

SEPARATE COVER ITEM

Board Meeting: February 28, 2012

Item No.: 14.1.2

Document: Correction Actions

TRACY UNIFIED SCHOOL DISTRICT

FINANCIAL STATEMENT FINDINGS FOR THE YEAR ENDED JUNE 30, 2011

The following finding represents a significant deficiency, material weakness, and/or instance of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. This finding has been coded as follows:

<u>Five Digit Code</u>	<u>AB 3627 Finding Type</u>
20000	Inventory of Equipment
30000	Internal Control
60000	Miscellaneous

2011-1 Internal Control – Associated Student Body - 30000 *Significant Deficiency*

Criteria or Specific Requirements

Associated Student Body (ASB) funds are subject to greater loss due to the nature of the transactions being primarily cash and due to the decentralization of the accounting process.

Management is responsible for establishing and maintaining an effective system of internal control to provide reasonable, but not absolute assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly. Strong internal controls also include an adequate segregation of duties.

Condition

During the audit of the ASB accounts at Art Freiler School, Monte Vista Middle School, and West High School, we noted conditions indicating that operating controls are not functioning at their optimum levels. In particular, we noted the following:

Art Freiler School

- 3 out of 7 disbursements reviewed were not approved in ASB meeting minutes.
- 3 out of 3 revenue potential forms reviewed were not signed indicating approval.
- ASB expenditures must directly benefit the students. "Pennies for Patients" collected by students were incorrectly deposited into and spent from an ASB bank account.

Monte Vista Middle School

- 5 out of 7 disbursements reviewed were not approved in ASB meeting minutes.
- 3 out of 3 revenue potential forms reviewed were not approved in ASB meeting minutes.
- 2 out of 3 revenue potential forms reviewed were not signed indicating approval.
- 3 out of 12 deposits reviewed were not deposited timely.
- 2 out of 2 ticketed events reviewed did not have supporting ticket log, sales report or summary.
- Reports for student store and vending machine sales are not generated.

TRACY UNIFIED SCHOOL DISTRICT

FINANCIAL STATEMENT FINDINGS FOR THE YEAR ENDED JUNE 30, 2011

West High School

- 1 out of 30 disbursements reviewed was not approved in ASB meeting minutes.
- Reports for student ticketed activity sales are not generated.

In addition to the findings discussed above, we noted at June 30, 2011 there were six schools with stale dated checks in the total amount of \$1,328. School sites are not reconciling their ASB bank statements on a monthly basis.

Questioned costs

None

Context

All ASB cash receipts and disbursements processed at Art Freiler School, Monte Vista Middle School and West High School.

Effect

Without properly designed internal controls in all phases of ASB activities, opportunities exist for the intentional misuse of student funds that may go undetected.

Cause

Monitoring control activities were not effective. Decentralized operations are dependent on the actions of many individuals. Some individuals may not be aware of, or may not follow, established procedures.

Recommendation

The District should continue its efforts to work with site personnel and take action to correct the issues noted above. The District should also consider periodically reviewing the progress and improvement of these issues. In addition, an annual orientation for student leadership related to the use of proper forms as well as the availability of read only access to ASB accounting records may assist students in understanding the business purpose for required forms and how financial records are maintained and summarized.

District Response

The District maintains a constant effort for strong internal controls at our site level. We will continue to offer in-house training to site personnel, along with periodically reviewing of all our sites progress. The District will implement an annual orientation for student leadership in understanding their role in the ASB process.

TRACY UNIFIED SCHOOL DISTRICT

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2011

The following finding represents a significant deficiency, material weakness, and/or material instance of noncompliance including questioned costs that is required to be reported by OMB Circular A-133. The finding has been coded as follows:

<u>Five Digit Code</u>	<u>AB 3627 Finding Type</u>
50000	Federal Compliance

2011-2 Federal Compliance - 50000

Title II Cluster CFDA # 84.318, 84.367, 84.386 (ARRA)

*Significant Deficiency - Internal Control over Compliance
Instance of Noncompliance*

Criteria or Specific Requirements

Allowable costs – Costs of goods and services charged to Federal awards must be consistent with provisions of OMB Circular A-87 cost principles.

Condition

During our review of expenditures charged to the Title II cluster of programs, we noted one invoice for a software annual renewal fee, totaling approximately \$39,200, which was not allowable.

Questioned Costs

\$39,200.

Context

During our review of expenditures charged to the Title II cluster of programs, we noted the above condition.

Effect

The District is not in compliance with the allowable cost provisions of OMB Circular A-87.

Cause

Lack of a thorough understanding of the allowable costs charged to the Title II cluster of programs.

Recommendation

We recommend that responsible personnel conduct an internal audit of costs charged to this cluster of programs to ensure compliance with the provisions of OMB Circular A-87 cost principles.

District Response

When the responsible personnel establish the annual budget allocation for Title II funds the OMB circular A-87 will be consulted prior to allocating funds for specific expenditures. The District will also consult other online resources to ensure Federal Program compliance.

TRACY UNIFIED SCHOOL DISTRICT

**STATE AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2011**

None reported.



San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

AUDIT FINDING CORRECTIVE ACTION 2010-2011

Tracy Unified School District
San Joaquin County, California

FINDING CATEGORY Internal Controls - Associated Student Body

FINDING # 1

PAGE: # 77

Describe below specific corrective action used in resolving audit finding:

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: 88

The District maintains a constant effort for strong internal controls at our site level. We will continue to offer in-house training to site personnel, along with periodically reviewing of all our sites progress. The District has determined that the need for student leadership training should be conducted at the beginning of each school year, and should include the topics noted in the auditor recommendation. In order to conduct a thorough training session for student leadership, the District has met with the Activities Directors and various other knowledgeable staff from its high schools to collaborate on the important topics for training. In addition to identifying a need to train student leadership, the District will also be conducting training specifically for all club advisors.

**TRACY UNIFIED SCHOOL DISTRICT
ART FREILER SCHOOL**

OBJECTIVE: TO DETERMINE WHETHER DISBURSEMENTS ARE BEING APPROVED IN MEETING MINUTES IN RESPONSE TO 2010-2011 AUDIT FINDING.

PROCEDURE: REVIEW A SAMPLE OF 7 DISBURSEMENTS IN 2011-2012 YEAR AND TRACE TO MEETING MINUTES.

CHECK #	CHECK DATE	AMOUNT	PAYEE	MEETING MINUTES DATED	WORKPAPER REF
3060	11/2/2011	\$ 147.25	Ashley Howell	10/4/2011	p. 7-12
3061	11/2/2011	\$ 26.91	John Sheehan	10/4/2011	p. 7-12
3062	11/8/2011	\$ 75.00	Derek Mizuno	11/8/2011	p.13-22
3064	11/8/2011	\$ 164.95	Kendra Azama	11/8/2011	p.13-22
3065	11/9/2011	\$ 1,920.00	TUSD Donation Account	8/24/2011	p. 1-6
3069	12/8/2011	\$ 656.00	Mad Science	12/6/2011	p. 23-29
3076	1/25/2012	\$ 131.30	Kendra Azama	12/6/2011	p. 23-29

CONCLUSION: IT APPEARS THAT DISBURSEMENTS ARE BEING APPROVED IN MEETING MINUTES IN 2011-2012 YEAR.

Art Freiler School ASB Minutes
August 24, 2011

Call to order: 12:56 p.m.

Old Business:

ASB account as of Thursday August 24, 2011 \$

Approved at April's meeting:

- Mrs. Williams request for K-8 to fund science docents school wide was approved

Motions to approve minutes from the last meeting:

- Student #1: Gautam
- Student #2: Danielle Green
- Approved #20 Not approves #0 Abstain #0
- Result: Approved

New Business:

Mrs. Williams would like to request funds to pay for ixl.com for grades 2-8. Funds up to, but not to exceed \$3,200 (\$1,920 actual cost spent)

Motions:

- Student #1: Eric
- Student #2: Anmol
- Approved #15 Not approves #0 Abstain #4
- Result: Approved

Schedule for the school wide meeting of classroom representatives will be 5th period on the 2nd Tuesday of every month, next meeting September 13, 2011

Motions:

- Student #1: Harkeran
- Student #2: Paris
- Approved #20 Not approves #0 Abstain #0
- Result: Approved

Other Business:

- Welcome to the executive board that was voted on by the school student population.

Call to Adjourn: 1:30 p.m.

- Student #1: Eddy
- Student #2: Kayla
- Approved #20 Not approves #0 Abstain #0
- Result: Approved

2

TO LOR MERDON

Art Freiler Elementary School
Student Body Purchase Requisition

Requested by: E. Lobanigh APPROVED
Charge to: ASB 8/24/11
Date Requested: 8/26 2011 MTG.
Vendor that check is to be made out to: TUSD gm
Name: IXL Learning DONATION
Address: 777 Mariners Island Blvd. Ste 600
San Mateo, CA 94404

QUANTITY	DESCRIPTION	AMOUNT
1	Site License renewal (60% of cost)	\$1920

Approved By ASB Rep: [Signature] VA
Approved By Principal: [Signature]

This form must be completed and signed **BEFORE** ordering or spending Student Body Funds!

...ACY JOINT UNIFIED SCHOOL DISTRICT Art Freiler School Student Body Account

TUSD Donation Account

11/9/2011

3065

IXL site license PO120905

1,920.00

Art Freiler Student Body P

1,920.00



Position #

8156

TRACY UNIFIED SCHOOL DISTRICT

This is Not a
Purchase Order

Internal Use Only

Please refer to this requisition
number for inquiry.

PURCHASE REQUISITION

Date

5/5/2011 P.O. 120905

VENDOR#

Suggested Vendor

TLC LEARNING

Address

Phone #

Fax #

Requested By

Deliver To

Charge To

(program/dept.)

Approved By

Dept. Chairperson

Account Codes:

----- () \$

----- () \$

----- () \$

Item No.	Qty	Catalog #	Description	Unit Cost	Extended Cost
			ACCOUNT A10-312113		3.11-
			RENEWAL PERIOD 5/19/11 - 5/19/2012		
			1 YR STATE LICENSE RENEWAL		
			GRADES 2-5		
			500 STUDENTS		

Business Services Use Only!

Subtotal

Shipping/HDL

Sales Tax

Total

3200-

Purchase Order Number

Mizuno, Judy

From: Alcorn, Karen
Sent: Monday, November 07, 2011 11:44 AM
To: Mizuno, Judy
Subject: IXL Bill

Just a reminder it was for \$1,920.00

*Thank you,
Karen Alcorn, Principal
Art Freiler School
(209) 830-3309
Reach for the Stars*



QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404 (USA)

QUOTE #313117-0811
DATE: AUGUST 5, 2011

TO:

Megan Williams
Art Freiler
2421 W. Lowell Ave
Tracy, CA 95377

COMMENTS OR SPECIAL INSTRUCTIONS:

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	TERMS
Amanda Stender	A10-313117	August 19, 2011 – August 19, 2012	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	1 Yr. IXL Site License Renewal.(Grades 2-8: 800 students)	\$3,200.00	\$3,200.00

SUBTOTAL	\$3,200.00
SALES TAX	—
SHIPPING & HANDLING	—
TOTAL DUE	\$3,200.00

Make all checks payable to IXL Learning. School purchase orders can be faxed to 650-372-4301 for faster processing. Please be sure to list confirmation number and/or full primary contact name and e-mail address on any payment or fax sent.

Mizuno, Judy

From: DeCoite, Sarah
Sent: Monday, October 31, 2011 8:11 AM
To: 'Karen Alcorn'; Williams, Megan; Mizuno, Judy
Subject: FW: IXL Payment Reminder (#2063138)

I thought this went out in August?!?!?

-----Original Message-----

From: IXL Membership Services [mailto:orders@ixl.com]
Sent: Sunday, October 30, 2011 9:13 PM
To: DeCoite, Sarah
Subject: IXL Payment Reminder (#2063138)

Dear Sarah DeCoite,

Thank you for your recent site license subscription order. It has been 60 days since you subscribed to IXL and we have not yet received your payment.

Please contact your accounting department to make payment for PO #120905 and IXL Invoice #S224254.

If we do not receive your payment within 30 days, your subscription will be canceled.

Please write your confirmation number (2063138) and e-mail address on the payment.

Please mail your payment for \$3200.00 (USD) to:

IXL Subscriptions Department
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404 (USA)

IXL - Where I excel in math!
www.ixl.com

Art Freiler ASB

Minutes for: date: oct 4 2011__

Call to order: 1:07 pm

Old Business:

ASB account as of Tuesday, October 4, 2011 \$ 5676.83

* Approved at September's meeting:

- Mrs. Williams request for ixl funds was paid in the amount of \$1200.00 was approved
- Mr. Lobaugh requested a fund to provide transportation for the gold star card winners to go Boomer's for \$2175.00. Was approved to only give \$520.00.

Motions to approve minutes from last meeting:

1. Danielle Green 2. Jacob Andersen

Approved: 24 Not approved: 0 Abstain:3

New Business:

Mrs. Howell would like to buy some items for Red Ribbon Week, not to exceed \$300. The items might include wrist bands and Smarties.

Check Book 10/4/11

Motions:

1. Brandon Yorton 2. Brianna Mendez

Approved: 21 Not approved: 0 Abstain:5

ASB would like to sell Smencils to add to the General Fund.

Motions:

1. Britney Wilson

2. Emily Schwartz

Approved: 25 Not approved: 0 Abstain: 3

Science Olympiad would like to continue their annual fundraisers of Round Table, October 20th, and Mistletoe in December

Motions:

1. Amaya

2. Veronica Young

Approved: 32 Not approved: 0 Abstain: 3

Other Business:

Topic of school shirt updates. Change colors, bring back modified design: change color on black shirt; bring back old rocket shirt and modify it

Approved for # 1: 3 Approved for # 2: 38

Any other business?

Call to Adjourn: 1:30

Motions:

1. Daisha

2. Nathan

Approved: 28 Not approved: 0 Abstain: 0 Approved

11/2/2011

RRW bracelets

Ashley Howell

Art Freiler Student Body P

147.25

TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 209-466-9841

H7ZTH0010000 M03SF000752

MSF5001NL-1

SAFEGUARD LITHO USA STEEL CR7208111L

Art Freiler Elementary School Student Body Purchase Requisition

Requested by: Ashley Howell

Charge to: ASB Club

Date Requested: 11/1 2011

Vendor that check is to be made out to:

Name: Ashley Howell

Address: _____

APPROVED
OCT. 4
MTG.

gm

QUANTITY	DESCRIPTION	AMOUNT
2	Red Ribbon Bracelets	147.25

Approved By ASB Rep: *[Signature]*

Approved By Principal: *Z. Shorm*

This form must be completed and signed **BEFORE** ordering or spending Student Body Funds!



SOLD TO :

Wristbands Medtech USA Inc.
7380 Sand Lake Rd., Suite 500, 5th Fl
Orlando, FL 32819
Phone: (800) 361-1259
Fax: (888) 652-6565

Remit Payments To :
P.O. Box #402389
Atlanta, GA 30384-2389

Account # : TRAUNI
Invoice # : IN000361949
Date : 10/12/2011

INVOICE TO :

SOLD TO

Art Freiler Magnet School / Tracy Unified District
1975 W. Lowell Avenue
Tracy, CA 95376
United States of America

Attn: Ashley Howell
Phone: (209) 831-5170
Fax: (209) 831-5177

SHIP TO

Art Freiler Magnet School / Tracy Unified District
2421 W. Lowell Ave
Tracy, CA 95377
United States of America

Attn: Ashley Howell
Phone/Fax: () -

INV./ORD. NO.	SALES REP NO.	PURCHASE ORDER NO.		SHIP VIA	SHIP DATE	TERMS	
361949	77			UPS	10/12/2011	Credit Card: VISA	
QTY. ORDERED	QTY. SHIPPED	QTY. BACK ORDERED	ITEM NO.	DESCRIPTION		UNIT	EXTENDED
2	2	0	P035S116081B0500ANT	PLASTIC 3/4" X 10" S W SNAP I PLEDGE 2B DRUGFREE		64.000	128.00
			I	SPARKLE RED BOX OF 500 ANTI PRO			
1	1	0	1SHIPRSDU	Shipping Standard to USA Authorization#:020215		19.250	19.25
Everyday we deal with the finest people around the world...our customers.							
						PAID	

PLEASE REFERENCE THE INVOICE NUMBER ON ALL REMITTANCES.

2% INTEREST WILL BE CHARGED ON ALL OVERDUE AMOUNTS. ALL DISCREPANCIES MUST BE
REFERRED TO YOUR SALES REPRESENTATIVE WITHIN 10 DAYS. RETURNS MUST BE
PRE-AUTHORIZED AND MAY BE SUBJECT TO A 25% RESTOCKING FEE, DUE UPON RETURN.

SEE REVERSE FOR TERMS AND CONDITIONS.

