

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Westmoore High School	Site #	710
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.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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tt.		uu.		vv.	
ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Class of 2021	Project #	820

**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	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 expenses	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, processing and expenses
p.	Contributions, donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing expenses	t.	Contract labor	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Class of 2025	Project #	833

**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	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 exp.	i.	Prom, banquet, homecoming, decorations, refreshments & expenses
j.	Flowers, gifts, awards, prizes	k.	Clothing items	l.	CD's, tapes
m.	Security expenses	n.	Custodial expenses	o.	Film, camera supplies, equipment, processing and expenses
p.	Contributions, donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing expense	t.	Misc salaries (i.e. Substitutes)	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Class of 2023	Project #	842

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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 expenses	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, processing and expenses
p.	Contributions, donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing expenses	t.	Misc. Salaries (i.e. Substitutes)	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	ASP (Anti-Slavery Project)	Project #	823

**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.	Fundraising projects & expenses	b.	Registration fees, memberships, dues	c.	Transfers to other school activity accounts
d.	Refreshments, decorations, banquet and party expenses	e.	Prizes, awards, flowers, gifts	f.	Refunds/reimbursements
g.	Supplies	h.	Clothing items	i.	Contributions/Donations
j.	Graduation expenses	k.	Printing expenses	l.	Ticket sales
m.	Scholarships	n.	Transportation/Mileage expenses	o.	Film, camera, supplies, equipment & processing expenses (photo/video)
p.	Community projects & expenses	q.	Rental fees	r.	Guest speakers
s.	Trip fees, lodging expenses	t.		u.	
v.		w.		x.	
y.		z.		aa.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.	Clothing items, pins, patches	b.	books, records, tapes, subscriptions	c.	Professional meetings and expenses
d.	Speakers and expenses	e.	Fund raising projects and expenses	f.	rental fees, equipment and repairs
g.	Film, camera, equipment, supplies & processing expenses	h.	Contributions / donations	i.	Flowers, gifts
j.	Registration fees/dues/convention expenses	k.	Transportation/Mileage expenses	l.	Program expenses/printing
m.	Banquet expenses	n.	Concession supplies	o.	Plaques, awards, trophies, ribbons
p.	Meeting and refreshment expenses	q.	Field trips and expenses	r.	Party/decoration expenses
s.	Postage/Freight	t.	Installation and expenses	u.	Contest fees and expenses
v.	Refunds/Reimbursements	w.	Transfers to other school activity accounts	x.	Buzzer system
y.	Judges and expenses	z.	Custodial expenses	aa.	Supplies
bb.	Banners	cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Class of 2024	Project #	850

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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 exp.	i.	Prom, banquet, homecoming, decorations, refreshments & expenses
j.	Flowers, gifts, awards, prizes	k.	Clothing items	l.	CD's, tapes
m.	Security expenses	n.	Custodial expenses	o.	Film, camera supplies, equipment, processing and expenses
p.	Contributions, donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing expense	t.	Misc salaries (i.e. Substitutes)	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.	Membership dues	b.	Pins, patches	c.	Postage/Freight expenses
d.	Speakers and expenses	e.	Fund raising projects and expenses	f.	Equipment and repairs
g.	Film, camera, equipment, supplies & processing expenses	h.	Contributions/Donations	i.	Prizes, awards, flowers, gifts, & scholarships
j.	Local, state, national dues & convention fees	k.	Transportation/Mileage expenses	l.	Printing expenses
m.	Banquet/party expenses	n.	Contest, registration, admissions fees	o.	Workshop, clinic, & meeting expenses
p.	Refreshment and expenses	q.	Supplies	r.	Tickets
s.	Records, books, tapes, film strips, videos, & subscriptions	t.	Transfers to other school activity accounts	u.	Homecoming expenses
v.	Refunds/Reimbursements	w.	Contract Labor	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	



# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Asian American Club	Project #	852

**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.	Membership dues	b.	Clothing Items	c.	Graduation cords/stoles
d.	Speakers and expenses	e.	Fund raising projects and expenses	f.	Field trips & expenses
g.	Film, camera, equipment, supplies & processing expenses	h.	Refreshment expenses	i.	Prizes, awards, flowers, gifts,
j.	Scholarships	k.	Transportation/Mileage expenses	l.	Printing expenses
m.	Banquet/party expenses	n.	Tickets	o.	Supplies
p.	Transfers to other school activity accounts	q.	Refunds/Reimbursements	r.	Records, books, tapes, film strips, videos, & subscriptions
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Band	Project #	853

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## Approved Expenditures List

a.	Transportation/Mileage expenses	b.	Entry fees & expenses	c.	Uniforms & Cleaning
d.	Equipment & instrument repairs	e.	Music	f.	Supplies
g.	Tickets & program expenses	h.	Banquet/Party expenses	i.	Prizes, awards, flowers, gifts,
j.	Scholarships	k.	Festival, contest, & convention expenses	l.	Clinician fees & expenses
m.	Cd's, tapes, & books	n.	Fund raising projects & expenses	o.	Judging fees & expenses
p.	Transfers to other school activity accounts	q.	Refunds/Reimbursements	r.	Postage
s.	All regional, All state Bands (OMEA) expenses	t.	Registration fees	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Business Department</u>	Project #	<u>855</u>

