

SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Facility Usage Project Fund	Project #	804

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.	Building materials and supplies
d.	Custodial expenses	e.	Contracted labor	f.	Furniture
g.	Lighting supplies	h.		i.	
j.		k.		l.	
m.		n.		o.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Class of 2021	Project #	820

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Approved Expenditures List

a.	Graduation expenses	b.	Banquet & breakfast expenses	c.	Prom expenses
d.	After-prom expenses	e.	Security expenses	f.	Fundraising projects & expenses
g.	Ticket sales & expenses	h.	Clothing items	i.	Tassels
j.	Film, camera supplies, equipment and processing expenses	k.	Assembly supplies & expenses	l.	Invitations
m.	CDs, tapes, and music-related expenses	n.	Decoration expenses	o.	Flowers, gifts, awards and prizes
p.	Homecoming expenses	q.	Transportation/mileage	r.	Contributions/donations
s.	Scholarships	t.	Custodial expenses	u.	Refreshments
v.	Printing expenses	w.	Refunds/reimbursements	x.	Gifts to the school
y.	Transfers to other school activity accounts	z.	Registration/Membership dues	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Class of 2025	Project #	833

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Approved Expenditures List

a.	Supplies	b.	Fundraising projects & expenses	c.	Ticket Sales
d.	Transfers to other school activity accounts	e.	Invitations	f.	Assembly Supplies
g.	Registration Fees/Membership fees	h.	Transportation/mileage	i.	Prom, Banquet, Homecoming, Decorations, Refreshments and Expenses
j.	Flowers, Gifts, Awards, Prizes	k.	Clothing Items	l.	CD's, Tapes
m.	Security Expenses	n.	Custodial Expenses	o.	Film, camera supplies, equipment and processing expenses
p.	Contributions/donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing Expenses	t.	Misc. Salaries (i.e. Substitutes)	u.	
v.		w.		x.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>Class of 2023</u>	Project #	<u>842</u>

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Approved Expenditures List

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d.	After-prom expenses	e.	Security expenses	f.	Fund raising projects & expenses
g.	Ticket sales & expenses	h.	Clothing items	i.	Tassels
j.	Film, camera supplies, equipment and processing fees	k.	Assembly supplies & expenses	l.	Invitations
m.	CDs, tapes, & music related expenses	n.	Decoration expenses	o.	Flowers, gifts, awards & prizes
p.	Homecoming expenses	q.	Transportation/mileage	r.	Contributions/donations
s.	Scholarships	t.	Custodial expenses	u.	Refreshments
v.	Printing expenses	w.	Refunds/reimbursements	x.	Gifts to the school
y.	Transfers to other SA accounts	z.	Registration/Membership dues	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Astronomy Club	Project #	844

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Approved Expenditures List

a.	Research expenses	b.	Transportation and mileage expenses	c.	Supplies
d.	Fundraising projects and expenses	e.	Camera, equipment, supplies and processing expenses	f.	Flowers and gifts
g.	Contributions/Donations	h.	Field trips and expenses	i.	City, State and National dues
j.	Parties and expenses	k.	Refreshments and decorations	l.	Speaker and assembly expenses
m.	Homecoming expenses	n.	T-shirts	o.	Refunds/Reimbursements
p.	Transfers to other school activity accounts	q.	Scholarships, trophies, and awards	r.	Printing and expenses
s.	Camp expenses	t.	Postage and freight	u.	Telephone and expenses
v.	Equipment purchases rentals and repairs	w.	Lodging expenses	x.	Books and magazines
y.	Registration fees and expenses	z.		aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Academic Team	Project #	847

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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Approved Expenditures List

a.	Film, camera supplies, equipment, & processing expenses	b.	Postage/Freight	c.	Plaques, awards, trophies, flowers, gifts, & ribbons
d.	Transfer to other school activity accounts	e.	Installation & expenses	f.	Refunds/Reimbursements
g.	Transportation/Mileage expenses	h.	Concession supplies	i.	Meetings, refreshments, decorations, banquets, & party expenses
j.	Registration fees, contest fees, dues, & convention expenses	k.	Buzzer system	l.	Fund raising projects & expenses
m.	Printing/Program expenses	n.	Custodial expenses	o.	Judges & expenses
p.	Tapes, books, subscriptions, & CD's	q.	Contributions/Donations	r.	Clothing items, uniforms, pins, & patches
s.	Field trips & expenses	t.	Speaker expenses	u.	Equipment/Repairs
v.	Rental fees	w.	Professional meetings & expenses	x.	
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11/15/2021

SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Class of 2024	Project #	850

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Approved Expenditures List

a.	Graduation	b.	Banquet & breakfast expenses	c.	Prom expenses
d.	After-prom expenses	e.	Security expenses	f.	Fundraising projects & expenses
g.	Ticket sales & expenses	h.	Clothing items	i.	Tassels
j.	Film, camera supplies, equipment and processing expenses	k.	Assembly supplies & expenses	l.	Invitations
m.	CDs, tapes, and music- related expenses	n.	Decoration expenses	o.	Flowers, gifts, awards, & prizes
p.	Homecoming expenses	q.	Transportation/mileage	r.	Contributions/donations
s.	Scholarships	t.	Custodial expenses	u.	Refreshments
v.	Printing expenses	w.	Refunds/reimbursements	x.	Gifts to the school
y.	Transfers to other school activity accounts	z.	Registration/membership dues	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Art Club	Project #	851