SUB TOTAL: 147.25

STATE TAX: 0.00
0.00

TOTAL US FUNDS: 147.25

BALANCE: 0.00

Art Freiler Elementary School Student Body Purchase Requisition

Requested by: John Sheehan

Charge to: _____ Club

Date Requested: 2 Nov 2011 2011 APPROVED

OCT. 4 MTO.

Vendor that check is to be made out to:

Name: John Sheehan JM

Address: Freiler teacher

QUANTITY	DESCRIPTION	AMOUNT
9	chess poster boards/ice cream dough packet/Red Ribbon Week (per ASB meeting 400+26.91) RRW	\$26.91

Approved By ASB Rep: [Signature]

Approved By Principal: [Signature]

This form must be completed and signed **BEFORE** ordering or spending Student Body Funds!

INACV JOINT UNIFIED SCHOOL DISTRICT Art Freiler School Student Body Account

John Sheehan

3061

11/2/2011

RRW poster rewards

26.91

Art Freiler Student Body P

26.91

MSFE001NL-1

SAFEGUARD. LITHO USA SFSLI C0752811L

TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 209-466-9641

H7ZTH0010000

M03SF000752



1950 W. 11th St.
209-832-3867
Try our Pharmacy at 209-832-5340
Save Mart

Cashier: Nina B

Clerk# 11051

10/28/11

07:40:04

DAIRY-DELI-FROZEN

SSF SNDAE CPS CHOC	2.99 F
SSF SNDAE CPS CHOC	2.99 F
SSF SNDAE CPS CHOC	2.99 F
SSF SNDAE CPS CHOC	2.99 F
SSF SNDAE CPS CHOC	2.99 F
SSF SNDAE CPS STRW	2.99 F
SSF SNDAE CPS STRW	2.99 F
SSF SNDAE CPS STRW	2.99 F
SSF SNDAE CPS STRW	2.99 F
SUBTOTAL	26.91
TOTAL TAX	.00

TOTAL

26.91

CREDIT CARDS TENDER

Acct.*****9687

APPRVL CODE 01076C

CASH

CHANGE

.00

NUMBER OF ITEMS

9

Trx:68

Term:3

Store:090

07:40:37

Value Is... Our Brands!
Get Great Value From Our
Full Circle, World Classics, Paws
Top Care and Valu Time Brands

TRACY UNIFIED SCHOOL DISTRICT

Submission Date: 12/1/12

APS School

Activity Request & Revenue Potential/Fund Raising Recap

Activity Dates

Beg. 12-1-12

Organization Science Olympiad

End 12-17-12

Project MISTLETOE

BEFORE the activity begins, RECORD this basic information:

1. Purchase Cost \$ 0
2. # of Items Purchased 0
3. Selling Price \$ 1.00 /each

*Multiply #2 by #3 to get:

4. Potential Income \$ 100

Approvals:

Principal Karen Alcorn

Advisor Maralee Short

Treasurer Zion M. L. Rando

Advisor _____

DURING and AFTER the activity, RECORD the monies collected:

54 sold @ \$ 1.00 = \$ 54

Receipt # _____

_____ sold @ _____ = _____

Receipt # _____

_____ sold @ _____ = _____

Receipt # _____

5. _____

Total

*Compare #4 (above) to #5. Was enough money collected (#5) to meet your potential income (#4)? If not, explain differences below. (For example: Did some of the items go unsold? If so, these items should be given back to the advisor. Did any items get lost or stolen? If so, give a list of the lost or stolen items to the advisor.)

\$ Collected (#5) \$ 54 - Potential (#4) \$ 100 = Difference \$ -46

EXPENSES:

Vendor: n/a Amt. Paid: _____ Ck #: _____

Vendor: _____ Amt. Paid: _____ Ck #: _____

6. Total _____

NET PROFIT RECAP

\$ Collected (#5) \$ 54 - Total Expenses (#6) \$ 0 = Net Profit \$ 54

Note: Sample of 3 revenue potential forms that have complete signature approvals.
- all signatures are present.

TRACY UNIFIED SCHOOL DISTRICT

Submission Date: 2/1/12

AFS School

Activity Request & Revenue Potential/Fund Raising Recap

Activity Dates

Beg. 12-1-12

Organization Spirit wear - ASB Hoodies

End End of year

Project _____

BEFORE the activity begins, **RECORD** this basic information:

1. Purchase Cost \$ 779.74
2. # of Items Purchased 40
3. Selling Price \$ 25 /each

*Multiply #2 by #3 to get:

4. Potential Income \$ 1,000-

Approvals:

Principal Karen Alcorn

Advisor Maralee Short

Treasurer Erwin Ullalpaando

Advisor _____

DURING and **AFTER** the activity, **RECORD** the monies collected:

_____ sold @ \$ _____ = \$ _____

Receipt # _____

_____ sold @ _____ = _____

Receipt # _____

_____ sold @ _____ = _____

Receipt # _____

5. _____

Total

*Compare #4 (above) to #5. Was enough money collected (#5) to meet your potential income (#4)? If not, explain differences below. (For example: Did some of the items go unsold? If so, these items should be given back to the advisor. Did any items get lost or stolen? If so, give a list of the lost or stolen items to the advisor.)

\$ Collected (#5) \$ _____ - Potential (#4) \$ _____ = Difference \$ _____

EXPENSES:

Vendor: BYOG Amt. Paid: 779.74 Ck #: 3066

Vendor: _____ Amt. Paid: _____ Ck #: _____

6. Total _____

NET PROFIT RECAP

\$ Collected (#5) \$ _____ - Total Expenses (#6) \$ _____ = Net Profit \$ _____

Required Format

T.U.S.D. ASSOCIATED STUDENT BODY

Submission Date: 10/11/11

___	KIMBALL HIGH
___	TRACY HIGH
___	WEST HIGH

**ACTIVITY REQUEST &
REVENUE POTENTIAL RECAP**

Activity Dates

Beg. 10/11/11

Organization ASB - general

End 10/31/11

Project Boo Grams

BEFORE the activity begins, **RECORD** this basic information:

1. Purchase Cost \$ 50
2. # of Items Purchased 190 bags POPS
3. Selling Price \$ 1.00 /each

*Multiply #2 by #3 to get:

4. Potential Revenue \$ 190

Approvals:

Principal K. Allcorn

Advisor Maralee Shook

Treasurer Zac Villalpando

Advisor _____

DURING and **AFTER** the activity, **RECORD** the monies collected:

224 sold @ \$ 1.00 = \$ 224

Receipt # _____

_____ sold @ _____ = _____

Receipt # _____

_____ sold @ _____ = _____

Receipt # _____

5. _____

Total



Your request has been approved.



Your request has been denied. See the Director of Activities.

*Compare #4 (above) to #5. Was enough money collected (#5) to meet your potential Revenue (#4)? If not, explain differences below. (For example: Did some of the items go unsold? If so, these items should be given back to the advisor. Did any items get lost or stolen? If so, give a list of the lost or stolen items to the advisor.)

\$ Collected (#5) \$ _____ - Potential (#4) \$ _____ = Difference \$ _____

EXPENDITURES:

Vendor: Winco Amt. Paid: _____ Ck #: _____

Vendor: _____ Amt. Paid: _____ Ck #: _____

6. Total _____

NET PROFIT RECAP

\$ Collected (#5) \$ _____ - Total Expenditures (#6) \$ _____ = Net Profit \$ _____

01/31/12

Art Frieler School ASB
Check Detail
 July 2011 through January 2012

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	9/7/2011		Journal transfer		Art Freiler Student...	-145.33	
					Donations	145.33	-145.33
TOTAL						145.33	-145.33
Check	9/7/2011		Journal transfer		Art Freiler Student...	-101.16	
					Music	101.16	-101.16
TOTAL						101.16	-101.16
Check	9/7/2011		Journal transfer		Art Freiler Student...	-2,796.10	
					Other Income	2,796.10	-2,796.10
TOTAL						2,796.10	-2,796.10
Check	9/7/2011		Journal transfer		Art Freiler Student...	-146.55	
					4th Grade	146.55	-146.55
TOTAL						146.55	-146.55
Check	9/7/2011		Journal transfer		Art Freiler Student...	-0.58	
					Science Camp	0.58	-0.58
TOTAL						0.58	-0.58
Check	1/4/2012	Dep	Deposit		Art Freiler Student...	-161.97	
					Recycling Account	88.00	-88.00
					Vending Machine C...	73.97	-73.97
TOTAL						161.97	-161.97
Check	1/4/2012	Dep	Deposit		Art Freiler Student...	-165.00	
					Other Income	120.00	-120.00
					Spirit Wear	45.00	-45.00
TOTAL						165.00	-165.00

Note: Check Register for 2011-2012 shows activity that only directly benefits students.

01/31/12

Art Frieler School ASB
Check Detail
 July 2011 through January 2012

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	8/17/2011	3046	Eric Lobaugh		Art Freiler Student...	-146.41	
					Vending Machine C...	146.41	-146.41
TOTAL						146.41	-146.41
Check	9/7/2011	3047	Positive Promotions		Art Freiler Student...	-11.55	
					Other Income	11.55	-11.55
TOTAL						11.55	-11.55
Check	9/7/2011	3048	Renee Little		Art Freiler Student...	-679.99	
					Recycling Account	679.99	-679.99
TOTAL						679.99	-679.99
Check	9/12/2011	3049	School Mate		Art Freiler Student...	-2,300.49	
					Agendas	862.85	-862.85
					Agendas	331.84	-331.84
					Agendas	1,105.80	-1,105.80
TOTAL						2,300.49	-2,300.49
Check	9/12/2011	3050	San Joaquin Offic...		Art Freiler Student...	-4,316.00	
					Other Income	4,316.00	-4,316.00
TOTAL						4,316.00	-4,316.00
Check	9/20/2011	3051	Great Valley Muse...		Art Freiler Student...	-200.00	
					Other Income	200.00	-200.00
TOTAL						200.00	-200.00
Check	9/20/2011	3052	Elite TShirt Printing		Art Freiler Student...	-88.77	
					Chess Club	88.77	-88.77
TOTAL						88.77	-88.77

01/31/12

Art Frieler School ASB
Check Detail
 July 2011 through January 2012

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	10/5/2011	3053	EZ fund.com		Art Freiler Student...	-275.00	
					Other Income	275.00	-275.00
TOTAL						275.00	-275.00
Check	9/23/2011	3054	Cal Chess Inc.		Art Freiler Student...	-869.00	
					Chess Club	380.00	-380.00
					Chess Club	217.00	-217.00
					Chess Club	272.00	-272.00
TOTAL						869.00	-869.00
Check	10/13/2011	3055	TUSD Donation Ac...		Art Freiler Student...	-500.00	
					Other Income	500.00	-500.00
TOTAL						500.00	-500.00
Check	10/13/2011	3056	Cal Chess Inc.		Art Freiler Student...	-214.00	
					Chess Club	214.00	-214.00
TOTAL						214.00	-214.00
Check	10/20/2011	3057	Maralee Thorburn		Art Freiler Student...	-44.82	
					Other Income	44.82	-44.82
TOTAL						44.82	-44.82
Check	10/20/2011	3058	Main Street Music		Art Freiler Student...	-1,693.00	
					Drama Club	1,693.00	-1,693.00
TOTAL						1,693.00	-1,693.00
Check	10/24/2011	3059	TUSD Donation Ac...		Art Freiler Student...	-11.70	
					Miscellaneous	11.70	-11.70
TOTAL						11.70	-11.70

01/31/12

Art Frieler School ASB
Check Detail
 July 2011 through January 2012

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	11/2/2011	3060	Ashley Howell		Art Freiler Student...	-147.25	
					Other Income	147.25	-147.25
TOTAL						147.25	-147.25
Check	11/2/2011	3061	John Sheehan		Art Freiler Student...	-26.91	
					Other Income	26.91	-26.91
TOTAL						26.91	-26.91
Check	11/8/2011	3062	Derek Mizuno		Art Freiler Student...	-75.00	
					Miscellaneous	75.00	-75.00
TOTAL						75.00	-75.00
Check	11/8/2011	3063	Tracy Awards		Art Freiler Student...	-74.43	
					Miscellaneous	74.43	-74.43
TOTAL						74.43	-74.43
Check	11/8/2011	3064	Kendra Azama		Art Freiler Student...	-164.95	
					Dances	164.95	-164.95
TOTAL						164.95	-164.95
Check	11/9/2011	3065	TUSD Donation Ac...		Art Freiler Student...	-1,920.00	
					Other Income	1,920.00	-1,920.00
TOTAL						1,920.00	-1,920.00
Check	12/1/2011	3066	BYOG - Build Your...		Art Freiler Student...	-779.74	
					Spirit Wear	779.74	-779.74
TOTAL						779.74	-779.74

01/31/12

Art Frieler School ASB
Check Detail
 July 2011 through January 2012

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	12/1/2011	3067	BYOG - Build Your...		Art Freiler Student...	-690.21	
			MJ11276		Science	690.21	-690.21
TOTAL						690.21	-690.21
Check	12/8/2011	3068	Renee Little		Art Freiler Student...	-80.58	
					Recycling Account	80.58	-80.58
TOTAL						80.58	-80.58
Check	12/8/2011	3069	Mad Science of Sa...		Art Freiler Student...	-656.00	
					Other Income	656.00	-656.00
TOTAL						656.00	-656.00
Check	11/9/2011	3071	Jostens		Art Freiler Student...	-1,700.00	
					Yearbook	1,700.00	-1,700.00
TOTAL						1,700.00	-1,700.00
Check	12/13/2011	3071	Disney Educationa...		Art Freiler Student...	-1,154.72	
					Library	1,154.72	-1,154.72
TOTAL						1,154.72	-1,154.72
Check	12/15/2011	3071	Jostens		Art Freiler Student...	-1,700.00	
					Yearbook	1,700.00	-1,700.00
TOTAL						1,700.00	-1,700.00
Check	11/9/2011	3072	Positive Promotions		Art Freiler Student...	-232.95	
					Other Income	232.95	-232.95
TOTAL						232.95	-232.95

01/31/12

Art Frieler School ASB
Check Detail
 July 2011 through January 2012

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	12/15/2011	3072	Positive Promotions		Art Freiler Student...	-232.95	
					Other Income	232.95	-232.95
TOTAL						232.95	-232.95
Check	1/5/2012	3073	Cal Chess Inc.		Art Freiler Student...	-358.00	
					Chess Club	358.00	-358.00
TOTAL						358.00	-358.00
Check	1/5/2012	3074	TUSD Donation Ac...		Art Freiler Student...	-26.52	
					Recycling Account	26.52	-26.52
TOTAL						26.52	-26.52
Check	1/13/2012	3075	Modesto Junior C...		Art Freiler Student...	-996.00	
					Other Income	996.00	-996.00
TOTAL						996.00	-996.00
Check	1/25/2012	3076	Kendra Azama		Art Freiler Student...	-131.30	
					Other Income	131.30	-131.30
TOTAL						131.30	-131.30

**TRACY UNIFIED SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL**

OBJECTIVE: TO DETERMINE WHETHER DISBURSEMENTS ARE BEING APPROVED IN MEETING MINUTES IN RESPONSE TO 2010-2011 AUDIT FINDING.

PROCEDURE: REVIEW A SAMPLE OF 10 DISBURSEMENTS IN 2011-2012 YEAR AND TRACE TO MEETING MINUTES.

CHECK #	CHECK DATE	AMOUNT	PAYEE	MEETING MINUTES DATED	WORKPAPER REF
8030	8/26/2011	\$ 485.88	Dawn Arbogast	8/31/2011	p.1
8033	9/21/2011	\$ 5,192.85	Mixed Bag Designs	8/31/2011	p.2
8037	9/15/2011	\$ 300.00	Sounds in Motion	8/31/2011	p.1
8042	10/5/2011	\$ 129.35	Target	8/31/2011	p.1
8050	10/13/2011	\$ 1,049.98	IZA Design	10/6/2011	p. 3
8051	10/24/2011	\$ 510.95	Image Market	10/6/2011	p. 4
8057	11/9/2011	\$ 64.78	Target	8/31/2011	p.1
8063	11/9/2011	\$ 139.64	Visa	8/31/2011	p.1
8065	11/9/2011	\$ 84.10	Carol Wyant	8/31/2011	p.1
8067	11/29/2011	\$ 2,600.00	Horizon Entertainment	10/6/2011	p. 3

Note: Site has only had 3 meetings in 2011-2012 year.

CONCLUSION: IT APPEARS THAT DISBURSEMENTS ARE BEING APPROVED IN MEETING MINUTES IN 2011-2012 YEAR.

Student Council Meeting Minutes
August 31, 2011

- I. Call to order 8:26
- II. Pledge of Allegiance
- III. Treasurer Report \$14,667.37
- IV. Old Business
- V. New Business

- Leadership requests permission to spend money on supplies (including spirit days, class supplies, lunch activities)

1st: Faith
2nd: Michael

APPROVED: (YES) NO

- Leadership requests permission to spend money on the back to school dance. (including DJ and decorations)

1st: Ariana
2nd: Notassia

September 15
school dance

APPROVED: (YES) NO

- Leadership requests permission to spend money on Red Ribbon Week.

