STUDENT ACTIVITY FUNDS MANUAL

-REVISED JULY 2021-



MEIGS LOCAL SCHOOL DISTRICT

"WHERE EXCELLENCE BEGINS"

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SECTION 1 – GENERAL INFORMATION

1. Policy & Procedure Manual Disclaimer

This manual has been prepared for use by all student activity advisors. The procedures discussed in this manual were created to protect both you and the District from questionable acts and potential prosecution. All employees are required to follow District policies and procedures or be subject to various discipline proceedings.

The Board of Education of Meigs Local Schools recognizes that well balanced and effectively administered student activity programs will stimulate growth and development by supplementing and enriching curricular activities. The Auditor of State of Ohio reorganized the structure of student activity funds by issuing Circular No. 0019 "Developing Policies for Student Activity Programs," in 1993.

2. Activity Fund Types

The Meigs Local Schools student activity organization guidelines govern the following funds:

- 018 Funds – Public School Support Funds
- 200 Funds – Student Activity Funds
- 300 Funds – Athletic Department Funds

Each building principal is responsible for the building's designated public school support (018) and student activity (200) funds. The athletic director is responsible for the administration of the athletic (300) funds.

3. Activity Funds Management and Responsibilities

- *State Department of Education*
  All student activity programs are adopted by the State Department of Education as authorized by Section 3315.062, Ohio Revised Code.
- *Board of Education*
  The local Board of Education shall adopt policies to govern the establishment and operations of the activity funds and activity related funds.

The Board of Education delegates the responsibility for the development and control of activity programs to the Superintendent of Schools and the establishment and functioning of the activity funds to the Treasurer.

The Board of Education directs the Superintendent and the Treasurer to develop and disseminate activity fund guidelines incorporating requirements of the appropriate sections of the Ohio Revised Code and the directives of the Auditor of the State of Ohio. The Superintendent and the Treasurer shall review the activity fund guidelines annually and revise as necessary to keep them in compliance with current directives.

- *Treasurer*

  The Treasurer is the fiscal officer of all activity funds (Section 3315.52, Ohio Revised Code). The enforcement of accounting procedures and internal control procedures shall be the responsibility of the Treasurer. The Treasurer may delegate an employee to receive custody of funds. Such monies must be deposited once every twenty-four (24) hours (Section 117.17, Ohio Revised Code; 1980 OAG 80-060).

- *Superintendent*

  The Superintendent is responsible for administering all Board policies except those required of the Treasurer (Section 3319.01, Ohio Revised Code).

- *Principal*

  The Principal or other authorized administrators shall be responsible for the approval of requisitions for the expenditure of funds and be aware of all fund-raising activities taking place and other duties as assigned by the Superintendent of the School District.

- *Advisors/Sponsors/Coaches*

  The role and responsibilities of the advisor shall consist of, but are not limited to:
  - Prepare annual Purpose/Budget Statement.
  - Supervise activities of the group, including preparation of fundraising projects, oversee monies generated through fundraising, collection of dues, depositing money, and requisitioning funds, etc.
  - Attend all functions and meetings, in or out of school, scheduled for their organization for the duration of the requested activity and building use time. If an advisor is unable to attend an activity function, substitute coverage must be obtained.
  - Compare records kept of club purchases/receipts with monthly finance printout and make corrections as needed.
  - Keep copies of minutes of club meetings (these provide proof of student involvement in student activity decisions).
  - Perform any other duties as assigned by the proper administrative authority.

- *Class Funds*

  Monies included in a student activity fund, which are derived from school activities conducted by a school class, and which are intended to be used for the benefit of such school class, are public funds.

  A Board of Education may not disburse monies in a student activity fund to a school class, upon graduation.

  The senior class is encouraged to spend all their account before graduation. They MAY NOT leave money for an alumni account or reunions. Following graduation, members of this class have no legal claim on this money.

SECTION 2 – REVIEWS OF ACTIVITY FUND RECORDS

The activity fund financial records and procedures of all schools will be subject to review at any time with little or no advance notice. The review may be performed by MLSD Treasurer's office staff or by the district's independent auditors.

1. Compliance Auditing

Compliance auditing is a comprehensive review established to examine and evaluate the activity fund. Audit procedures for activity funds are designed to verify the accuracy of all financial records.

- The purpose of compliance auditing is:
  - To evaluate the handling and accounting of activity funds ensuring that the operations performed are in compliance with MLSD policies and procedures, as well as state/federal regulations compliance to ensure accurate record keeping.
  - To substantiate the cash and other activity account balances as of the audit date.
  - To determine the propriety of financial transactions within the accounts.
  - To identify and report possible significant internal control weaknesses noted during the audit.
  - To identify and report possible instances of abuse, waste and fraud, and to assist law enforcement officials in prosecuting fraud and other abuses.
  - To recommend measures to eliminate or mitigate weaknesses, potential fraud or abuses identified in the audit.
  - To report the audit result internally.

2. Special Audits

A special audit may be necessary at times; examples include, but are not limited to:

- Change of principal or administrator.
- Change of advisor/sponsor.
- Special request by the following:
  - Board of Education
  - Superintendent
  - Treasurer
  - Principal

3. Retention of Records

All financial records are to be kept current and in good order for review at any time.

SECTION 3 – PURPOSE STATEMENT AND BUDGET

All student accounts must have a budget and purpose statement. The advisor/sponsor or coach is to prepare and submit an annual purpose statement and budget form for his/her organization to the building principal or athletic director. The principal or athletic director is to present the completed form to the Treasurer by the deadline. The Treasurer will then present the purpose statement and budget to the Superintendent for approval and then to the Board of Education for their review and approval at the regular board meeting. The Treasurer will incorporate the approved student activity budgets into the annual appropriation resolution. The purpose statement and budget form may be modified from time to time during the school year.