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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Approved Expenditures List

a.	Tools	b.	Repairs of art equipment	c.	Fundraising projects/expenses
d.	Registration fees & associated expenses/Dues	e.	Glass & glass supplies	f.	Clay, clay supplies, glazes, tools
g.	Postage, shipping, freight	h.	Jewelry supplies/equipment	i.	Fabric/Notions
j.	Polymer clay & supplies	k.	Polymer clay equipment, tools	l.	Jewelry equipment, tools
m.	Paint, paint supplies	n.	Cleaning equipment/supplies	o.	Reception supplies
p.	Paper, equipment supplies	q.	Books, tapes, CD's, subscriptions	r.	Project tutorials
s.	Presenter fees	t.	Expenses & supplies for presentations	u.	Advertisement for art events
v.	3D misc. art supplies	w.	Aprons/smocks/shirts	x.	Assemblage materials & equipment
y.	Weaving supplies & equipment	z.	Sculpting supplies, equipment & materials	aa.	Misc. supplies for classroom instruction
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>Band</u>	Project #	<u>853</u>

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Approved Expenditures List

a.	Instrument repair	b.	Postage/Freight	c.	Trophies, medals, awards, & flowers
d.	Transfer to other school activity accounts	e.	Clinician fees & expenses	f.	Refunds/Reimbursements
g.	Transportation/Mileage expenses	h.	Music, CD's, books	i.	Banquet expenses
j.	Registration fees, contest fees, festival fees, & convention fees & all expenses	k.	Scholarships	l.	Fund raising projects & expenses
m.	Ticket & program expenses	n.	All-regional, all-state bands (OMEA) expenses	o.	Judging fees & expenses
p.	Equipment & supplies	q.	Contributions/Donations	r.	Uniforms & cleaning expenses
s.	Piano accompanist fees & expenses	t.	Professional development expenses	u.	Music convention expenses
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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11/15/2021

SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Cheerleaders	Project #	862

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Approved Expenditures List

a.	Uniforms & cleaning expenses	b.	Equipment & repairs	c.	Supplies
d.	Rental fees & expenses	e.	Awards, gifts, flowers	f.	Books, CD's, subscriptions
g.	Decorating supplies	h.	State tournaments & expenses	i.	Camp, Contest, National fees, & expenses
j.	Medical/first-aid supplies	k.	Postage/freight	l.	Refreshments, entertainment, & banquet expenses
m.	Homecoming, mums, & expenses	n.	Prom expenses	o.	Football game, & meeting supplies
p.	Custodial expenses	q.	Refunds/Reimbursements	r.	Pins, ribbons, & spirit items
s.	Fund raising projects & expenses	t.	Tickets	u.	Contributions/Donations
v.	Judges fees & expenses	w.	Field trips & expenses	x.	Coaches & outside critique fees & expenses
y.	Transportation/mileage expenses	z.	T-shirts/clothing items	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>Chorus</u>	Project #	<u>863</u>

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Approved Expenditures List

a.	Clothing items, uniforms, costumes, & cleaning expenses	b.	Equipment & repairs	c.	Supplies
d.	Choreographers, clinicians & expenses	e.	Awards, flowers, trophies, prizes	f.	Music, tapes & taping fees
g.	Pictures	h.	Scholarships	i.	Contest entry fees, dues, & expenses
j.	Banquet expenses	k.	Postage/freight	l.	Decorations for concerts
m.	Film, camera supplies, equipment & processing expenses	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	Field trips & expenses	q.	Transportation/Mileage expenses	r.	Ticket/Program expenses
s.	Fund raising projects & expenses	t.	Professional Organization Fees	u.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Pom Pon JV	Project #	868

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.	Banquet, meeting , & refreshment expenses	b.	Fund raising projects & expenses	c.	Tickets
d.	Homecoming, mums & expenses	e.	Prom expenses	f.	Video production expenses
g.	Camp fees, contest fees, & expenses	h.	Uniforms & cleaning expenses	i.	Football game & meeting supplies
j.	Flowers & decorating supplies	k.	Awards	l.	Judges & expenses
m.	Transportation/Mileage expenses	n.	Contributions/Donations	o.	Rental fees & expenses
p.	Custodial expenses	q.	Supplies for cheer	r.	Medical/First-aid supplies
s.	Refunds/Reimbursements	t.	Postage/Freight	u.	Transfers to other school activity accounts
v.	Pins, ribbons, spirit items	w.	Equipment/Repairs	x.	Field trips & expenses
y.	Outside Coaches, critique fees & expenses	z.	Entertainment & expenses	aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Cheer JV	Project #	869

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.