1st: Greg
2nd: Jenna

APPROVED: (YES) NO

- Leadership requests permission to buy an Ipod for lunch activities, assemblies and other activities.

1st: ~~Trinity~~ Trinity
2nd: Josmar

APPROVED: (YES) NO

- Leadership requests permission to classify all WEB activities as Leadership activities.

1st: Faith
2nd: Greg

APPROVED: (YES) NO

- Leadership requests permission to reimburse Mrs. Arbogast for miscellaneous WEB assembly costs.

1st: Jahir
2nd: Kiran

APPROVED: (YES) NO



PURCHASE ORDER
Tracy Unified School District
MONTE VISTA MIDDLE SCHOOL

District Address
1875 W. Lowell Ave
Tracy, CA 95376
(209)830-3200

Bill & Ship To:
School Address
751 W. Lowell Ave
Tracy, CA 95376
(209)830-3340 x5280
Fax (209)830-3341

Sounds In Motion

Date

9/15/11

Purchase Order No. 9783

Instructions to Vendor:

1. Our purchase order number must appear on the outside of each package or shipping container.
2. Substitutions, changes and prices other than specified must be authorized by the principal or club advisor.
3. Invoice in triplicate showing our purchase order number on all invoice and related documents.
4. The District does not pay Federal Excise Tax. Exemption certificate furnished upon request.

Club: <u>Fraternity</u>		Requestor: <u>Alia Fugger</u>		
Qty	Unit/Catalog #	Materials/Service/Descriptions	Unit Price	Total Cost
		DJ for 9/15/11 BTS Dance		300 ⁰⁰

Principal

Date

ASB Advisor or Club Advisor Approval for Payment

ASB Treasurer

Check # Issued: 8037

Date Check Issued:



PURCHASE ORDER
Tracy Unified School District
MONTE VISTA MIDDLE SCHOOL

District Address
1875 W. Lowell Ave
Tracy, CA 95376
(209)830-3200

Bill & Ship To:
School Address
751 W. Lowell Ave
Tracy, CA 95376
(209)830-3340 x5280
Fax (209)830-3341

Date 9/15/11

Purchase Order No. 9788

Instructions to Vendor:

1. Our purchase order number must appear on the outside of each package or shipping container.
2. Substitutions, changes and prices other than specified must be authorized by the principal or club advisor.
3. Invoice in triplicate showing our purchase order number on all invoice and related documents.
4. The District does not pay Federal Excise Tax. Exemption certificate furnished upon request.

Club: <u>Leadership</u>		Requestor: <u>J. Fugger</u>		
Qty	Unit/Catalog #	Materials/Service/Descriptions	Unit Price	Total Cost
		<u>Snack Bar</u> <u>Items</u> <u>for Dance</u>		<u>129.35</u>

Principal [Signature]

Date 10/5/11

ASB Treasurer [Signature]

Check # Issued: 8092

Date Check Issued: _____

ASB Advisor or Club Advisor Approval for Payment [Signature]

- Leadership requests permission to give \$150 to clubs that DO NOT have fundraisers during the year.

1st: Diana

2nd: Ana

APPROVED:

(YES)

NO

- 6th grade club requests permission to have a candy and a designer bag fundraiser. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Ariana

2nd: Cierra

APPROVED:

(YES)

NO

- Math Club requests permission to sell cereal bars, granola bars, and water as a fundraiser. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Faith

2nd: Leah

APPROVED:

(YES)

NO

- AVID Club requests permission to sell Jamba Juice at Back to School Night. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Noreen

2nd: Jasmeen

APPROVED:

(YES)

NO

- Finer Things Club requests permission to sell dry snacks and water. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Cierra

2nd: Jenna

APPROVED:

(YES)

NO

- Students requested permission to start a Gay Straight Alliance Club. Mr. Medeiros and Mr. Ruiz will be the advisors

1st: Rose

2nd: Jason

VI. Comments/Suggestions
VII. ADJOURN MEETING

8:58

(YES)

Ariana - Graffiti in the bathrooms: make announcements

Greg - more water fountains

Rose - showers after P.E.

Ariana - volleyball team

Faith - air conditioning in locker rooms



PURCHASE ORDER
Tracy Unified School District
MONTE VISTA MIDDLE SCHOOL

District Address
1875 W. Lowell Ave
Tracy, CA 95376
(209)830-3200

Bill & Ship To:
School Address
751 W. Lowell Ave
Tracy, CA 95376
(209)830-3340 x5280
Fax (209)830-3341

Mixed Bags

Date

9/21/11

Purchase Order No. 9779

Instructions to Vendor:

1. Our purchase order number must appear on the outside of each package or shipping container.
2. Substitutions, changes and prices other than specified must be authorized by the principal or club advisor.
3. Invoice in triplicate showing our purchase order number on all invoice and related documents.
4. The District does not pay Federal Excise Tax. Exemption certificate furnished upon request.

Club: <i>5th Grade Club</i>		Requestor: <i>J. Grimes</i>		
Qty	Unit/Catalog #	Materials/Service/Descriptions	Unit Price	Total Cost
		<i>Fundraiser Order see attached</i>	<i>4x</i>	<i>479.70 395.85 5192.85</i>

Principal

Date

ASB Adviser or Club Advisor Approval for Payment

ASB Treasurer

Check # Issued: *9036*

Date Check Issued: *9/21/11*



PURCHASE ORDER
 Tracy Unified School District
MONTE VISTA MIDDLE SCHOOL

District Address
 1875 W. Lowell Ave
 Tracy, CA 95376
 (209)830-3200

Bill & Ship To:
School Address
 751 W. Lowell Ave
 Tracy, CA 95376
 (209)830-3340 x5280
 Fax (209)830-3341

C. Bryant

Date 11/9/11

Purchase Order No. 9811

Instructions to Vendor:

1. Our purchase order number must appear on the outside of each package or shipping container.
2. Substitutions, changes and prices other than specified must be authorized by the principal or club advisor.
3. Invoice in triplicate showing our purchase order number on all invoice and related documents.
4. The District does not pay Federal Excise Tax. Exemption certificate furnished upon request.

Club: <i>Hinner Jumps Club</i>		Requestor: <i>C Bryant</i>		
Qty	Unit/Catalog #	Materials/Service/Descriptions	Unit Price	Total Cost
		<i>Snacks - fundraiser meeting Treats</i>		<i>84¹⁰</i>

Principal <i>[Signature]</i>	Date <i>11/9/11</i>	ASB Advisor or Club Advisor Approval for Payment <i>[Signature]</i>
ASB Treasurer <i>[Signature]</i>	Check # Issued: <i>5005</i>	Date Check Issued: _____

TRACY UNIFIED SCHOOL DISTRICT
Monte Vista Middle School

OBJECTIVE: TO DETERMINE REVENUE POTENTIALS ARE BEING APPROVED IN MEETING MINUTES ARE SIGNED INDICATING APPROVAL IN RESPONSE TO 2010-2011 AUDIT FINDING.

PROCEDURE: REVIEW A SAMPLE OF 3 REVENUE POTENTIAL FORMS IN 2011-2012 YEAR AND TRACE TO MEETING MINUTES AND SIGNATURE.

SAMPLE #	GROUP	ACTIVITY	REV. POT FORM SIGNED?	MEETING MINUTES DATED	WORKPAPER REF
1	6TH GRADE	CANDY SALE	YES	8/31/2011	p.3
2	6TH GRADE	MIXED BAG SALE	YES	8/31/2011	p.8
3	FINER THINGS CLUB	SNACK SALE	YES	8/31/2011	p.10

CONCLUSION: IT APPEARS THAT REVENUE/FUNDRAISING ACTIVITIES ARE APPROVED IN MEETING MINUTES AND REVENUE POTENTIAL FORMS ARE SIGNED INDICATING APPROVAL

Student Council Meeting Minutes
August 31, 2011

- I. Call to order 8:26
II. Pledge of Allegiance
III. Treasurer Report \$14,667.37
IV. Old Business
V. New Business

- Leadership requests permission to spend money on supplies (including spirit days, class supplies, lunch activities)

1st: Faith
2nd: Micheal

APPROVED: (YES) NO

- Leadership requests permission to spend money on the back to school dance. (including DJ and decorations)

1st: Ariana
2nd: Natassia

September 15
school dance

APPROVED: (YES) NO

- Leadership requests permission to spend money on Red Ribbon Week.

1st: Greg
2nd: Jenna

APPROVED: (YES) NO

- Leadership requests permission to buy an Ipod for lunch activities, assemblies and other activities.

1st: ~~Trinity~~ Trinity
2nd: Josmar

APPROVED: (YES) NO

- Leadership requests permission to classify all WEB activities as Leadership activities.

1st: Faith
2nd: Greg

APPROVED: (YES) NO

- Leadership requests permission to reimburse Mrs. Arbogast for miscellaneous WEB assembly costs.

1st: Jahir
2nd: Liran

APPROVED: (YES) NO

- Leadership requests permission to give \$150 to clubs that DO NOT have fundraisers during the year.

1st: Diana
2nd: Ana

APPROVED: ☒ YES NO

- 6th grade club requests permission to have a candy and a designer bag fundraiser. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Ariana
2nd: Cierra

APPROVED: ☒ YES NO

- Math Club requests permission to sell cereal bars, granola bars, and water as a fundraiser. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Faith
2nd: Leah

APPROVED: ☒ YES NO

- AVID Club requests permission to sell Jamba Juice at Back to School Night. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Narday
2nd: Joanneen

APPROVED: ☒ YES NO

- Finer Things Club requests permission to sell dry snacks and water. (Tentative approval until Agreement Form is turned in to site secretary.)

1st: Cierra
2nd: Jenna

APPROVED: ☒ YES NO

- Students requested permission to start a Gay Straight Alliance Club. Mr. Medeiros and Mr. Ruiz will be the advisors

1st: Rose
2nd: Jason

VI. Comments/Suggestions
VII. ADJOURN MEETING

8:58

☒ YES

Ariana - Graffiti in the bathrooms: make announcements
Greg - make water fountains
Rose - showers after P.E.
Ariana - volleyball team
Faith - air conditioning in locker rooms

✓ 2 revenue potentials on file

approved 3
8/21/11
minutes

REVENUE POTENTIAL TEST

ACTIVITY 1st Qtr Candy Sale DATE _____
ADVISOR John Grune GROUP 1st Q

EXPECTED

ACTUAL

DIFFERENCE

REVENUE

Sales Quantity x Sales Price

(Sales Quantity = # of Items Purchased - From Inv.)

Quantity _____ X Sales Price _____

(A) \$ 30000

\$ 30345

\$ 345

OTHER REVENUE

Donations, Sale of Ads, etc.

(B)

\$

\$

\$

LESS:

Items Donated or Given as

Prizes - Quantity x Sales Price

Quantity _____ X Sales Price _____

(C)

\$

\$

\$

Items Unsold - Quantity x
Sales Price

Quantity _____ X Sales Price _____

(D)

\$

\$

\$

Total Cash Prizes

Quantity _____ X Amount _____

Quantity _____ X Amount _____

(E)

\$

\$

\$

NET REVENUE (A+B-C-D-E)

(F)

\$ ~~30000~~ 30345

\$ 30345

\$ 345

EXPENSES

PRODUCT COSTS

Quantity x Cost (per invoice)

Quantity _____ X Cost _____ (Per Inv.)

(G)

\$ 15000

\$ 16440

\$ 1440

OTHER COSTS

Freight, Tax, Advertising, etc.

(H)

\$ Inc

\$ 2nc

\$

TOTAL EXPENSES (G+H)

(I)

\$ 15000

\$ 16440

\$

TOTAL PROFIT (F - I)

\$ 15000

\$ 13905

\$ 1095

Signature _____

Date: 1/3/12

= signature approval present

At all
times
outstanding
or
unsold
candy

1:13 PM
02/03/12

Monte Vista Middle School Student Body

Account QuickReport

Accrual Basis	Type	Date	Num	Name	Split	Amount	Balance
6th Grade Club	All Transactions						
Candy							
	Deposit	09/15/2011	13888	Cleaver Candy	Rabobank Tracy	50.00	50.00
	Deposit	09/19/2011	13864	Cheng Candy	Rabobank Tracy	100.00	150.00
	Deposit	09/19/2011	13867	Cleaver Candy	Rabobank Tracy	100.00	250.00
	Deposit	09/19/2011	13868	Arbogast Candy	Rabobank Tracy	100.00	350.00
	Deposit	09/19/2011	13869	Cleaver Candy	Rabobank Tracy	100.00	450.00
	Deposit	09/19/2011	13870	Arbogast Candy	Rabobank Tracy	150.00	600.00
	Deposit	09/19/2011	13871	Couris Candy	Rabobank Tracy	250.00	850.00
	Deposit	09/19/2011	13873	Chakraverty Candy	Rabobank Tracy	450.00	1,300.00
	Deposit	09/19/2011	13861	Grimes Candy	Rabobank Tracy	100.00	1,400.00
	Deposit	09/19/2011	13862	Couris Candy	Rabobank Tracy	150.00	1,550.00
	Check	09/21/2011	8034	Gateway First Chocolate Order PO#9780	Rabobank Tracy	-3,750.00	-2,200.00
	Deposit	09/22/2011	13893	Marco Marchini Candy	Rabobank Tracy	233.00	-1,967.00
	Deposit	09/22/2011	13894	Couris Candy	Rabobank Tracy	100.00	-1,867.00
	Deposit	09/22/2011	13895	Smith Candy	Rabobank Tracy	200.00	-1,667.00
	Deposit	09/22/2011	13896	Grimes Candy	Rabobank Tracy	50.00	-1,617.00
	Deposit	09/22/2011	13897	Grimes Candy	Rabobank Tracy	302.00	-1,315.00
	Deposit	09/22/2011	13898	Cleaver Candy	Rabobank Tracy	150.00	-1,165.00
	Deposit	09/22/2011	13899	Grimes Candy	Rabobank Tracy	400.00	-765.00
	Deposit	09/22/2011	13900	Cheng Candy	Rabobank Tracy	300.00	-465.00
	Deposit	09/22/2011	13901	Arbogast Candy	Rabobank Tracy	51.00	-414.00
	Deposit	09/22/2011	13902	Taylor Candy	Rabobank Tracy	50.00	-364.00
	Deposit	09/22/2011	13903	Cleaver Candy	Rabobank Tracy	200.00	-164.00
	Check	09/23/2011	8039	Gateway 3rd Candy Order Inv 71711 PO#9785	Rabobank Tracy	-5,020.00	-5,184.00
	Check	09/23/2011	8040	Gateway 2nd Choc. order Inv. #71707 PO#9786	Rabobank Tracy	-3,770.00	-8,954.00
	Deposit	09/26/2011	13904	Cleaver Candy	Rabobank Tracy	201.00	-8,753.00
	Deposit	09/26/2011	13905	Grimes Candy	Rabobank Tracy	100.00	-8,653.00
	Deposit	09/26/2011	13906	Marco Marchini Candy	Rabobank Tracy	243.00	-8,410.00
	Deposit	09/26/2011	13907	Chakraverty Candy	Rabobank Tracy	950.00	-7,460.00
	Deposit	09/26/2011	13908	Couris Candy	Rabobank Tracy	150.00	-7,310.00
	Deposit	09/26/2011	13909	Arbogast Candy	Rabobank Tracy	50.00	-7,260.00
	Deposit	09/26/2011	13910	Arbogast Candy	Rabobank Tracy	142.00	-7,118.00
	Deposit	09/26/2011	13911	Taylor Candy	Rabobank Tracy	100.00	-7,018.00
	Deposit	09/27/2011	13913	Gonzales Candy	Rabobank Tracy	150.00	-6,868.00
	Deposit	09/27/2011	13914	Gonzales Candy	Rabobank Tracy	200.00	-6,668.00