A purpose statement for a club or activity should answer the following questions:

- What is the reason for the club's existence?
- What is the purpose of the activity?
- What are the goals of the activity or club?
- What can the club/activity spend money on?

** Please note, all forms are available on the District's website**

MEIGS LOCAL SCHOOL DISTRICT

BUDGET AND PURPOSE STATEMENT | PRINT | RESET

PURPOSE STATEMENT **SCHOOL YEAR:**

ACTIVITY NAME		ACCOUNT NUMBER	
ADVISOR NAME			
PURPOSE:			

VERIFY WITH TREASURER'S OFFICE BEFORE SUBMITTING CURRENT YEAR'S BALANCE

BUDGET STATEMENT **BEGINNING BALANCE:**

ESTIMATED REVENUE:		
SOURCE:	AMOUNT:	
(1)		
(2)		
(3)		
(4)		
(5)		
	TOTAL ESTIMATED RECEIPTS:	$ 0.00

TOTAL BALANCE & REVENUE: $ 0.00

ESTIMATED EXPENDITURES:		
DESCRIPTION:	AMOUNT:	
(1)		
(2)		
(3)		
(4)		
(5)		
	TOTAL ESTIMATED EXPENSES:	$ 0.00

ANTICIPATED ENDING BALANCE: $ 0.00

ADVISOR SIGNATURE DATE

PRINCIPAL SIGNATURE DATE

BOARD OF EDUCATION RESOLUTION # DATE

SECTION 4 – SALES PROJECT POTENTIAL FORM

Prior to the event beginning, each sales event must be approved by the principal and superintendent. This is achieved by completing the top portion of the Sales Project Potential Form. This form shows the amount of goods to be ordered, the cost per unit and the proposed sale price per unit. This helps determine the potential profit to be made from the fundraiser. After filling out the top portion of the form at the beginning of the sale, the form is to be signed by the activity advisor/sponsor and then sent to the building principal for approval/signature. It will then be sent to the Superintendent for approval/signature.

The Treasurer's Office will keep this form on file until the fundraiser is completed. At this time, the form will be returned to the advisor/sponsor to complete the bottom portion of the form. This will determine the fundraiser's profit or loss. Once the bottom portion is completed, the activity advisor/sponsor will sign the form and send it to the building principal for approval/signature. The form will then be sent to the Superintendent for approval/signature.

MEIGS LOCAL SCHOOL DISTRICT

SALES PROJECT POTENTIAL FORM

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

PRINT RESET

ACTIVITY NAME			
ACCOUNT NUMBER			
PROPOSED SALES PROJECT			
VENDOR/COMPANY			
ADDRESS			
BEGINNING DATE		ENDING DATE	
QUANTITY TO BE ORDERED		COST PER UNIT	
PROPOSED SALES PRICES			
REQUESTED BY: (ADVISOR)		DATE	
BLDG PRINCIPAL:		DATE	
SUPERINTENDENT:		DATE	

THIS SECTION TO BE COMPLETED WHEN PROJECT IS COMPLETED

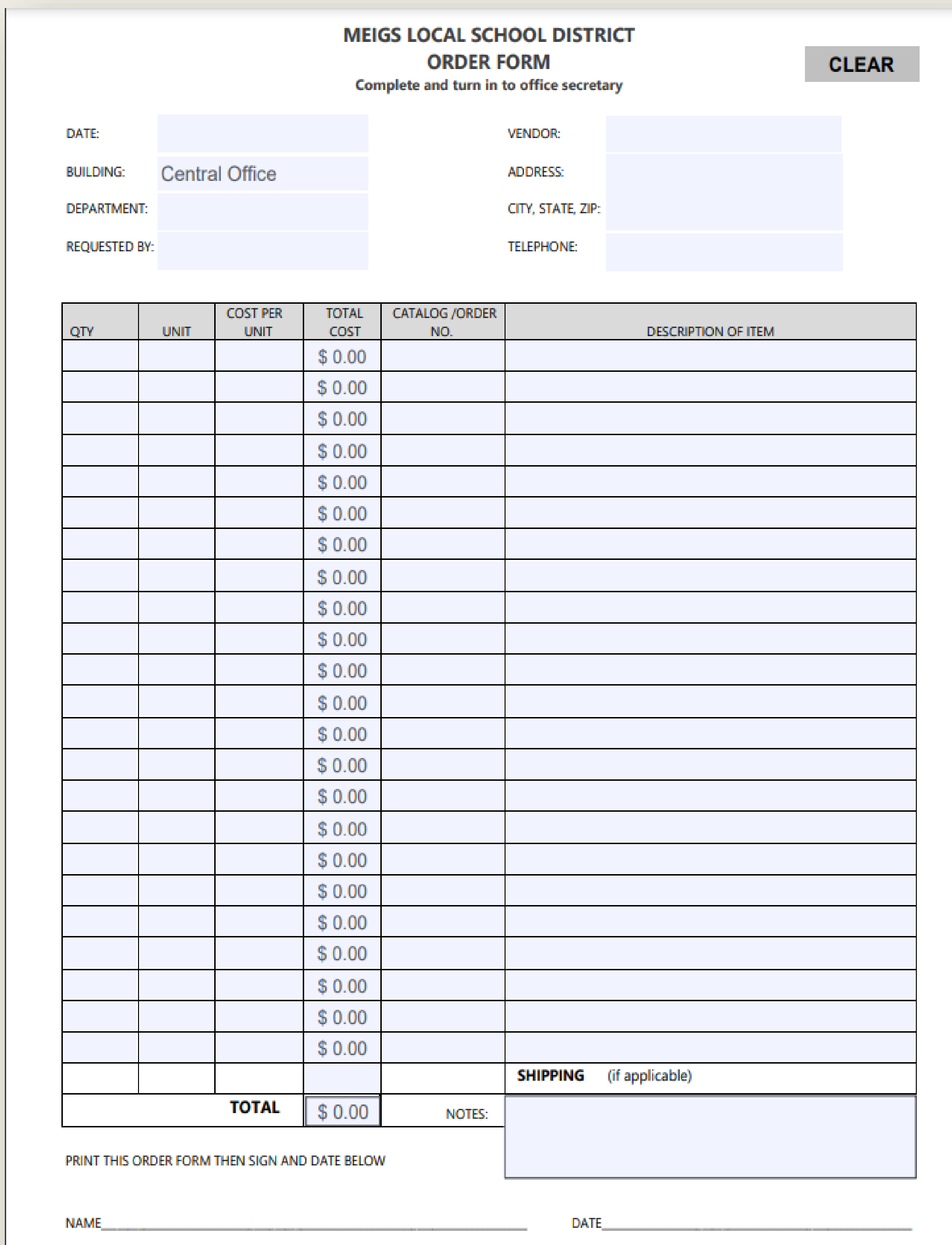
DEPOSITS		EXPENDITURES	
DATE	AMOUNT	DATE	AMOUNT
(A) TOTAL RECEIPTS	$ 0.00	(B) TOTAL EXPENDITURES	$ 0.00
(C) RETURNED ITEMS:		(D) PROFIT (A-B-C):	$ 0.00

