

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Elementary Schools	Site #	ALL
Account Name	Elementary Activity	Project #	839

Prior to collection of monies, ordering items or contracting services for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.

All reconciliation records should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

Approved Expenditures List

a.	Supplies	b.	Equipment and repairs	c.	Trip expenditures for educational purpose
d.	Workshop and meeting expenses	e.	Educational materials	f.	Refreshments/Meals
g.	Ribbons, trophies and awards	h.	Flowers and gifts	i.	School pictures
j.	Camera, equipment, supplies and processing expenses	k.	Contribution/donations	l.	Postage/freight/handling fees
m.	Artist in residence	n.	Presenter Fees	o.	Speakers and expenses
p.	Playground equipment and repairs	q.	Building maintenance and supplies	r.	Custodial supplies
s.	Fund raising projects and expenses	t.	Student store supplies	u.	Printing expenses
v.	Maintenance of grounds	w.	Transportation and mileage expenses	x.	Refunds/Reimbursements
y.	Transfer to other school activity accounts	z.	T-shirts and miscellaneous clothing items	aa.	Registration, dues and fees
bb.	Contracted labor	cc.	Furniture for classroom	dd.	Computers, software, misc. computer related equipment and repairs
ee.	Books	ff.	Subscriptions, magazines, newspapers and professional publications	gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Elementary School	Site #	ALL
Account Name	Elementary Coke	Project #	843

Prior to collection of monies, ordering items or contracting services for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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All reconciliation records should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

Approved Expenditures List

a.	Refreshments/meals and supplies	b.	Office and classroom supplies	c.	Flowers and gifts
d.	Supplies for meetings	e.	Contributions/Donations	f.	Postage/freight/handling fees
g.	Ribbons, trophies and awards	h.	Refunds/Reimbursements	i.	Transfer to other school activity accounts
j.	Equipment purchases and repair of appliances-teacher's lounge	k.	Teacher/student appreciation luncheon expenses	l.	T-shirts and miscellaneous clothing items
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Elementary School	Site #	ALL
Account Name	Before/After School Programs (These expenditures are to be used for the Before/After School Program "only")	Project #	859

Prior to collection of monies, ordering items or contracting services for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.**

Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

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All reconciliation records should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

Approved Expenditures List

a.	Salaries	b.	Supplies and equipment	c.	Trip expenditures for educational purposes
d.	Educational materials	e.	Refreshments/meals	f.	Ribbons, trophies and awards
g.	Flowers and gifts	h.	School pictures	i.	Camera, equipment, supplies and processing expenses
j.	Contributions/Donations	k.	Furniture and fixtures	l.	Postage/freight/handling fees
m.	Artist in residence	n.	Building maintenance and supplies	o.	Custodial supplies
p.	Printing expenses	q.	Maintenance of grounds	r.	Transportation and mileage expenses
s.	Decorations	t.	Refunds/Reimbursements	u.	Transfer to other school activity accounts
v.	Registration, dues and fees	w.	CPR Classes	x.	T-shirts, and miscellaneous clothing items
y.	Contracted labor	z.	Workshop and meeting expenses	aa.	Office and classroom supplies
bb.	Supplies for meetings	cc.	Technology related equipment and supplies	dd.	Subscriptions, magazines, newspapers and professional publications
ee.	Books	ff.	Criminal back ground check	gg.	Student luncheon expenses
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nn.		oo.		pp.	
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