

BARTLESVILLE PUBLIC
SCHOOLS



2010-2011

School Activity Funds
Regulations Manual

BARTLESVILLE BOARD
OF
EDUCATION

BARTLESVILLE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUNDS REGULATIONS MANUAL

TABLE OF CONTENTS

	PAGE
GENERAL REGULATIONS	
Foreword	4
Introduction	5
Activities Requiring a Charge for Admission	5
Purpose	6
Authority	6
Responsibilities of Principal	6
Responsibilities of Sponsors	7
Report of Funds	7
Audit	7
Accounting Systems	8
Investment Income	8
Receipts	8
Ticket Sales	9
Deposits	9
Insufficient Checks	9
Transfers	9
Purchases/Payments	10
Public Purpose Expenditures	10
Disbursements	11
Requests to Accept Gifts or Donations for School	12
Year End/Close Out	12
ADMINISTRATIVE ACCOUNTS	
Warehouse/Transportation	14
Education Service Center	15
Professional Development Center	17
Athletic Department	18
Curriculum	23
Special Services	24
ELEMENTARY ACCOUNTS	
General Administrative & General Refund Account	28
Ranch Heights Elementary School	29

MIDDLE SCHOOL ACCOUNTS

Central Middle School	31
Madison Middle School	34

HIGH SCHOOL ACCOUNTS

High School	40
Mid-High School	49
Alternative High School	55

FORMS

Request for Fundraising	57
Gross Profit Analysis	58
Ticket Reconciliation	59
Student Cash Roster	60
Activity Fund Deposit Transmittal	61
Activity Fund Purchase Request	62
Request for Advance for Travel Expenses	63
Receipt of Advance for Travel Expenses	64
Accountability for Advance for Travel Expenses	65
Statement of Non-Kickback	66
Request for Partial Payment on Blanket Purchase Orders	67
Activity Fund Transfer	68
Special Request to Accept Gifts or Donations	69
Sponsor's Cash Sheet	70
Phone Quote	71

APPENDIX

Administrative Operation Guidelines	73
Sanctioning of Organizations and Associations	



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**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

ACCOUNT NAME

General Administrative
Account (801)

SOURCE OF REVENUE

1. Commissions

SITE: 040

APPROVED EXPENDITURES

1. Office Supplies
2. Paper Goods
3. Refreshments for Meetings
4. Safety Videos

Dates of Fundraisers

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)	<ol style="list-style-type: none"> 1. Vending Machines 2. Donations 	<ol style="list-style-type: none"> 1. Vending Supplies 2. Reimbursements 3. Refunds 4. Refreshments 5. Catering Services 6. Supplies, Materials, Equipment 7. Postage 8. Staff Recognition & Awards 9. Repairs 	<ol style="list-style-type: none"> 1. Ongoing 2. 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 	<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
Community of Caring (832)	<ol style="list-style-type: none"> 1. Donations 	<ol style="list-style-type: none"> 1. Health Care Expenses 2. Cleaning for Coats for Kids 3. Reimbursements & Refunds 4. Shoes for Kids 	<ol style="list-style-type: none"> 1. Ongoing
S.A.D.F. (831) {Safe And Drug Free}	<ol style="list-style-type: none"> 1. Donations 	<ol style="list-style-type: none"> 1. Materials/Supplies 2. Postage 3. Registration for Conferences 4. Travel Expenses 5. Refreshments 	
Interest on Investments (856)	<ol style="list-style-type: none"> 1. Interest Earnings 	<ol style="list-style-type: none"> 1. Refreshments and banquet supplies 2. Gifts & Awards 3. Equipment, Supplies, & Materials 4. Wholesale Membership Cards 5. Cards & Flowers 6. Professional/Board Meeting expenses 7. Uniforms 8. Workshop, Seminar, & Meeting Expenses 9. Field Trip & Transportation Cost 10. Reimbursements & Refunds 	<ol style="list-style-type: none"> 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. Bank Service Charges 12. Presenter's Fees 13. Photography Expenses 14. Brochures & Printing 15. Postage 16. Staff Breakfast/Luncheon Expenses 17. Staff & Volunteer Recognition 18. Notary Fees/Expenses 19. Repairs	
Homeless Student Assistance (995)	1. Donations	1. School Supplies 2. Transportation & Travel Expenses 3. Dues/Fees 4. Student Activities	
Bruin Logo (996)	1. Sale of Bruin Logo Contributions	1. Supplies 2. Equipment 3. Construction 4. Technology	
Back to School Rally (997)	1. Donations	1. T-Shirts 2. Misc. Give Aways 3. Presenters & Entertainers Fees & Expenses 4. Refunds 5. Food 6. Advertising 7. Postage 8. Brochures 9. Printing	
Academic Interest and Mentoring Society (AIMS) (998)	1. Donations	1. Student Recognition/Awards/Gifts 2. Field Trips/Tours 3. Transportation Costs 4. Student Presenters (Speakers) 5. Food for Meetings 6. Trip Expenses 7. Materials & Supplies 8. Printing 9. Reimbursements 10. Entry Fees	