UNSOLD/UNACCOUNTED FOR ITEMS:

ADVISOR:		DATE	
BLDG PRINCIPAL:		DATE	
SUPERINTENDENT:		DATE	

SECTION 5 – REQUISITION & PURCHASE ORDER

After the Sales Project Potential Form is submitted and approved, a requisition (order form) will then be completed. Please keep in mind, if it is a new vendor, a W9 form from that vendor is required to be submitted to accounts payable at the Treasurer's Office prior to approval of the requisition. Once the requisition is submitted to the Treasurer's Office, it will be approved by the Treasurer. A Purchase Order will then be made for the items with a pink copy being sent back to the advisor/sponsor of the activity to keep for their records. When all goods are received, return the pink copy of the purchase order, signed off on as "*ok to pay*", along with all packing slips received.



MEIGS LOCAL SCHOOL DISTRICT
ORDER FORM
Complete and turn in to office secretary

CLEAR

DATE:
BUILDING: Central Office
DEPARTMENT:
REQUESTED BY:

VENDOR:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE:

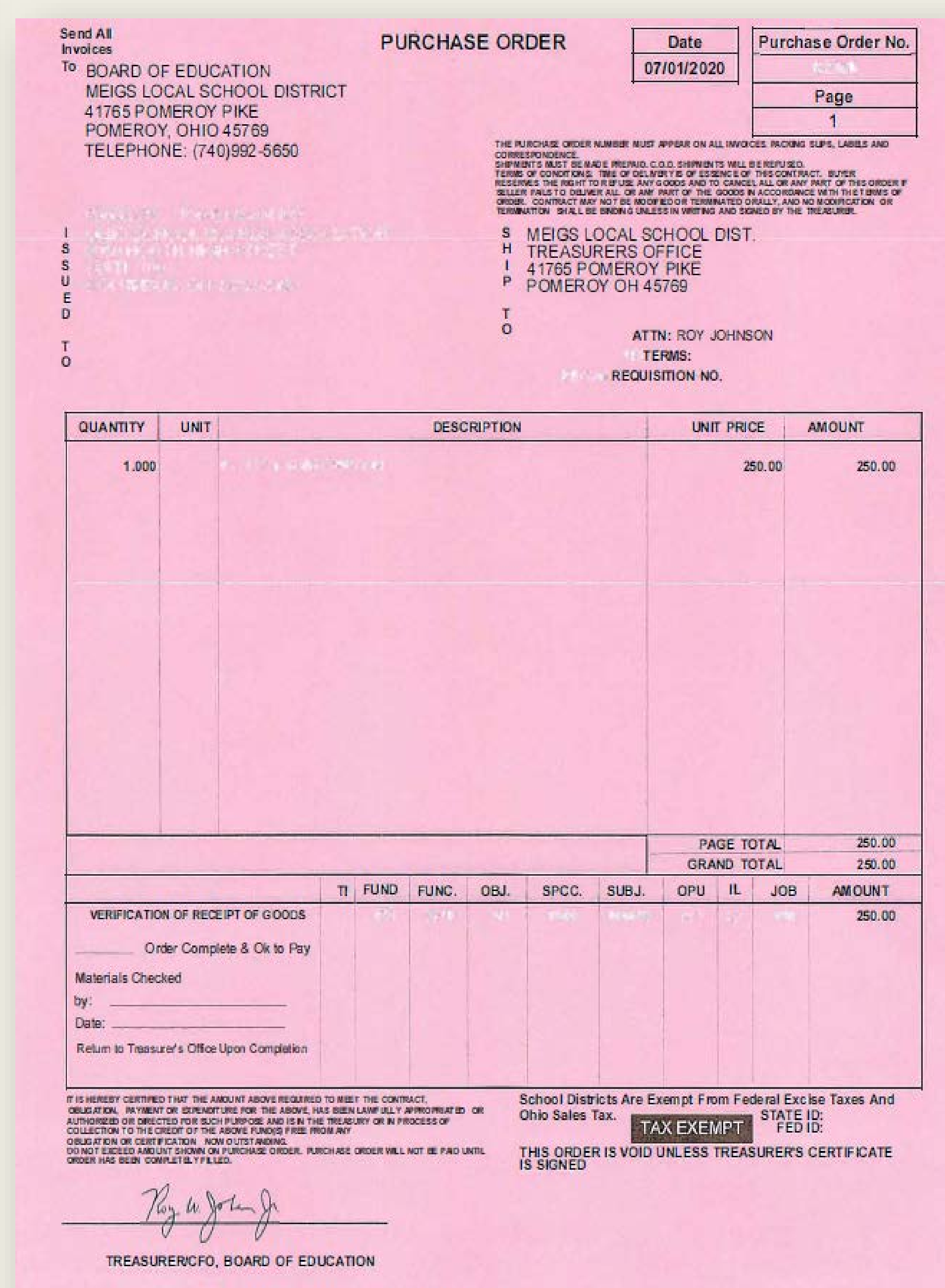
QTY	UNIT	COST PER UNIT	TOTAL COST	CATALOG /ORDER NO.	DESCRIPTION OF ITEM
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
			$ 0.00		
					SHIPPING (if applicable)
		TOTAL	$ 0.00	NOTES:	

