

1. Fees
2. Donations

SITE: 057

APPROVED EXPENDITURES

1. Computer Equipment & Software
2. Equipment
3. Field Trip Expenses
4. Furniture
5. Photography Expenses
6. Postage
7. Refunds
8. Reimbursements
9. Shipping Charges
10. Snacks
11. Staff & Student T-shirts
12. Staff Travel
13. Staff/Child Appreciation
14. Supplies & Materials

Dates of Fundraisers

1. Ongoing

Before/After School Care
 (983)

1. Fees
2. Donations

1. 5th Graders "Graduation" gifts & cards
2. Copier Services
3. Equipment
4. Field Trip Expenses
5. Furniture
6. Photography Expenses
7. Postage
8. Refunds
9. Registration for Meetings
10. Reimbursements
11. Shipping/Handling
12. Snacks
13. Software/Hardware
14. Staff & Student T-Shirts
15. Staff Travel & Related Expenses
16. Staff/Child Appreciation
17. Supplies & Materials

1. Ongoing

ELEMENTARY ACCOUNTS

The following page lists the Fundraisers and Expenditures for all elementary sites General Administrative Account (801) and General Refund Account (803). If the site has any other projects, they will be listed individually by site.

<u>Site Name</u>	<u>Site Number</u>
Richard Kane Elementary	110
Hoover Elementary	120
Jane Phillips Elementary	130
Ranch Heights Elementary	160
Preschool Services	165
Wayside Elementary	175
Wilson Elementary	185

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General	1. Donations	1. Books & Instructional Materials	1. Ongoing
Administrative	2. Lost Agendas	2. Building Maintenance	2. Ongoing
Account (801)	3. Recycling	3. Cards & Flowers	3. Ongoing
	4. Refunds	4. Charitable Donations	4. Ongoing
	5. School Directory	5. Communication Expenses	5. Ongoing
	6. School Pictures	6. Computer Equipment & Software	6. Ongoing
	7. Student Store	7. Equipment	7. Ongoing
	8. T-Shirts & Sweatshirts	8. Equipment Repairs	8. Ongoing
	9. Vending Machines	9. Family Emergencies	9. Ongoing
	10. Yearbooks	10. Field Trips	10. Ongoing
	11. Rebates	11. Furniture	
		12. Maintenance Items	
		13. Materials	
		14. Outdoor Signs	
		15. Parent/Volunteer Recognition	
		16. Photography Expenses	
		17. Playground Equipment	
		18. Postage & Shipping Charges	
		19. Presenter Fees and Expenses	
		20. Printing	
		21. Refreshments	
		22. Refunds	
		23. Reimbursements	
		24. Rental Fees	
		25. Staff Developments	
		26. Staff Recognition	
		27. Student & Staff T-Shirts/Sweatshirts	
		28. Student Assessment	
		29. Student Recognition	
		30. Student Special Needs	
		31. Subscriptions	
		32. Supplies	
		33. Transportation & Travel Expenses	
		34. Workshop, Meeting & Seminar Expenses	
		35. Yearbook Cost	
General Refund	1. Sale of	1. Refunds	1. Ongoing
Account (803)	Property/Equipment	2. Transfer to General Fund	2. Ongoing
	2. Rental of Property		3. Ongoing
	3. Fee Collections		4. Ongoing
	4. Lost Books		5. Ongoing
	5. Damage of School Property		

RANCH HEIGHTS			SITE: 160
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Service Club (915)	1. Student Store Sales 2. Donations	1. Field Trip Expenses 2. Refreshments 3. Refund 4. Reimbursements 5. Staff Development Materials 6. Staff Recognition 7. Student Recognition 8. Supplies & Materials 9. Supplies for Store	1. Ongoing 2. Ongoing

MIDDLE SCHOOL ACCOUNTS

CENTRAL

SITE: 505

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801)	1. Candy/Food Sales 2. Vending Machines 3. Donations 4. Testing Fees 5. Faculty Shirt Sales 6. Anthology Sales 7. Recycling 8. Fundraiser Sales	1. Academic & Attendance Awards 2. Books & Materials 3. Cards & Flowers 4. Community Involvement 5. Donations 6. Drama Expenses 7. Equipment Maintenance 8. Fees & Registration 9. Furniture 10. Honorariums 11. Meeting Expenses 12. Parent/Patron Recognition/Appreciation/Memorials 13. Portraits (Staff Recognition) 14. Postage 15. Printing 16. Refreshments 17. Refunds/Reimbursements 18. Resale Items 19. Software/Hardware 20. Speaker Fees & Expenses 21. Staff Appreciation/Recognition/Memorials 22. Staff Travel Expenses 23. Student Activities 24. Student Appreciation/Recognition/ Incentives/Memorials 25. Student Needs 26. Student Travel Expenses 27. Supplies, Materials, Equipment	1. Year Round 2. Year Round 3. Year Round 4. Year Round 5. Year Round
General Refund Account (803)	1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property	1. Refunds 2. Transfer to General Fund	1. As Needed 2. As Needed 3. Year Round 4. Year Round 5. As Needed
Art Club (807)	1. Donations 2. Arts & Craft Sales 3. Fundraiser Sales	1. Arts & Craft Supplies 2. Fundraiser Expenses 3. Refreshments	

CENTRAL		SITE: 505	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
FCCLA (842)	<ol style="list-style-type: none"> 1. Dues 2. Donations 3. Fees 4. Bake Sales 5. Fundraising Sales 	<ol style="list-style-type: none"> 1. Convention Expenses 2. Donations 3. Dues 4. Fees 5. Items for Fundraising 6. Postage 7. Refunds 8. Reimbursements 9. Resale Items 10. Student Appreciation 11. Supplies 12. Trip Expenses 	<ol style="list-style-type: none"> 1. Sept/Oct & Feb/March 2. As Received 3. Sept/Oct & Feb/March 4. Two-Three times during year 5. As Needed
Music (878)	<ol style="list-style-type: none"> 1. Dues 2. Fees 3. Donations 4. Trip Expenses 	<ol style="list-style-type: none"> 1. Chorus Expenses 2. Dues 3. Fees 4. Postage 5. Refunds 6. Reimbursements 7. Trip Expenses 	<ol style="list-style-type: none"> 1. Aug/Sept, Dec /Jan 2. Aug/Sept, Dec /Jan 3. As Needed
Orchestra (887)	<ol style="list-style-type: none"> 1. Solo & Ensemble Contest Fees 2. Donations 3. Orchestra Books & Supplies 4. Fundraiser Sales 	<ol style="list-style-type: none"> 1. Items for Fundraising 2. Orchestra Books & Supplies 3. Solo & Ensemble Contest Fees 	<ol style="list-style-type: none"> 1. 2. As Needed
Pep Club (894)	<ol style="list-style-type: none"> 1. Car Washes 2. Bake Sales 3. Donations 4. Uniform Parts 5. Clinic Fees 	<ol style="list-style-type: none"> 1. Instructional Services 2. Refunds & Reimbursements 3. Spirit Materials 4. Travel Expenses 5. Uniform Parts 	<ol style="list-style-type: none"> 1. Aug/Sept 2. Aug/Sept 3. As Needed 4. Spring & Fall 5. Spring & Fall
Pictures (895)	<ol style="list-style-type: none"> 1. Picture Sales 	<ol style="list-style-type: none"> 1. Academic & Attendance Awards 2. Books & Materials 3. Cards & Flowers 4. Community Involvement 5. Donations 6. Equipment Maintenance 7. Fees & Registration 8. Furniture 9. Parent/Patron Recognition/Appreciation 	<ol style="list-style-type: none"> 1. August and February