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. Supplies & Materials 2. Refunds & Reimbursements 3. Consultant fees/expenses 4. Equipment 5. Postage 6. Travel/Lodging 7. Meals 8. Refreshments 9. Printing 10. Technical Services 11. Audio Visual Services 12. Books & Periodicals 13. Videos 14. Communication Services 15. Repairs & Maintenance Services 16. Rental or Lease Services 17. Staff Registration & Tuition	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	1. Refreshments 2. Refunds 3. Speaker Fees 4. Workshop Materials & Supplies 5. Teacher Recognition & Awards 6. Teacher Travel 7. Teacher Registrations	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)	<ol style="list-style-type: none"> 1. Gate Receipts 2. Donations 3. Reimbursements from OSSAA 4. Season Ticket Sales 5. Sale of Property or Equipment 6. Reimbursements from Cancelled Events 7. Advertisements 8. Event Sponsorships 9. Book Sales 10. Spirit Sales 11. Program Books 12. Concessions 	<ol style="list-style-type: none"> 1. Supplies & Equipment 2. Refunds 3. Dues & Fees 4. Out of District Transportation 5. Meals 6. Lodging 7. Ambulance Service 8. Officials 9. Refreshments 10. Cards & Flowers 11. Postage 12. Security 13. Event Advertisement 14. Repair of Athletic Areas 15. Uniforms 16. Coaches out of District Travel 17. Other Professional Services 18. Books, Videos and Computer Software 19. Salaries for Coaches/Assistant Coaches 20. Facility Rental 21. Renovation of Athletic Areas 	<ol style="list-style-type: none"> 1. July-June 2. July-June 3. July-June 4. July-June 5. July-June 6. July-June 7. July-June 8. July-June 9. June-July 10. June-July 11. June-July 12. Nov.-March
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. July-June 2. July-June 3. July-June 4. July-June 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)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Field Equipment & Maintenance 2. Team hats 3. Meals 4. Equipment 5. Lodging 6. Weekend trip expenses 7. Refunds 8. Dues/Fees 9. Transportation Costs 10. Team Camps 11. Supplies 12. Supplies/Equipment for Indoor Facility 13. Website Fee 14. Senior Night 15. Banquet 16. Poster 17. Out of State Tournaments 18. Hospitality for Tournaments 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Scrimmage Fees 2. Meals 3. Refunds 4. Dues/Fees 5. Equipment 6. Lodging 7. Transportation 8. Team Camps 9. Supplies 10. Team Posters 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 1. Donations 2. Pre-Game Hospitality 3. Advertising at Athletic Venues 	<ol style="list-style-type: none"> 1. Equipment 2. Facilities 3. Refreshments/Meals 4. Printing 5. Repair of Athletic Areas 6. Equipment & Athletic Area Improvements 7. Fundraising Expenses 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Dues/Fees 2. Equipment 3. Meals 4. Lodging 5. Transportation 6. Team Camp 7. Supplies 8. Team Posters 9. Refunds 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 1. Golf Tournament 2. Lift-A-Thon 3. Field Advertisement 4. Car Wash 5. Tailgate Cookout 6. Camps/Clinics 	<ol style="list-style-type: none"> 1. Equipment 2. Supplies 3. Transportation 4. Team Camps 5. Meals 6. Lodging 7. Reimbursements 	<ol style="list-style-type: none"> 1. July-June 2. July-June 3. July-June 4. July-June 5. July-June 6. July-June

ATHLETIC DEPARTMENT**SITE: 055**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Wrestling (966)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Student Meals 2. Student Lodging 3. Equipment 4. Supplies 5. Scales 6. Entry Fees 7. Camp Expenses 8. Team Camps 9. Wrestling Tapes 10. Transportation 	<ol style="list-style-type: none"> 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.
Golf (971)	<ol style="list-style-type: none"> 1. Donation 2. Golf Tournament 3. Golf Passports 4. Donations 5. Pancake Breakfast 	<ol style="list-style-type: none"> 1. Dues/Fees 2. Equipment 3. Meals 4. Lodging 5. Transportation 6. Team Camps 7. Supplies 	<ol style="list-style-type: none"> 1. August – May 2. August – May 3. August – May 4. August – May 5. August – May
Cross Country (973)	<ol style="list-style-type: none"> 1. Concessions 2. Homecoming Booth 3. Car Wash 4. Donations 	<ol style="list-style-type: none"> 1. Dues/Fees 2. Equipment 3. Meals 4. Lodging 5. Transportation 6. Team Camps 7. Supplies 8. Banquet 9. Spirit Items 10. Uniforms 	<ol style="list-style-type: none"> 1. September-October 2. September 3. June-July 4. June-July

ATHLETIC DEPARTMENT

SITE: 055

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Soccer (977)	<ol style="list-style-type: none"> 1. Bruin Soccer Camp 2. Marathon Soccer game 3. Chili Supper/Player Auction 4. Concessions 5. Donations 6. Meat Sales 7. Spirit Sales 	<ol style="list-style-type: none"> 1. Uniforms 2. Transportation 3. Meals 4. Refunds 5. Dues/Fees 6. Equipment 7. Lodging 8. Team Camps & Coaches Training 9. Supplies 10. Bags & Warm-Ups 11. Team Posters 12. Banquet Expenses 13. Billboard Ad 14. Senior Night Expenses 15. Yard Signs 16. Schedule Posters 17. Website Fee 	<ol style="list-style-type: none"> 1. June 2. February 3. February 4. March-May 5. June-July 6. June-July 7. June-July

CURRICULUM

ACCOUNT NAME

General Refund Account
(803)