PRINT THIS ORDER FORM THEN SIGN AND DATE BELOW

NAME____________________ DATE____________________

REQUISITION FORM

PURCHASE ORDER



Send All Invoices To BOARD OF EDUCATION
MEIGS LOCAL SCHOOL DISTRICT
41765 POMEROY PIKE
POMEROY, OHIO 45769
TELEPHONE: (740)992-5650

PURCHASE ORDER

Date	Purchase Order No.
07/01/2020	
	Page
	1

THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING SLIPS, LABELS AND CORRESPONDENCE.
SHIPMENTS MUST BE MADE PREPAID. C.O.D. SHIPMENTS WILL BE REFUSED.
TERMS OF CONDITIONS. TIME OF DELIVERY IS OF ESSENCE OF THIS CONTRACT. BUYER RESERVES THE RIGHT TO REFUSE ANY GOODS AND TO CANCEL ALL OR ANY PART OF THIS ORDER IF SELLER FAILS TO DELIVER ALL OR ANY PART OF THE GOODS IN ACCORDANCE WITH THE TERMS OF ORDER. CONTRACT MAY NOT BE MODIFIED OR TERMINATED ORALLY, AND NO MODIFICATION OR TERMINATION SHALL BE BINDING UNLESS IN WRITING AND SIGNED BY THE TREASURER.

ISSUED TO

SHIP TO MEIGS LOCAL SCHOOL DIST.
TREASURERS OFFICE
41765 POMEROY PIKE
POMEROY OH 45769

ATTN: ROY JOHNSON
TERMS:
REQUISITION NO.

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.000			250.00	250.00
			PAGE TOTAL	250.00
			GRAND TOTAL	250.00

	TI	FUND	FUNC.	OBJ.	SPCC.	SUBJ.	OPU	IL	JOB	AMOUNT
VERIFICATION OF RECEIPT OF GOODS										250.00

______ Order Complete & Ok to Pay
Materials Checked
by: __________
Date: __________
Return to Treasurer's Office Upon Completion

IT IS HEREBY CERTIFIED THAT THE AMOUNT ABOVE REQUIRED TO MEET THE CONTRACT, OBLIGATION, PAYMENT OR EXPENDITURE FOR THE ABOVE, HAS BEEN LAWFULLY APPROPRIATED OR AUTHORIZED OR DIRECTED FOR SUCH PURPOSE AND IS IN THE TREASURY OR IN PROCESS OF COLLECTION TO THE CREDIT OF THE ABOVE FUND(S) FREE FROM ANY OBLIGATION OR CERTIFICATION NOW OUTSTANDING.
DO NOT EXCEED AMOUNT SHOWN ON PURCHASE ORDER. PURCHASE ORDER WILL NOT BE PAID UNTIL ORDER HAS BEEN COMPLETELY FILLED.

School Districts Are Exempt From Federal Excise Taxes And Ohio Sales Tax. TAX EXEMPT STATE ID: FED ID:

THIS ORDER IS VOID UNLESS TREASURER'S CERTIFICATE IS SIGNED

TREASURER/CFO, BOARD OF EDUCATION

RECEIVER COPY

SECTION 6 – ACCOUNTABILITY OF SALE

1. GENERAL GUIDELINES

- All monies collected from school activities are to be receipted, recorded and deposited in the appropriate activity fund account.
- In order to maintain effective cash control, at least two people should be involved in the collecting of cash and signing off on cash transmittal forms.
- Individuals collecting money are responsible for student activity funds entrusted to them. These individuals are required to reimburse the activity fund for any money or property purchased with student activity money which is lost due to negligence, theft, or fraud.