CENTRAL <u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	SITE: 505 <u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Pictures (895) con't		10. Postage 11. Printing 12. Refreshments 13. Refunds & Reimbursements 14. Software/Hardware 15. Staff Appreciation/Recognition 16. Staff/Student Travel Expenses 17. Student Appreciation/Recognition/ Incentives 18. Supplies, Materials, Equipment	
Service Club (915)	1. Student Store Sales 2. Donations	1. Refunds 2. Reimbursements 3. Replenish Stock 4. Supplies	1. Ongoing 2. As Needed
Student Council (926)	1. Spirit Sales 2. Halloween Parties 3. Spring Parties 4. Donations 5. Car Washes 6. Bake Sales 7. Convention Orders 8. Back To School Parties 9. Fundraising Sales 10. Student Store Sales	1. Classroom Materials 2. Dance/Party Expenses 3. Decorations 4. DJ Services 5. Donations 6. Gifts for School 7. Items for Fundraisers 8. Refreshments 9. Refunds 10. Reimbursements 11. Replenish Student Store Stock 12. Security 13. Spirit Sales 14. StuCo Charter Membership 15. Student Awards/Appreciation 16. Student Council Trip Expenses 17. Student Materials 18. Turkeys for Heritage Day 19. Youth Canteen Use Expenses	1. Game Season 2. October 3. April/May 4. As Needed 5. August/September 6. Two-three times a year 7. November 8. September
Yearbook (990)	1. Yearbook Sales 2. Donations 3. Ads	1. Film & Development 2. Monthly newspaper expenses 3. Printing 4. Publication Expenses 5. Refreshments (i.e.: yearbook signing party) 6. Refunds/Reimbursements 7. Yearbook Cost 8. Yearbooks	1. Through Year 2. As Needed

MADISON

SITE: 510

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801)	<ol style="list-style-type: none"> 1. Candy Sales 2. Canteen Party 3. Donations 4. Faculty vs. Student Events 5. Food & Drink Sales 6. Food Labels 7. Recycle Paper, Cell Phones & Cartridges 8. Sale of Class Ring 9. Sale of Dry Food Goods 10. Sale of Mugs 11. School Picture Sales 12. Testing Fees 13. T-Shirt & Sweatshirt Sales 14. Box Tops for Education 15. Sale of Student Materials & Supplies 	<ol style="list-style-type: none"> 1. Building Improvements 2. Cards & Flowers 3. Contest Fees 4. Digital Photography Lab 5. Donations 6. Dues 7. Food Items 8. Furniture & Equipment 9. Geometry Templates 10. Ground Beautification 11. Instructional Equipment 12. Maintenance Agreements 13. Notary Renewal & Bond, etc. 14. Parent/Volunteer Recognition 15. PE Equipment 16. Postage 17. Printing 18. Professional Development 19. Recognition Awards 20. Refreshments 21. Refunds 22. Security Fees 23. Staff & Student Recognition 24. Student & Staff Travel 25. Student Activities 26. Student Rewards 27. Supplies 28. Technology 29. Tests 30. Travel & Mileage Reimbursements 31. Uniforms 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Aug. – Oct., March & April 12. Ongoing 13. Ongoing
General Refund Account (803)	<ol style="list-style-type: none"> 1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property 6. Library Fines 7. Recycle Printer Cartridges 	<ol style="list-style-type: none"> 1. Refunds 2. Transfer to General Fund 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing

MADISON

SITE: 510

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Cheerleaders (820)	1. Candy Sales 2. Bake Sales 3. Parties 4. Car Washes 5. Garage Sales 6. Spirit Sales 7. Gift Sales 8. Magazine Sales 9. Dances 10. Donations 11. T-Shirts 12. Pom Pons	1. Camp Fees 2. Camp Scholarships 3. Donations 4. Equipment 5. Food & Snacks 6. Instructor Fees 7. Parties 8. Refunds 9. Reimbursements 10. Spirit Sales 11. Supplies, Materials 12. Travel Expenses 13. Uniforms	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Ongoing 12. Ongoing
Choral Club (821)	1. Donations 2. Drama Production 3. Contest Fees 4. Choir Shirts 5. Uniform Cleaning	1. Cleaning of Uniforms 2. Contest Fees 3. Materials 4. Refunds 5. Rental & Royalty Charges 6. Supplies 7. Travel Expenses	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing
Vision Quest (834)	1. Food, Drink, Candy Sales 2. Donations 3. Collection of Fees & Dues 4. Student Store 5. Recycle Cell Phones, Cartridges & Paper 6. Box Tops for Education 7. Campbell's Soup Labels	1. Community Projects 2. Donations 3. Dues & Contest Fees 4. Equipment 5. Parties 6. Refreshments 7. Student & Staff Travel 8. Student Activities	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing

MADISON
ACCOUNT NAME
 FCCLA (842)

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

Dates of Fundraisers

1. Donations
2. Clothing Sales
3. Food Item Sales
4. Garage Sales
5. Car Washes
6. Parties
7. Contest Fees
8. Dues
9. Food, Drink & Candy Sales

1. Activities
2. Community Projects
3. Conferences
4. Donations
5. Dues & Contest Fees
6. Equipment & Supplies
7. Film Purchase & Development
8. Gifts/Cards/Flowers
9. Postage
10. Refreshments
11. Reimbursements
12. Scholarships
13. Shirts
14. Student & Staff Travel
15. Student/Staff Recognition/Appreciation

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing

Music (878)

1. Parades
2. Brochure Sales
3. Candy Sales
4. Donations
5. Contest Fees
6. Student Sales of Items in Brochures

1. Band Materials/Instruments
 2. Band Supplies
 3. Band T-Shirts
 4. Camp Scholarships
 5. Clinicians
 6. Contest Fees
 7. Incentive/Recognition Activity
 8. Refunds
 9. Repairs
 10. Trip Expenses
-