SOURCE OF REVENUE

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

SITE: 056

APPROVED EXPENDITURES

1. Refunds
2. Transfer to General Fund

Dates of Fundraisers

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

SPECIAL SERVICES

ACCOUNT NAME
 General Refund Account
 (803)

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

Exceptional Education
 Services (840)

1. Donations
 2. T-shirt sales
 3. Candy Sales
 4. Car Washes
 5. Ticket Sales
 6. Uniforms
 7. Grants
 8. Assorted Fundraisers

SITE: 057

APPROVED EXPENDITURES

1. Refunds
 2. Transfer to General Fund

1. Special Olympic Cost
 2. Refunds
 3. Postage
 4. Travel Expenses
 5. Registration
 6. Supplies
 7. Lodging
 8. Food & Refreshments
 9. T-Shirts
 10. Reimbursements
 11. Refunds
 12. Bowling
 13. Uniforms
 14. Equipment
 15. Transportation cost

Dates of Fundraisers

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

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

Dates of Fundraisers

1. Ongoing

Before/After School Care
 (983)

1. Fees
2. Donations

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

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
Oak Park Elementary	155
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. 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. Supplies for Store 2. Supplies & Materials 3. Refund 4. Reimbursements 5. Student Recognition 6. Staff Recognition 7. Field Trip Expenses 8. Refreshments 9. Staff Development Materials	1. Ongoing 2. Ongoing

MIDDLE SCHOOL ACCOUNTS

CENTRAL

ACCOUNT NAME
 General Administrative Account
 (801)

- SOURCE OF REVENUE**
1. Candy/Food Sales
 2. Vending Machines
 3. Donations
 4. Testing Fees
 5. Faculty Shirt Sales
 6. Anthology Sales
 7. Recycling

SITE: 505

- APPROVED EXPENDITURES**
1. Academic & Attendance Awards
 2. Staff Appreciation/Recognition/Memorials
 3. Student Travel Expenses
 4. Supplies, Materials, Equipment
 5. Postage
 6. Refunds/Reimbursements
 7. Books & Materials
 8. Staff Travel Expenses
 9. Furniture
 10. Student Appreciation/Recognition/
Incentives/Memorials
 11. Refreshments
 12. Cards & Flowers
 13. Fees & Registration
 14. Printing
 15. Equipment Maintenance
 16. Parent/Patron
Recognition/Appreciation/Memorials
 17. Software/Hardware
 18. Community Involvement
 19. Donations
 20. Student Activities
 21. Portraits (Staff Recognition)
 22. Drama Expenses
 23. Student Needs
 24. Honorariums
 25. Speaker Fees & Expenses
 26. Meeting Expenses

- Dates of Fundraisers**
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

FCCLA (842)

1. Dues
2. Donations
3. Fees
4. Bake Sales
5. Fundraising Sales

1. Dues
2. Refunds
3. Reimbursements
4. Fees
5. Trip Expenses
6. Convention Expenses
7. Postage
8. Resale Items

1. Sept/Oct & Feb/March
2. As Received
3. Sept/Oct & Feb/March
4. Two-Three times during year
5. As Needed

<u>CENTRAL ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>SITE: 505 APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
FCCLA (842) (con't)		9. Items for Fundraising 10. Student Appreciation 11. Donations 12. Supplies	
Music (878)	1. Dues 2. Fees 3. Donations 4. Trip Expenses	1. Dues 2. Fees 3. Chorus Expenses 4. Refunds 5. Reimbursements 6. Postage 7. Trip Expenses	1. Aug/Sept, Dec /Jan 2. Aug/Sept, Dec /Jan 3. As Needed
Orchestra (887)	1. Solo & Ensemble Contest Fees 2. Donations 3. Orchestra Books & Supplies 4. Fundraiser Sales	1. Solo & Ensemble Contest Fees 2. Orchestra Books & Supplies 3. Items for Fundraising	1. 2. As Needed
Pep Club (894)	1. Car Washes 2. Bake Sales 3. Donations 4. Uniform Parts 5. Clinic Fees	1. Travel Expenses 2. Spirit Materials 3. Refunds & Reimbursements 4. Instructional Services 5. Uniform Parts	1. Aug/Sept 2. Aug/Sept 3. As Needed 4. Spring & Fall 5. Spring & Fall
Pictures (895)	1. Picture Sales	1. Academic & Attendance Awards 2. Staff Appreciation/Recognition 3. Staff/Student Travel Expenses 4. Supplies, Materials, Equipment 5. Postage 6. Refunds & Reimbursements 7. Books & Materials 8. Furniture 9. Student Appreciation/Recognition/ Incentives 10. Refreshments 11. Cards & Flowers 12. Fees & Registration 13. Printing 14. Equipment Maintenance 15. Parent/Patron Recognition/Appreciation 16. Software/Hardware 17. Community Involvement 18. Donations	1. August and February