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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.	Banquet, meeting, & refreshment expenses	b.	Fund raising projects & expenses	c.	Tickets
d.	Homecoming, mums & expenses	e.	Prom expenses	f.	Video production expenses
g.	Camp fees, contest fees, & expenses	h.	Uniforms & cleaning expenses	i.	Football game & meeting supplies
j.	Flowers & decorating supplies	k.	Awards	l.	Judges & expenses
m.	Transportation/Mileage expenses	n.	Contributions/Donations	o.	Rental fees & expenses
p.	Custodial expenses	q.	Supplies for cheer	r.	Medical, first-aid supplies
s.	Refunds/Rimbursements	t.	Postage/Freight	u.	Transfers to other school activity accounts
v.	Pins, ribbons, spirit items	w.	Equipment/Repairs	x.	Field trips & expenses
y.	Outside Coaches, critique fees & expenses	z.	Entertainment & expenses	aa.	T-shirts/clothing items
bb.		cc.		dd.	
ee.		ff.		gg.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Class of 2020	Project #	870

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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Approved Expenditures List

a.	Graduation Expenses	b.	Banquet & breakfast expenses	c.	Prom expenses
d.	After-Prom expenses	e.	Security expenses	f.	Fundraising projects & expenses
g.	Ticket sales & expenses	h.	Clothing items	i.	Tassels
j.	Film, camera supplies, equipment and processing expenses	k.	Assembly supplies & expenses	l.	Invitations
m.	CD's, tapes and music-related expenses	n.	Decoration expenses	o.	Flowers, gifts, awards & prizes
p.	Homecoming expenses	q.	Transportation/Mileage	r.	Contributions/Donations
s.	Scholarships	t.	Custodial expenses	u.	Refreshments
v.	Printing expenses	w.	Refunds/reimbursements	x.	Gifts to the school
y.	Transfers top other school activity accounts	z.	Registrations/Membership dues	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	DECA (Distributive Education Clubs of America)	Project #	879

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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Approved Expenditures List

a.	Banquet, party, decorations, meeting, & refreshment expenses	b.	Fund raising projects & expenses	c.	Materials for float & DECA booth
d.	Rental fees	e.	Professional meetings & expenses	f.	Fashion show production & expenses
g.	State contest fees, registration fees, Convention fees, dues, & expenses	h.	Clothing items, pins, patches, hats	i.	Concession supplies
j.	Flowers, gifts, plaques, awards, trophies, ribbons, & certificates	k.	Membership fees, dues for community & civic organizations	l.	Speakers & expenses
m.	Transportation/Mileage expenses	n.	Contributions/Donations	o.	Program & printing expenses
p.	Supplies	q.	Film, camera, supplies, equipment, processing expenses	r.	Books, subscriptions, CD's
s.	Refunds/Reimbursements	t.	Postage/Freight	u.	Transfers to other school activity accounts
v.	Field trips & expenses	w.	Equipment/Repairs	x.	Senior stoles
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11/15/2021

SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Drama	Project #	882

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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Approved Expenditures List

a.	Supplies & Equipment	b.	Contest & Registration fees	c.	Books and Periodicals
d.	Flowers, gifts, awards & trophies	e.	Membership dues, fees, & registration	f.	Costume purchase, rental, cleaning & upkeep
g.	Supplies	h.	Equipment & repairs	i.	Refreshments, catering & expenses
j.	Film & processing	k.	Rental Fees	l.	Make-up, wigs, hairstyling
m.	Program & ticket expenses	n.	Banquet/party expenses	o.	CD's, DVD, & recordings
p.	Lumber, hardware, set construction & decoration supplies	q.	Materials for float/Homecoming	r.	Transportation/Mileage
s.	Speakers & expenses	t.	Royalties	u.	Advertisement and expenses
v.	Scripts, cuttings and play books	w.	Posters	x.	Props/Furniture/Scenery
y.	Electrical & lighting supplies	z.	Sound effects equipment & supplies	aa.	Contributions/Donations
bb.	Postage, delivery, and shipping fees	cc.	Scholarships/Awards	dd.	Sweatshirts/t-shirts/clothing
ee.	Contracted labor	ff.	Camera/video equipment & repair	gg.	Cast dinner/dinner theater expenses
hh.	Choreographer expenses	ii.	Custodial expenses	jj.	Convention & camp fees
kk.	Fundraising	ll.	Musical production expenses	mm.	Refunds/reimbursements
nn.	Lumber & building supplies	oo.	Ads	pp.	Transfers to other activity accounts
qq.	Donations	rr.	Computer & related expenses	ss.	Costume cleaning & repairs
tt.	Lodging	uu.		vv.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Race, Religion and Rights	Project #	884

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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Approved Expenditures List

a.	Meeting & refreshment expenses	b.	Dues/Fees	c.	T-shirts for club
d.	Supplies	e.	Fundraising projects	f.	Graduation regalia for seniors
g.	Pictures/film developing expenses	h.	Awards, flowers, gifts, prizes	i.	Donations/contributions
j.	Transfers to other SA accounts	k.	Refunds/Reimbursements	l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Class of 2022	Project #	886