1. Ongoing
2. October – December
3. Ongoing
4. Ongoing
5. Ongoing

MADISON

SITE: 510

ACCOUNT NAME

SOURCE OF REVENUE

APPROVED EXPENDITURES

Dates of Fundraisers

Student Council (926)

1. Candy Sales
2. Concessions at Athletic Events
3. Lolligrams-Valentines
4. Ribbon Sales
5. Parties
6. Donations
7. Spirit Shirts
8. Spirit Buttons
9. Ticket Sales for Party Events
10. Recycling of donated cell phones
11. Food, Drink & Candy Items from Athletic events to Concessions
12. Fall & Spring Parties
13. Brochure Sales

1. Beautification of School Grounds
2. Class gift at end School Year
3. Community Projects
4. Decorations for Activities & Dances
5. Donation for Youth Canteen
6. Donations
7. Family Benevolence
8. Food, Candy & Drink Items
9. Leadership Conference
10. Pep Assemblies
11. Refunds
12. Reimbursements
13. School Gift
14. Spirit Supplies
15. Student & Staff Trips
16. Student Activities & Parties
17. Student Rewards
18. Teacher & Staff Appreciation
19. Welcome back gifts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing

Yearbook (990)

1. Yearbook Sales
2. Donations
3. Brochure Sales
4. Discount Card Sales
5. Sweatshirt Sales
6. Car Wash
7. Silent Auction
8. Movie Night
9. Holiday Sales
10. Ad Sales
11. Candy Sales
12. Recycle Printer Cartridges
13. Recycle Various Items

1. Computer Supplies
 2. Conferences
 3. Digital Cameras
 4. Equipment
 5. Film Developing
 6. Film Purchase
 7. Materials
 8. Printing
 9. Refunds
 10. Reimbursements
 11. Student & Staff Travel
 12. Student Activities
 13. T-Shirts
 14. VCR Tapes
 15. Workshops
 16. Yearbook Cost & Supplies
-

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

MADISON

ACCOUNT NAME

Archery Club (994)

SOURCE OF REVENUE

1. Food/Drink Sales
2. Recycling paper, cell phone & cartridges
3. T-Shirt Sales
4. Contest Fees
5. Donations
6. Parties/Dances
7. Faculty vs. Student events
8. Gift Sales

SITE: 510

APPROVED EXPENDITURES

1. Community Expenditures & Projects
 2. Contest Fees
 3. Decorations
 4. Equipment
 5. Food, Candy & Drink Items
 6. Shirts
 7. Student Recognition
 8. Student/Staff Travel
 9. Supplies
 10. Travel Expenses
-

Dates of Fundraisers

HIGH SCHOOL ACCOUNTS

HIGH SCHOOL**ACCOUNT NAME**

General Administrative Account
(801)

SOURCE OF REVENUE

1. Concession Sales
2. Donations
3. Fees
4. Field Trip Charges
5. Parking Permit Sales
6. Picture Sales
7. Poinsettia Sales
8. Recycling Fees
9. School Dances
10. School Directory Sales
11. Testing Fees
12. Vending Machines
13. Club Dues
14. Dinners

SITE: 705

APPROVED EXPENDITURES

1. Assist Student Organizations
2. Cards & Flowers
3. Catering Services
4. Charitable Donations
5. Classroom Equipment
6. Classroom Supplies-ACT Prep Books
7. Club Supplies
8. Consultant Fees/Expenses
9. Covering for Gym Floor
10. Dues/Fees
11. Gifts for Various Guests
12. Graduation Expenses
13. Meals
14. Mileage
15. Parties
16. Picture Charges
17. Printing
18. Refreshments for Meetings
19. Refreshments for Students
20. Refunds
21. Reimbursements
22. School Board Recognition
23. Security Fees
24. Speaker Honorariums
25. Staff Awards & Prizes
26. Staff Recognition
27. Staff Travel Reimbursement
28. Stamps/Postage Charges
29. Student Recognition
30. Student Travel
31. Substitute Teacher Recognition
32. Support Staff Supplies, Equipment, Recognition
& Awards
33. Teacher Recognition
34. Teacher Supplies
35. Testing Fees
36. Travel
37. T-Shirts
38. Wholesale Membership Cards

Dates of Fundraisers

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

HIGH SCHOOL	SITE: 705		
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Refund Account (803)	<ol style="list-style-type: none"> 1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property 6. Library Fines 7. Copy Charges 	<ol style="list-style-type: none"> 1. Refunds 2. Transfer to General Fund 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing
AP Exams (804)	<ol style="list-style-type: none"> 1. Exam Fees 2. Donations 3. Refunds from State 	<ol style="list-style-type: none"> 1. AP Materials for Students 2. AP Monitors 3. AP T-Shirts 4. AP Workshops for Teachers 5. Exam Fees 6. Student Exam Fee Refunds 7. Travel for Workshops 	<ol style="list-style-type: none"> 1. March – May 2. Ongoing 3. Ongoing
Art Club (807)	<ol style="list-style-type: none"> 1. Face Painting 2. Photography Retouching 3. T-Shirt Design 4. Buttons 5. Art Sales 6. Donations 7. Candy Bar Sales 8. Dues 9. Block Party Booth 10. Calendars 	<ol style="list-style-type: none"> 1. Art Awards 2. Dues/Fees 3. Equipment 4. Field Trips 5. Furniture & Fixtures 6. Refreshments 7. Refunds 8. Reimbursements 9. Service Projects 10. Supplies 11. T-Shirts 	<ol style="list-style-type: none"> 1. October 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Fall 9. October 10. Ongoing
Choral Club (821)	<ol style="list-style-type: none"> 1. Fees 2. Donations 3. Uniform Cleaning 4. Cost of Uniforms 5. Choir T-Shirt Sales 	<ol style="list-style-type: none"> 1. Choir T-Shirts 2. Entry Fees 3. Instruments 4. Materials & Equipment 5. Music 6. Printing Charges 7. Refreshments 8. Refunds 9. Reimbursements 10. Special Supplies 11. Travel Cost 12. Uniform Cleaning Expenses 13. Uniform Fabric 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Spring 4. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

Dates of Fundraisers

Drama (833)

1. Ticket Sales
2. Ad Sales
3. Donations
4. Dues & Fees
5. Grants
6. Corporate Sponsorships

1. Advertising
2. Costume Rental for Play Production
3. Drama Production Expenses
4. Play Production Costs
5. Printing
6. Reimbursements
7. Rentals (scenic, light, sound, special effects)
8. Royalties
9. Scenic Construction
10. Scripts
11. Student Membership Dues to International Thespian Society and National Forensic League
12. Student Travel to play festivals and competitions