CENTRAL		SITE: 505	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Service Club (915)	<ol style="list-style-type: none"> 1. Student Store Sales 2. Donations 	<ol style="list-style-type: none"> 1. Supplies 2. Refunds 3. Reimbursements 4. Replenish Stock 	<ol style="list-style-type: none"> 1. Ongoing 2. As Needed
Student Council (926)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Student Council Trip Expenses 2. Gifts for School 3. Classroom Materials 4. Student Materials 5. Refunds 6. Reimbursements 7. Donations 8. Dance/Party Expenses 9. Youth Canteen Use Expenses 10. Refreshments 11. Decorations 12. Security 13. DJ Services 14. Student Awards/Appreciation 15. Turkeys for Heritage Day 16. StuCo Charter Membership 17. Spirit Sales 18. Items for Fundraisers 19. Replenish Student Store Stock 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 1. Yearbook Sales 2. Donations 3. Ads 	<ol style="list-style-type: none"> 1. Yearbooks 2. Monthly newspaper expenses 3. Refunds/Reimbursements 4. Film & Development 5. Publication Expenses 6. Printing 7. Yearbook Cost 8. Refreshments (i.e.: yearbook signing party) 	<ol style="list-style-type: none"> 1. Through Year 2. As Needed

MADISON

ACCOUNT NAME
 General Administrative Account
 (801)

- SOURCE OF REVENUE**
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

SITE: 510

- APPROVED EXPENDITURES**
1. Building Improvements
 2. Cards & Flowers
 3. Contest Fees
 4. Digital Photography Lab
 5. Donations
 6. Dues
 7. Food Items
 8. Furniture & Equipment
 9. Ground Beautification
 10. Instructional Equipment
 11. Parent/Volunteer Recognition
 12. PE Equipment
 13. Postage
 14. Professional Development
 15. Recognition Awards
 16. Refreshments
 17. Refunds
 18. Staff & Student Recognition
 19. Student & Staff Travel
 20. Student Activities
 21. Student Rewards
 22. Supplies
 23. Technology
 24. Tests
 25. Uniforms
 26. Maintenance Agreements
 27. Travel & Mileage Reimbursements
 28. Security Fees
 29. Printing
 30. Notary Renewal & Bond, etc.
 31. Geometry Templates

Dates of Fundraisers

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)

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

1. Refunds
2. Transfer to General Fund

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

MADISON**ACCOUNT NAME**

Academic Bowl (812)

SOURCE OF REVENUE

1. Food, Drink & Candy Sales
2. Donations
3. Gift Sales
4. Parties
5. Recycle Printer Cartridges

SITE: 510**APPROVED EXPENDITURES**

1. Dues & Contest Fees
2. Food, Drink & Candy Sales
3. Student Recognition
4. Repair of Contest Equipment
5. Student & Staff Travel
6. Supplies & Equipment
7. Student Parties
8. Pizza Rewards
9. Community Projects

Dates of Fundraisers

1. Ongoing
2. Ongoing
3. Ongoing

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 Poms

1. Camp Fees
2. Uniforms
3. Spirit Sales
4. Refunds
5. Camp Scholarships
6. Equipment
7. Supplies, Materials
8. Instructor Fees
9. Travel Expenses
10. Donations
11. Parties
12. Food & Snacks
13. Reimbursements

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. Contest Fees
2. Travel Expenses
3. Supplies
4. Materials
5. Refunds
6. Cleaning of Uniforms
7. Rental & Royalty Charges

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. Dues & Contest Fees
2. Student Activities
3. Student & Staff Travel
4. Parties
5. Refreshments
6. Equipment
7. Community Projects
8. Donations

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

MADISON		SITE: 510	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
FHA (842)	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. Dues & Contest Fees 2. Conferences 3. Student & Staff Travel 4. Activities 5. Refreshments 6. Shirts 7. Student/Staff Recognition/Appreciation 8. Equipment & Supplies 9. Reimbursements 10. Scholarships 11. Film Purchase & Development 12. Gifts/Cards/Flowers 13. Postage 14. Community Projects 15. Donations	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing
Technology Education (855)	1. Food, Drink & Candy Sales 2. Collection of Dues & Fees 3. T-Shirts 4. Donations	1. Dues & Contest Fees 2. Student Activities 3. Student & Staff Travel Expenses 4. Community Service 5. Parties 6. Shirts 7. Refunds 8. Donations 9. State Competitions	1. Ongoing 2. Ongoing 3. Ongoing 4. 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 Supplies 2. Band Materials/Instruments 3. Refunds 4. Band T-Shirts 5. Contest Fees 6. Trip Expenses 7. Repairs 8. Clinicians 9. Incentive/Recognition Activity 10. Camp Scholarships	1. Ongoing 2. October – December 3. Ongoing 4. Ongoing 5. Ongoing

MADISON		SITE: 510	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Orchestra (887)	<ol style="list-style-type: none"> 1. Contest fees 2. Donations 	<ol style="list-style-type: none"> 1. Trips 2. Supplies 3. Contest Fees 4. Refunds 5. Reimbursements 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing
Scrapbook Club (904)	<ol style="list-style-type: none"> 1. Food & candy Sales 2. Scrap Book Sales 3. Donations 4. Dues 5. Project Fees 6. Parties 7. Spirit Sales 8. Face Painting 	<ol style="list-style-type: none"> 1. Teacher & Staff Recognition 2. Materials & Supplies 3. Student Activities 4. Donations 5. Student Parties 6. Community Projects 7. Student Rewards 8. T-Shirts 9. Trips 10. Family Benevolence 	
Student Council (926)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Leadership Conference 2. Student & Staff Trips 3. Spirit Supplies 4. Refunds 5. Reimbursements 6. Family Benevolence 7. Donation for Youth Canteen 8. School Gift 9. Beautification of School Grounds 10. Teacher & Staff Appreciation 11. Pep Assemblies 12. Community Projects 13. Student Activities & Parties 14. Food, Candy & Drink Items 15. Donations 16. Student Rewards 17. Decorations for Activities & Dances 18. Welcome back gifts 19. Class gift at end School Year 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing