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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Approved Expenditures List

a.	Graduation	b.	Banquet & breakfast expenses	c.	Prom expenses
d.	After-prom expenses	e.	Security expenses	f.	Fundraising projects & expenses
g.	Ticket sales & expenses	h.	Clothing items	i.	Tassels
j.	Film, camera supplies, equipment and processing fees	k.	Assembly supplies & expenses	l.	Invitations
m.	CDs, tapes, & music-related expenses	n.	Decoration expenses	o.	Flowers, gifts, awards & prizes
p.	Homecoming expenses	q.	Transportation/mileage	r.	Contributions/donations
s.	Scholarships	t.	Custodial expenses	u.	Refreshments
v.	Printing expenses	w.	Refunds/reimbursements	x.	Gifts to the school
y.	Transfers to other school activity accounts	z.	Registration/Membership dues	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Stunt	Project #	888

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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Approved Expenditures List

a.	Uniforms and Cleaning Expenses	b.	Equipment and Repairs	c.	Supplies
d.	Rental fees & expenses	e.	Awards, gifts, flowers	f.	Books, CDs, subscriptions
g.	Decorating supplies	h.	State Tournaments & expenses	i.	Camp, Contest, National fee & expenses
j.	Medical/first-aid supplies	k.	Postage/freight	l.	Refreshments/entertainments, & banquet expenses
m.	Custodial expenses	n.	Refunds/reimbursements	o.	Pins, ribbons, & spirit items
p.	Fundraising projects & expenses	q.	Tickets	r.	Contributions & Donations
s.	Judges fees & expenses	t.	Field trips & expenses	u.	Coaches & outside critique fees & expenses
v.	Transportation/mileage expenses	w.	T-shirts/clothing items	x.	Transfer between accounts
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Business Professionals of America	Project #	895

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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Approved Expenditures List

a.	State & National dues	b.	Parties, banquets, luncheon expenses	c.	Scholarships, awards, pins
d.	Expenses to publish student directory	e.	Uniforms & cleaning expenses	f.	Field trips & expenses
g.	Meetings & expenses	h.	Transportation & Mileage	i.	Workshops & expenses
j.	Supplies	k.	Carnival & float expenses	l.	Meeting, refreshments & expenses
m.	Film, camera, supplies, equipment & processing fees	n.	Contributions/Donations	o.	Equipment (computer & software)
p.	Flowers/Gifts	q.	Speaker & Expenses	r.	Convention Registration Expenses
s.	State & National candidate expenses	t.	Community projects & expenses	u.	DVD & Recordings
v.	Lodging expenses	w.	Equipment repairs & maintenance	x.	Transfers to other school activity accounts
y.	Refunds/reimbursements	z.	Clothing items	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	FCCLA (Family Career & Community Leaders of America)	Project #	897

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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Approved Expenditures List

a.	Meeting & refreshment expenses	b.	Fund raising projects & expenses	c.	Supplies/Materials
d.	Tassel/Sashes/Cords	e.	Banners & sign expenses	f.	Field trips & expenses
g.	Contest fees, registration fees, convention, workshops, membership dues & expenses	h.	Clothing items	i.	Scholarships
j.	Flowers, gifts, awards, pins, & medals	k.	Computer equipment, software expenses	l.	Speakers & expenses
m.	Transportation/Mileage expenses	n.	Contributions/Donations	o.	Transfers to other school activity accounts
p.	Refunds/Reimbursements	q.	Film, camera, supplies, equipment, processing expenses	r.	Hotel/Housing Expenses
s.	Uniforms & cleaning expenses	t.	District & State candidate expenses	u.	Books, magazines, subscriptions
v.	Printing expenses	w.	STAR Event expenses	x.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	French Club	Project #	901

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.	Fundraising expenses	b.	Clothing items	c.	Contributions/donations
d.	Club dues	e.	Awards, flowers, gifts	f.	Decorations
g.	Supplies	h.	Graduation cords, stoles	i.	Refreshments
j.	Picture/film developing expenses	k.	Mailing/Postage expenses	l.	Transfer s to other school activity accounts
m.	Refunds/reimbursements	n.	Transportation/mileage expenses	o.	Hotel expenses
p.	Security expenses	q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Art Appreciation	Project #	904

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.	Tools	b.	Repair of equipment	c.	Fundraising projects/expenses
d.	Registration fees & associated expenses/dues	e.	Digital media, camera	f.	Clay, clay supplies, glazes, tools
g.	Postage, shipping, freight	h.	Photography supplies	i.	Fabric/notions
j.	Printmaking supplies	k.	Acetate, mat board, illustration board	l.	Jewelry tools & equipment
m.	Paint & paint supplies	n.	Cleaning equipment & supplies	o.	Reception supplies
p.	Paper, equipment supplies	q.	Books, tapes, CDs, subscriptions	r.	Project tutorials
s.	Presenter fees	t.	Expenses, supplies for presentations	u.	Advertisement for art events
v.	2-d misc. art supplies	w.	Aprons, smocks, shirts	x.	Assemblage materials & equipment
y.	Brushes, brush cleaner, palettes	z.	Art show entry fees	aa.	Misc. supplies for classroom instruction
bb.	Pastels, pens, markers	cc.	Canvas, fabric, Masonite	dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Southmoore High School	Site #	715
Account Name	Gay Straight Alliance	Project #	906

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.	Party Supplies	b.	Field trip expenses	c.	Charitable Donations
d.	Transfer to other activity accounts	e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Junior Classical League (JCL)	Project #	914