1. Oct.-Nov., February & April
2. Oct.-Nov., February & April
3. September-April
4. September-May
5. September-May
6. September-May

BPA (841)
Business Professionals
of America

1. Data Match
2. Donations
3. Dues
4. Block Party
5. T-Shirts
6. Candy Sales
7. Fundraisers for Chapter Operations/Trips
8. Kiosk Sales

1. BPA Projects
2. Charitable Donations
3. Dues/Fees
4. Refreshments
5. Refunds
6. Reimbursements
7. State Leadership Conference
8. Supplies
9. Travel Expenses
10. T-Shirts

1. Spring
2. Ongoing
3. Fall
4. October
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing

Senior Service League (851)

1. Block Party Booth
2. Dance
3. Donations
4. Canteen Dance
5. Dues
6. T-Shirts
7. Pick A Song Donations

1. Charitable Contributions (to include Easter Baskets & MAD Week)
2. Contributions
3. Dance Supplies
4. Dues/Fees
5. Project Graduation
6. Refreshments
7. Refunds/Reimbursements
8. Scholarships
9. Senior Breakfast
10. Supplies
11. T-Shirts

1. October
2. September-March
3. Ongoing
4. Ongoing
5. Fall
6. Ongoing
7. September-March

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

Dates of Fundraisers

Musical Production (880)

1. Ticket Sales
2. Donations
3. Refunds
4. Fees
5. T-Shirts
6. Cleaning

1. Advertising for Musical
2. Auditorium Equipment
3. Choreographer
4. Dues/Fees
5. Instruments
6. Materials
7. Musical Awards
8. Musical Supplies
9. Orchestra
10. Piano Tuning
11. Printing Charges
12. Refreshments
13. Refunds
14. Rehearsal Equipment
15. Reimbursements
16. Rental/Royalty Charges
17. Technical Assistance
18. T-Shirts
19. Uniform and Costume Cleaning

1. April – May
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

National Honor Society (881)

1. Dues
2. Student Stole Purchase
3. Donations
4. Block Party Booth

1. Charitable Donations
2. Dues/Fees
3. Refreshments
4. Refunds & Reimbursements
5. Stole Purchase
6. Supplies
7. T-Shirts

1. Fall
2. Spring
3. Ongoing
4. October

Newspaper (882)

1. Ad Sales
2. Book or Copy Sales
3. Donations
4. Fees
5. Car Wash
6. Garage Sale
7. Bake Sale
8. Silent Auction
9. Block Party Nacho Booth
10. Spaghetti Dinner
11. Sponsor Dinner
12. Advertising
13. Sponsorships
14. Stocking Stuffers
15. Distribution Party
16. Posters Program

1. Cost of Printing
2. Dues/Fees
3. Refreshments
4. Refunds
5. Reimbursements
6. Scholarships
7. Speaker Fees
8. Summer Camp Expenses
9. Supplies
10. Travel Expenses

1. Fall
2. Fall
3. Fall
4. Ongoing
5. Fall
6. Fall
7. Fall
8. Fall
9. October
10. Spring
11. Spring
12. Ongoing
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing

HIGH SCHOOL ACCOUNT NAME	SOURCE OF REVENUE	SITE: 705 APPROVED EXPENDITURES	Dates of Fundraisers
Newspaper (882) con'	17. Yearbook Ad-Ons 18. Garage Sales 19. Car Washes 20. Restaurant Percentage Nights 21. Subscriptions 22. Book Sales		17. Ongoing 18. Ongoing 19. Ongoing 20. Ongoing 21. Ongoing 22. Ongoing
Orchestra (887)	1. Fees 2. Donations 3. Uniform Cleaning 4. Refunds	1. Entry Fees 2. Refreshments 3. Refunds 4. Reimbursements 5. Travel Expenses 6. Uniform Cleaning	1. Ongoing 2. Ongoing
PSG/BHS (903)	1. Donations	1. Assist Student Organizations 2. Audio Visual Equipment 3. Books 4. Career Room Supplies 5. Classroom Equipment 6. Classroom Supplies 7. Counseling Office Supplies 8. Covering for gym floor 9. Dues/Fees for Students 10. Food 11. Kleenex and Paper Goods 12. Magazines 13. Misc. Office Supplies to include Technology 14. Printing 15. Software 16. Student Awards 17. Student Travel 18. Teacher Luncheons 19. Trophies 20. T-Shirts for Students	1. Ongoing
Bronze Bear (916)	1. Donations	1. Development of film for photo of Bruin Bear 2. Maintenance of Bear & base in FA Center 3. Misc. gift expenditures for donors 4. Payment to student for drawing of bear 5. Photography Supplies 6. Postage 7. Printing	

HIGH SCHOOL ACCOUNT NAME	SOURCE OF REVENUE	SITE: 705 APPROVED EXPENDITURES	Dates of Fundraisers
Spanish Club (917)	<ol style="list-style-type: none"> 1. Dues 2. Donations 3. Block Party Booth 	<ol style="list-style-type: none"> 1. Club Projects 2. Dues/Fees 3. Refreshments 4. Refunds 5. Reimbursements 6. Student Awards 7. Supplies 8. T-Shirts 	<ol style="list-style-type: none"> 1. Fall 2. Ongoing 3. October
Spanish Honor Society (918)	<ol style="list-style-type: none"> 1. Dues 2. Donations 3. Block Party Booth 4. National Spanish Exam Fees 	<ol style="list-style-type: none"> 1. Club Projects 2. Dues/Fees 3. National Spanish Exams 4. Refreshments 5. Refunds 6. Reimbursements 7. Student Awards 8. Supplies 9. T-Shirts 	<ol style="list-style-type: none"> 1. Fall 2. Ongoing 3. October 4. Spring
Speech Program (919)	<ol style="list-style-type: none"> 1. Dues & Fees 2. Donations 3. Play Ticket Sales 4. Ad Sales 5. Homecoming Booth 6. Tournament Fees 7. Concession Sales 	<ol style="list-style-type: none"> 1. Concession Supplies 2. Donations 3. Dues & Fees 4. National Tournament Trophies 5. Printing Charges 6. Refreshments/Meals 7. Refunds 8. Reimbursements 9. Rentals 10. Speech Tournament Fees 11. Supplies, Materials & Equipment 12. Travel & Lodging 13. Trophies 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Spring 4. Spring 5. October 6. Ongoing 7. Ongoing
Student Council (926)	<ol style="list-style-type: none"> 1. Homecoming T-Shirts 2. Homecoming Dance 3. Block Party Booth 4. Dues & Fees 5. Penny Wars 6. Spring Dance 7. Kiss a Senior Goodbye 8. Twister Tournament 9. Valentine Carnations 10. Movie Night 	<ol style="list-style-type: none"> 1. Appreciation Gifts for Staff/Students 2. Charitable Donations 3. Class Gift 4. Dues/Fees 5. Food Baskets for Needy 6. Gifts for Needy 7. Graduation Expenses 8. Music for Prom & Dances 9. Postage 10. Prizes and Gift Cards 	<ol style="list-style-type: none"> 1. October 2. October 3. October 4. December – March 5. March – April 6. May 7. January 8. February 9. September – March 10. September