1:13 PM

02/03/12

Monte Vista Middle School Student Body

Account QuickReport

Accrual Basis	Type	Date	Num	Name	Split	Amount	Balance
					All Transactions		
	Deposit	09/28/2011	13915	Marco Marchini	Candy	Rabobank Tracy	50.00 -6,618.00
	Deposit	09/28/2011	13916	Smith	Candy	Rabobank Tracy	151.00 -6,467.00
	Deposit	09/28/2011	13917	Grimes	Candy	Rabobank Tracy	600.00 -5,867.00
	Deposit	09/28/2011	13918	Marco Marchini	Candy	Rabobank Tracy	200.00 -5,667.00
	Deposit	09/28/2011	13919	Taylor	Candy	Rabobank Tracy	100.00 -5,567.00
	Deposit	09/28/2011	13920	Cleaver	Candy	Rabobank Tracy	200.00 -5,367.00
	Deposit	09/28/2011	13921	Arbogast	Candy	Rabobank Tracy	100.00 -5,267.00
	Deposit	09/28/2011	13922	Cheng	Candy	Rabobank Tracy	250.00 -5,017.00
	Deposit	09/28/2011	13923	Couris	Candy	Rabobank Tracy	300.00 -4,717.00
	Deposit	09/29/2011	13925	Gonzales	Candy	Rabobank Tracy	200.00 -4,517.00
	Deposit	09/29/2011	13926	Cleaver	Candy	Rabobank Tracy	250.00 -4,267.00
	Deposit	09/29/2011	13928	Couris	Candy	Rabobank Tracy	150.00 -4,117.00
	Deposit	09/30/2011	13929	Arbogast	Candy	Rabobank Tracy	150.00 -3,967.00
	Deposit	09/30/2011	13930	Cheng	Candy	Rabobank Tracy	200.00 -3,767.00
	Deposit	09/30/2011	13931	Arbogast	Candy	Rabobank Tracy	50.00 -3,717.00
	Deposit	09/30/2011	13932	Couris	Candy	Rabobank Tracy	150.00 -3,567.00
	Deposit	09/30/2011	13933	Cleaver	Candy	Rabobank Tracy	201.00 -3,366.00
	Deposit	09/30/2011	13934	Smith	Candy	Rabobank Tracy	201.00 -3,165.00
	Deposit	09/30/2011	13935	Marco Marchini	Candy	Rabobank Tracy	194.00 -2,971.00
	Deposit	09/30/2011	13936	Chakraverty	Cnady	Rabobank Tracy	550.00 -2,421.00
	Deposit	10/04/2011	13937	Smith	Candy	Rabobank Tracy	150.00 -2,271.00
	Deposit	10/04/2011	13924	Couris	Candy	Rabobank Tracy	50.00 -2,221.00
	Deposit	10/04/2011	13838	Taylor	Candy	Rabobank Tracy	200.00 -2,021.00
	Deposit	10/04/2011	13939	Cleaver	Candy	Rabobank Tracy	200.00 -1,821.00
	Deposit	10/04/2011	13940	Grimes	Candy	Rabobank Tracy	350.00 -1,471.00
	Deposit	10/04/2011	13942	Marco Marchini	Candy	Rabobank Tracy	150.00 -1,321.00
	Deposit	10/04/2011	13943	Marco Marchini	Candy	Rabobank Tracy	50.00 -1,271.00
	Deposit	10/04/2011	13944	Gonzales	Candy	Rabobank Tracy	250.00 -1,021.00
	Deposit	10/04/2011	13946	Couris	Candy	Rabobank Tracy	154.00 -867.00
	Deposit	10/07/2011	13949	Marco Marchini	Candy	Rabobank Tracy	100.00 -767.00
	Deposit	10/07/2011	13950	Arbogast	Candy	Rabobank Tracy	150.00 -617.00
	Deposit	10/07/2011	13951	Grimes	Candy	Rabobank Tracy	100.00 -517.00
	Deposit	10/07/2011	13952	Couris	Candy	Rabobank Tracy	50.00 -467.00
	Deposit	10/07/2011	13955	Arbogast	Candy	Rabobank Tracy	100.00 -367.00
	Deposit	10/07/2011	13956	Smith	Candy	Rabobank Tracy	100.00 -267.00
	Deposit	10/07/2011	13957	Gonzales	Candy	Rabobank Tracy	150.00 -117.00

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02/03/12

Monte Vista Middle School Student Body

Account QuickReport

All Transactions

Accrual	Basis	Type	Date	Num	Name	Split	Amount	Balance
		Deposit	10/25/2011	14006	Arbogast Candy	Rabobank Tracy	200.00	4,272.00
		Deposit	10/25/2011	14006	Arbogast Change	Rabobank Tracy	11.00	4,283.00
		Deposit	10/25/2011	14009	Chakraverty Candy	Rabobank Tracy	800.00	5,083.00
		Deposit	10/25/2011	14009	Chakraverty Camp	Rabobank Tracy	120.00	5,203.00
		Deposit	10/25/2011	14011	Chakraverty Candy	Rabobank Tracy	500.00	5,703.00
		Deposit	10/27/2011	14013	Smith Candy	Rabobank Tracy	100.00	5,803.00
		Deposit	10/27/2011	14014	Grimes Candy	Rabobank Tracy	302.00	6,105.00
		Deposit	10/27/2011	14015	Smith Candy	Rabobank Tracy	50.00	6,155.00
		Deposit	10/27/2011	14016	Grimes Candy	Rabobank Tracy	150.00	6,305.00
		Deposit	10/27/2011	14017	Marco Marchini Candy	Rabobank Tracy	188.00	6,493.00
		Deposit	11/01/2011	14021	Cleaver Candy	Rabobank Tracy	399.00	6,892.00
		Deposit	11/01/2011	14022	Marco Marchini Candy	Rabobank Tracy	300.00	7,192.00
		Deposit	11/01/2011	14024	Taylor Candy	Rabobank Tracy	150.00	7,342.00
		Deposit	11/01/2011	14025	Smith Candy	Rabobank Tracy	150.00	7,492.00
		Deposit	11/01/2011	14026	Smith Candy	Rabobank Tracy	51.00	7,543.00
		Deposit	11/01/2011	14027	Grimes Candy	Rabobank Tracy	50.00	7,593.00
		Deposit	11/01/2011	14028	Cheng Candy	Rabobank Tracy	500.00	8,093.00
		Deposit	11/01/2011	14031	Gonzales Candy	Rabobank Tracy	150.00	8,243.00
		Deposit	11/03/2011	14032	Couris Candy	Rabobank Tracy	550.00	8,793.00
		Deposit	11/03/2011	14033	Marco Marchini Candy	Rabobank Tracy	125.00	8,918.00
		Deposit	11/03/2011	14034	Grimes Candy	Rabobank Tracy	50.00	8,968.00
		Deposit	11/03/2011	14036	Taylor Candy	Rabobank Tracy	20.00	8,988.00
		Deposit	11/03/2011	14037	Taylor Candy	Rabobank Tracy	30.00	9,018.00
		Deposit	11/03/2011	14038	Couris Candy	Rabobank Tracy	101.00	9,119.00
		Deposit	11/03/2011	14039	Gonzales Candy	Rabobank Tracy	100.00	9,219.00
		Deposit	11/03/2011	14040	Gonzales Candy	Rabobank Tracy	50.00	9,269.00
		Deposit	11/08/2011	14041	Arbogast Candy	Rabobank Tracy	50.00	9,319.00
		Deposit	11/08/2011	14044	Taylor Candy	Rabobank Tracy	50.00	9,369.00
		Deposit	11/08/2011	14046	Couris Candy	Rabobank Tracy	105.00	9,474.00
		Deposit	11/08/2011	14047	Gonzales Candy	Rabobank Tracy	150.00	9,624.00
		Deposit	11/08/2011	14048	Marco Marchini Candy	Rabobank Tracy	100.00	9,724.00
		Deposit	11/08/2011	14049	Arbogast Candy	Rabobank Tracy	50.00	9,774.00
		Deposit	11/08/2011	14050	Chakraverty Candy	Rabobank Tracy	950.00	10,724.00
		Deposit	11/08/2011	14051	Smith Candy	Rabobank Tracy	150.00	10,874.00
		Deposit	11/08/2011	14110	Cleaver Candy	Rabobank Tracy	250.00	11,124.00
		Deposit	11/08/2011	14052	Couris Candy	Rabobank Tracy	50.00	11,174.00

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02/03/12

Monte Vista Middle School Student Body

Accrual Basis		Type	Date	Num	Name	Account QuickReport	Split	Amount	Balance
All Transactions									
		Deposit	11/08/2011	14055	Marco Marchini	Candy	Rabobank Tracy	150.00	11,324.00
		Deposit	11/08/2011	14056	Arbogast	Candy	Rabobank Tracy	100.00	11,424.00
		Check	11/09/2011	8064	Gateway	Candy Inv #72109 PO#9810	Rabobank Tracy	-1,300.00	10,124.00
		Deposit	11/09/2011	14057	Cleaver	Candy	Rabobank Tracy	200.00	10,324.00
		Deposit	11/09/2011	14058	Arbogast	Candy	Rabobank Tracy	100.00	10,424.00
		Deposit	11/09/2011	14059	Marco Marchini	Candy	Rabobank Tracy	96.00	10,520.00
		Deposit	11/09/2011	14060	Grimes	Candy	Rabobank Tracy	200.00	10,720.00
		Deposit	11/10/2011	14064	Smith	Candy	Rabobank Tracy	50.00	10,770.00
		Deposit	11/10/2011	14065	Couris	Candy	Rabobank Tracy	250.00	11,020.00
		Deposit	11/10/2011	14066	Cleaver	Candy	Rabobank Tracy	50.00	11,070.00
		Deposit	11/28/2011	14068	Couris	Candy	Rabobank Tracy	290.00	11,360.00
		Deposit	11/28/2011	14070	Smith	Candy	Rabobank Tracy	200.00	11,560.00
		Deposit	11/28/2011	14071	Marco Marchini	Candy	Rabobank Tracy	200.00	11,760.00
		Deposit	11/28/2011	14073	Taylor	Candy	Rabobank Tracy	36.00	11,796.00
		Deposit	11/28/2011	14074	Taylor	Candy	Rabobank Tracy	50.00	11,846.00
		Deposit	11/28/2011	14075	Grimes	Candy	Rabobank Tracy	50.00	11,896.00
		Deposit	11/28/2011	14077	Taylor	Candy	Rabobank Tracy	50.00	11,946.00
		Deposit	11/28/2011	14078	Smith	Candy	Rabobank Tracy	50.00	11,996.00
		Deposit	12/02/2011	14079	Chakraverty	Candy	Rabobank Tracy	1,150.00	13,146.00
		Deposit	12/02/2011	14081	Marco Marchini	Candy	Rabobank Tracy	50.00	13,196.00
		Deposit	12/02/2011	14067	Grimes	Candy	Rabobank Tracy	50.00	13,246.00
		Deposit	12/05/2011	14083	Gonzales	Candy	Rabobank Tracy	25.00	13,271.00
		Deposit	12/05/2011	14084	Marco Marchini	Candy	Rabobank Tracy	75.00	13,346.00
		Deposit	12/05/2011	14086	Couris	Candy	Rabobank Tracy	260.00	13,606.00
		Deposit	12/16/2011	14090	Chakraverty	Candy	Rabobank Tracy	200.00	13,806.00
		Deposit	12/16/2011	14091	Gonzales	Candy	Rabobank Tracy	60.00	13,866.00
		Deposit	01/12/2012	14095	Taylor	Candy	Rabobank Tracy	14.00	13,880.00
		Deposit	01/26/2012	14101	Cheng	Candy	Rabobank Tracy	25.00	13,905.00
	Total Candy							13,905.00	13,905.00
	Total 6th Grade Club							13,905.00	13,905.00
TOTAL								13,905.00	13,905.00

REVENUE POTENTIAL TEST

ACTIVITY Mixed Bags Sale DATE 8-20-11
 ADVISOR John Grimes GROUP 6th graders

EXPECTED

ACTUAL

DIFFERENCE

REVENUE

Sales Quantity x Sales Price

(Sales Quantity = # of items Purchased - From inv.)

Quantity 300 X Sales Price vary

(A) \$ 3000.00 \$ 4146.30 \$ 1146.30

OTHER REVENUE

Donations, Sale of Ads, etc.

(B) \$ 0 \$ 0 \$ 0

LESS:

Items Donated or Given as

Prizes - Quantity x Sales Price

Quantity 0 X Sales Price 0

(C) \$ 0 \$ 0 \$ 0

Items Unsold - Quantity x
Sales Price

Quantity 0 X Sales Price 0

(D) \$ 0 \$ 0 \$ 0

Total Cash Prizes

Quantity 0 X Amount 0

Quantity 0 X Amount 0

(E) \$ 0 \$ 0 \$ 0

NET REVENUE (A+B-C-D-E)

(F) \$ 3,000 \$ 4,146.30 \$ 1,146.30

EXPENSES

PRODUCT COSTS

Quantity x Cost (per invoice)

Quantity 10 X Cost vary (Per Inv.)

(G) \$ 100 \$ 100 \$ 0

OTHER COSTS

Freight, Tax, Advertising, etc.

(H) \$ 200 \$ 300 \$ 100

TOTAL EXPENSES (G+H)

(I) \$ 300 \$ 400 \$ 100

TOTAL PROFIT (F - I)

\$ 3,000 \$ 4,146 \$ 1,146

Signature [Signature]

Date: 31 Jan 12

= signature approval present

1:46 PM

01/31/12

Accrual Basis

Monte Vista Middle School Student Body Account QuickReport All Transactions

Type	Date	Num	Name	Memo	Split	Amount	Balance
6th Grade Club							
Bag Fundraiser							
Check	8/26/2011	8031	Dawn Arbogast	Sample for f...	Rab...	-265.64	-265.64
Deposit	9/15/2011	13883	Grimes	Bags	Rab...	1,222.00	956.36
Deposit	9/15/2011	13884	Marco Marchini	Bags	Rab...	974.00	1,930.36
Deposit	9/15/2011	13888	Cleaver	Bags	Rab...	133.00	2,063.36
Deposit	9/15/2011	13889	Arbogast	Bags	Rab...	1,342.00	3,405.36
Deposit	9/15/2011	13891	Taylor	Bags	Rab...	195.00	3,600.36
Deposit	9/15/2011	13890	Couris	Bags	Rab...	251.00	3,851.36
Deposit	9/19/2011	13863	Arbogast	Bags	Rab...	336.00	4,187.36
Deposit	9/19/2011	13865	Gonzales	Bags	Rab...	605.00	4,792.36
Deposit	9/19/2011	13866	Marco Marchini	Bags	Rab...	186.00	4,978.36
Deposit	9/19/2011	13867	Cleaver	Bags	Rab...	302.00	5,280.36
Deposit	9/19/2011	13868	Arbogast	Bags	Rab...	113.00	5,393.36
Deposit	9/19/2011	13869	Cleaver	Bags	Rab...	267.00	5,660.36
Deposit	9/19/2011	13870	Arbogast	Bags	Rab...	205.00	5,865.36
Deposit	9/19/2011	13872	Chakraverty	Bags	Rab...	233.00	6,098.36
Deposit	9/19/2011	13857	Smith	Bags	Rab...	1,108.00	7,206.36
Deposit	9/19/2011	13858	Gonzales	Bags	Rab...	141.00	7,347.36
Deposit	9/19/2011	13860	Arbogast	Bags	Rab...	442.00	7,789.36
Deposit	9/19/2011	13861	Grimes	Bags	Rab...	607.00	8,396.36
Deposit	9/19/2011	13862	Couris	Bags	Rab...	110.00	8,506.36
Check	9/21/2011	8033	Mixed Bag Designs	Fundraiser ...	Rab...	-5,192.85	3,313.51
Deposit	9/22/2011	13892	Cheng	Bags	Rab...	437.99	3,751.50
Deposit	9/22/2011	13893	Marco Marchini	Bags	Rab...	70.00	3,821.50
Deposit	9/22/2011	13896	Grimes	Bags	Rab...	123.00	3,944.50
Deposit	9/22/2011	13901	Arbogast	Bags	Rab...	31.00	3,975.50
Deposit	9/22/2011	13903	Cleaver	Bags	Rab...	30.00	4,005.50
Deposit	9/26/2011	13909	Arbogast	Bags	Rab...	42.00	4,047.50
Deposit	9/27/2011	13913	Gonzales	Bags	Rab...	38.00	4,085.50
Deposit	10/7/2011	13950	Arbogast	Bags	Rab...	32.00	4,117.50
Deposit	1/26/2012	14100	Arbogast	On-line bag ...	Rab...	28.80	4,146.30
Total Bag Fundraiser						4,146.30	4,146.30
Total 6th Grade Club						4,146.30	4,146.30
TOTAL						4,146.30	4,146.30

REVENUE POTENTIAL TEST

ACTIVITY Dry Snacks & Water DATE begin Aug 2001 end May 2012
 ADVISOR Carol Wyant GROUP Finer Things Club

EXPECTED

ACTUAL

DIFFERENCE

REVENUE

Sales Quantity x Sales Price

(Sales Quantity = # of Items Purchased - From Inv.)

Quantity ____ X Sales Price ____

(A)

\$

\$

\$

OTHER REVENUE

Sale of Ads etc.

(B)

\$

\$

\$

(C)

\$

\$

\$

(D)

\$

\$

\$

(E)

\$

\$

\$

-E)

(F)

\$

\$

\$

EXPENSES

PRODUCT COSTS

Quantity x Cost (per invoice)

Quantity ____ X Cost ____ (Per Inv.)

(G)

\$

\$

\$

OTHER COSTS

Freight, Tax, Advertising, etc.