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.	Club t-shirt sales	b.	Cultural activities	c.	Registration Fees/Admissions
d.	National & State JCL Dues	e.	National Latin exam registration	f.	Admission to museum exhibits
g.	Educational tour fees	h.	Safe Trick or Treat Night Decorations	i.	Graduation Ragalia for Seniors
j.	Educational videos on Ancient Greece/Rome	k.	Fundraising Projects	l.	Transportation/Mileage
m.	Supplies	n.	Contributions/Donations	o.	Refreshment Items
p.	Meals/Lodging & expenses	q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	705
Account Name	Key Club	Project #	921

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.	Fundraising projects & expenses	b.	Transfers to other school activity accounts	c.	Refunds/Reimbursements
d.	Film, equipment, supplies, & processing expenses	e.	Contributions/Donations	f.	Flowers, gifts
g.	Meeting, banquet, meals, & refreshment expenses	h.	Dues & fees	i.	Certificates, pens, membership pins, & awards
j.	Transportation/Mileage expenses	k.	Field trips & lodging expenses	l.	Guest Speaker expenses
m.	Custodial expenses	n.	Programs, tickets, invitations, & printing expenses	o.	Equipment
p.	Convention expenses	q.	Subscription, books, cd's, & tapes	r.	Float expenses
s.	Decorations & supplies	t.	Service project expenses	u.	Merchandise for resale (from Key Club International)
v.	Clothing items	w.	Graduation stoles	x.	
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11/15/2021

SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Model United Nations	Project #	926

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.	Dues and membership fees	b.	Supplies	c.	Fund raising projects and expenses
d.	Field trips and expenses	e.	Refreshments	f.	Printing and copying expenses
g.	Publishing supplies and expenses	h.	Computer equipment, supplies and processing	i.	Clothing items & name tags
j.	Rental Fees	k.	Camera & film equipment, supplies, and processing	l.	Banquet and party expenses
m.	Conferences & workshop fees	n.	Subscriptions (magazines, newspapers)	o.	Transportation & mileage expenses
p.	Speaker & presenter expenses	q.	Awards, gifts, flowers	r.	Lodging
s.	Postage, shipping, & handling fees	t.	Tickets	u.	Registration fees
v.	CDs, DVDs and recorded materials	w.	Books	x.	Meals
y.	Contributions/donations		Refunds/reimbursements	aa.	Transfers to other accounts
bb.		cc.		dd.	
ee.		ff.		gg.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Link Crew	Project #	927

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.	Clothing items	b.	Fundraiser projects/expenses	c.	Refreshments
d.	Invitations	e.	Graduation, breakfast & social expenses	f.	Printing expenses
g.	Birthday cards	h.	Gifts, awards, prizes & flowers	i.	Assembly supplies & expenses
j.	Refunds/Reimbursements	k.	Contributions/Donations	l.	Transfers to other school activity accounts
m.	Transportation/Mileage	n.	Ticket sales/expenses	o.	Misc. supplies
p.	Professional Development/Training Expenses	q.	Field Trip Expenses	r.	Safe Trick or Treat Expenses
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Media	Project #	931

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.	Refreshments	b.	Books, subscriptions, posters	c.	Supplies
d.	Library furniture	e.	Author, speaker, fees & expenses	f.	State & National dues
g.	Convention, conference fees & expenses	h.	Audiovisual materials	i.	Membership dues & fees
j.	Flowers, gifts, awards, prizes	k.	Computer equipment, software, supplies & expenses	l.	Equipment & repairs
m.	Postage/Shipping expenses	n.	Contributions/Donations	o.	Transfers to other school activity accounts
p.	Refunds/Reimbursements	q.	Film, camera, supplies, equipment, processing expenses	r.	Book Fair
s.	T-shirts	t.	Graduation Cords	u.	
v.		w.		x.	
y.		z.		aa.	
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11/15/2021

SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Multicultural Club	Project #	934

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.	Awards, flowers, gifts, prizes	b.	T-shirts for club	c.	Contributions/donations
d.	Decorations	e.	Supplies	f.	Fundraising projects
g.	Graduation regalia for seniors	h.	Refreshment items	i.	Pictures/film developing expenses
j.	Mailing expenses/postage fees	k.	Transfers to other school activity accounts	l.	Refunds/reimbursements
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>National Honor Society</u>	Project #	<u>937</u>

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.	Refreshments, meeting, banquets & expenses	b.	Induction expenses	c.	Supplies
d.	Membership dues	e.	Graduation expenses	f.	State convention fees, National Leadership Conference Dues & expenses
g.	Scholarships	h.	Fund raising projects & expenses	i.	Clothing items, pins, patches
j.	Flowers, gifts, awards, prizes, plaques, & decorations	k.	Computer equipment, software, supplies & expenses	l.	Equipment & repairs
m.	Custodial expenses	n.	Contributions/Donations	o.	Transfers to other school activity accounts
p.	Refunds/Reimbursements	q.	Film, camera, supplies, equipment, processing expenses	r.	Speaker expenses
s.	Rental fees	t.	Printing & program expenses	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Native American Student Association	Project #	940

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.