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

Dates of Fundraisers

Yearbook (990)

1. Ad Sales
2. Book or Candy Sales
3. Donations
4. Yearbook Accessories
5. Fees
6. Advertising
7. Sponsorships
8. Donations
9. Stocking Stuffers
10. Distribution Party
11. Posters Program
12. Yearbook Ad-Ons
13. Garage Sales
14. Car Washes
15. Restaurant Percentage Nights
16. Book Sales
17. Cap Sales (stocking & beanie)

1. Dues/Fees
2. Postage Charges
3. Printing Charges
4. Refunds
5. Reimbursements
6. Scholarships
7. Speaker Fees
8. Supplies
9. Supplies, Materials & Equipment
10. Travel Expenses

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing
17. Ongoing

Academic Team (993)

1. T-Shirt Sales
2. Donations
3. Dues
4. Corporate Sponsorship
5. Grants
6. Food Sales
7. Donated Item Sales
8. Trivia Contests

1. Equipment for Team
 2. Fees/Dues
 3. Food
 4. Refreshments/Meals
 5. Refunds
 6. Reimbursements
 7. Study Questions
 8. Supplies
 9. Tournament Gees
 10. Travel & Lodging
 11. T-Shirts
-

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing

MID HIGH

SITE: 710

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
General Administrative Account (801)	<ol style="list-style-type: none"> 1. School Supply Sales 2. Donations 3. Dues & Fees 4. Misc. Fees 5. Parking Permit Sales 6. Commissions 7. Testing Fees 8. Vending Machine Sales 9. Field Trip Charges 10. Fundraisers/Spirit Sales 	<ol style="list-style-type: none"> 1. Academic & Attendance Awards 2. Building & Office Improvements/Enhancements 3. Cards & Flowers 4. Donations 5. Dues & Fees 6. Field Trips 7. Fundraiser Merchandise 8. Picture Fees 9. Postage Charges 10. Printing 11. Refreshments & Supplies for Faculty Meetings 12. Refreshments/Meals/Catering Services 13. Refunds/Reimbursements 14. Reimbursements 15. Security Fees 16. Staff Appreciation/Recognition/Gifts 17. Student Recognition/Awards/Gifts 18. Subscriptions 19. Supplies, Materials & Equipment 20. Testing Fees 21. Travel & Lodging 22. Travel/Transportation 23. Volunteer/Guest Recognition 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9.
General Refund Account (803)	<ol style="list-style-type: none"> 1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property 6. Book Rebinding/ Damage Fees 7. Lost Agendas 8. Library Fines 	<ol style="list-style-type: none"> 1. Refunds 2. Transfer to General Fund 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing
Art Club (807)	<ol style="list-style-type: none"> 1. Food Sales 2. Dues & Fees 3. Donations 4. Fundraisers 5. Student Supply Sales 6. T-Shirt Sales-Student Generated 7. Garage Sale 	<ol style="list-style-type: none"> 1. Donations 2. Dues/Fees 3. Field Trips 4. Fundraiser Merchandise 5. Garage Sale Expenses 6. Refreshments/Meals 7. Refunds 8. Reimbursements 9. Student Appreciation/Awards 10. Supplies, Materials & Equipment 11. Travel & Lodging 	<ol style="list-style-type: none"> 1. Ongoing 2. February 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing

MID HIGH	SITE: 710		
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Choral Club (821)	<ol style="list-style-type: none"> 1. Contest Fees 2. Donations 3. Uniform Cleaning 4. Uniform Replacement 	<ol style="list-style-type: none"> 1. Entry Fees 2. Field Trips 3. Printing Charges 4. Refreshments/Meals 5. Refunds 6. Reimbursements 7. Student Appreciation/Awards 8. Supplies, Materials & Equipment 9. Travel/Lodging 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Spring 4. Ongoing
Drama (833)	<ol style="list-style-type: none"> 1. Contest Fees 2. Play Admission 3. Ad Sales for Play Programs 4. Donations 	<ol style="list-style-type: none"> 1. Fees 2. Field Trips 3. Printing Charges 4. Program Augmentation 5. Refunds 6. Reimbursements 7. Supplies, Materials & Equipment 8. Travel & Lodging 	<ol style="list-style-type: none"> 1. Ongoing 2. Spring 3. Spring 4. Ongoing
English Club (836)	<ol style="list-style-type: none"> 1. Dues & Fees 2. Donations 3. Car Washes 4. Coffee Sales 5. Spaghetti Dinners 6. Poetry Slams/Poetry Night 7. Sport Concessions 8. Sonic Tips 9. Candy Sales 10. Masonic Lodge Meals 11. Garage Sales 12. Parking for Ball Games 13. Amish Jam Sales 14. Anthology 	<ol style="list-style-type: none"> 1. Donations 2. Dues & Fees 3. Field Trips 4. Postage Charges 5. Refreshments/Meals 6. Refunds 7. Student Appreciation/Awards 8. Supplies, Materials & Equipment 9. Travel & Lodging 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Ongoing 12. Ongoing 13. Ongoing 14. Ongoing
BPA (841) Business Professionals of America	<ol style="list-style-type: none"> 1. Data Match 2. Candy Sales 3. Donations 4. Shirt Sales 5. Car Wash 6. Block Party Booth 7. Catalogue Sales 8. School Store 9. Dues & Fees 10. School Spirit Sales 	<ol style="list-style-type: none"> 1. Donations 2. Dues & Fees 3. Field Trips 4. Printing Charges 5. Refreshments/Meals 6. Refunds 7. Reimbursements 8. Student Appreciation/Awards 9. Supplies, Materials & Equipment 10. Travel & Lodging 11. T-Shirts 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Spring 6. September-October 7. September-March 8. Ongoing 9. Ongoing 10. Ongoing