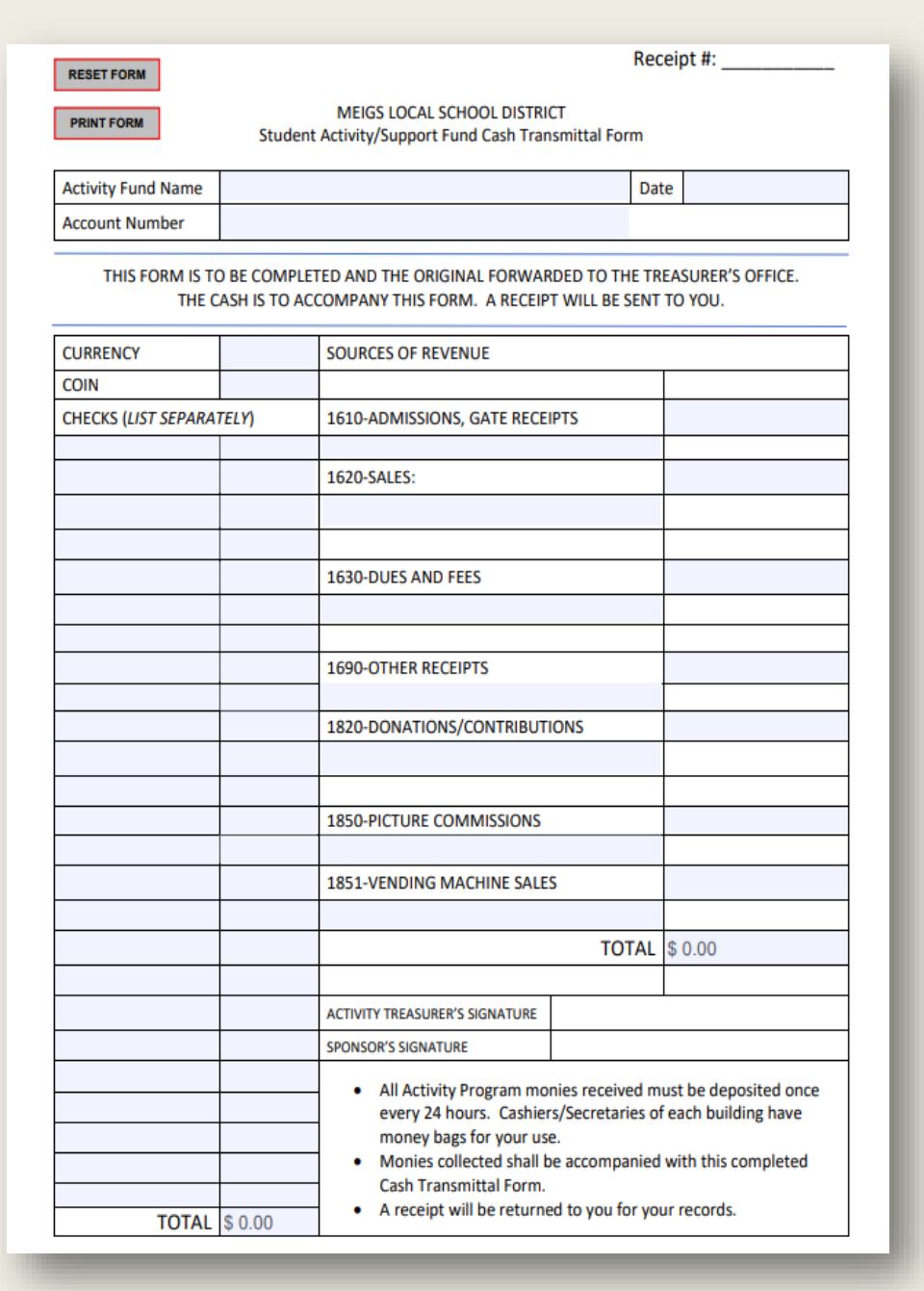
2. RECEIPT BOOKS

Receipts should be issued to students when monies are turned in to the advisor/sponsor. If you need a receipt book, please contact the Treasurer's Office. The receipt book should follow the student activity group.

- Receipt books are ordered by the Treasurer's office.
- When a receipt book is completed or the activity no longer needed, the receipt book should be returned to the Treasurer's Office.

3. DEPOSITING FUNDS

- Funds should be deposited within 24 hours of collection.
- Funds should be deposited with the building secretary. Check with the building secretary for their specific procedures.
- Each deposit should be accompanied with a Student Activity/Support Fund Cash Transmittal Form.
- The Student Activity/Support Fund Cash Transmittal Form should have two signatures. This can be the advisor/sponsor and a chosen activity member official (for example: club president, treasurer, etc.).
- Accounts Receivable in the Treasurer's Office will pick up all deposits from the schools and verify deposits before depositing with the bank.
- In the event Account Receivable is unable to pick up deposits, the school secretaries have secured areas to lock up any deposits left at the building.