HO	Graduation expenses	b.	Banquet expenses	c.	Prom expenses
LD					
d.	After-prom expenses	e.	Security expenses	f.	Fundraising expenses
g.	Ticket sales	h.	Clothing items	i.	Tassels & cords
j.	Homecoming expenses	k.	Assembly expenses	l.	Invitations
m.	Film, film processing, camera supplies & equipment	n.	Decoration expenses	o.	Flowers, gifts, awards & prizes
p.	CD's, tapes & music expenses	q.	Transportation & mileage expenses	r.	Contributions & donations
s.	Scholarships	t.	Custodial expenses	u.	Refreshments & paper goods
v.	Printing expenses	w.	Refunds & reimbursements	x.	Gifts to other schools
y.	Transfers to other school activity accounts	z.	Registration & membership dues/fees	aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Science Department	Project #	943

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.	Transportation and mileage	b.	Supplies for projects	c.	Supplies for field trips
d.	Postage	e.	Printing	f.	Fundraiser projects and expenses
g.	Refunds/Reimbursements	h.	Gifts and Awards	i.	Meeting Expenses
j.	Speakers	k.	Contributions/Donations	l.	Party Expenses
m.	Camera, equipment, supplies and processing expenses	n.	Animal care expenses	o.	Tickets to field trips and outings
p.	Transfer to other school activity accounts	q.	Homecoming expenses	r.	Dues, fees and registrations
s.	T-shirts	t.	Graduation Expenses	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Pom Pon Squad	Project #	949

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.	Banquet, meeting, refreshment, entertainment, meals, & expenses	b.	Lodging expenses	c.	Supplies, equipment & repairs
d.	Clinic, competition, camp, National, State tournament fees & expenses	e.	Prom expenses	f.	Field trips & expenses
g.	Judging expenses	h.	Fund raising projects & expenses	i.	Uniforms & cleaning expenses
j.	Flowers, awards, prizes, gifts, decorations	k.	Video production expenses	l.	Rental fees
m.	Medical/first-aid supplies	n.	Transportation/Mileage expenses	o.	Transfers to other school activity accounts
p.	Refunds/Reimbursements	q.	Props for routines	r.	Tickets
s.	Ribbons, pins, spirit items	t.	Books, CD's	u.	Custodial expenses
v.	Homecoming expenses	w.	Coaches fees & critique expenses	x.	Clothing, t-shirts, shorts, sweats, etc.
y.	Costumes	z.	Photography expenses	aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	PSAT/ACT	Project #	952

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.	Refreshments	b.	Administration of test & related expenses	c.	Supplies
d.	Instructional fees	e.	Printing, copies, & supplies	f.	Transportation/Mileage expenses
g.	Transfers to other school activity accounts	h.	Refunds/Reimbursements	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	SAFE	Project #	953

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.	Contributions, donations	b.	Refreshments	c.	Gifts, awards, prizes
d.	Supplies	e.	Service project expenses	f.	Field trip expenses
g.	Fundraising projects and expenses	h.	Photo processing expenses	i.	Clothing
j.	Sign and publishing	k.	Transfer to other school activity accounts	l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Southmoore High School	Site #	715
Account Name	Special Education MR/MH	Project #	954

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.

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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.	Community Based Instruction Activities	b.	Supplies for Classroom	c.	Fundraising Projects & Expenses
d.	Field Trips & Expenses	e.	T-Shirts	f.	Awards, Prizes, Gifts & Flowers
g.	School-Wide Assemblies & Expenses	h.	Entry Fees & Registration Fees	i.	Contributions
j.	School Plays & Activities	k.	Furniture for Classroom	l.	Refunds
m.	Transfer to Other Activity Accounts	n.	Postage	o.	Refreshments & Misc. Food Items
p.	Decorations & Party Expenses	q.	Tickets	r.	CBI Activities
s.	Uniforms	t.	Film & Processing	u.	Transportation & Mileage Expenses
v.	Printing & Supplies	w.	Graduation Expenses	x.	Kitchen Supplies
y.		z.		aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Scholastic	Project #	959

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.	AP Test Grading & Expenses	b.	Salaries	c.	Supplies
d.	Contributions/Donations	e.	AP Plan Testing	f.	Refunds/Reimbursements
g.	Transfer to other school activity accounts	h.	Flowers & Gifts	i.	Refreshments & Meeting Expenses
j.	Printing Expenses	k.	Postage & Freight	l.	Transportation & Mileage
m.	Books	n.	CD's, DVD's, and recorded materials	o.	Software
p.	Speaker & Expenses	q.	Reports	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>Southmoore Staff</u>	Project #	<u>960</u>

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.

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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	b.	Equipment & repairs	c.	Flowers & gifts
d.	Transfers to other school activity accounts	e.	Supplies	f.	Rental & repairs
g.	Custodial expenses	h.	Meeting expenses	i.	Registrations
j.	Tutoring (Teacher Salary)	k.	Contributions/Donations	l.	
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	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>Science Club</u>	Project #	<u>961</u>

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.