MID HIGH	SITE: 710		
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
FCCLA (842)	<ol style="list-style-type: none"> 1. Catalogue Sales 2. Beargrams 3. Pop\Candy\Cookie Sales 4. Donations 5. Block Party Booth 6. Hat/Shirt/Sticker Sale 7. Food Bag Sales 8. Cook Book Sales 9. Car Wash 10. Sonic Tips 11. Theme Dinner 12. Dance Tickets 13. Dues & Fees 14. Glamour/Photo Sales 15. Cooking School 	<ol style="list-style-type: none"> 1. Community Service Projects 2. Cooking School Fees 3. Dance Expenses 4. Donations 5. Dues & Fees 6. Field Trips 7. Postage Charges 8. Refreshments/Meals 9. Refunds& Reimbursements 10. Ronald McDonald House 11. Speakers/Presenters 12. Student Recognition/Awards/Dinners 13. Supplies, Materials & Equipment 14. Travel & Lodging 15. T-Shirts 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. October 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Ongoing 12. Ongoing 14. Ongoing 15. Ongoing
French Club (845)	<ol style="list-style-type: none"> 1. Valentine Telegrams 2. Donations 3. Candy Sales 4. Nat'l French Exam Registration 5. Dues & Fees 	<ol style="list-style-type: none"> 1. Dues & Fees 2. Field Trips 3. Refreshments/Meals 4. Refunds 5. Reimbursements 6. Special Projects 7. Student Recognition/Awards 8. Supplies, Materials & Equipment 9. Travel & Lodging 	<ol style="list-style-type: none"> 1. February 2. Ongoing 3. Ongoing 4. December 5. Ongoing
German Club (848)	<ol style="list-style-type: none"> 1. Candy Sales 2. Donations 3. Dues & Fees 	<ol style="list-style-type: none"> 1. Club Activities 2. End of Year Trip 3. Field Trips 4. Field Trips 5. Lodging 6. Materials 7. Refunds 8. Student Awards 9. Travel 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing
PE (850)	<ol style="list-style-type: none"> 1. Candy Sales 2. Donations 3. Fundraisers 	<ol style="list-style-type: none"> 1. Field Trips 2. Supplies, Materials & Equipment 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing

MID HIGH		SITE: 710	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Impact (853)	1. School Store 2. Donations 3. Dues & Fees	1. Donations 2. Field Trips 3. Refunds 4. Reimbursements 5. Student Appreciation/Awards 6. Supplies, Materials & Equipment	1. Ongoing 2. Ongoing 3. Ongoing
Mid-High Orchestra (876)	1. Entry Fees 2. Donations 3. Uniform/Equipment Replacement	1. Entry Fees 2. Refreshments/Meals 3. Refunds 4. Reimbursements 5. Supplies, Materials & Equipment 6. Travel & Lodging 7. Tutors	1. Ongoing 2. Ongoing 3. Ongoing
National Honor Society (881)	1. Dues & Fees 2. T-Shirt Sales 3. Donations	1. Donations 2. Dues & Fees 3. Field Trips 4. Ice Cream Social 5. Induction Ceremony 6. Refunds/Reimbursements 7. School Spirit 8. Student Appreciation/Awards 9. Supplies, Materials & Equipment 10. T-Shirts	1. Ongoing 2. Ongoing 3. Ongoing
Newspaper (882)	1. Ad Sales 2. Book or Copy Sales 3. Donations 4. Dues & Fees 5. Car Wash 6. Garage Sale 7. Bake Sale 8. Silent Auction 9. Block Party Nacho Booth 10. Spaghetti Dinner 11. Sponsor Dinner 12. Flamingo Flocking	1. Cost of Printing 2. Donations 3. Dues & Fees 4. Field Trips 5. Refreshments/Meals 6. Refunds 7. Reimbursements 8. Student Appreciation/Awards 9. Supplies, Materials & Equipment 10. Travel Expenses	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Fall 6. Fall 7. Fall 8. Fall 9. October 10. Spring 11. Spring 12. Spring
Science Club (901)	1. T-Shirt Sales 2. Earth Day Buttons 3. Candy Sales 4. Donations 5. Dues & Fees 6. Car Washes 7. Dances	1. Donations 2. Dues & Fees 3. Field Trip 4. Refreshments/Meals 5. Refunds 6. Reimbursements 7. Student Appreciation/Awards 8. Supplies, Materials & Equipment	1. Ongoing 2. Fall 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Spring

MID HIGH

SITE: 710

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Spanish Club (917)	<ol style="list-style-type: none"> 1. Dues & Fees 2. Donations 3. T-Shirt Sales 4. Bake Sale 5. Garage Sale 6. Car Wash 7. Dinner 8. Silent Auction 9. Block Party Booth 	<ol style="list-style-type: none"> 1. Dues & Fees 2. Field Trips 3. Refreshments/Meals 4. Refunds 5. Reimbursements 6. Special Projects 7. Student Appreciation/Awards 8. Supplies, Materials & Equipment 9. Travel & Lodging 10. T-Shirts 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing
Student Council (926)	<ol style="list-style-type: none"> 1. School Dance 2. Donations 3. Block Party Booth 4. Crush Week 5. School Souvenirs 6. Misc. Trip Fees 7. Spring Conference 8. Fall Conference 9. State Conference 10. Canned Food Drive 11. Penny War 12. Talent Show 13. Turkey Legs Contest 14. Clothes Drive 15. Car Wash 16. Catalog Sales 17. Holiday Grams 18. SPUD Week/Mad Week 19. Student Dances 20. Entries & Admission Fees 21. Concession Stand Proceeds 22. Sonic 23. Food Sales 24. Sophomore Salute 25. Movie Night 26. Kidnap the Teacher 27. Kids Night Out 	<ol style="list-style-type: none"> 1. Donations 2. Dues & Fees 3. Field Trips 4. Freshman Leadership Camp 5. Leadership Breakfasts/Luncheons 6. Prizes for Contests 7. Refreshments/Meals 8. Refunds 9. Reimbursements 10. Special Projects/Community Service 11. Student Appreciation/Awards 12. Summer Camp 13. Supplies, Materials & Equipment 14. Teacher & Staff Appreciation 15. Travel & Lodging 16. Volunteer Recognition 	<ol style="list-style-type: none"> 1. January-February 2. Ongoing 3. September-October 4. Ongoing 5. January-February 6. Ongoing 7. April 8. September-October 9. November 10. November-December 11. Spring 12. Spring 13. November 14. Spring 15. Ongoing 16. Ongoing 17. Ongoing 18. Ongoing 19. Ongoing 20. Ongoing 21. Ongoing 22. Ongoing 23. Ongoing 24. Ongoing 25. Ongoing 26. Ongoing 27. Ongoing