(H)

\$

\$

\$

TOTAL EXPENSES (G+H)

(I)

\$

\$

\$

TOTAL PROFIT (F - I)

\$

\$

\$

Signature

Carol Wyant

Date:

2/3/2012

On-going

gives some away to kids w/o \$

sells some

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01/31/12

Accrual Basis

Monte Vista Middle School Student Body

Account QuickReport

All Transactions

Type	Date	Num	Name	Memo	Split	Amount	Balance
Finer Things Club							
General Jo...	9/21/2011			Account Ope...	Opening B...	1,030.00	1,030.00
Deposit	10/19/2011	13995	Wyant	Donation	Rabobank ...	139.00 ✓	1,169.00
Check	11/9/2011	8065	Carol Wyant	Snacks and ...	Rabobank ...	-84.10	1,084.90
Deposit	1/12/2012	14093	Wyant	Donation	Rabobank ...	272.50 ✓	1,357.40
Deposit	1/12/2012	14096	Woodman	Credit from M...	Rabobank ...	43.32	1,400.72
Check	1/18/2012	8079	Carol Wyant	Snack itmes f...	Rabobank ...	-182.01	1,218.71
Total Finer Things Club						1,218.71	1,218.71
TOTAL						1,218.71	1,218.71

are
deposits
10/19 + 1/12
for snack sales?

50% profit apx

**TRACY UNIFIED SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL**

OBJECTIVE: TO DETERMINE WHETHER RECEIPTS ARE DEPOSITED INTACT AND TIMELY IN RESPONSE TO 2010-2011 AUDIT FINDING.

PROCEDURE: SELECT A SAMPLE OF RECEIPTS IN OCTOBER AND NOVEMBER AND TRACE TO SUBSEQUENT DEPOSIT NOTING TIMELINESS (WITHIN 7 DAYS).

AND ALSO NOTING IF RECEIPT WAS DEPOSITED INTACT.

Receipt #	Receipt Date	Amount	From	Purpose	Deposit Date	Days b/t receipt and deposit	Deposit Intact	WKP REFERENCE
13924	9/30/2011	\$ 50.00	Coures	Candy 6th grade	10/6/2011	6	yes	P.3
13937	10/3/2011	\$ 150.00	Smith Mahidden	Candy 6th grade	10/6/2011	3	yes	P.4
13938	10/3/2011	\$ 200.00	Taylor	Candy 6th grade	10/6/2011	3	yes	P.4
13939	10/3/2011	\$ 240.00	Cleaver	Candy 6th grade/Bowling \$40	10/6/2011	3	yes	P.4
13940	10/3/2011	\$ 390.00	Grimes	Candy th Grade/Camp \$40	10/6/2011	3	yes	P.5
13941	10/4/2011	\$ 158.00	Fugger	Leadership T Shirts	10/6/2011	2	yes	P.5
13942	10/4/2011	\$ 150.00	Marchini	Candy 6th grade	10/6/2011	2	yes	P.5
13943	10/4/2011	\$ 163.00	Marchini	Candy 6th grade/Bowling \$113	10/6/2011	2	yes	P.6
13944	10/3/2011	\$ 425.00	Gonzales	Candy 6th grade/Bowling \$175	10/6/2011	3	yes	P.6
13945	10/4/2011	\$ 310.00	Coures	Bowling 6th Grade	10/6/2011	2	yes	P.6
13946	10/4/2011	\$ 154.00	Coures	Candy 6th Grade	10/6/2011	2	yes	P.7
13947	10/3/2011	\$ 457.00	Mullen	PE Club Clothes	10/6/2011	3	yes	P.7
13948	10/3/2011	\$ 60.36	Taylor	Earth Club Recycling	10/6/2011	3	yes	P.7
Total		\$ 2,907.36						P.1
13964	10/7/2011	\$ 248.70	Marchini	6th Grade Candy/ Bowling \$47/BBQ\$45/Campy \$6	10/13/2011	6	yes	P. 8
13965	10/10/2011	\$ 255.00	Smith/Mahidden	6th Grade Candy/ Camp \$5	10/13/2011	3	yes	P. 8
13966	10/10/2011	\$ 362.00	Grimes	6th Grade Candy/Bowling \$100	10/13/2011	3	yes	P.9
13967	10/10/2011	\$ 215.00	Taylor	6th Grade Candy/Bowling \$65	10/13/2011	3	yes	P.9
13968	10/7/2011	\$ 499.00	Arbogast	6th Grade Candy/ BBQ\$174/Campy \$275	10/13/2011	6	yes	P.9
13969	10/7/2011	\$ 150.00	Cheng	6th Grade Candy	10/13/2011	6	yes	P.10
13970	10/7/2011	\$ 65.00	Cheng	6th Grade Bowling	10/13/2011	6	yes	P.10
13971	10/7/2011	\$ 825.00	Chakraverty	6th Grade Candy/Camp \$325	10/13/2011	6	yes	P.10
Total		\$ 2,619.70						P.1
14021	11/1/2011	\$ 554.50	Cleaver	Candy 399/Camp 65.5/Bowl 90	11/3/2011	2	yes	P. 13
14022	10/31/2011	\$ 383.00	Marchini	Camp 83/ Candy 300	11/3/2011	3	yes	P. 13
14023	10/31/2011	\$ 196.00	Arbogast	Camp 6th Grade	11/3/2011	3	yes	P. 13
14024	10/31/2011	\$ 150.00	Taylor	Candy 6th Grade	11/3/2011	3	yes	P.14
14025	10/31/2011	\$ 150.00	Smith	Candy 6th Grade	11/3/2011	3	yes	P.14
14026	10/28/2011	\$ 51.00	Smith	Candy 6th Grade	11/3/2011	6	yes	P.14
14027	10/31/2011	\$ 50.00	Grimes	Candy 6th Grade	11/3/2011	3	yes	P.15
14028	10/31/2011	\$ 500.00	Cheng	Candy 6th Grade	11/3/2011	3	yes	P.15
14029	10/31/2011	\$ 35.50	Cheng	Camp 6th Grade	11/3/2011	3	yes	P.15
14030	10/28/2011	\$ 275.00	Arbogast	Camp 6th Grade	11/3/2011	6	yes	P. 16
14031	10/31/2011	\$ 265.00	Gonzales	Camp 115/Candy 150	11/3/2011	3	yes	P. 16
Total		\$ 2,610.00						P. 11

CONCLUSION: IT APPEARS THAT RECEIPTS ARE BEING DEPOSITED INTACT AND TIMELY IN 2011-2012 YEAR.

**Rabobank**

Rabobank, N.A.
 Post Office Box 1845
 El Centro, California 92244-1845

Account Number: 0008601874
 Last Statement: September 30, 2011
 This Statement: October 31, 2011
 Total days in statement period: 31

Page 1 of 4

Direct inquiries to: 888-945-6600

RABOBANK, N.A.
 2850 TRACY BLVD.
 TRACY CA 95376



dkt4e
 07438

OZ 01

RETURN SERVICE REQUESTED

TRACY JNT UNIFIED SCHOOL DISTR
 MONTE VISTA MIDDLE SCHOOL
 STUDENT BODY
 751 W LOWELL AVENUE
 TRACY CA 95376-2935



Rabobank customers now have free access to ATMs at more than 500 Walgreens stores throughout California. Get cash and check your account balances at no charge almost anywhere you travel in California, including Los Angeles, the Bay Area, San Diego and Sacramento. To find a Rabobank or Walgreens ATM near you, visit www.RabobankAmerica.com. It's another way we're making banking more convenient for you. Rabobank, N.A. Member FDIC

Public Interest Checking

Account number	0008601874	Beginning balance	\$72,970.54
Enclosures	17	Total additions	\$22,225.01
Avg collected balance	\$69,020.00	Total subtractions	\$32,585.26
Interest paid year to date	\$44.57	Ending balance	\$62,610.29

CHECKS

Number	Date	Amount	Number	Date	Amount
8035	10-31	123.63	8045	10-21	1,563.65
8037 *	10-11	300.00	8046	10-31	22.67
8038	10-17	119.48	8047	10-19	1,066.26
8039	10-12	5,020.00	8048	10-24	8,334.00
8040	10-12	3,770.00	8049	10-21	50.00
8041	10-13	9,809.72	8050	10-24	1,049.98
8042	10-31	129.35	8051	10-31	510.95
8043	10-31	23.18	8054 *	10-31	37.89
8044	10-19	654.50			

*Skip in check sequence

CREDITS

Date	Description	Additions
10-03	DEPOSIT	833.40
10-04	DEPOSIT	1,916.00
10-06	DEPOSIT	2,907.36 ✓
10-12	DEPOSIT	2,373.50
10-13	DEPOSIT	2,619.70 ✓
10-19	DEPOSIT	1,808.00
10-19	ACH CREDIT - Electronic Scrip Rebate 111018 500020371	3.04
10-20	DEPOSIT	3,853.50
10-21	DEPOSIT	1,725.00
10-26	DEPOSIT	4,182.00
10-31	INTEREST CREDIT	3.51

✓ = ties to worksheet total

7438-22923

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Rabobank, N.A.
Post Office Box 1845
El Centro, California 92244-1845
www.rabobankamerica.com

Account Number: 0008601874
Statement Date: October 31, 2011
Page: 2 of 4

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
09-30	72,970.54	10-12	71,910.80	10-21	68,656.43
10-03	73,803.94	10-13	64,720.78	10-24	59,272.45
10-04	75,719.94	10-17	64,601.30	10-26	63,454.45
10-06	78,627.30	10-19	64,691.58	10-31	62,610.29
10-11	78,327.30	10-20	68,545.08		

INTEREST INFORMATION

Annual percentage yield earned 0.06%
Interest-bearing days 31
Average balance for APY \$69,020.00
Interest earned \$3.51

OVERDRAFT/RETURN ITEM FEES


	Total for this period	Total year-to-date
Total overdraft fees	\$0.00	\$0.00
Total returned item fees	\$0.00	\$0.00

Thank you for banking with Rabobank



RECEIPT

3
13924

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

RECEIVED FROM

Cecilia Amenez

\$

50.00

THE SUM OF

Fifty and no/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

600 gr.

FUND

SOURCE

Candy

(ACTIVITY)

L

SECRETARY

RECEIPT

13937



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/3/11

RECEIVED FROM

Smith / Mahidden

\$

150⁰⁰

THE SUM OF

One hundred fifty and no/100
10th gr

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Candy

FUND

(ACTIVITY)

SOURCE

SECRETARY

RECEIPT

13938



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/3/11

RECEIVED FROM

Jaylor

\$

200⁰⁰

THE SUM OF

Two hundred and no/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

10th gr

FUND

(ACTIVITY)

SOURCE

Candy

SECRETARY

RECEIPT

13939



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/3/11

RECEIVED FROM

Cleaver

\$

240⁰⁰

THE SUM OF

Two hundred forty and no/100
10th gr

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Candy 200/Bowling 40

FUND

(ACTIVITY)

SOURCE

SECRETARY

RECEIPT

5
13940



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/3/11

RECEIVED FROM

Grimes

\$ 390⁰⁰

THE SUM OF

Three hundred ninety and no/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Loth

FUND

SOURCE

Candy \$550 / Camp \$40

(ACTIVITY)

SECRETARY

RECEIPT

13941



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/4/11

RECEIVED FROM

Fugger

\$ 158⁰⁰

THE SUM OF

One hundred fifty eight and no/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Leadership

FUND

SOURCE

1 shirt

(ACTIVITY)

SECRETARY

RECEIPT

13942



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/4/11

RECEIVED FROM

Marchese

\$ 150⁰⁰

THE SUM OF

One hundred fifty and no/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Loth

FUND

SOURCE

Candy

(ACTIVITY)

SECRETARY

RECEIPT

6
13943

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

RECEIVED FROM Marchese 10/4/11

THE SUM OF One hundred sixty three and 10/100 \$ 163⁰⁰ DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF 6th gr FUND

SOURCE Candy \$50 / Bowling \$113 (ACTIVITY)

SECRETARY L

RECEIPT

13944

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

RECEIVED FROM Gonzales 10/3/11

THE SUM OF Four hundred twenty five and 10/100 \$ 425⁰⁰ DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF 6th gr FUND

SOURCE Candy \$250 Bowling 175 (ACTIVITY)

SECRETARY L

RECEIPT

13945

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

RECEIVED FROM Cowles 10/4/11

THE SUM OF Three hundred ten and 10/100 \$ 310⁰⁰ DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF 6th gr FUND

SOURCE Bowling (ACTIVITY)

SECRETARY L

RECEIPT

13946



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

RECEIVED FROM

THE SUM OF

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

Cours

One hundred fifty four and

\$ 154.00 10/4/11 NO/11

DOLLARS

FUND

(ACTIVITY)

10th gr
Candy

SECRETARY

RECEIPT

13947



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

RECEIVED FROM

THE SUM OF

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

Mullen

Four hundred eighty seven and

\$ 487.00 10/3/11 11/10

DOLLARS

FUND

(ACTIVITY)

PE Club

Clothes

SECRETARY

RECEIPT

13948



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

RECEIVED FROM

THE SUM OF

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

Taylor

Sixty and 36/100

\$ 60.36 10/3/11

DOLLARS

FUND

(ACTIVITY)

Earth Club

Recycling

SECRETARY

RECEIPT

8
13964

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

10-7-11

RECEIVED FROM Marchine \$ 248⁷⁰
 THE SUM OF Two hundred forty eight and 70/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF @ 6th gr. FUND
 SOURCE Candy Bowling 6th gr. Camp \$6 (ACTIVITY)

[Signature]
SECRETARY

RECEIPT

13965

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

10/10/14

RECEIVED FROM Smith/McHadden \$ 255⁰⁰
 THE SUM OF Two hundred fifty five and 00/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr. FUND
 SOURCE Candy / Camp (ACTIVITY)

[Signature]
COPY
SECRETARY

RECEIPT

13965

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

10/10/14

RECEIVED FROM Smith/McHadden \$ 255⁰⁰
 THE SUM OF Two hundred fifty five and 00/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr. FUND
 SOURCE Candy 250 / camp \$5 (ACTIVITY)

[Signature]
SECRETARY

RECEIPT

13966



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10-10-11

RECEIVED FROM

THE SUM OF

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

\$

362⁰⁰

DOLLARS

FUND

(ACTIVITY)

COPY

SECRETARY

RECEIPT

13967



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10-10-11

RECEIVED FROM

THE SUM OF

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

\$

215⁰⁰

DOLLARS

FUND

(ACTIVITY)

COPY

SECRETARY

RECEIPT

1396



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/17/11

RECEIVED FROM

THE SUM OF

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

\$

499⁰⁰

DOLLARS

FUND

(ACTIVITY)

SECRETARY

RECEIPT

13969

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
--	---

RECEIVED FROM Cheng \$ 150⁰⁰
 THE SUM OF One hundred fifty and no/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr. FUND
 SOURCE Candy (ACTIVITY)

SECRETARY

RECEIPT

13970

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
--	---

RECEIVED FROM Cheng \$ 65⁰⁰
 THE SUM OF Sixty five and no/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr. FUND
 SOURCE Bowling (ACTIVITY)

SECRETARY

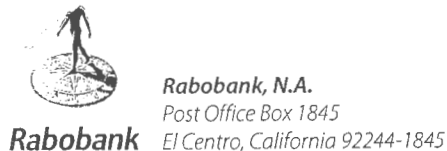
RECEIPT

1397

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
--	---

RECEIVED FROM Chakraverty \$ 825⁰⁰
 THE SUM OF Eight hundred twenty five and no/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr. FUND
 SOURCE Candy \$500/camp \$325 (ACTIVITY)

SECRETARY



Account Number: 0008601874
Last Statement: October 31, 2011
This Statement: November 30, 2011
Total days in statement period: 30

Page 1 of 3

Direct inquiries to: 888-945-6600

RABOBANK, N.A.
2850 TRACY BLVD.
TRACY CA 95376

02 01 RETURN SERVICE REQUESTED
TRACY JNT UNIFIED SCHOOL DISTR
MONTE VISTA MIDDLE SCHOOL
STUDENT BODY
751 W LOWELL AVENUE
TRACY CA 95376-2935



Rabobank is ranked "Highest Customer Satisfaction with Retail Banking in California" by J.D. Power and Associates. Awards are team efforts and receiving this honor is only possible because of you - our customers and communities. On behalf of our employees, we thank you for recognizing our efforts to be your community bank. Member FDIC. For J.D. Power and Associates award information, go to JDPower.com

Public Interest Checking

Account number	0008601874	Beginning balance	\$62,610.29
Enclosures	2	Total additions	\$20,851.01
Avg collected balance	\$72,611.00	Total subtractions	\$2,664.78
Interest paid year to date	\$48.16	Ending balance	\$80,796.52

CHECKS

Number	Date	Amount	Number	Date	Amount
8053	11-01	2,600.00	8057 *	11-30	64.78

*Skip in check sequence

CREDITS

Date	Description	Additions
11-02	DEPOSIT	1,801.50
11-03	DEPOSIT	2,610.00 ✓
11-07	DEPOSIT	1,514.50
11-10	DEPOSIT	4,738.50
11-10	DEPOSIT	1,788.69
11-15	DEPOSIT	2,685.70
11-15	DEPOSIT	2,187.50
11-18	ACH CREDIT - Electronic Scrip Rebate 111117 500020371	1.53
11-30	DEPOSIT	3,519.50
11-30	INTEREST CREDIT	3.59

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
10-31	62,610.29	11-03	64,421.79	11-15	77,336.68
11-01	60,010.29	11-07	65,936.29	11-18	77,338.21
11-02	61,811.79	11-10	72,463.48	11-30	80,796.52

✓ = tied to worksheet total





Rabobank, N.A.
Post Office Box 1845
El Centro, California 92244-1845
www.rabobankamerica.com

Account Number: 0008601874
Statement Date: November 30, 2011
Page: 2 of 3

INTEREST INFORMATION

Annual percentage yield earned	0.06%
Interest-bearing days	30
Average balance for APY	\$72,611.40
Interest earned	\$3.59

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total overdraft fees	\$0.00	\$0.00
Total returned item fees	\$0.00	\$0.00

Thank you for banking with Rabobank



RECEIPT

14021



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

RECEIVED FROM

Cleaver

\$

554.50

THE SUM OF

Five hundred fifty four and 50/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

6th gr.