RESET FORM

PRINT FORM

Receipt #: _____

MEIGS LOCAL SCHOOL DISTRICT
Student Activity/Support Fund Cash Transmittal Form

Activity Fund Name		Date	
Account Number			

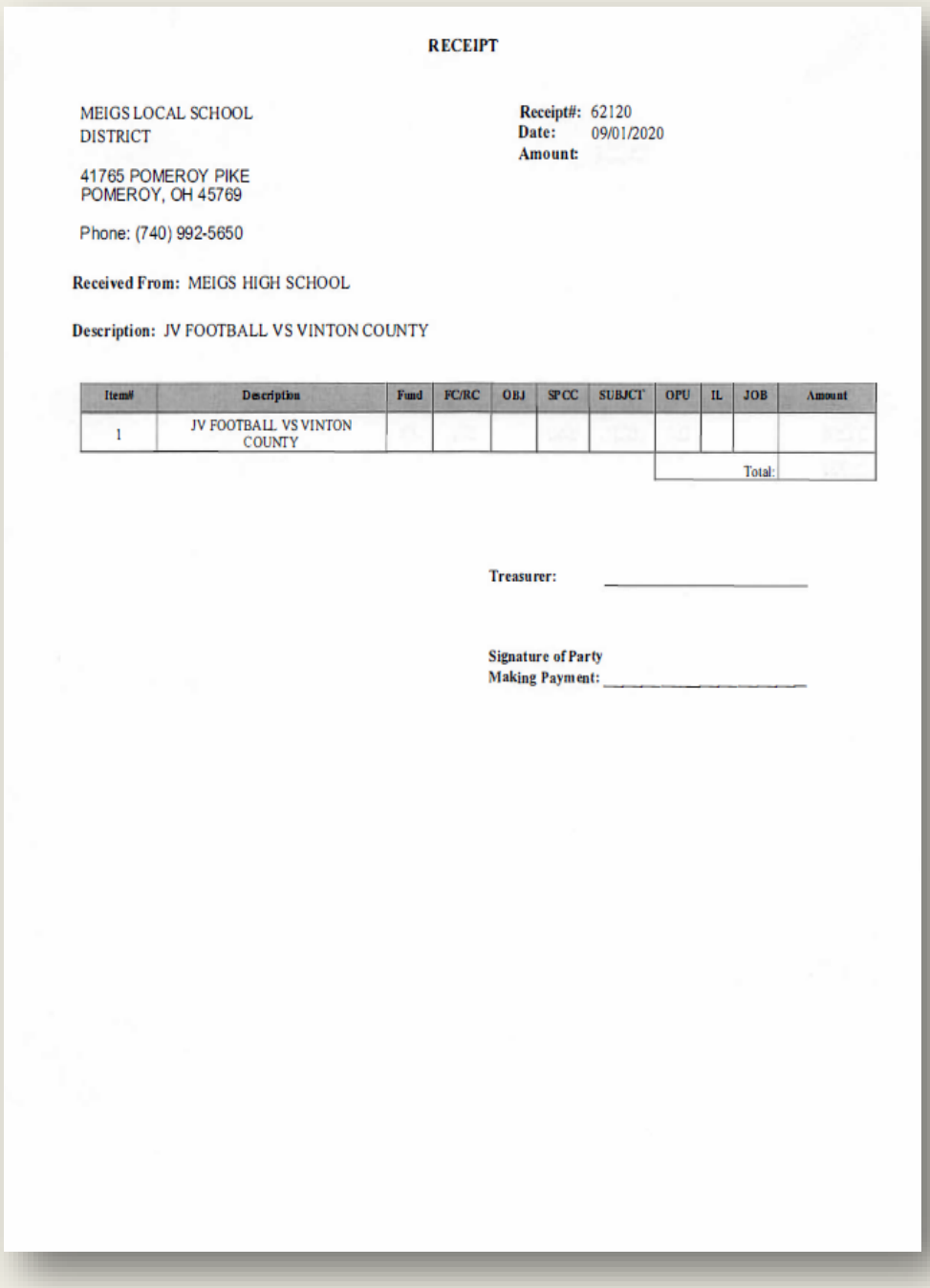
THIS FORM IS TO BE COMPLETED AND THE ORIGINAL FORWARDED TO THE TREASURER'S OFFICE.
THE CASH IS TO ACCOMPANY THIS FORM. A RECEIPT WILL BE SENT TO YOU.

CURRENCY		SOURCES OF REVENUE	
COIN			
CHECKS (*LIST SEPARATELY*)		1610-ADMISSIONS, GATE RECEIPTS	
		1620-SALES:	
		1630-DUES AND FEES	
		1690-OTHER RECEIPTS	
		1820-DONATIONS/CONTRIBUTIONS	
		1850-PICTURE COMMISSIONS	
		1851-VENDING MACHINE SALES	
		TOTAL	$ 0.00
		ACTIVITY TREASURER'S SIGNATURE	
		SPONSOR'S SIGNATURE	
		• All Activity Program monies received must be deposited once every 24 hours. Cashiers/Secretaries of each building have money bags for your use. • Monies collected shall be accompanied with this completed Cash Transmittal Form. • A receipt will be returned to you for your records.	
TOTAL	$ 0.00		

4. FINANCIAL SOFTWARE RECEIPT

Accounts receivable will enter the deposit in USAS and issue a receipt to the advisor or authorized individual submitting the funds. The receipt shall include:

- The entity in which the monies was received.
- The date in which the monies was deposited at the bank.
- The total amount submitted for deposit.
- A brief, but accurate description of the purpose for which the money was collected.
- The activity fund number(s).
- Under no circumstance should a receipt be altered. If an error occurs, void the original receipt, retain the voided receipt and re-issue the corrected receipt.
- Receipts are to be filed for future reference and audit.
- A copy of the receipt will be emailed, along with any attached paperwork, to the advisor or authorized individual submitting the funds.



RECEIPT

MEIGS LOCAL SCHOOL DISTRICT

41765 POMEROY PIKE
POMEROY, OH 45769

Phone: (740) 992-5650

Receipt#: 62120
Date: 09/01/2020
Amount:

Received From: MEIGS HIGH SCHOOL

Description: JV FOOTBALL VS VINTON COUNTY

Item#	Description	Fund	FC/RC	OBJ	SPCC	SUBJCT	OPU	IL	JOB	Amount
1	JV FOOTBALL VS VINTON COUNTY									
									Total:	

Treasurer: _____

Signature of Party Making Payment: _____

SECTION 7 – RETURNED CHECKS

Checks may be returned for non-sufficient funds, closed accounts, etc. The following procedures are in place in the event of a returned check.