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## Approved Expenditures List

a.	Transportation/Mileage expenses	b.	Entry fees, membership fees & expenses	c.	Uniforms
d.	Equipment/Repairs	e.	Scholarships	f.	Supplies
g.	Teaching Materials	h.	Banquet/Party expenses	i.	Prizes, awards, flowers, gifts,
j.	Fund raising projects & expenses	k.	Convention/Conference expenses	l.	Speaker fees & expenses
m.	Contributions/Donations	n.	Departmental public relations & informational expenses	o.	Transfers to other school activity accounts
p.	Refunds/Reimbursements	q.		r.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	WHS Book Club	Project #	858

**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.	Fundraising Projects/expenses	c.	Dues/fees
d.	Transfers to other activity accounts	e.	Refreshments	f.	Awards/prizes/gifts
g.	Books	h.	Donations	i.	Graduation expenses
j.	Printing expenses	k.	Refunds/reimbursements	l.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Cheerleaders	Project #	862

**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.	Uniforms & cleaning	b.	Banquet expenses	c.	Fund raising projects & expenses
d.	Tickets	e.	Prom Expenses	f.	Supplies for meeting & athletic games
g.	Homecoming expenses	h.	Field Trips & expenses	i.	Spirit pins & ribbons
j.	Flower, gifts, awards, & prizes	k.	Party, decoration, & entertainment expenses	l.	Supplies
m.	Transportation/Mileage expenses	n.	Contributions/Donations	o.	Equipment & repairs
p.	Custodial Expenses	q.	Postage/Freight expenses	r.	Rental Fees
s.	Camp, National, Contest, & State tournament Fees & expenses	t.	Medical & first aid supplies	u.	Refunds/Reimbursements
v.	CD's, tapes, records, books & subscriptions	w.	Judges & expenses	x.	Transfers to other school activity accounts
y.	Outside coach & critique expenses	z.	Video Productions	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.**

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.	Costumes, uniforms rental fees	b.	Supplies & equipment for classroom	c.	Contest expenses & registration fees
d.	Books & periodicals	e.	Transportation and mileage expenses	f.	Flowers, gifts, awards, trophies
g.	Membership dues	h.	Labor & repairs	i.	Refreshments, catering & expenses
j.	Fund raising projects & expenses	k.	Refunds/Reimbursements	l.	Transfers to other school activity accounts
m.	Make-up, hairstyling, & wig expenses	n.	Programs & ticket expenses	o.	Film, camera, supplies, equipment, & processing fees
p.	Contributions/Donations	q.	Banquet & party expenses	r.	CD's, tapes & related expenses
s.	Postage/freight/delivery/shipping expenses	t.	Lumber, hardware, set construction, decoration supplies and expenses	u.	Material for float
v.	Speakers & expenses	w.	Royalties	x.	Advertisement & expenses
y.	Choreographer & expenses	z.	Scripts, cuttings & play books	aa.	Posters
bb.	Props, furniture & equipment	cc.	Electrical & lighting supplies	dd.	Sound effects equipment & supplies
ee.	Scholarships	ff.	Clothing items	gg.	Workshops & expenses
hh.	Custodial expenses	ii.	Computers & related equipment	jj.	Fax transactions
kk.	Musical production expenses	ll.	Conductor & musical expenses	mm.	Backdrop & rental expenses
nn.	Clinicians & expenses	oo.	Linen service & expenses	pp.	Video & photography services
qq.	Cleaning expenses & repairs for costumes & uniforms	rr.		ss.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>English Department</u>	Project #	<u>883</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.	Creative writing conferences & expenses	b.	Speaker, Judges & expenses	c.	Banquet expenses
d.	Supplementary classroom materials	e.	Transportation and mileage expenses	f.	Flowers, gifts, awards, prizes
g.	Membership dues, registration fees	h.	Convention, contest fees & expenses	i.	Film Rental
j.	Fund raising projects & expenses	k.	Refunds/Reimbursements	l.	Transfers to other school activity accounts
m.	Supplies	n.	Workshop & clinic expenses	o.	Tickets
p.	Meetings & refreshment expenses	q.	Scholarships	r.	Classroom expenses
s.	Postage/Freight	t.	Equipment & repairs	u.	Printing & supplies
v.	Clothing Items	w.	Professional memberships	x.	Office expenses
y.	Custodial expenses	z.	Contributions/Donations	aa.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Ebony Society</u>	Project #	<u>885</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.	Educational trips & expenses	b.	Parties & Banquet expenses	c.	Flowers, gifts, awards, & prizes
d.	Meetings, guest lunches & expenses	e.	Transportation and mileage expenses	f.	Graduation expenses
g.	Membership dues, registration, & contest fees	h.	Uniforms & cleaning expenses	i.	Clothing Items
j.	Fund raising projects & expenses	k.	Refunds/Reimbursements	l.	Transfers to other school activity accounts
m.	Supplies	n.	Equipment & repairs	o.	Scholarships
p.	Film, camera, supplies, equipment, & processing fees	q.	Contributions/Donations	r.	Custodial expenses
s.	Postage/Freight	t.	Printing expenses	u.	
v.		w.		x.	
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11/15/2021



# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.**

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.	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 Expenses	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, processing and expenses
p.	Contributions, donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing expenses	t.	Misc. salaries (i.e. Substitutes)	u.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Business Professionals of America (formerly FBLA)	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**.