FUND

(ACTIVITY)

SOURCE

Candy 399/camp 15.90/bowl 90

SECRETARY

RECEIPT

14022



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

RECEIVED FROM

Marchini

\$

383.00

THE SUM OF

Three hundred eighty three and 00/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

6th gr

FUND

(ACTIVITY)

SOURCE

Camp 383/candy 300

SECRETARY

RECEIPT

14023



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

RECEIVED FROM

Arbogast

\$

196.00

THE SUM OF

One hundred ninety six and 00/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

6th gr

FUND

(ACTIVITY)

SOURCE

Camp

SECRETARY

RECEIPT

14024


	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
--	---

RECEIVED FROM Saylor \$ 150.00
 THE SUM OF One hundred fifty and no/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr FUND
 SOURCE Candy (ACTIVITY) J

SECRETARY

RECEIPT

14025

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

RECEIVED FROM Smith \$ 150.00
 THE SUM OF One hundred fifty and no/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr FUND
 SOURCE Candy (ACTIVITY) L

SECRETARY

RECEIPT

14026

	<p>TRACY SCHOOL DISTRICT MONTE VISTA MIDDLE SCHOOL STUDENT BODY 751 W. LOWELL AVENUE TRACY, CA 95376-2935</p>
---	---

RECEIVED FROM Smith \$ 51.00
 THE SUM OF Fifty one and no/100 DOLLARS
 FOR THE DEPOSIT TO THE CREDIT OF 6th gr FUND
 SOURCE Candy (ACTIVITY) L

SECRETARY

RECEIPT

14027



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/31/11

RECEIVED FROM

Grimmes

\$

50⁰⁰

THE SUM OF

Fifty and 00/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Wing

FUND

SOURCE

Candy

(ACTIVITY)

SECRETARY

RECEIPT

14028



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/30/11

RECEIVED FROM

Cheng

\$

500⁰⁰

THE SUM OF

Five hundred and 00/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Wing

FUND

SOURCE

Candy

(ACTIVITY)

SECRETARY

RECEIPT

14029



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10-31-11

RECEIVED FROM

Cheng

\$

35⁰⁰

THE SUM OF

Thirty five and 00/100

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

Wing

FUND

SOURCE

Camp

(ACTIVITY)

SECRETARY

RECEIPT

14030



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/28/11

RECEIVED FROM

Arbogast

THE SUM OF

Two hundred seventy five and 10/100
644 gr

\$ 275.00

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

Camp

(ACTIVITY)

L

SECRETARY

RECEIPT

14031



TRACY SCHOOL DISTRICT
MONTE VISTA MIDDLE SCHOOL STUDENT BODY
751 W. LOWELL AVENUE
TRACY, CA 95376-2935

10/31/11

RECEIVED FROM

Gonzales

THE SUM OF

Two hundred sixty four and 10/100
644 gr

\$ 264.00

DOLLARS

FOR THE DEPOSIT TO THE CREDIT OF

SOURCE

Camp \$115 / candy 150

(ACTIVITY)

L

SECRETARY

Tracy Unified School District

Monte Vista Middle School

Ticket Narrative

Site has only had one ticketed event in 2011-2012 school year, which was a dance on 9/15/11. Instead of using a prenumbered ticket roll, tickets were made and numbered for distribution per sale. Site maintained a log of all students who purchased a ticket (see attached copy). All money is then submitted to and receipted by the bookkeeper.

10 That 70's Dance: 9/15/11
\$3.50 per ticket

ticket #	Student Name	Grade	4th period room #	Cleared Fines	
1	Michael Allen	7th	15	✓	
2	Aaliyah Copeland	7th	15	✓	
3	Alexis Copeland	7th	44	✓	
4	Gabrielle Payta	7th	15	✓	\$18.50
5	Nia Penicetta	7th	17	✓	Hardleen
6	Kaitlynn Colapietro	6th	18	✓	Jullian
7	Jillian Cunningham	6th	18	✓	Brandon
8	Atheena Maestas	6th	11	✓	Brandon
9	Samuel Gayares	6th	11	✓	
10	Javier Lopez	6th	10	✓	
11	Lisette Munoz	6th	11	✓	
12	Justin Stegmeier	6th	42	✓	
13	Crystal Lorian	6th	10	✓	PAID deposit: \$50.50
14	Alexandra Fernandez	6th	42	✓	Cynthia
15	Joshua Elwood	7th	36	✓	Natraya
16	Marcos Ramos	8th	13	✓	
17	Humberto Meza	7th	2	✓	
18	Taylor Sims	7th	17	✓	
19	Tino Grimaldo	7th	44	✓	
20	Mikayla Landrum	7th	36	✓	
21	Nathalie Cerna	7th	36	✓	
22	Adon Seals Burnett	7th	15	✓	
23	Brisida Rodriguez	7th	36	✓	
24	James Cannon	6th		✓	
25	MAKAYLA	7th	36	✓	
✓	Archique Randle	8	7	✓	Vina

TRACY UNIFIED SCHOOL DISTRICT



REPORT ON TICKET SALES

Date 9/15/11 Seller _____
 Event That 70's Dance Home Side _____
 Visiting School n/a Visiting Side _____

\$ 3.50 Tickets Ending No. 42
 Color: Beginning No. 15
 No. Sold 28 X \$ 3.50 = \$ 98.00
 Receipt # 13881

\$ _____ Tickets Ending No. _____
 Color: Beginning No. _____
 No. Sold _____ X \$ _____ = \$ _____

\$ _____ Tickets Ending No. _____
 Color: Beginning No. _____
 No. Sold _____ X \$ _____ = \$ _____

Start Change Given Out:

none \$20.00
 _____ 10.00
 _____ 5.00
 _____ 1.00
 _____ .25

Total Receipts \$ 98.00
 Plus Start Change 0
 Grand Total 98.00
 Actual Cash Count 98.00
 Cash Short or Over 0
 Explain Difference none

Signature of Seller _____

Sofia Jones Principal

Student Store

Revised
1/20/12

Date of Sale	Amount	Description	Date Deposited		
Mar-11					
3/24/2011	\$6.50	Student Store		Date to Lorraine	
3/25/2011	\$6.00	Student store			
3/28/2011	\$2.00	Student Store			
3/29/2011	\$4.00	Student Store			
3/30/2011	\$4.00	Student Store			
3/30/2011	\$30.00	Spirit Wear-sweatshirt	Ed/Not Paid For		
		Pencil Machines	3/31/2011	3/31/2011	\$37.75
4/1/2011	\$1.00	Student Store			
4/4/2011	\$9.50	Student Store			
4/5/2011	\$3.00	Student Store			
4/6/2011	\$4.00	Student Store			
4/7/2011	\$1.50	Student Store			
4/11/2011	\$30.00	Spirit Wear-sweatshirt			
4/12/2011	\$0.75	Student Store			
4/15/2011	\$3.00	Student Store			
5/2/2011	\$1.00	Student Store			
5/3/2011	\$1.00	Student Store			
5/4/2011	\$2.00	Student Store			
5/9/2011	\$5.50	Student Store			
5/10/2011	\$2.00	Student Store			
5/11/2011	\$2.00	Student Store			
		Deposit	5/13/2011	5/13/2011	\$126.25
5/13/2011	\$8.00	Student Store			
5/16/2011	\$8.00	Student Store			
5/17/2011	\$1.00	Student Store			
5/18/2011	\$8.20	Student Store			
5/20/2011	\$2.00	Student Store			
5/24/2011	\$30.00	Student Store			
		Deposit	5/20/2011	5/20/2011	\$37.25
STUDENT STORE-2011-2012 SCHOOL YEAR					

Tracy United School District
Monte Vista H, all
Student Store/Vending Sales Report
2011-2012

8/23/2011	\$1.00	Student Store			
8/26/2011	\$8.00	Student Store			
8/30/2011	\$4.00	Student Store			
8/31/2011	\$4.00	Student Store			
8/31/2011	\$10.00	Student Store			
8/31/2011	\$4.00	Student Store			
9/1/2011	\$5.00	Student Store			
9/2/2011	\$4.00	Student Store			
9/6/2011	\$12.00	Student Store			
9/7/2011	\$1.75	Student Store			
9/8/2011	\$12.00	Student Store			
9/13/2011	\$4.00	Student Store			
9/14/2011	\$24.00	Student Store			
9/15/2011	\$9.00	Student Store			
9/16/2011	\$4.35	Student Store			
9/21/2011	\$8.00	Student Store			
9/22/2011	\$4.00	Student Store			
9/23/2011	\$8.00	Student Store			
9/29/2011	\$2.00	Student Store			
9/28/2011	\$1.00	Student Store			
9/27/2011	\$8.00	Student Store			
		Deposit	9/23/2011	9/23/2011	\$156.00
10/5/2011	\$4.50	Student Store			
10/6/2011	\$4.00	Student Store			
10/11/2011	\$4.00	Student Store			
10/13/2011	\$4.00	Student Store			
10/14/2011	\$4.00	Student Store			
10/19/2011	\$4.00	Student Store			
10/20/2011	\$4.00	Student Store			
10/21/2011	\$6.10	Student Store			
10/25/2011	\$3.25	Student Store			
10/28/2011	\$1.00	Student Store			
11/1/2011	\$2.00	Student Store			

11/4/2011	\$30.00	Student Store			
11/16/2011	\$2.00	Student Store			
		Deposit	11/9/2011	11/9/2011	\$89.00
12/1/2011	\$30.00	Student Store/Sweatshirt			
12/1/2011	\$4.50	Student Store			
12/2/2011	\$4.00	Student Store			
12/2/2011	\$4.00	Student Store			
1/6/2012	\$1.00	Student Store			
1/13/2012	\$1.00	Student Store			
		Deposit	1/20/2012	1/20/2012	\$54.00

**TRACY UNIFIED SCHOOL DISTRICT
WEST HIGH SCHOOL**

OBJECTIVE: TO DETERMINE WHETHER DISBURSEMENTS ARE BEING APPROVED IN MEETING MINUTES IN RESPONSE TO 2010-2011 AUDIT FINDING.

PROCEDURE: REVIEW A SAMPLE OF 5 DISBURSEMENTS IN 2011-2012 YEAR AND TRACE TO MEETING MINUTES.

CHECK #	CHECK DATE	AMOUNT	PAYEE	MEETING MINUTES DATED	WORKPAPER REF
2824	9/8/2011	\$ 243.46	Toni Glover	9/8/2011	p.1-7
2909	10/20/2011	\$ 882.70	CIF Dues	10/27/2011	p.8-13
2963	11/16/2011	\$ 1,751.55	MidWest Impression	11/17/2011	p.14-20
3013	12/6/2011	\$ 450.00	Edison High School	12/8/2011	p.21-27
3050	1/4/2012	\$ 7,497.49	Premier Agendas Inc	1/5/2012	p.28-34

CONCLUSION: IT APPEARS THAT DISBURSEMENTS ARE BEING APPROVED IN MEETING MINUTES IN 2011-2012 YEAR.

TRACY UNIFIED SCHOOL DISTRICT

ASSOCIATED STUDENT BODY MEETING MINUTES



- The meeting was called to order by Jessilyn Solano
- Location of meeting _____
- Date of meeting April 2011
- Minutes of the previous meeting dated _____ were 7/1/10 Read and Approved
_____ Corrected and Approved
- The following transaction requests were approved: (List or attach separate paper)

CLUB #	VENDOR	AMOUNT	PURPOSE
Volleyball	Tracy Sign	439.00	Sign for gym
ASB	Derek Speckner	53.67	Quick order
ASB	City of Tracy	35.00	City parade application
Volleyball	Linda Byer	1000.00	Snack supplies
AVID	Shaun Rodgers	150.00	Sample bag
ASB	Stuffy Cleaners	639.50	Replica items

Motion by Jessilyn Solano Seconded by Jessilyn Solano
 Vote: # For 15 # Against 0

- The following invoices were submitted for payment: (List or attach separate paper)

CHK #	PAYABLE TO	AMOUNT	PURPOSE

Motion by Justin Yang Seconded by Justin Yang
 Vote: # For 11 # Against 0

- Communication and Reports _____
- Old Business _____

- New Business ASB - letter for back to school night FFA
FFA - PMS setting ASB - Bill (CIN) Smith AVID - Bill

- Those in Attendance: _____

Respectfully submitted:

Secretary (signature) _____

Justin Yang
 Volleyball -
 Snacks
 FFA - FFA

Merrill F West High School

Transaction Detail Report

All Checks - From September 6, 2011 to September 8, 2011

Type	Date	Num	Name	Memo	Clr	Split	Amount
ASB General Sales Expense							
CHECK	9/8/2011	2825	CITY OF TRACY	PO# 2144 - ASB/PERMIT	Bank		\$ 35.00
Total ASB General Sales Expense							<u>\$ 35.00</u>
Bank							
CHECK	9/7/2011	2822	FLORIST REVIEW ENTERPRISES, INC	PO# 2138 - FLORICULTURE/SUBSCRIPT	Floriculture		\$ (115.51)
CHECK	9/8/2011	2825	CITY OF TRACY	PO# 2144 - ASB/PERMIT	ASB General Sales Expense		(35.00)
CHECK	9/8/2011	2826	DEREK SPRECKSEL	PO# 2145 - BBASKET/LADDER	Boys Basketball Expense		(53.67)
CHECK	9/8/2011	2824	TONI GLOVER	PO# 2140 - dance/supplies	Dance Team		(243.46)
CHECK	9/8/2011	2823	BYER, LINDA	PO# 2143 - VOLLEY/SNACKS	Volleyball Expense		(108.05)
Total Bank							<u>\$ (555.69)</u>
Boys Basketball Expense							
CHECK	9/8/2011	2826	DEREK SPRECKSEL	PO# 2145 - BBASKET/LADDER	Bank		\$ 53.67
Total Boys Basketball Expense							<u>\$ 53.67</u>
Dance Team							
CHECK	9/8/2011	2824	TONI GLOVER	PO# 2140 - dance/supplies	Bank		\$ (243.46)
Total Dance Team							<u>\$ (243.46)</u>
Floriculture							
CHECK	9/7/2011	2822	FLORIST REVIEW ENTERPRISES, INC	PO# 2138 - FLORICULTURE/SUBSCRIPT	Bank		\$ (115.51)
Total Floriculture							<u>\$ (115.51)</u>
Volleyball Expense							
CHECK	9/8/2011	2823	BYER, LINDA	PO# 2143 - VOLLEY/SNACKS	Bank		\$ 108.05
Total Volleyball Expense							<u>\$ 108.05</u>

MERRILL F WEST HIGH SCHOOL

TRANSACTION REQUEST FORM



VENDOR INFORMATION

Name Toni Glover

Address _____

Phone 408-674-9400

REQUEST TYPE

Check ☐

Transfer ☐

Journal Entry ☐

Purchase Order ☒

Date 8/31/11

Submitted by Toni Glover

Club Dance Team Account # _____

Qty	Units	Description/Invoice #	Unit Price	TOTAL
		<u>Dance Suplies</u>		<u>\$1,000</u>

Activities/Athletic Director Dracraft

ASB Treasurer Toni Glover

Club Advisor TGlover (SLC)

Club Treasurer _____

Check # Issued: _____

Date Issued: _____

P.O. #: _____

Tax _____

S & H _____

Total \$1,000

Special Instructions:

dance team head bands

CLAIRE'S BOUTIQUE #06288
WEST VALLEY MALL
TEL: 209 833 6297
Visit us at www.claire.com

STORE: 06288	REGISTER: 002
CASHIER: Brenna	
YOUNGER HEADWRAPS	4.50
61697 1 @ 4.50	
YOUNGER HEADWRAPS	4.50
61697 1 @ 4.50	
YOUNGER HEADWRAPS	4.50
61697 1 @ 4.50	
YOUNGER HEADWRAPS	4.50
61697 1 @ 4.50	
YOUNGER HEADWRAPS	4.50
61697 1 @ 4.50	
YOUNGER HEADWRAPS	4.50
61697 1 @ 4.50	
YOUNGER HEADWRAPS	2.25
61697 1 @ 4.50	
4.50 - 2.25 (50.00%)	
PROMOTION	
YOUNGER HEADWRAPS	2.25
61697 1 @ 4.50	
4.50 - 2.25 (50.00%)	
PROMOTION	
YOUNGER HEADWRAPS	2.25
61697 1 @ 4.50	
4.50 - 2.25 (50.00%)	
PROMOTION	
YOUNGER HEADWRAPS	2.25
61697 1 @ 4.50	
4.50 - 2.25 (50.00%)	
PROMOTION	
YOUNGER HEADWRAPS	2.25
61697 1 @ 4.50	
4.50 - 2.25 (50.00%)	
PROMOTION	
YOUNGER HEADWRAPS	2.25
61697 1 @ 4.50	
4.50 - 2.25 (50.00%)	
PROMOTION	
=====	
SUBTOTAL	40.50
SALES TAX	3.14
TOTAL	43.64
=====	
*** YOU SAVED 13.50 ***	
=====	
AMOUNT TENDERED	
CASH	60.00
TOTAL PAYMENT	60.00
CHANGE	16.36
=====	
SALES TAX ANALYSIS	
CODE	RATE% TAXABLE
LOCAL	7.75000 0 3.14
Transaction: 1 11/20/11 6:40 PM	

Michaels
Where Creativity Happens

MICHAELS STORE #1542 (209)834-8558

2940 WEST GRANT LINE RD.
TRACY, CA 95304

Your Opinion Matters To Us

We invite you to complete our
CUSTOMER EXPERIENCE SURVEY

YOU COULD WIN A \$500
MICHAELS GIFT CARD
ONE WINNER EVERY MONTH!

visit
www.mysteryshoppingreports.com/michaels

Must be 18 or older. Void where
prohibited. No purchase necessary.

