

# Non-Instructional / Business Operations

Bethpage Union Free School District

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## **SUBJECT: EXTRACURRICULAR ACTIVITY FUNDS PROCEDURES**

*Extracurricular Activity Funds are moneys received from an organization within a school district whose activities are conducted by students e.g., clubs, teams, student council etc. The purpose of this fund is to provide learning experiences to students in the business procedures needed collect deposit and disburse money. Basically, these funds should be managed by students under the direct supervision of designated District personnel. Moneys should be collected by the students within an activity and can be spent at the discretion of the students within that activity as long as they follow and abide by the established procedures.*

### **Key personnel in this process are:**

#### **Building Principal**

- General supervision of the extracurriculum activity program and administrative oversight of the accounting and safekeeping of the extracurriculum funds at the building level.

#### **Building Clerical – oversees the funds at the building level.**

- Maintains fund raising request forms
- Maintains purchase orders
- Receives funds to deposit from organizations
- Issues checks
- Deposits funds in bank on a weekly basis
- Reconciles bank account
- Prepares monthly report of club balances

#### **Activity Advisor – appointed by the Board of Education**

- Oversees and advises students in the planning of appropriate fund raising activities
- Insures that all monies collected are properly safeguarded and deposited with the central treasurer in a timely manner
- Verifies accuracy of student funds collection and deposit forms

#### **Student Activity Treasurer – elected by the students in each organization**

The student is responsible for the following activities under direct supervision of the activity advisor:

- Accounting, reconciliation and deposit of the activity funds to the Central Treasurer
- Preparation of purchase orders for activity disbursements
- Initial preparation of payment of bills

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**SUBJECT: EXTRACURRICULAR ACTIVITY FUNDS PROCEDURES – (cont'd.)**

## Procedures

- All fund raising must be approved in advance by the principal (Form 1). Completed forms should be maintained by the building clerical in dated order so that events can be tracked. Also, this will assist the building clerical in determining when funds should be turned over for deposit by the activity.
- Money can be spent by an organization in any reasonable manner that they decide upon. A purchase order originating within the activity must be issued for all purchases. It should be completed by the student activity treasurer, signed by the faculty advisor and approved by the principal. (Form 2)
- When invoices are to be paid, Form 3 should be completed and forwarded along with the invoice to the building clerical with evidence that the goods or services have been received. Invoices should be approved by the student activity treasurer and the faculty advisor.
- The building clerical should process all invoices for payment. Checks should be forwarded to authorized signatories i.e. principal or assistant principal for approval and signature.

## Procedures for Handling Funds

### Admissions:

- Use pre-numbered tickets for admissions to any event where tickets are purchased
- Keep records of specific ticket numbers given to each ticket seller
- Require each ticket seller to return unsold tickets along with money collected
- Reconcile the number of tickets sold to the money collected

## Sales and Other Events

- Whenever possible, students should issue pre-numbered receipts in duplicate – one to purchaser and one for activity records ( Form 4)
- Reconcile the number of receipts issued to the money collected
- If receipts are not practical, for example, in a bake sale, two students should be responsible for the collection and reconciliation of funds collected under the supervision of an adult

## Deposit of Money

- All funds should be given to the activity treasurer for review and reconciliation; use Form 5 for reconciliation of funds. Use Form 6 to breakdown funds by denomination. Attach Form 6 to an envelope which should be used for transmittal of actual monies. Both Forms

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**SUBJECT: EXTRACURRICULAR ACTIVITY FUNDS PROCEDURES – (cont'd.)**

5 and 6 should be signed by activity treasurer, faculty advisor and forwarded to building clerical for deposit.

- Building clerical should issue a pre-numbered receipt to the activity after verifying the accuracy of the amount received for deposit (Form 4)

Activities should not hold cash or checks in an unsecured location. Funds should be turned over to the building clerical on a timely basis for deposit. The building clerical must make bank deposits at a minimum of one time per week. Each club should keep an annual record of funds received and paid out (Form 7). A copy should be sent to the building clerical on a quarterly basis, unless requested otherwise.

**Building Clerical's Monthly Report**

On a monthly basis, the building clerical must prepare a bank reconciliation of the extra curriculum activity account. An analysis of individual activity balances including monthly receipts and disbursements should also be prepared. These reports must be forwarded to the District Treasurer for inclusion in the Treasurer's Report.

**Club Constitutions**

Each club is required to complete a constitution (Form 8). It should be updated annually. Club Constitutions should be maintained by the Building Clerical.

Rev 8/14

FORM # 4

NOTES

# RECEIPT

DATE \_\_\_\_\_ NO. 8026

RECEIVED FROM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

FOR \_\_\_\_\_

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID		CHECK	
BALANCE DUE		MONEY ORDER	

BY \_\_\_\_\_

© 2001 NEWPCOM, INC.

Pre-numbered receipt books available from Business Office

EXTRA CLASSROOM ACTIVITY

REQUEST FOR FUNDRAISER APPROVAL

ACTIVITY \_\_\_\_\_

ADVISOR \_\_\_\_\_

FUNDRAISER: \_\_\_\_\_

PURPOSE OF FUNDRAISER: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_

ASB-45 (9/07)

EXTRA CLASSROOM ACTIVITY

REQUEST FOR FUNDRAISER APPROVAL

ACTIVITY \_\_\_\_\_

ADVISOR \_\_\_\_\_

FUNDRAISER: \_\_\_\_\_

PURPOSE OF FUNDRAISER: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_

ASB-45 (9/07)

BETHPAGE UNION FREE SCHOOL DISTRICT  
 10 CHERRY AVENUE  
 BETHPAGE, NEW YORK

# EXTRACLASROOM ACTIVITY FUND

DATE \_\_\_\_\_

**PURCHASE ORDER**

TERMS: PAYMENT WILL BE MADE AFTER MATERIAL HAS BEEN RECEIVED AND INVOICE HAS BEEN PROCESSED.