MID HIGH

SITE: 710

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Counselor's Special Fund (986)	<ol style="list-style-type: none"> 1. Donations 2. Merchandise Sales 3. Dinners 	<ol style="list-style-type: none"> 1. Donations 2. Refreshments/Meals/& Food 3. Student & Staff Recognition 4. Student Activities 5. Student Clothing/Personal Items 6. Student Projects & Programs 7. Supplies/Materials/Equipment 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing
Yearbook (990)	<ol style="list-style-type: none"> 1. Ad Sales 2. Donations 3. Candy Sales 4. T-Shirt Sales 5. Car Washes 6. Dues & Fees 7. Resale Items 	<ol style="list-style-type: none"> 1. Field Trips 2. Film Developing 3. Refreshments/Meals 4. Refunds 5. Reimbursements 6. Supplies, Materials & Equipment 7. Travel & Lodging 8. Yearbook Sales 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Spring
CORE (991)	<ol style="list-style-type: none"> 1. Dues & Fees 2. Donations 3. GoMagnet Sales 4. Candy Sales 5. Spirit Bear Sales 6. Catalog Sales 7. Smencil Sales 8. Stocking Cap Sales 9. Beanie Cap Sales 	<ol style="list-style-type: none"> 1. Donations 2. Dues & Fees 3. Field Trips 4. Postage Charges 5. Printing Charges 6. Refreshments/Meals 7. Refunds 8. Special Projects 9. Student Appreciation/Awards 10. Supplies, Materials & Equipment 11. Travel & Lodging 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing

ALTERNATIVE HIGH SCHOOL

SITE: 715

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Alternative High School (805)	1. Donations 2. Recycled Materials 3. Ad Sales 4. Candy Sales 5. T-Shirt Sales 6. Fees 7. Field Trip Charges 8. Krispy Kreme Donut Sales 9. Snack Sales	1. Appreciation Gifts for Staff/Students 2. Charitable Donations 3. Class Gift 4. Dues/Fees 5. Field Trips 6. Film & Processing 7. Printing Charges/Materials 8. Refreshments 9. Refunds 10. Reimbursements 11. Snacks for Resale 12. Student Recognition/Awards 13. Student Recognition/Incentives 14. Supplement Instructional Funds 15. Supplies 16. Travel Expenses 17. T-Shirts	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing
General Refund Account (803)	1. Sale of Property/Equipment 2. Rental of Property 3. Fee Collections 4. Lost books 5. Damage of School Property	1. Refunds 2. Transfer to General Fund	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing

FORMS

**ACTIVITY ACCOUNT
REQUEST FOR FUNDRAISING AND/OR EXPENDITURES**

Site Name: _____ School Year: _____

Account Name/Number _____ Sponsor(s): _____

FUNDRAISERS to be Approved: Or Additional Revenue for Existing Funds:

<u>Fundraiser</u>	<u>Start/End Date</u>	<u>On/Off Campus</u>	<u>Est. Income</u>
1. _____			\$ _____
2. _____			\$ _____
3. _____			\$ _____
4. _____			\$ _____
5. _____			\$ _____
6. _____			\$ _____
7. _____			\$ _____
8. _____			\$ _____
9. _____			\$ _____
10. _____			\$ _____

EXPENDITURES to be Approved:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Principal's Signature

Activity Fund Custodian's Signature

Sponsor's Signature (if applicable)

Date of Request

Board Approval Date

**ACTIVITY FUND
TICKET RECONCILIATION FORM**

SUBACCOUNT NAME AND NUMBER: _____

ACTIVITY NAME AND NUMBER: _____

ACTIVITY DATE: _____

INDIVIDUAL RESPONSIBLE FOR TICKETS: _____

TICKET RECORD

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

TOTAL VALUE OF TICKET SOLD \$ _____

CASH RECONCILIATION

- 1. Total gate receipts including starting change \$ _____
- 2. Beginning Cash (Change) \$ _____
- 3. Net Gate Receipts (1 minus 2) \$ _____
- 4. Value of Tickets Sold (above) \$ _____
- 5. Ticket Value Unaccounted for (4 minus 3) \$ _____
- 6. Cash Turned into Site Office \$ _____
- 7. Site Receipt # _____ Date of Receipt _____

BARTLESVILLE PUBLIC SCHOOLS
Activity Fund Deposit Transmittal

Site: _____ Date: _____

Deposit #: _____

Checks	\$	_____
Currency	\$	_____
Silver	\$	_____
TOTAL	\$	_____

Sub Account Codes

Source	Proj.	Prog.	Site	Amount	Receipt Numbers
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

Total Deposit \$ _____

Signature: _____

PLEASE ATTACH: Sponsor's Yellow Receipts, Ticket Reconciliation, or Student Cash Roster; Pink Bank Deposit Slip; and Site Secretary's Yellow Receipts.

BARTLESVILLE PUBLIC SCHOOLS
ACTIVITY FUND
 PURCHASE REQUEST

Vendor _____

Ship to _____



Attention: _____

Yr-Fund-Prj-Funct-Obj-Prg-Subj-Job-Site		Quan.	Description	Unit Cost	Total Cost
					0.00
1.					0.00
2.					0.00
3.					0.00
4.					0.00
5.					0.00
6.					0.00
7.					0.00
8.					0.00
9.					0.00
			SHIPPING		
			TOTAL COST		\$0.00

Requested By: _____

Date: _____

Authorized By: _____

Date: _____

Site Administrator

Date: _____

 Executive Director, Financial Services
 (\$500.00 or More)

P.O. # Assigned: _____

Assigned By: _____

**ACTIVITY ACCOUNT
REQUEST FOR
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

TRIP BEGINNING DATE: _____

TRIP ENDING DATE: _____

SPONSOR REQUESTING ADVANCE: _____

Number of People going on trip: _____

ESTIMATED EXPENSES

M	E			
Breakfast				
	(\$9.00 max/person)			\$
A	L			
Lunch				
	(\$9.00 max/person)			\$
S	D			
Dinner				
	(\$20.00 max/person)			\$
	Taxi/Bus			\$
	Registration			\$
	Other			\$
	TOTALS			\$

Sponsors Signature: _____

Date: _____

Site Administrators Signature: _____

Date: _____

**ACTIVITY ACCOUNT
RECEIPT OF
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

SPONSOR RECEIVING FUNDS: _____
please print

PURCHASE ORDER NUMBER: _____

CHECK NUMBER: _____

CHECK AMOUNT: _____

I acknowledge that I have received the amount of funds listed above. I also acknowledge that within 48 hours upon returning from the trip, I shall return the remaining money and receipts to make up the full amount that I received to the Activity Fund Custodian. If the remaining money and receipts do not total the amount received, I will be held personally liable for the shortage.