Sweepstakes ends Dec. 31, 2011

Open to legal residents of the U.S. and
District of Columbia. Official Rules at

www.mysteryshoppingreports.com/michaels

dance team jewels
+ glue

8-9491-8015-8491-5644-1111-8119-1856-2303



335 SALE 7796 1542 004 19.04

JEWEL ACRYLIC RN	16318113066	2.99	1 @	2.99
JEWEL ACRYLIC RN	16318113066	2.99	1 @	2.99
JEWEL SPINNER ACR	16318166130	2.99	1 @	2.99
JEWEL SPINNER ACR	16318166130	2.99	1 @	2.99
MARABOU Braid	400100633519	1.99	1 @	1.99
MARABOU Braid	400100634424	1.99	1 @	1.99
MARABOU Braid	400100634424	1.99	1 @	1.99
PAINT SPRAY 40Z S	11751265715	6.79	1 @	6.79
GLUE JEWEL 11.40	11751156310	3.99	1 @	3.99
GLUE JEWEL 11.40	11751156310	3.99	1 @	3.99
SUBTOTAL		32.70		
SALES TAX		2.70		
TOTAL		35.40		

CASH TENDER 40.00



TRACY - 209-833-3494
08/31/2011 06:25 PM EXPIRES 11/29/11



CLOTHING

016095994	MSC LL TANK	T	\$16.00
	2 @ \$8.00 ea		
016095995	MSC LL T	T	\$40.00
	5 @ \$8.00		
016095997	MSC LL TA	T	\$8.00
214102971	C9 SHORT	T	\$55.93
	7 @ \$7.99 ea		
214102972	C9 SHORT	T	\$23.97
	3 @ \$7.99 ea		
214102973	C9 SHORT	T	\$7.99

SUBTOTAL \$151.89
I = CA TAX 8.2500% on \$151.89 \$12.53
TOTAL \$164.42

CASH PAYMENT \$180.00
CHANGE DUE \$15.58

Target Pharmacy We're here to help!
9am - 9pm M-F
9am - 6pm Sat
9am - 6pm Sun

REC#2-1243-0733-0075-2159-4 VCD#752-284-735



Win a
\$5000
GiftCard

*Dance Team
Shorts/Tanks*

Tell us about your last shopping experience
at Target for a chance to win a
\$5000 Target GiftCard!

Locate the Gift Registry
Kiosk and select GUEST SURVEY.
Or at home, log onto:

Cuéntanos acerca de tu última experiencia
de compra en Target y tendrás la oportunidad
de ganar una tarjeta de regalo
Target GiftCard de \$5000.

En el kiosco del registro de regalos,
selecciona "Guest Survey" o visita
www.target.com desde tu casa e ingresa
la contraseña y N° de usuario de arriba.
Normas disponibles en "Servicio al huesped"

ONE WINNER PER MONTH!

Guest must be 18 or older to enter.

Sweepstakes runs from

5/01/2011 through 10/31/2011

Complete online at Guest

Service Desk etsurvey.com.
(Target text not eligible.)

WEST HIGH SCHOOL
ASSOCIATED STUDENT BODY

RECEIVED *L* DATE 9/8/11
P.O.# 2140 AMOUNT 243.46
PAID 9/8/11 OK# 2824
CHARGE TO DANCE

9/8/2011 TONI GLOVER \$ 243.46 Two hundred forty-three and 46/100
2140 - dance/supplies

Check Details:

PO# 2140 - dance/supplies

1NL-1
THO USA SFSL1M CKZSD8111M

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR, IF UNKNL

ALL 800-523-2422

HZ70K30010000

V09SF005820



3
J
APS
50
5 (50.00%)

TRACY UNIFIED SCHOOL DISTRICT
ASSOCIATED STUDENT BODY MEETING MINUTES



1. The meeting was called to order by ~~IMC 1~~ Jessmyn Solano
2. Location of meeting IMC 1
3. Date of meeting OCT. 27, 2011
4. Minutes of the previous meeting dated 10/25/11 were ☒ Read and Approved
 Corrected and Approved
5. The following transaction requests were approved: (List or attach separate paper)

CLUB #	VENDOR	AMOUNT	PURPOSE
Drama	Christine Keith	\$160 ⁰⁰	movie cards
girls Tennis	PDA Promotion Priming	\$543	T-shirts
Avid	Shauna Rodgers	150 ⁰⁰	bag reorder
girls bball	Korney board Aids	119.65	see attached
girls bball	McNair Girls basketball	550	McNair varsity / JV Tour
girls bball	Athletic Supply of CA	493.08	supplies
girls bball	Joseph Hernandez 2	80 ⁰⁰	supplies
Cross Country	Joe Raco	250	Banquet Supplies
Motion by	Will Gray	Seconded by	Dustin Vang
Vote:	# For 10	# Against	0

6. The following invoices were submitted for payment: (List or attach separate paper)

CHK #	PAYABLE TO	AMOUNT	PURPOSE
	see attached		
Motion by		Seconded by	

- Vote: # For 10 # Against 0
7. Communication and Reports N/A
8. Old Business Avid- Carmel apple fundraisers
9. New Business N/A
10. Those in Attendance: All ASB cabinet

Respectfully submitted,

~~Secretary (signature)~~

ATHLETICS
ASB

CIF San Joaquin
Andersons

150
2,000

SECTIONS
WOLF COSTUMES

Merrill F West High School

Transaction Detail Report

All Checks - From October 20, 2011 to October 27, 2011

Type	Date	Num	Name	Memo	Clr	Split	Amount
ASB General Sales Expense							
CHECK	10/20/2011	2910	SHANNON BANCROFT	PO# 2105 - asb/supplies	Bank		\$ 147.52
Total ASB General Sales Expense							<u>\$ 147.52</u>
Avid							
CHECK	10/27/2011	2912	SHAUNA RODGERS	PO# 2192 - AVID/PARADE	Bank		\$ (103.21)
CHECK	10/27/2011	2917	SHAUNA RODGERS	PO# 2231 - AVID/CARAMEL APPLES	Bank		(590.00)
Total Avid							<u>\$ (693.21)</u>
Bank							
CHECK	10/20/2011	2909	CIF SAC JOAQUIN SECTION	PO# 2230 - ATHLETICS/CBEDS		General Athletics Expense	\$ (882.70)
CHECK	10/20/2011	2910	SHANNON BANCROFT	PO# 2105 - asb/supplies		ASB General Sales Expense	(147.52)
CHECK	10/20/2011	2908	KEY CLUB INTERNATIONAL	PO# 2228 - KEY/DUES		Key Club	(517.00)
CHECK	10/20/2011	2907	GREGORI HIGH SCHOOL	PO# 2227 - ATHLETICS/SECTIONS		General Athletics Expense	(103.50)
CHECK	10/27/2011	2916	Cristina Tanner	PO# 2151 - pep/tiaras for senior night		Pep Squad Expense	(68.45)
CHECK	10/27/2011	2914	SUE MORIARTY	PO# 2191 - CLASS 2015/HCSUPPLIES		Class of 2015/Frosh	(277.61)
CHECK	10/27/2011	2911	DIANNE COLON-MONTALBO	PO# 2181 - KEY/SHIRTS		Key Club	(428.00)
CHECK	10/27/2011	2913	JOE HERNANDEZ	PO# 2182 - GBASKET/EQUIP		Girls Basketball Expense	(154.04)
CHECK	10/27/2011	2915	ERICK KEATING	PO# 2153 - class 2012/homecoming		Class of 2012/Seniors	(113.73)
CHECK	10/27/2011	2912	SHAUNA RODGERS	PO# 2192 - AVID/PARADE	Avid		(103.21)
CHECK	10/27/2011	2917	SHAUNA RODGERS	PO# 2231 - AVID/CARAMEL APPLES	Avid		(590.00)
Total Bank							<u>\$ (3,385.76)</u>
Class of 2012/Seniors							
CHECK	10/27/2011	2915	ERICK KEATING	PO# 2153 - class 2012/homecoming	Bank		\$ (113.73)
Total Class of 2012/Seniors							<u>\$ (113.73)</u>
Class of 2015/Frosh							
CHECK	10/27/2011	2914	SUE MORIARTY	PO# 2191 - CLASS 2015/HCSUPPLIES	Bank		\$ (277.61)

MERRILL F WEST HIGH SCHOOL
TRANSACTION REQUEST FORM



VENDOR INFORMATION

Name CIF SAC JACQUIN

Address Section

Phone _____

REQUEST TYPE

Check ☐

Transfer ☐

Journal Entry ☐

Purchase Order ☒

Date 10/20/11

Submitted by S. LOREDO

Club ATHLETICS Account # _____

Qty	Units	Description/Invoice #	Unit Price	TOTAL
		2011-12 CBES ENROLLMENT		
		DUES		

Activities/Athletic Director [Signature]

ASB Treasurer [Signature]

Club Advisor N. Lagunas (SW)

Club Treasurer _____

Check # Issued: 2909

Date Issued: 10/20/11

P.O. #: 2230

Tax _____

S & H _____

Total 882⁰⁰

Special Instructions:

AGENT
L. S. GARRISON
Principal
Rocklin High School
5301 Victory Lane
Rocklin, CA 95765
(916) 632-1600 Ext. 120
FAX: (916) 632-0305



COMMISSIONER
PETER J. SAGO
CIF Sac-Joaquin Section
1338 E. Turner Rd., Ste. A
Lodi, CA 95240
(209) 334-5900
FAX: (209) 334-0300
Web Site: www.cisjs.org

CIF SAC-JOQUIN SECTION
2011-12 SECTION DUES
INVOICE DATE: August 17, 2011

Your school's 2011-12 CIF Sac-Joaquin Section Dues are based on last year's enrollment figures (CBEDS) x \$0.35. The enrollment figures below were reported to us last year.

West
High School

2011-12 CBEDS ENROLLMENT
FIGURES REPORTED

Enr. 9	593
Enr. 10	592
Enr. 11	604
Enr. 12	733
* MC 9'12	0

Dues Payable
(minimum \$150.00)

\$882.70

Total 2522 x \$0.35 = \$882.70

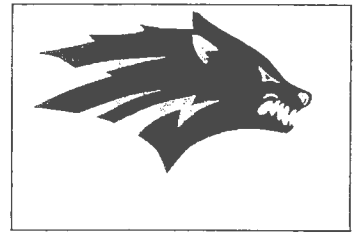
*Denotes multi-campus enrollment figures from non-CIF member school as reported on your Form 303.

MAKE CHECK PAYABLE TO:
CIF SAC-JOQUIN SECTION
1368 E. TURNER ROAD, STE. A
LODI, CA 95240

DEADLINE: October 20, 2011

Any school that has not paid its dues by November 1, 2011
will not be allowed to participate in fall playoffs.
Their playoff spot will be filled by the next qualifying school.
(CIF Sac-Joaquin Section Constitution and Bylaws, Article 6, Section 4)

TRACY UNIFIED SCHOOL DISTRICT



REPORT ON TICKET SALES

Date 10/28/11 Seller Drama Club
 Event play performance Home Side N/A
 Visiting School N/A Visiting Side N/A

\$ 4⁰⁰ Tickets Ending No. ~~N/A~~ 1521 60
 Color: GRAY Beginning No. ~~N/A~~ 1
 No. Sold 60 X \$ 4⁰⁰ = \$ 240

\$ 4⁰⁰ Tickets Ending No. ~~N/A~~ 60
 Color: GRAY Beginning No. ~~N/A~~ 1
 No. Sold 60 X \$ 4⁰⁰ = \$ 240⁰⁰

\$ 4⁰⁰ Tickets Ending No. ~~N/A~~ 60 33
 Color: GRAY Beginning No. ~~N/A~~ 1
 No. Sold 33 X \$ 4⁰⁰ = \$ 132⁰⁰

Start Change Given Out:

~~20.00~~
~~10.00~~
~~5.00~~
~~1.00~~
~~.25~~

Total Receipts\$ 612⁰⁰
 Plus Start Change ~~0~~
 Grand Total 612⁰⁰
 Actual Cash Count 612⁰⁰
 Cash Short or Over ~~0~~
 Explain Difference _____

Signature of Seller Keith



WHS DRAMA PRESENTS
TOMBSTONE TERROR
STORIES

Thursday, October 20, 2011 7:00 pm
West High School K 3 \$4.00

54



WHS DRAMA PRESENTS
TOMBSTONE TERROR
STORIES

Thursday, October 20, 2011 7:00 pm
West High School K 3 \$4.00

55



WHS DRAMA PRESENTS
TOMBSTONE TERROR
STORIES

Thursday, October 20, 2011 7:00 pm
West High School K 3 \$4.00

56



WHS DRAMA PRESENTS
TOMBSTONE TERROR
STORIES

Thursday, October 20, 2011 7:00 pm
West High School K 3 \$4.00

57

TRACY UNIFIED SCHOOL DISTRICT

COIN AND CURRENCY COUNT SHEET



CLUB NAME: Drama **ACCOUNT#:** _____ **DATE:** 10/28/11
ADVISOR'S SIGNATURE: C Keith **ADVISOR'S NAME:** Keith
SOURCE OF FUNDS: _____
DEPOSIT PREPARED BY (SIGNATURE): C Keith
RECEIPT# _____ **THRU RECEIPT#** _____ **RECEIPTS TOTAL \$** _____
MUST EQUAL GRAND TOTAL BELOW

Bundles of \$1,000.00 (10 Bills)	0 X \$100.00	= \$	0
Bundles of \$500.00 (10 Bills)	0 X \$50.00	= \$	0
Bundles of \$500.00 (25 Bills)	18 X \$20.00	= \$	360.00
Bundles of \$250.00 (25 Bills)	6 X \$10.00	= \$	60.00
Bundles of \$100.00 (20 Bills)	25 X \$5.00	= \$	125.00
	2 X \$2.00	= \$	4.00
Bundles of \$25.00 (25 Bills)	63 X \$1.00	= \$	63.00
		CURRENCY TOTAL=	\$ 612.00
Rolls of \$25.00 (25 Coins)	0 X \$1.00	= \$	0
	0 X \$.50	= \$	0
Rolls of \$10.00 (40 Coins)	0 X \$.25	= \$	0
Rolls of \$5.00 (50 Coins)	0 X \$.10	= \$	0
Rolls of \$2.00 (40 Coins)	0 X \$.05	= \$	0
Rolls of \$.50 (50 Coins)	0 X \$.01	= \$	0
		COIN TOTAL=	\$ 0
Include on Check: Students Name, ID#, Club Account#	0 # of Checks	CHECKS TOTAL=	\$ 0
		GRAND TOTAL (CASH + COIN + CHECKS):	\$ 612.00

Bookkeeper Verification: _____

Summary

Start Date:	10/10/2011	End Date:	10/28/2011
Item Sales			
Total Item Sales:	\$ 480.00		
Total Estimated Sales	\$ 480.00	Actual Sales:	\$ 612.00
Item Costs			
Total Item Costs:	\$ 0.00		
Total Fixed Items:	0.00		
Total Estimated Costs	\$ 0.00	Actual Costs:	\$ 0.00
Estimated Profit:	\$ 480.00	Actual Profit:	\$ 612.00

Notes:

Estimated**Item Costs**

Item Name	Quantity	Amount	Subtotal
PLAYS	1	\$ 0.00	\$ 0.00
Total Estimated Item Costs			\$ 0.00

Fixed Items

Item Name	Quantity	Amount	Subtotal
Total Estimated Fixed Items			\$ 0.00

Item Sales

Item Name	Quantity	Amount	Subtotal
PLAYS	120	\$ 4.00	\$ 480.00
Total Estimated Item Sales			\$ 480.00

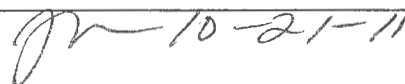
Actual**Sales**

Date	Type	Number	Description	Amount
11/01/2011	RECEIPT	13271	Drama	\$ 612.00
Total Actual Sales				\$ 612.00

Summary

Start Date:	10/10/2011	End Date:	10/28/2011
Item Sales			
Total Item Sales:	\$ 480.00		
Total Estimated Sales	\$ 480.00	Actual Sales:	\$ 0.00
Item Costs			
Total Item Costs:	\$ 0.00		
Total Fixed Items:	0.00		
Total Estimated Costs	\$ 0.00	Actual Costs:	\$ 0.00
Estimated Profit:	\$ 480.00	Actual Profit:	\$ 0.00

Notes:

Handwritten signature and date 10-21-11

WEST HIGH ASSOCIATED STUDENT BODY FUNDRAISING REQUEST FORM

Club/Organization/Program Drama Club Date 10/10/11

Advisor Keith Room# K3 Ext: 3820

Student(s) in charge Destiny Rodriguez, Areeg Shafi

Brief description of fundraiser Sell tickets for play

Location of Fundraiser K3

First choice of date(s) 10/10/11 - 10/28/11 Second choice ~~0~~
(2 week period max)

Fundraising Agreement

I do understand that if this fundraiser is carried out without approval, or on unapproved dates; 50% of the net profit is owed to the ASB of West High School.