TO \_\_\_\_\_

CHARGE TO (Activity) \_\_\_\_\_

\_\_\_\_\_

ATTENTION: \_\_\_\_\_

SHIPPING DIRECTIONS:

QUANTITY	DESCRIPTION	UNIT	TOTAL AMOUNT

VERIFIED BY:

AUTHORIZED BY:

\_\_\_\_\_  
 ACTIVITY TREASURER

\_\_\_\_\_  
 PRINCIPAL

\_\_\_\_\_  
 FACULTY SPONSOR

REQ. NO. \_\_\_\_\_

CHECK NO. \_\_\_\_\_

EXTRA CLASSROOM ACTIVITY

PAYMENT REQUEST

Club \_\_\_\_\_ Date \_\_\_\_\_

Payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Advisor: O.K. to Pay \_\_\_\_\_

Treasurer: O.K. to Pay \_\_\_\_\_

Partial Payment \_\_\_\_\_

Mail Out Payment: \_\_\_\_\_

Return to Advisor: \_\_\_\_\_

HS-45 (9/07)

EXTRA CLASSROOM ACTIVITY

PAYMENT REQUEST

Club \_\_\_\_\_ Date \_\_\_\_\_

Payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Advisor: O.K. to Pay \_\_\_\_\_

Treasurer: O.K. to Pay \_\_\_\_\_

Partial Payment \_\_\_\_\_

Mail Out Payment: \_\_\_\_\_

Return to Advisor: \_\_\_\_\_

HS-45 (9/07)

# STATEMENT OF PROFIT AND LOSS

Club Name \_\_\_\_\_

Activity \_\_\_\_\_ Activity Date(s) \_\_\_\_\_

Subject to NYS Sales Tax?      Yes      No      (Circle One)

**RECEIPTS**

Date of Sale	Description of Sale Item(s)	OR	TICKET NUMBERS		Total Number Sold	Sale Price Per Item	Total Receipts
			From and Including	To and Including			

Anticipated Receipts \$ \_\_\_\_\_

Total Actual Receipts \$ \_\_\_\_\_

**DISBURSEMENTS**

Date	Payee	Check #	Purpose	Amount

Anticipated Disbursements \$ \_\_\_\_\_

Total Actual Disbursements \$ \_\_\_\_\_

**PROFIT (LOSS)** \$ \_\_\_\_\_

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Date



EXTRA CLASSROOM ACTIVITY FUND

ACTIVITY \_\_\_\_\_

DEPOSIT: \_\_\_\_\_

CASH:

1's    x    \_\_\_\_\_ = \$ \_\_\_\_\_

5's    x    \_\_\_\_\_ = \$ \_\_\_\_\_

10's   x    \_\_\_\_\_ = \$ \_\_\_\_\_

20's   x    \_\_\_\_\_ = \$ \_\_\_\_\_

50's   x    \_\_\_\_\_ = \$ \_\_\_\_\_

100's  x    \_\_\_\_\_ = \$ \_\_\_\_\_

Coins  \$    \_\_\_\_\_ (Either in rolls or in separate envelope)

CHECKS:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Initial: \_\_\_\_\_

ADVISOR \_\_\_\_\_ TREASURER \_\_\_\_\_

EXTRA CLASSROOM ACTIVITY FUND

ACTIVITY \_\_\_\_\_

DEPOSIT: \_\_\_\_\_

CASH:

1's    x    \_\_\_\_\_ = \$ \_\_\_\_\_

5's    x    \_\_\_\_\_ = \$ \_\_\_\_\_

10's   x    \_\_\_\_\_ = \$ \_\_\_\_\_

20's   x    \_\_\_\_\_ = \$ \_\_\_\_\_

50's   x    \_\_\_\_\_ = \$ \_\_\_\_\_

100's  x    \_\_\_\_\_ = \$ \_\_\_\_\_

Coins  \$    \_\_\_\_\_ (Either in rolls or in separate envelope)

CHECKS:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Initial: \_\_\_\_\_

ADVISOR \_\_\_\_\_ TREASURER \_\_\_\_\_

CLUB: \_\_\_\_\_

	Date	DESCRIPTION	Amount Received	Amount Paid	PAGE
1		BALANCE BROUGHT FORWARD FROM PREVIOUS SCHOOL YEAR			Balance
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Bethpage School District  
Bethpage, NY 11714

Circle One:            High School            Middle School

Name of Club: \_\_\_\_\_

**STUDENT CLUB CONSTITUTION**

**ARTICLE I – ORGANIZATION**

a. This organization will be known as: \_\_\_\_\_

\_\_\_\_\_

b. The purpose of this organization is to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. The organization will accomplish this by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Meetings will be held at:

a. Time: \_\_\_\_\_

b. Date: \_\_\_\_\_

c. Place: \_\_\_\_\_

e. The organization's advisor will be: \_\_\_\_\_

\_\_\_\_\_

f. We will be affiliated with the following community organization: (OPTIONAL)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

**ARTICLE II – OFFICERS AND ELECTIONS**

a. Officers shall be elected by: \_\_\_\_\_

b. Officers must be: (i.e., member of the senior class) \_\_\_\_\_

\_\_\_\_\_