SPONSOR SIGNATURE: _____

DATE: _____

Signature of Activity Fund Custodian: _____

Date: _____

**ACTIVITY ACCOUNT
ACCOUNTABILITY FOR
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

SPONSOR RETURNING FUNDS: _____
please print

PURCHASE ORDER NUMBER: _____

AMOUNT OF FUNDS ADVANCED: _____

Actual Expenses (Receipts)

M Breakfast E (\$9.00 max/person)				\$
A Lunch L (\$9.00 max/person)				\$
S Dinner (\$20.00 max/person)				\$
Taxi/Bus				\$
Registration				\$
Other				\$
TOTALS				\$

Amount of Cash Returned: \$ _____

Total Amount Returned: \$ _____
Cash plus Receipts

Amount of Shortage: _____
if any

I acknowledge that I am returning the remaining money and receipts that total the amount that I was advanced. If there is a shortage in the amount advanced and the amount of money/receipts that I am returning, I will be held responsible for the difference.

SPONSOR SIGNATURE: _____

DATE: _____

Signature of Activity Fund Custodian: _____

Date: _____

Invoice Number _____

INDEPENDENT SCHOOL DISTRICT NUMBER 30

P.O. Box 1357 - 1100 S. Jennings - Bartlesville, Oklahoma 74005 - Telephone (918) 336-8600

Oklahoma State Law requires that the "Non-Kickback" affidavit be signed by you before payment can be made. Please sign this statement and have your signature notarized. Your prompt return of this form and an invoice will enable us to send you our payment.

STATEMENT OF NON-KICKBACK

STATE OF _____)
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplies) in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he as made no payment directly or indirectly to any elected official, officer or employee of Independent School District No. 30, of money or any other thing of value to obtain payment of the invoice of procure the contract or purchase order pursuant to which an invoice is required.

(company)

(signature)

Subscribed and sworn to before me this _____ Day of _____, _____.

Notary Public (Clerk or Judge)

My Commission expires _____.

Commission Number: _____

BARTLESVILLE PUBLIC SCHOOLS ACTIVITY FUND TRANSFER

Site Name _____ Site # _____ Date _____

Explanation for Transfer:

Transfer Coding Information:

PRJ	FUNCT	OBJ	PRG	SUBJ	JOB	SITE	INCREASE \$ +	DECREASE \$ -

Transfer Requested By _____

Date Approved by Board of Education _____

Date Transfer Entered _____

**SPECIAL REQUEST APPROVALS
TO ACCEPT GIFTS OR DONATIONS FOR THE SCHOOL**

To: _____ School: _____
From: _____ Principal's _____
Date: _____ Signature: _____

We request permission to accept the following donations:

Name of person or organization donating the item:

Purpose or use of donations:

Please route to the following people for approval:

- _____ Executive Director, Financial Services
- _____ Director of Transportation and Plant Srvcs. (if applicable)
- _____ Director of Technology (if applicable)

Approved copies sent to the following:

Principal

**BARTLESVILLE PUBLIC SCHOOL
ACTIVITY FUND
SPONSOR'S CASH SHEET**

Date _____ Account Name _____

For _____

Account # _____

Pennies _____ Ones _____

Nickels _____ Fives _____

Dimes _____ Tens _____

Quarters _____ Twenties _____

Halves _____ Fifties _____

Checks _____

Total Deposit _____

Sponsor's Signature _____

SAF Receipt # _____

APPENDIX

**BARTLESVILLE PUBLIC SCHOOLS
ADMINISTRATIVE OPERATION GUIDELINES
SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS**

In compliance with the provisions of state law HB 2107 (1996 Leg.), the Bartlesville Public School District has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and Board policies and procedures pertaining to school activity funds.

Organizations have the following options regarding the management of their funds related to the Bartlesville Public School District:

- A. Funds may be deposited and expended through a Board-approved school activity account at their local school site. Organizations that choose to deposit their funds in a Board-approved school activity account must follow the District's policies and procedures for school activity funds.
- B. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the District's school activity fund upon being granted sanctioned status by the Bartlesville Board of Education under the requirements of this sanctioning policy.

Organizations who have previously obtained IRS designation as a 501 (c)(3) Organizations are still required to apply for sanctioning by the Board of Education.

PROCEDURES FOR SANCTIONING BY THE BOARD OF EDUCATION

- A. Application for sanctioning (copy attached) must be completed by the organization or association prior to **July 1** each year.
- B. The completed application form must be submitted to the Executive Director of Financial Services for review.
- C. The Superintendent and the Executive Director of Financial Services will make a recommendation to the Board of Education concerning the organization seeking to be sanctioned.
- D. The Board of Education will review the organization's application and determine whether to approve or decline the sanctioning request.
- E. The Board of Education's decision is final and non-appealable.
- F. All organizations and associations wishing to be sanctioned shall make application to the Board of Education on an annual basis.
- G. Sanctioning shall be approved by the Board of Education on a one-year basis only (July 1 to June 30). The Board of Education shall consider all sanctioning applications at the beginning of the fiscal year (normally the July and August Board meetings).

- H. Following the first year of sanctioning, each organization or association shall provide, with its applications for sanctioning, a set of its unaudited financial statements.

In reviewing the annual application for sanctioning, the Board may require the organization to provide additional financial information in either of the following formats:

1. A compilation of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
2. A review of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
3. An audit of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association “tax-exempt” status for its operations, nor does it grant “tax-deductible” status to its donors. The organization or association should consult a tax professional for advice on these matters.

BARTLESVILLE PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: _____

Applicant's Address: _____

Applicant's Taxpayer I.D. Number: _____

Applicant's Representative from whom additional information may be obtained: _____

Applicant's Telephone Number: _____

Applicant's Purpose, Goals, and Organizational Structure: _____

Describe how the school district and its students will benefit if the applicant is sanctioned: _____

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

- 1. Complete this application and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
- 2. Sign and date this application.
- 3. Deliver this application to:

Betty Vincent
Bartlesville Public Schools
1100 S. Jennings
P.O. Box 1357
Bartlesville, OK 74005-1357

Applicant (Organization Name)

By: _____ Date: _____

**BARTLESVILLE PUBLIC SCHOOLS
ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED**

Name of Organization/Association: _____
FINANCIAL ACTIVITY FOR SCHOOL YEAR 2010-2011

Beginning Cash Balance, July 1, 2010 \$ _____

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Contributions	\$ _____
Other (list)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ _____

Expenditures:

Fund Raising Expenses	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Postage, Mailings, Etc.	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Other (list)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ _____

Ending Cash Balance, _____, 2011 \$ _____

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2010-2011 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Officer/Director Date

Title

Received and reviewed by Bartlesville Public Schools:

Tim Green, Date
Executive Director, Financial Services

Betty Vincent, Date
Activity Fund Custodian