Keith
Advisor Signature

Gloria
Officer Signature

***** Do not write below this line *****

Fundraiser not approved _____ Fundraiser approved/dates _____

S. Schude
WHS Bookkeeper

Jessica Anastasio
ASB Treasurer

Abuncroft
Activities Director

WEST HIGH ASB FUNDRAISING/ACTIVITY ACCOUNTABILITY FORM

Club/Organization/Program Drama Club Date of activity 10/10/11-10/28/11
Description of activity play performance sales

Tickets required yes Quantity _____ Ticket purchase deadline 10/28/11

Who will supervise if after school hours (minimum 2 adults)?

1. Ms. Keith 2. _____
3. _____ 4. _____

Facility use request completed (see Annette Lane or call ext. 3007) yes

Location of fundraiser K3

Purchase requisition completed ~~yes~~ P.O.# ~~yes~~

Cash box required no Coin, currency required no

Vendor none Merchandise none

Projected expenses _____ at \$ _____ = ~~yes~~
Unit Unit price Total expenses

Projected income 120 at \$ 4⁰⁰ = 480
Total Income

Special requests none

Be sure that any plans for raising or spending of money are recorded in your club/organization/program meeting minutes.

Tracy Unified School District

West High School

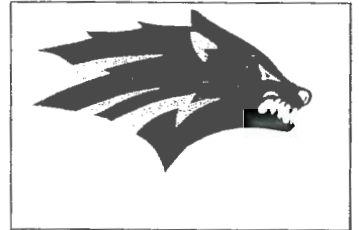
Tickets

Attached is a sample of 3 ticketed activities along with sales forms in the 2011-2012 school year. Sample shows that ticket sales information is documented per activity. Therefore, corrective action has been implemented for ticket finding in 2010-2011 year.

BLUE TICKETS

[illegible]

TRACY UNIFIED SCHOOL DISTRICT



REPORT ON TICKET SALES

Date 1/17/12 Seller _____
 Event WRESTLING Home Side _____
 Visiting School _____ Visiting Side _____

\$ 6.00 Tickets Ending No. 867489
 Color: Blue Beginning No. 867473
 No. Sold 16 X \$ 6.00 = \$ 96.00

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 No. Sold _____ X \$ _____ = \$ _____

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 No. Sold _____ X \$ _____ = \$ _____

Start Change Given Out:	Total Receipts\$ <u>96.00</u>
_____ \$20.00	Plus Start Change <u>10.00</u>
_____ 10.00	Grand Total <u>106.00</u>
_____ 5.00	Actual Cash Count <u>106.00</u>
<u>10</u> 1.00	Cash Short or Over <u>0</u>
_____ .25	Explain Difference <u>2/4</u>

Signature of Seller

[Handwritten Signature]

MERRILL F. WEST HIGH SCHOOL
TICKET CONTROL LOG

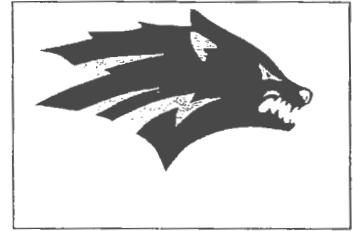
YELLOW TICKETS

EVENT	DATE	PRICE	BEGIN #	END #	USED	TOTAL	DIFF
FTBALL	8/24/11	6 ⁰⁰	641859	642263	404	2424 ⁰⁰	φ
FROSH FT	9/1/11	2 ⁰⁰	642263	642379	116	232 ⁰⁰	φ
FTBALL	9/2/11	4 ⁰⁰	642379	643036	657	2628 ⁰⁰	φ
VOLLEY	9/6/11	6 ⁰⁰	643036	643068	32	192 ⁰⁰	φ
VOLLEY	9/7/11	6 ⁰⁰	643068	643102	34	204	φ
VOLLEY	9/13/11	6 ⁰⁰	643102	643122	20	120 ⁰⁰	φ
VOLLEY	9/14/11	6 ⁰⁰	643122	643135	13	78 ⁰⁰	φ
FTBALL	9/16/11	6 ⁰⁰	643135	643573	438	2628 ⁰⁰	φ
VOLLEY	9/20/11	6 ⁰⁰	643573	643583	10	60 ⁰⁰	φ
WATER	9/27/11	6 ⁰⁰	643583	643596	13	78 ⁰⁰	φ
VOLLEY	10/3/11	6 ⁰⁰	643596	643617	21	126	-2 ⁰⁰
WATER	10/6	6 ⁰⁰	643617	643624	7	42 ⁰⁰	φ
FROSH FT	10/13/11	6 ⁰⁰	643624	643722	98	588 ⁰⁰	φ

BLUE TICKETS

FTBALL	10/14/11	6 ⁰⁰	866608	866950	342	2052 ⁰⁰	φ
WATER	10/20	6 ⁰⁰	866950	866966	16	96 ⁰⁰	φ
VOLLEY	10/26	6 ⁰⁰	866966	867002	36	216 ⁰⁰	φ
FROSH FT	10/27	6 ⁰⁰	867002	867020	18	108 ⁰⁰	φ
FTBALL	10/28	6 ⁰⁰	867020	867303	283	1698 ⁰⁰	φ
VOLLEY	11/1	6 ⁰⁰	867303	867329	26	156 ⁰⁰	φ
GRASKET	12/6	6 ⁰⁰	867329	867341	12	72 ⁰⁰	φ

TRACY UNIFIED SCHOOL DISTRICT



REPORT ON TICKET SALES

Date 9/2/11 Seller _____
 Event FIRBALL Home Side _____
 Visiting School _____ Visiting Side _____

\$ 4.00 Tickets Ending No. 643036
 Color: Yellow Beginning No. 64237A
 No. Sold 657 X \$ 4.00 = \$ 2,628

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 No. Sold _____ X \$ _____ = \$ _____

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 No. Sold _____ X \$ _____ = \$ _____

Start Change Given Out:

_____ \$20.00
 _____ 10.00
 _____ 5.00
 _____ 1.00
 _____ .25

Total Receipts\$ 2,628
 Plus Start Change 0
 Grand Total 2,628
 Actual Cash Count 2,628
 Cash Short or Over 0
 Explain Difference _____

Signature of Seller

[Signature]



Student Leadership Training

Tentative Meeting Agenda

Date TBD

Time TBD

- I. Introductions
- II. Why Are We Here?
 - a. Audit Results (Purpose of Audits and Reviews)
 - b. ASB Records Gone Bad
 - c. Internal Controls
- III. Responsibilities and Roles of Student Leadership Positions
- IV. ASB Forms
 - a. Transaction Request Form
 - b. Revenue Potential Form
 - c. Facility Request Form
- V. Meeting Minutes
- VI. Student Store
- VII. Budgets
- VIII. Online Report and Financial Access - ASBWorks
- IX. Adjournment



San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

AUDIT FINDING CORRECTIVE ACTION 2010-2011

Tracy Unified School District
San Joaquin County, California

FINDING CATEGORY Federal Compliance

FINDING # 2

PAGE: # 79

Describe below specific corrective action used in resolving audit finding:

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: 8

Tracy Unified has restated the beginning balance from Title II to unrestricted general fund in the amount of \$ 39,232.84. We have amended our Purchasing Procedures with added language referring to the monitoring of expenditures. Responsible personnel for the Title II program will consult the OMB circular A-87 and other online resources to ensure Federal Program compliance.

FCR221

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
NOTICE OF CREDIT/CHARGE TO SCHOOL DISTRICT FUNDS

#J1396

PAGE: 1
01/20/2012

75 Tracy Jt. Unified School Dist.

REF #: 122347 BATCH: 9338

FISCAL YR: 0012

DATE	DATE ENT	DESCRIPTION	Fu Res	Y Goal	Func	Obj	Sch Mgmt	DEBITS	CREDITS
01/20/2012	01/20/2012	RESTATE BEGINNING BALANCE	01-0000-0-0000-0000-9795-000-0000					39,232.84	
			01-4035-0-0000-0000-9795-000-0000						39,232.84
			TOTAL AMOUNT					39,232.84*	39,232.84*

.....
Cash has been adjusted in the County Treasury to your school district as shown above

Signed:_____

Date:_____

No. _____

[illegible]

DATE _____

PURCHASING PROCEDURES

A. Purpose and Scope

To establish procedures for expending funds and procuring goods and services, controlling the procurement process by maintaining documented procedures, and retaining appropriate records to satisfy requirements of the education code, other district policies, and the district strategic plan.

The procurement function is one of the major responsibilities of the superintendent or his/her designee.

These duties have been centralized by our governing board within the Materials Management Department.

The Materials Management Department staff is familiar with and performs all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with our governing board policies.

Four fundamental functions of the purchasing department are as follows:

1. Authorize the purchase of the proper product required.
2. Have the product available when needed.
3. Order the proper amount of the product.
4. Secure competitive pricing.

The Board of Education requires every transaction between a buyer and a seller involving transfer of property, equipment, supplies or services be by purchase order or formal contract. These purchase orders, and other purchase obligations, are to be signed by the superintendent or designee. The specified items to be procured will utilize a pre-numbered purchase order system in all transactions where a formal legal contract is not required. In addition, the district will continue enforcing the following purchasing practices:

PURCHASING PROCEDURES

B. General

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

The purchasing process exists in support of the following initiatives:

1. Compilation and processing of information to ensure timely delivery of goods, and monitoring and improving of supplier performance.
2. Purchasing of goods and services for the district which is intended to meet the needs of the person or department requesting them, yet will permit the efficient and effective use of public funds.
3. Setting customer service standards through surveys and to benchmark customer service performance against the best in the business.
4. Any purchase of supplies, equipment, services or any action that leads the district to be financially obligated and made by staff members without a purchase order approved by the business office may not be paid for by the district. Reimbursements are not an acceptable business practice for procurement of items needed by the district.
5. Any order delivered to the warehouse without a purchase order may not be accepted until a purchase order is issued.
6. Employees spending funds without proper authorization and who expect reimbursement must be aware that reimbursement will most likely be denied.

Every transaction between a buyer and a seller involving transfer of property, equipment, supplies or services shall be by Purchase Order, Travel and Conference Form, and/or by formal contract. These purchase orders, and other purchase obligations, are to be signed by the Superintendent or by a designee specified in writing and submitted to the San Joaquin County Office of Education. Except in the case of Travel and Conference expenditures, all materials and services items to be procured will utilize a pre-numbered purchase order system in all transactions where

PURCHASING PROCEDURES

a formal legal contract is not required. All services will supplement the requisition document with a formal contract.

In addition, the district will enforce the following purchasing practices:

1. Any purchase of supplies, equipment, services or any action that leads the district to be financially obligated and made by staff members without a purchase order approved by the business office may not be paid for by the district. Reimbursements are not an acceptable business practice for procurement of items needed by the district.
2. Any order delivered to the warehouse without a purchase order may not be accepted until a purchase order is issued.
3. Employees spending funds without proper authorization and who expect reimbursement must be aware that reimbursement will most likely be denied.
4. **Employees expending funds with legal or regulatory restrictions or special reporting requirements shall ensure the expenditure is made within the parameters of the limiting program.**

Recycled Materials

Whenever recycled products of equal fitness and quality are available at no more than the cost of recycled products, the district shall purchase recycled products. The district also may give preference to the suppliers of recycled products.

Preference for California Products

Price, fitness and quality being equal, the district shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California.

Preference for Food Grown or Processed in the United States

When purchasing food, the district shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food.

PURCHASING PROCEDURES

C. Forms Used and Additional References

- a. Attachment A: Purchasing Authorization Decision Flowchart
- b. Tracy Unified School District - Purchase Requisition
- c. San Joaquin County Schools - Purchase Order
- d. Warehouse Requisition
- e. Office Supply Stockless Form
- f. Procurement Card Handbook

D. Procedure

Expenditure Authorization

To be valid or to constitute an enforceable obligation against the district, education code 17604 requires that all contracts must be approved and/or ratified by the board of trustees. Yet, a number of variables govern the appropriate steps included in the approval process, and the ultimate process by which approval is granted.

Attachment A is a Purchasing Authorization Decision Flowchart which details the specific steps and the approval procedures given each set of variables. In general, the approval requirements vary according to the object code which describes the expenditure, and the value of the expenditure. Therefore, the board approval process will be met in several different ways.

Routine requisitions less than \$5,000 are ratified on the consent calendar when the board approves the warrants list. Except when specific exceptions are detailed in board policies and procedures, requisitions greater than \$15,000 are submitted as action items for board pre-approval.

Routine requisitions between \$5,000 and \$15,000, and requisitions greater than \$15,000 which meet specific criteria, may be ratified on the consent calendar by board approval of a summary list, more detailed than the warrants listing. This may also include ratification of "Notice of Completion" of construction projects.

Requisitions which do not meet the criteria detailed in Attachment A for approval by consent, will be approved as action items by the board.

PURCHASING PROCEDURES

Standard Forms

Employees of the district are not authorized to purchase goods or services without following standard procedures and obtaining standard documentation. All expenditures must be authorized by a signature on a standard district form, signed by an authorized budget manager.

There are four types of forms used to requisition materials, supplies, and services:

1. Warehouse Form for purchases from the District Warehouse Catalogue;
2. Stockless form for purchases from Office Depot;
3. Requisition form for general purchases.
4. Travel and Conference form.

All requisitions for materials or services less than bid limits, other than requests for travel and conference, shall be ordered by use of a district requisition form. In addition, requests for Dues and Membership shall be accompanied by subscription application documents. These shall be approved by the board as described in attachment A, and submitted to the Materials Management Department for processing.

Requests for Travel and Conference will be made by completing a Travel and Conference Form, submitted to the Financial Services Department.

When a scenario exists which does not match the definition of an Emergency described below, but in which case action is required to permit the continuance of existing classes, or to avoid danger to life or property, and if electrical or plumbing services or equipment rental is required:

Emergency Requisitions

Emergencies may exist which may preclude the district from taking routine purchasing steps. An "Emergency" is defined by Public Contract Code 1102, as a "sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or mitigate the loss or impairment of life, health, property, or essential public services.

In these rare occurrences, the Superintendent or his designee, may contact the San Joaquin County Office of Education Superintendent to obtain

PURCHASING PROCEDURES

permission to repair or replace a facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

Regular purchasing steps will be taken if staff is available and time permits. Otherwise, minimal maintenance or construction purchases may be made within the constraints described in attachment A without a requisition. When this option is used, however, all normal requisition documents will be completed within 72 hours.

Bidding Requirements

As governed in Administrative Regulation 3310.3, Public Contract Code Section 20111(a) requires school district governing boards to competitively bid and award any contracts for expenditures described therein.

Open Purchase Orders

An open purchase order is a Purchase order which has been issued to a vendor, against which specified purchases may be made for a specified period of time. When repeated purchases of the same type of supply items are expected, multiple purchase requisitions may be eliminated by submitting one purchase requisition to establish a standing/open order.

Open purchase orders are issued for supply type items and services only and are approved may be approved by the Purchasing Department, provided they are sufficiently justified.

To ensure compliance with bid limitations, the value of an Open Purchase Order will not exceed bid limits.

E. Reports Required

F. Record Retention
Various

G. Responsible Administrative Unit
Business Services

H. Approved By