MADISON		SITE: 510	
<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>Dates of Fundraisers</u>
Scholastic (966)	1. Sale of Books	1. Purchase of Books	1. 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. Film Purchase 2. Film Developing 3. VCR Tapes 4. Yearbook Cost & Supplies 5. Student & Staff Travel 6. Equipment 7. Computer Supplies 8. Materials 9. Refunds 10. Reimbursements 11. Workshops 12. Digital Cameras 13. Student Activities 14. Conferences 15. Printing 16. T-Shirts	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing
Archery Club (994)	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	1. Travel Expenses 2. Student/Staff Travel 3. Contest Fees 4. Student Recognition 5. Equipment 6. Shirts 7. Decorations 8. Supplies 9. Community Expenditures & Projects 10. Food, Candy & Drink Items	

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

Dates of Fundraisers

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

HIGH SCHOOL

ACCOUNT NAME
 General Refund Account (803)

SOURCE OF REVENUE

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

AP Exams (804)

1. Exam Fees
2. Donations
3. Refunds from State

Art Club (807)

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

Choral Club (821)

1. Fees
2. Donations
3. Uniform Cleaning
4. Cost of Uniforms

SITE: 705

APPROVED EXPENDITURES

1. Refunds
2. Transfer to General Fund

1. Exam Fees
2. AP Workshops for Teachers
3. Travel for Workshops
4. AP Materials for Students
5. AP Monitors
6. Student Exam Fee Refunds
7. AP T-Shirts

1. Service Projects
2. Field Trips
3. Art Awards
4. Refunds
5. Reimbursements
6. Supplies
7. Dues/Fees
8. Refreshments
9. Equipment
10. Furniture & Fixtures
11. T-Shirts

1. Entry Fees
2. Travel Cost
3. Refunds
4. Reimbursements
5. Music
6. Uniform Fabric
7. Special Supplies
8. Printing Charges
9. Refreshments
10. Uniform Cleaning Expenses
11. Materials & Equipment
12. Instruments

Dates of Fundraisers

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

1. March – May
2. Ongoing
3. Ongoing

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

1. Ongoing
2. Ongoing
3. Spring
4. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

Dates of Fundraisers

Close-Up (823)

1. T-Shirt Sales
2. Christmas Oriented Fund Raiser
3. Bruin Keepsake Sales
4. Donations
5. Dues

1. Close Up Trip Expenses
2. Refunds
3. Reimbursements
4. Dues/Fees
5. Supplies
6. Refreshments
7. Charitable Donations

1. Fall
2. November – December
3. Ongoing
4. Ongoing
5. Fall

Drama (833)

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

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

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

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

FCCLA (842)

1. Household Gifts Sales
2. Cookbook Sales
3. Candy Sales
4. Donations
5. Bruin Visors/T-Shirt Sales
6. Dues
7. Registration Fees
8. Block Party Booth
9. Chili Contest Entry Fees
10. Caramel Apple Sales

1. State Convention
2. Sub-District Dues & Grants
3. Travel Expenses
4. Reimbursements
5. Refunds
6. Dues/Fees
7. Fundraising Awards
8. Supplies
9. Refreshments
10. Charitable Donations

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

HIGH SCHOOL ACCOUNT NAME	SOURCE OF REVENUE	SITE: 705 APPROVED EXPENDITURES	Dates of Fundraisers
FCCLA (842) con't	11. Baked Potato Sales	11. Food Items 12. Prizes/Awards 13. Cookware/Utensils 14. Scholarships 15. T-Shirts 16. Cowbells	11. Ongoing
French Club (845)	1. Candy Sales 2. Donations 3. Dues 4. Block Party Booth	1. Club Projects 2. Refunds 3. Dues/Fees 4. Supplies 5. Refreshments 6. T-Shirts 7. Gift for Outgoing President	1. Ongoing 2. Ongoing 3. Fall 4. October
German Club (848)	1. Candy Sales 2. Donations 3. Dues 4. Block Party Booth	1. Club Projects 2. Refunds 3. Dues/Fees 4. Supplies 5. Refreshments	1. Ongoing 2. Ongoing 3. Fall 4. October
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. Dance Supplies 2. Charitable Contributions (to include Easter Baskets & MAD Week) 3. Refunds/Reimbursements 4. Refreshments 5. Dues/Fees 6. Supplies 7. Contributions 8. Scholarships 9. Project Graduation 10. Senior Breakfast 11. T-Shirts	1. October 2. September-March 3. Ongoing 4. Ongoing 5. Fall 6. Ongoing 7. September-March
Key Club (862)	1. Candy Sales 2. Dance 3. Car Wash 4. Dues	1. State Membership Dues/Fees 2. District Governor's Project 3. Registration Fees 4. Refreshments 5. Travel Expenses 6. Meeting Supplies/Materials 7. Refunds 8. Reimbursements 9. Officer Recognition	1. Ongoing 2. Fall & Spring 3. Spring 4. Fall

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

**SITE: 705
APPROVED EXPENDITURES**

Dates of Fundraisers

Musical Production (880)

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

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

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. Stole Purchase
3. Refunds & Reimbursements
4. Dues/Fees
5. Supplies
6. Refreshments
7. T-Shirts
- 8.