- Contact the maker to notify them of the returned check and attempt to collect the funds.
- Send a letter via certified mail (returned receipt requested) to the maker of the check at the last known mailing address including the following information:
  - Check number, check date and amount of check.
  - Unless payment is not made within (15) business days the check will be turned over to the Meigs County Prosecuting Attorney for further action.
  - If the check remains uncollected, the amount of the check will be deducted from the student activity account in which it was originally deposited, upon approval from the Board of Education.

SECTION 8 – CASH ADVANCE

Student activity group's out-of-town travel expenses may be funded from their activity account. The following set of procedures are to be followed to request a cash advance (Further questions on procedures, refer to MLSD Purchasing Manual-excerpts from manual listed below):

- Log into Kiosk and request the days to be taken for the trip. Indicate any mileage (if you will be driving separately) or if a bus will be needed. Once this is entered into Kiosk, it will be sent to the Treasurer for approval.
  - Funding for transportation expenses will be based on the least expensive and reasonable mode of transportation which is available. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.
    - Travel by Car: The rate of reimbursement for mileage will be equal to the IRS established rate at the same time of travel, not to exceed a maximum reimbursement of $400. Travel should be by the most direct and economical route.
    - Mileage reimbursement to participants will be calculated from the participant's place of residence or the participant's home building to the event, whichever distance is less costly for the District. Mileage to the site will be determined by using MapQuest, the Ohio Department of Transportation, or a similar mileage tool.
    - If more than one person is approved to attend the same event and transportation will be by car, it is encouraged that they travel together. A mileage allowance will be provided for one vehicle (up to three participants), for two vehicles (up to six participants), etc. Mileage will be reimbursed to the driver only.

- Send a requisition to Accounts Payable at the Treasurer's Office for meals, lodging, etc. Accounts Payable will then do a Purchase Order to be ready by the date requested.
  - An itemized receipt is required for all meals with the restaurant's name printed on it (see example).
  - A tear-off from the bottom of a restaurant check and/or credit card slip is NOT an itemized receipt.
  - According to Ohio state law, when meals are to be reimbursed, no sales tax, or alcoholic beverages can be reimbursed. This includes in-room/room service meals.
    - Reimbursements for meals will be paid according to the per diem rates published by the U. S. General Services Administration (www.gsa.gov). Reimbursement rates will vary depending on location of travel. Reimbursements will not exceed the published rates unless approved by the Superintendent or the Superintendent's designee.
    - All meal receipts must show the restaurant name and date and must be itemized. Staff members must write on the back of the receipt the event being attended and who the meal was for.
    - Tips will be reimbursed ONLY IF the total amount of your receipt is less than the per meal allotment. Tips/gratuity may not exceed more than 18% of the cost of the meal.
    - Under normal conditions, officers and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
    - Only meals will be reimbursed – not between meal snacks, beverages, etc. Only a maximum of three meals will be reimbursed per day, not to exceed three receipts.
    - Lodging will be reimbursed at the reasonable per diem rate only if the Superintendent or designee provides prior approval.
    - In order to receive the appropriate sales tax treatment, employees need to obtain the tax exemption documents from the Treasurer's Office before registering at the hotel. Sales tax on "In-State" hotel bills are not reimbursable.
    - Whenever possible, if overnight accommodations are necessary and there are two or more participants, funding for lodging will be provided based on two participants per room providing that they are of the same sex or married unless pre-approved by the Superintendent or the Superintendent's designee.
    - Lodging cancellation policies requiring more than a 24 hour notice to avoid monetary penalties will not be held or booked using a District credit card.
    - District employees are prohibited from using their personal hotel incentive/reward accounts to earn points for lodging expenses incurred by the District.
    - Ground transportation {i.e. taxis, shuttles, mass transit, etc.} incurred for travel to and from the event and the hotel will also be reimbursed with a receipt. The District will not provide reimbursement for ground transportation to restaurants, social events and activities that are not directly involved with the event.
      - All toll expenses, parking fees incurred as a result of travel directly related to the event will be reimbursed if a receipt is provided.
      - Items being submitted for reimbursement must be on a separate receipt from any personal purchases.
- At this point, the cash advance check can be picked up with the Advisor/Sponsor signing the cash advance form.
- Upon return of trip, any unused monies and itemized receipts should be returned to Accounts Payable within five (5) days.

CASH ADVANCE FORM

CASH ADVANCES

Based on Estimated Expenditures

Name _____

Department: _____

Date: _____

Phone: _____

When justified for travel or other purposes (and students expenses are included), cash advances may be made by check, provided funds are available in the specific account, to the individual based on estimated expenditures (to the best of one's ability). The purchase order should clearly indicate that the transaction is a cash advance, name the district employee to whom the check is written and the intended purpose of the expenditure.

The person to whom the check is written must sign for it acknowledging the responsibility to return cash and/or proper documentation for expenditures equal to the amount advanced. If the cash and/or receipts are not received in a timely manner, the amount advanced or amount not accounted for shall be payroll-deducted from the person's payroll before the end of the current school year.

Cash advances will be issued only prior approval and only to district employees (not to volunteers).

REMEMBER: Request an Ohio Tax Exemption Form.

CASH ADVANCE RECORD Based on Estimated Expenditures

Amount	PO Number	XREF #	Fund	Check #

RECEIPT OF ADVANCE

I acknowledge the receipt of: $_____Signed_____

For the purpose of: _____

I accept the pecuniary liability for the funds advanced and will return cash and/or proper documentation for expenditures equal to the amount advances. If funds and/or proper documentation are not turned in to the Treasurer's Office within a timely manner, I understand said amount shall be deducted from my payroll check before the end of the current school year.