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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.	Scholarships, trophies and awards	b.	Camera and equipment	c.	Field trip supplies
d.	Books	e.	Camera supplies	f.	Animal care expenses
g.	Contest fees	h.	Film processing costs	i.	Postage
j.	Research expenses	k.	Fund raising expenses	l.	Contributions/Donations
m.	Printing	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	Registration fees	q.	Homecoming expenses	r.	Technology expenses
s.	Project supplies	t.	Transportation, mileage expenses	u.	Party/banquet expenses
v.	Hotel/housing expenses	w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Special Education/Autism Classroom	Project #	965

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.

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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.	School Activities & Plays	b.	Field Trips & Expenses	c.	Tickets
d.	Community based instruction activities	e.	School Wide Assembly Expenses	f.	Transportation/Mileage
g.	Fundraising Projects & Expenses	h.	Film, camera, supplies, equipment, & processing	i.	Transfers to other school activity accounts
j.	Refunds/Reimbursements	k.	Classroom supplies/materials	l.	Clothing items/uniforms
m.	Awards, prizes, gifts, & flowers	n.	Entry fees/registration fees	o.	Contributions/Donations
p.	Furniture for Classroom	q.	Postage/Freight/Shipping	r.	Refreshments, catering, party & banquet expenses
s.	Food supplies	t.	First aid supplies	u.	Technology equipment/supplies
v.	Meals, lodging & expenses	w.	Cleaning supplies	x.	Personal hygiene supplies
y.	Banners, signs & expenses	z.	Printing expenses	aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Southmoore High School	Site #	715
Account Name	Special Projects	Project #	966

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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Approved Expenditures List

a.	Transfers to other school activity accounts	b.	Care/upkeep of building & grounds	c.	Classroom/office supplies & expenses
d.	Postage/freight expenses	e.	Transportation/mileage expenses	f.	Trips for educational purposes & expenses
g.	Books & subscriptions	h.	Gifts, awards, flowers	i.	Scholarships
j.	Refunds/reimbursements	k.	Equipment, machine rental & repairs	l.	Speaker expenses
m.	Registration/contest fees	n.	Printing expenses	o.	Contributions/donations
p.	Rental fees	q.	Grounds repair & landscaping expenses	r.	Security expenses
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Speech	Project #	967

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.

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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.	Refreshment, parties & expenses	b.	Debate material & supplies	c.	Supplies
d.	Debate camp fees, contest fees, workshop fees, misc fees, dues & all expenses	e.	Tournament supplies & expenses	f.	Field trips & expenses
g.	Judging expenses	h.	Fund raising projects & expenses	i.	Clothing items
j.	Flowers, awards, trophies, gifts,	k.	Scripts	l.	Clinic, conference fees & expenses
m.	Videotape & equipment	n.	Transportation/Mileage expenses	o.	Transfers to other school activity accounts
p.	Refunds/Reimbursements	q.	Books, magazine, subscriptions	r.	Printing expenses
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	YCAC (Youth Climate Action Coalition)	Project #	968

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.	Recycling Bins	b.	Composting Bins	c.	Trash Bags
d.	Timber	e.	Nails	f.	Tools (shovels, rake)
g.	Gloves	h.	Plants	i.	Hoses
j.	Plant food	k.	Misc.	l.	Transfers to other school activity accounts
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Special Athletes	Project #	970

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.

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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, misc. food items	b.	Equipment & repairs	c.	Housing/lodging expenses
d.	Transfers to other school activity accounts	e.	Supplies	f.	Banquet & party supplies
g.	Film, camera, supplies, equipment, & processing expenses	h.	Registration fees	i.	Clothing items, uniforms
j.	Printing expenses	k.	Contributions/Donations	l.	Gifts, awards
m.	Speaker expenses	n.	Tickets	o.	Fund raising projects & expenses
p.	Transportation/Mileage expenses	q.	Postage/freight/shipping	r.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Social Justice and Equity Committee	Project #	971

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.	Refreshments, Meals	b.	Transfers to other school activity accounts	c.	Fundraising projects & expenses
d.	Contributions/Donations	e.	Registration Fees, Contest Fees, Misc. Dues	f.	Membership Dues
g.	Trips for Educational Purposes & Expenses	h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Southmoore High School</u>	Site #	<u>715</u>
Account Name	<u>Student Council</u>	Project #	<u>973</u>

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.

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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, meetings, decorations, party, entertainment expenses	b.	Special event day expenses	c.	Field trips & expenses
d.	Transfers to other school activity accounts	e.	Supplies	f.	State, national dues
g.	Film, camera, supplies, equipment, & processing expenses	h.	Registration, workshop, Camp, fees & expenses	i.	Uniforms
j.	Custodial expenses	k.	Contributions/Donations	l.	Gifts, awards, flowers, prizes, trophies
m.	Speaker expenses	n.	Student exchange expenses	o.	Fund raising projects & expenses
p.	Transportation/Mileage expenses	q.	Postage	r.	Office supplies
s.	Security expenses	t.	Homecoming expenses	u.	Computers, software, hardware & expenses
v.	Equipment/repairs	w.	Refunds/Reimbursements	x.	Assembly Expenses
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Student Store	Project #	974