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

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. Travel Expenses 3. Refunds 4. Reimbursements 5. Refreshments 6. Uniform Cleaning	1. Ongoing 2. Ongoing
PSG/BHS (903)	1. Donations	1. Books 2. Software 3. Trophies 4. Classroom Supplies 5. Food 6. Audio Visual Equipment 7. Classroom Equipment 8. Magazines 9. Student Awards 10. Assist Student Organizations 11. Printing 12. Dues/Fees for Students 13. Student Travel 14. Kleenex and Paper Goods 15. Counseling Office Supplies 16. Career Room Supplies 17. Misc. Office Supplies to include Technology 18. Teacher Luncheons 19. Covering for gym floor 20. T-Shirts for Students	1. Ongoing
Bronze Bear (916)	1. Donations	1. Maintenance of Bear & base in FA Center 2. Printing 3. Postage 4. Photography Supplies 5. Development of film for photo of Bruin Bear 6. Misc. gift expenditures for donors 7. Payment to student for drawing of bear	

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. Refunds 3. Reimbursements 4. Dues/Fees 5. Supplies 6. Refreshments 7. T-Shirts 8. Student Awards 	<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. Refunds 3. Reimbursements 4. Dues/Fees 5. Supplies 6. Refreshments 7. T-Shirts 8. National Spanish Exams 9. Student Awards 	<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. Speech Tournament Fees 2. Dues & Fees 3. Donations 4. Travel & Lodging 5. Refreshments/Meals 6. Printing Charges 7. Trophies 8. Concession Supplies 9. National Tournament Trophies 10. Supplies, Materials & Equipment 11. Refunds 12. Reimbursements 13. Rentals 	<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. Food Baskets for Needy 2. Gifts for Needy 3. StuCo Projects 4. Various Camps & Training for Members 5. Prom 6. Reimbursements 7. Refunds 8. Travel Expenses 9. Appreciation Gifts for Staff/Students 10. Refreshments 	<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**

Student Council (926)
con't

SOURCE OF REVENUE

11. Pizza Fundraiser
12. T-Shirt Sales
13. Donations
14. Senior Videos
15. Prom Tickets
16. Class Gift
17. DJ Service
18. Parking Space Raffle
19. SPUD Week (Students Performing Unselfish Deeds)
20. Refunds

Cultural Exchange Club (961)

1. Candy Sales
2. Transportation Charges
3. Dues
4. T-Shirt Sales
5. Play & Museum Charges
6. Block Party Booth
7. Donations
8. Christmas Candles
9. Bruin Bear Key Chains
10. International Cookbook

Science Trek Club (962)

1. Candy Sales
2. Hat Day
3. Mistletoe Sales
4. Human-I-Tees
5. Dues
6. Donations
7. Field Trip Expenses

Counselors' Special Fund (986)

1. Donations

SITE: 705

APPROVED EXPENDITURES

11. Dues/Fees
12. Supplies
13. Charitable Donations
14. T-Shirts
15. Prom Expenses
16. Class Gift
17. Music for Prom & Dances
18. Supplies for SPUD Week
19. Security Guard Fees
20. Prizes and Gift Cards
21. Postage
22. Graduation Expenses

1. Scrapbook Supplies
2. Film & Processing Fees
3. Homecoming Float Supplies
4. T-Shirts
5. Play & Museum Ticket Cost
6. Transportation Charges
7. Christmas Party Supplies
8. Christmas Cards & Postage
9. Refreshments
10. Charitable Donations
11. Cookbook Supplies
12. Supplies for Key Chains
13. Printing Services

1. Travel Expenses
2. Club Projects
3. Charitable Donations
4. Science Lab Equipment & Supplies
5. Refunds
6. Reimbursements
7. Membership Dues to BSA (Insurance)

1. Misc. Student Necessities
2. Prescriptions & Over the Counter Medicine for Students
3. Hearing Aides & Other Special Needs Items
4. Eye Glasses
5. Clothing
6. Graduation Items (Cap & Gown, etc.)
7. Food Items

Dates of Fundraisers

11. Ongoing
12. Ongoing
13. Spring

1. Ongoing
2. Spring
3. Fall
4. Ongoing
5. Spring
6. October
7. Ongoing
8. October-November
9. Ongoing
10. Ongoing

1. Ongoing
2. Fall
3. December
4. Ongoing
5. Fall
6. Ongoing
7. Ongoing

1. Ongoing

HIGH SCHOOL
ACCOUNT NAME
 Counselors' Special Fund (986)
 con't

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)

8. Scholarships
9. Dues
10. Fees
11. Meal Reimbursement for Students and Staff
12. Reimbursements

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

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

MID HIGH

ACCOUNT NAME
 General Administrative Account
 (801)

SOURCE OF REVENUE

1. Disk Sales
2. Donations
3. Dues & Fees
4. Misc. Fees
5. Parking Permit Sales
6. Picture Commission
7. Recycling Fees
8. Testing Fees
9. Vending Machine Sales
10. Field Trip Charges