SETTLEMENT OF ADVANCE

Receipt number: _____

Cash Returned: _____

Expenditure Documentation: _____

Total: _____

Amount due recipient (over $15 Purchase Order needed) _____

RECEIPT EXAMPLES

EXAMPLES OF ITEMIZED & NON ITEMIZED RECEIPTS

ITEMIZED RECEIPT EXAMPLE

Texas Roadhouse
2890 Columbus Lancaster R
Lancaster, OH 43130

Server: TABBY 02/10/2015
Table 312/2 5:33 PM
Guests: 1 70007

Coke	2.49
Early Dine Special	0.00
Sirloin Steak 6oz	8.99
Smothered	1.99
Complete Subtotal	13.47
Subtotal	13.47
Tax	0.91
Total	14.38
Balance Due	14.38

Sing up for Delicious gifts
Delivered to you by email
Name:_____
Birthday:_____
Email:_____
Have A Legendary Day!

NON ITEMIZED RECEIPT EXAMPLE

LAMS GARDEN INC.
936 E STATE ST
ATHENS, OH 457010000

02/12/2015 15:34:59

CREDIT CARD
MC SALE

CARD # XXXXXXXXXXXXXXXXXXXX
INVOICE
SEQ #: 0022
Batch #: 001727
Approval Code: 043459
Entry Method: Swiped
Mode: Online

MDSE/SERVICES $25.84

TIP _____

TOTAL AMOUNT _____

CUSTOMER COPY

SECTION 9 – THE DO'S AND DON'T OF FUNDRAISING

- ✓ DO – check to be sure the fundraiser fits your district's fundraising guideline.
- ✓ DO – check and closely follow any Board policies regarding contracts and expenditures of funds for the procuring of goods and service.
- ✓ DO – review contracts carefully prior to having an authorized person sign:
  - Check quantities ordered carefully.
  - Check prices; be sure they are the same as quoted.
  - Be sure all verbal commitments are in written contract.
- ✓ DO – be sure a responsible party has signed or does sign the contract on behalf of the company or group providing service/materials for your fundraising project.
- ✓ DO – provide for the return of unsold merchandise in the contract.
- ✓ DO – check the delivery slip and count, count, count!
- ✓ DO – require strict accounting for all goods and funds for all projects:
  - Do set up stringent safeguards on the quantity and total value of merchandise that may be signed out.
  - Do require students and other sellers to sign for the materials they take.
  - Do give receipts for all goods or money received from students or other sellers.
  - Remember – YOU, as the advisor, are responsible for all funds/merchandise and the loss of the same.
- ✓ DO – make safety of participants a major concern:
  - Do provide for actual physical supervision of "activity" fundraiser (such as car washes).
  - Do establish safety precautions to prevent injury to students and property during event.
  - Do require a check for instruction of the involved students in the safety precautions pertinent to the activity and to the use of any equipment to be used in the project.
  - Do check to see if the safety precautions have been followed.
  - Do monitor events and institute further safety and/or disciplinary precautions as experience suggests.
- ✓ DO – consider providing parent/volunteer supervision for door-to-door sales/collecting:
  - Use maps and assigned areas.
  - Schedule check-in times and places.
- ✓ DO – deposit funds collected within 24 hours.
- ✓ DO – use your student conduct code and normal school discipline to collect money or goods owed by a student.

- ✓ DON'T – allow an activity to be sponsored unless you, as the Advisor, can control all aspects of the event/sale.
- ✓ DON'T – sign for goods that may make you personally liable for payment under the terms of the contract.
- ✓ DON'T – allow students to take more goods than they can reasonably sell quickly.
- ✓ DON'T – allow the acceptance of "special gifts" or "special bonuses" for undertaking the fundraiser or for achieving certain quotas by yourself or your staff.
- ✓ DON'T – all supervisors or physical activities to encourage students to perform beyond their level of training and experience.
- ✓ DON'T – cash checks for anyone – YOU ARE NOT A BANK AND ANY DIVERSION OF FUNDS CAN BE CAUSE OF LOSS OF LICENSE!

SECTION 10 – IMPORTANT CONTACTS

The following contacts are important and will help guide you with any questions that you may have during the student activity/fundraising process. Please do not hesitate to ask for help. That's what we're here for.

1. Roy Johnson, Treasurer

   Roy can assist with any and all questions that Melissa or Debbie cannot answer. Roy sets up all district accounts, including those for student activities. He will approve all purchases and requisitions before they are passed on to Debbie.

   Roy's contact information is as follows:
   - roy.johnson@meigslocal.org
   - 740-992-5650 Ext. 1540

2. Melissa Lambert, Assistant to Treasurer-Accounts Receivable/Insurance

   Melissa is your primary contact for student activities. If you have any questions in regards to your purpose statement and budget, sales project potential form, student activity/support cash transmittal form, deposits and/or receipts, she is your first point of contact. Melissa will be the person receiving, depositing and receipting all of your fundraising monies.

   Melissa's contact information is as follows:
   - melissa.lambert@meigslocal.org
   - 740-992-5650 Ext. 1550

3. Debbie Drake, Assistant to Treasurer-Account Payable

   Debbie is your primary contact when it comes to requisitions, purchase orders and cash advances. She will take care of ordering goods for you and paying your invoices.

   Debbie's contact information is as follows:
   - debbie.drake@meigslocal.org
   - 740-992-5650 Ext. 1560