

Advisors and Treasurers:

Inside this folder you will find your beginning balance for the year and directions to keep accurate records in your general ledger. The treasurer should be working with the advisor to maintain records. A Charter needs to be filled out listing all members including the advisor the club officers (i.e. Pres. Vice Pres. Sec. Treas.). This needs to be turned in as soon as possible. Please include your plans for the club.

VERY IMPORTANT: Inside the folder you will find a sign in sheet and a form to record the minutes and the transactions that took place during the meeting. It is important to have all your meetings recorded along with attendance. These forms need to be handed in bi-weekly. Also included is a profit and loss sheet and inventory form that needs to be filled out for all fundraisers. It is **mandatory that all events need to have pre-numbered tickets made.** These **tickets will be made in the AV room** please contact Mr. Schanely. Tickets can be printed in a variety of colors for different nights and age groups. Please contact me before a fundraiser for information concerning sales tax. A copy of the approval form for a fundraiser needs to be handed in. A donation form must be filled out if you receive a donation over \$75.00 (form is in my office).

This folder needs to be handed in at the end of the year so I can submit it to the auditors. If you need any help or have any questions please feel free to call me at 661-4026 or email me sparker@watertowncsd.org .

Thank you,

Mrs. Parker-Newell