SITE: 710

APPROVED EXPENDITURES

1. Supplies, Materials & Equipment
2. Staff Appreciation/Recognition/Prizes
3. Refreshments/Meals/Catering Services
4. Postage Charges
5. Refunds
6. Reimbursements
7. Volunteer Recognition
8. Academic & Attendance Awards
9. Cards & Flowers
10. Refreshments & Supplies for Faculty Meetings
11. Student Recognition
12. Testing Fees
13. Printing Charges
14. Travel & Lodging
15. Picture Fees
16. Donations
17. Dues & Fees
18. Field Trips
19. Building & Office Improvements/Enhancements
20. Newspaper Subscriptions
21. Security Fees
22. Student Travel
23. Guest Gifts

Dates of Fundraisers

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

General Refund Account (803)

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

1. Refunds
2. Transfer to General Fund

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

Art Club (807)

1. Snack/Candy Sales
2. Valentine Balloons
3. Dues & Fees
4. Donations
5. Greeting Cards-Student Generated
6. Pencil & Eraser Sales
7. T-Shirt Sales-Student Generated
8. Garage Sale

1. Field Trips
2. Donations
3. Supplies, Materials & Equipment
4. Dues/Fees
5. Refunds
6. Reimbursements
7. Travel & Lodging
8. Refreshments/Meals
9. Garage Sale Expenses
10. Student Appreciation/Awards

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

MID HIGH

ACCOUNT NAME

SOURCE OF REVENUE

SITE: 710
APPROVED EXPENDITURES

Dates of Fundraisers

Choral Club (821)

1. Contest Fees
2. Donations
3. Uniform Cleaning
4. Uniform Replacement

1. Entry Fees
2. Refunds
3. Reimbursements
4. Student Appreciation/Awards
5. Field Trips
6. Supplies, Materials & Equipment
7. Printing Charges
8. Refreshments/Meals
9. Travel/Lodging

1. Ongoing
2. Ongoing
3. Spring
4. Ongoing

Drama (833)

1. Contest Fees
2. Play Admission
3. Ad Sales for Play Programs
4. Donations

1. Program Augmentation
2. Refunds
3. Supplies, Materials & Equipment
4. Reimbursements
5. Fees
6. Printing Charges
7. Field Trips
8. Travel & Lodging

1. Ongoing
2. Spring
3. Spring
4. Ongoing

English Club (836)

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

1. Dues & Fees
2. Donations
3. Refreshments/Meals
4. Travel & Lodging
5. Field Trips
6. Student Appreciation/Awards
7. Refunds
8. Postage Charges
9. Supplies, Materials & Equipment

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

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

1. Dues & Fees
2. Refunds
3. Reimbursements
4. Refreshments/Meals
5. Printing Charges
6. Travel & Lodging
7. Student Appreciation/Awards
8. T-Shirts
9. Field Trips
10. Donations
11. Supplies, Materials & Equipment

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. Dues & Fees 2. Student Recognition/Awards/Dinners 3. Community Service Projects 4. Refunds& Reimbursements 5. T-Shirts 6. Travel & Lodging 7. Postage Charges 8. Refreshments/Meals 9. Supplies, Materials & Equipment 10. Donations 11. Field Trips 12. Dance Expenses 13. Ronald McDonald House 14. Speakers/Presenters 15. Cooking School Fees 	<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. Supplies, Materials & Equipment 2. Dues & Fees 3. Special Projects 4. Refunds 5. Reimbursements 6. Student Recognition/Awards 7. Travel & Lodging 8. Refreshments/Meals 9. Field Trips 	<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. Refunds 3. Field Trips 4. Travel 5. Lodging 6. End of Year Trip 7. Materials 8. Student Awards 9. Field Trips 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing
Girls PE (850)	<ol style="list-style-type: none"> 1. Candy Sales 2. Donations 3. Dues & Fees 	<ol style="list-style-type: none"> 1. Ropes Course 2. Supplies, Materials & Equipment 3. Refunds 4. Field Trips 5. Reimbursements 	<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)	<ol style="list-style-type: none"> 1. School Store 2. Donations 3. Dues & Fees 	<ol style="list-style-type: none"> 1. Supplies, Materials & Equipment 2. Donations 3. Refunds 4. Reimbursements 5. Field Trips 6. Student Appreciation/Awards 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing
Mid-High Orchestra (876)	<ol style="list-style-type: none"> 1. Entry Fees 2. Donations 3. Uniform/Equipment Replacement 	<ol style="list-style-type: none"> 1. Entry Fees 2. Supplies, Materials & Equipment 3. Refunds 4. Reimbursements 5. Tutors 6. Travel & Lodging 7. Refreshments/Meals 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing
National Honor Society (881)	<ol style="list-style-type: none"> 1. Dues & Fees 2. T-Shirt Sales 3. Donations 	<ol style="list-style-type: none"> 1. Induction Ceremony 2. Donations 3. Supplies, Materials & Equipment 4. Refunds/Reimbursements 5. Student Appreciation/Awards 6. Ice Cream Social 7. Dues & Fees 8. T-Shirts 9. Field Trips 10. School Spirit 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing
Newspaper (882)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Cost of Printing 2. Refunds 3. Reimbursements 4. Supplies, Materials & Equipment 5. Dues & Fees 6. Travel Expenses 7. Refreshments/Meals 8. Field Trips 9. Donations 10. Student Appreciation/Awards 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 1. T-Shirt Sales 2. Earth Day Buttons 3. Candy Sales 4. Donations 	<ol style="list-style-type: none"> 1. Student Appreciation/Awards 2. Supplies, Materials & Equipment 3. Refunds 4. Reimbursements 	<ol style="list-style-type: none"> 1. Ongoing 2. Fall 3. Ongoing 4. Ongoing

