

Memorandum – Watertown High School, Case Middle and H. T. Wiley

To: All WHS, Case and H.T. Wiley Club Advisors & Treasurers
From: Mr. Fairchild, Mr. Nabinger and Mrs. Maurer
Re: Guidelines for Financial Management of Extra-Curricular Activities Fund

1 Procedure for handling monies raised by your club or organization.

Please fill out the appropriate Deposit/Disbursement form and put in Sally Parker-Newell's mailbox or give to her directly in her office. If Sally is not available all money must be brought to the main office and locked in the safe until Sally is available. She will retrieve the money at her first available opportunity. Deposit and/or Disbursement forms along with a blue tally sheet can be picked up in the main office of each building. Case Advisors make their own deposits then pony over the paperwork.

Preparing your money for Deposit: Please use Blue Tally Sheet when depositing cash – no tally sheet is needed when depositing checks.

- a. change needs to be wrapped - if it does not equal amount of wrapper write the amount on outside of wrapper
- b. currency needs to be wrapped
 - 1.) all bills should be put in order of denomination
(don't mix wrappers with different denominations)
 - 2.) all bills should be facing the same way
 - 3.) for large deposits please wrap bills with appropriate bill wrappers
 - \$500.00 straps – 20's or 10's
 - \$200.00 straps – 10's or 5's
 - \$100.00 straps – 5's or 1's
 - \$50.00 straps – 1's
- c. checks need to have an adding machine tape providing their total or spread sheet listing amount of each check
- d. all appropriate signatures (treasurer, advisor) need to be completed on the deposit slip before handing in the deposit
- e. the balance brought forward, amount of deposit, and new balance must be filled in on each deposit form
- f. deposits should be made **immediately** following the event – the auditors require deposits be made within a **3-day period**

Student activity funds will be spent for the purpose which directly benefits the student body and must be consistent with regulations of the Commissioner and district policy.

2. ***Request for Disbursements:***
 - a. submit original receipts for items that need to be reimbursed, with **your signature** on the receipt
 - c. all appropriate signatures (treasurer, advisor) need to be completed
 - d. purpose - make sure you have a good explanation for the reason needing check
 - e. balance brought forward, amount of disbursement and new balance (fill in)
 - f. please allow a couple of days turn-around / plan ahead for your checks

3. ***Procedure for fund raising events:***
 - a. check in the main office to see if the date and area are available
 - b. secure information on the calendar in the main office
 - c. complete fundraising form (receive from main office) and sign
 - d. submit form to building principal for approval

4. ***General Rules:***
 - a. An Activity Advisor may purchase no more than \$500.00 on his/her own personal charge card. Any amount above that needs to be approved by building principal. There are three charge cards available to sign out Sam's Club, Wal-Mart and Charge Card/Community, contact Sally.
 - b. Any equipment purchased over \$200.00 will have to be approved by the building principal and purchased through the districts general funds. The club will reimburse WCSD General Funds through the activity account. Once the equipment is purchased it should have a WCSD tag on it and it becomes property of WCSD. If you would like to sign out the equipment over the summer or for some special event it has to be done through the main office in your building. This is to keep tract of inventory.
 - c. The Activity Treasurer (student) should have a binder that includes a general ledger sheet listing all their transactions and balances. This can be obtained from Sally.

Remember all Extra-Curricular Activity Clubs are for the purpose of the students. The students should be hands on and involved in all decision making that involves the clubs. Students should have an understanding of the purpose of the club and how clubs are managed including profits and losses. All paperwork handed in should have an Advisors and Activity Treasurers signature (student). If you have any questions or if you need a balance for your club contact Sally Parker-Newell at 661-4026 or by email sparker@watertowncsd.org .

Remember to use the Extra-Curricular Activity Club website if you need forms or for additional information.

<http://www.watertowncsd.org/webpages/sparker/extracurricular.cfm?subpage=70028>