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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Approved Expenditures List

a.	Refreshments, meals, meeting, party expenses	b.	Store, classroom, office supplies & expenses	c.	Trips for educational purposes & expenses
d.	Transfers to other school activity accounts	e.	Parking permits	f.	Registration fees, contest fees, misc. dues, membership dues
g.	First-aid supplies	h.	Telephone expenses	i.	Clothing items, uniforms & cleaning expenses
j.	Custodial expenses	k.	Contributions/Donations	l.	Gifts, awards, flowers, prizes,
m.	Scholarships	n.	Contracted labor	o.	Fund raising projects & expenses
p.	Transportation/Mileage expenses	q.	Postage/Freight	r.	Books, subscriptions
s.	Security expenses	t.	Graduation expenses	u.	Computers, software, hardware, supplies, equipment & expenses
v.	Equipment/Repairs	w.	Refunds/Reimbursements	x.	Machine rental, furniture, fixtures, & repairs
y.	Speaker expenses	z.	Rental fees & expenses	aa.	Activity try-out supplies, judges fees, & expenses
bb.	Printing expenses	cc.	Annuals for office & media center	dd.	Shredding/document destruction
ee.	Lodging	ff.	Care/upkeep of building & grounds	gg.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Visual Art	Project #	980

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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Approved Expenditures List

a.	Tools	b.	Repair of art equipment	c.	Fundraising projects/expenses
d.	Registration fees & associated expenses/dues	e.	Digital media, camera	f.	Clay, clay supplies, glazes, tools
g.	Postage, shipping, freight	h.	Photography supplies	i.	Fabric/notions
j.	Printmaking supplies	k.	Acetate, mat board, illustration board	l.	Jewelry tools & equipment
m.	Paint & paint supplies	n.	Cleaning equipment & supplies	o.	Reception supplies
p.	Paper, equipment supplies	q.	Books, tapes, CD's, subscriptions	r.	Project tutorials
s.	Presenter fees	t.	Expenses, supplies for presentations	u.	Advertisement for art events
v.	2-D misc. art supplies	w.	Aprons/smocks/shirts	x.	Assemblage materials & equipment
y.	Brushes, brush cleaner, palletes	z.	Art show entry fees	aa.	Misc. supplies for classroom instruction
bb.	Pastels, pens, markers	cc.	Canvas, fabric, masonite	dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Southmoore High School	Site #	715
Account Name	Student Planners	Project #	985

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.	Planners	b.	Shipping & postage	c.	Telephone expenses
d.	Transfers to other school activity accounts	e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Tech Now	Project #	989

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.

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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, Meeting & Party Expenses	b.	Classroom Supplies	c.	Trips for Educational Purposes
d.	Transfers to other school activity accounts	e.	Registration, Contest, Misc. Dues, Membership Dues	f.	First-Aid Supplies
g.	Clothing Items, Uniforms , Cleaning Expenses	h.	Contributions, Donations	i.	Gifts, Awards, Flowers, Prizes
j.	Fundraising Projects & Expenses	k.	Transportation, Mileage Expenses	l.	Postage/Freight
m.	Books/Subscriptions	n.	Security Expenses	o.	Graduation Expenses
p.	Refunds/Reimbursements	q.	Printing Expenses	r.	
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SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Southmoore High School	Site #	715
Account Name	Yearbook	Project #	993

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, banquet expenses	b.	Supplies	c.	Scholarships
d.	Transfers to other school activity accounts	e.	Film, camera, equipment, supplies, processing expenses	f.	Reg. fees, workshop fees, membership dues, entry fees, conference fees, & all expenses
g.	Paper, photography equipment for workshops	h.	Tuition	i.	Clothing items
j.	Custodial expenses	k.	Equipment, furniture & repairs	l.	Gifts, awards, flowers
m.	Publication, printing, copying expenses	n.	Contracted labor	o.	Fund raising projects & expenses
p.	Transportation/Mileage expenses	q.	Postage/freight/shipping charges	r.	Books, subscriptions
s.	Speaker expenses	t.	Newspapers & yearbooks	u.	Computers, supplies, equipment & repairs
v.	Refunds/Reimbursements	w.		x.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Southmoore High School	Site #	715
Account Name	Youth and Government	Project #	995

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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Approved Expenditures List

a.	Refreshments	b.	Supplies	c.	Lodging expenses
d.	Transfers to other school activity accounts	e.	Film, camera, equipment, supplies, processing expenses	f.	Registration, meetings, workshop fees & expenses
g.	YMCA projects	h.	Service projects & expenses	i.	Clothing items
j.	Custodial expenses	k.	Training & expenses	l.	Gifts, awards, flowers, plaques, prizes,
m.	Decorations, signs	n.	Costume purchase & rental	o.	Fund raising projects & expenses
p.	Transportation/Mileage expenses	q.	Postage/Freight	r.	Video purchase & rental
s.	Speaker expenses	t.	Engraving expenses	u.	Contributions/Donations
v.	Refunds/Reimbursements	w.	Manuals, books, subscriptions	x.	Equipment rental or purchase
y.	Security expenses	z.	Printing, copying expenses	aa.	Telephone expenses
bb.	Scholarships	cc.	Regalia	dd.	State dues
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