MID HIGH**ACCOUNT NAME**

Science Club (901)
con't

Spanish Club (917)

Student Council (926)

SOURCE OF REVENUE

5. Dues & Fees
6. Car Washes
7. Dances

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

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

SITE: 710**APPROVED EXPENDITURES**

5. Field Trip
6. Dues & Fees
7. Refreshments/Meals
8. Donations

1. Dues & Fees
2. Special Projects
3. Supplies, Materials & Equipment
4. Refunds
5. Reimbursements
6. Student Appreciation/Awards
7. Travel & Lodging
8. Field Trips
9. Refreshments/Meals
10. T-Shirts

1. Donations
2. Freshman Leadership Camp
3. Summer Camp
4. Student Appreciation/Awards
5. Refunds
6. Reimbursements
7. Travel & Lodging
8. Refreshments/Meals
9. Supplies, Materials & Equipment
10. Dues & Fees
11. Teacher & Staff Appreciation
12. Volunteer Recognition
13. Prizes for Contests
14. Field Trips
15. Special Projects/Community Service
16. Leadership Breakfasts/Luncheons

Dates of Fundraisers

5. Ongoing
6. Ongoing
7. Spring

1. Ongoing
2. Ongoing

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

ACCOUNT NAME
Counselor's Special Fund (986)

SOURCE OF REVENUE

1. Donations
2. Merchandise Sales
3. Dinners

SITE: 710

APPROVED EXPENDITURES

1. Student Clothing/Personal Items
2. Student Activities
3. Student Projects & Programs
4. Supplies/Materials/Equipment
5. Refreshments/Meals/& Food
6. Donations
7. Student & Staff Recognition

Dates of Fundraisers

1. Ongoing
2. Ongoing

Yearbook (990)

1. Ad Sales
2. Donations
3. Candy Sales
4. T-Shirt Sales
5. Car Washes
6. Dues & Fees
7. Resale Items

1. Yearbook Sales
2. Supplies, Materials & Equipment
3. Reimbursements
4. Refunds
5. Film Developing
6. Travel & Lodging
7. Refreshments/Meals
8. Field Trips

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

CORE (991)

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

1. Dues & Fees
2. Donations
3. Refreshments/Meals
4. Travel & Lodging
5. Field Trips
6. Student Appreciation/Awards
7. Refunds
8. Printing Charges
9. Postage Charges
10. Supplies, Materials & Equipment
11. Special Projects

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)	<ol style="list-style-type: none"> 1. Donations 2. Recycled Materials 3. Ad Sales 4. Candy Sales 5. T-Shirt Sales 6. Fees 7. Field Trip Charges 8. Candle Sales 9. Krispy Kreme Donut Sales 10. Snack Sales 	<ol style="list-style-type: none"> 1. Charitable Donations 2. Refunds 3. Reimbursements 4. Supplies 5. Refreshments 6. Field Trips 7. Travel Expenses 8. Printing Charges/Materials 9. Film & Processing 10. Appreciation Gifts for Staff/Students 11. Student Recognition/Awards 12. Class Gift 13. T-Shirts 14. Dues/Fees 15. Supplement Instructional Funds 16. Student Recognition/Incentives 17. Snacks for Resale 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. 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 	<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

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

CHECK ONE: _____ In-School
_____ Community

**Bartlesville Public Schools
SCHOOL ACTIVITY FUND
GROSS PROFIT ANALYSIS**

NOTE: This form should be completed within one week from the end of the fundraiser.

Date Form Completed: _____

SCHOOL: _____

VENDOR NAME: _____

TYPE OF FUNDRAISER: _____

% of profit the company estimates the fundraiser should make: _____

P.O. No.: _____

Date Activity Began: _____ Date Ended: _____

Class or Club Having Fundraiser: _____

Total Income Collected: \$ _____

Less Total Expenditures: \$ _____

Equals Net Profit: \$ _____

% of Profit: \$ _____ % (To figure % of Profit: Divide Net Profit by Total Income)

Have all EXPENSES been paid (Y/N): _____

Explanation of variance from expected Profit:

Completed and submitted by:

Sponsor: _____

Please route to the following for approval:

Principal: _____

Exec. Dir. Of Ed.: _____

Copy to SAF Office

**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	Breakfast			
E	(\$9.00 max/person)			\$
A	Lunch			
L	(\$9.00 max/person)			\$
S	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: _____

**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 Svcs. (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 # _____

Bartlesville Public Schools

Phone Quote

Date: _____

Contractor/Vendor: _____

Name: _____

Phone Number: _____

Address: _____

Description /Amount(s): _____

Received By: _____

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 who 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 **June 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 nonappealable.
- 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.
- 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:

Tim Green, Executive Director, Financial Services
Bartlesville Public Schools
1100 S. Jennings
P.O. Box 1357
Bartlesville, OK 74005-1357

Applicant/Organization

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, _____
Executive Director, Financial Services Date