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.	State & National dues	b.	Parties, banquets, luncheon expenses	c.	Scholarships, awards, pins, medals
d.	Meetings & expenses	e.	Transportation and mileage expenses	f.	Workshops & expenses
g.	Expenses to publish student directory	h.	Uniforms & cleaning expenses	i.	Field trips & expenses
j.	Fund raising projects & expenses	k.	Refunds/Reimbursements	l.	Transfers to other school activity accounts
m.	Supplies	n.	Carnival & Float expenses	o.	Meetings, refreshments, & expenses
p.	Film, camera, supplies, equipment, & processing fees	q.	Contributions/Donations	r.	Equipment (computer & software)
s.	Flowers, gifts	t.	Speaker & expenses	u.	Convention registration expenses
v.	State & National candidate expenses	w.	Community Projects & expenses	x.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	FCCLA (Family, Career, and 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.**

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, pins, medals, flowers, gifts	b.	Party Expenses	c.	Scholarships
d.	Meetings & refreshment expenses	e.	Transportation and mileage expenses	f.	Field Trips
g.	Convention expenses	h.	Clothing Items	i.	Tassel/Sashes/Cords
j.	Fund raising projects & expenses	k.	Refunds/Reimbursements	l.	Transfers to other school activity accounts
m.	Supplies/Materials	n.	Workshop & expenses	o.	Speaker expenses
p.	Film, camera, supplies, equipment, & processing fees	q.	Contributions/Donations	r.	Banners, signs & expenses
s.	Equipment (computer, software)	t.	Contests & entry fees	u.	Membership dues, & registration fees
v.		w.		x.	
y.		z.		aa.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Forensics	Project #	899

**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.	Trophies, awards, flowers & gifts	b.	Party Expenses	c.	Refreshments
d.	Video tapes	e.	Transportation and mileage expenses	f.	Field Trips
g.	Scripts	h.	Dues / Fees, Registrations, memberships	i.	Judges
j.	Fund raising projects & expenses	k.	Refunds/Reimbursements	l.	Transfers to other school activity accounts
m.	Books & magazines	n.	Tournament expenses & Entry fees	o.	Clinics & conferences
p.	Printing expenses	q.	Contest expenses	r.	Supplies
s.	Lodging	t.		u.	
v.		w.		x.	
y.		z.		aa.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	French National Honor Society	Project #	902

**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.	Fundraiser projects/expenses	b.	Transfers to activity accounts	c.	Refunds/Reimbursements
d.	Charity projects	e.	Contributions/Donations	f.	Flowers, gifts, awards, & prizes
g.	Clothing items, membership pins, cords	h.	Membership dues & registration fees	i.	Decoration supplies
j.	Camera, film, equipment supplies & processing expenses	k.	Speaker expenses	l.	Conference, meeting, banquet, party & refreshment expenses
m.	Transportation/Mileage	n.	Custodial expenses	o.	Classroom & office supplies
p.	CD's, DVD's, books & subscriptions	q.	Rental fees	r.	Gifts to school
s.	Security expenses	t.	Printing & copying expenses	u.	Field trip expenses
v.	Equipment & repairs	w.	Postage/Freight expenses	x.	Testing fees & testing materials
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Hands Club	Project #	909

**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.	Fund raising projects & expenses	b.	Film, camera, equipment, supplies, & film processing	c.	Refunds/Reimbursements
d.	Transfers to other school activity accounts	e.	Transportation/Mileage expenses	f.	Clothing items
g.	Postage/Freight expenses	h.	Security expenses	i.	Decorations, meals, refreshments & expenses
j.	Supplies	k.	Awards, prizes	l.	Educational materials
m.	Workshop fees & expenses	n.	Guest speakers/presenters	o.	Trips for educational purposes & expenses
p.	Lodging & expenses	q.	Printing expenses	r.	Registration fees
s.		t.		u.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	JCL (Jr. Classical League)	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.	Fund raising projects & expenses	b.	Transfers to other school activity accounts	c.	Refunds/Reimbursements
d.	Contributions/Donations	e.	Transportation/Mileage expenses	f.	Film, camera, equipment, supplies, & film processing
g.	Local, state, & national dues	h.	Registration fees	i.	State convention expenses
j.	State academic contest fees	k.	Carnival expenses	l.	Banquet expenses
m.	Refreshment expenses	n.	Charity expenses	o.	Clothing items
p.	Supplies	q.	Field trip expenses	r.	Foreign language week expenses
s.	Latin promotion for Jr. Highs	t.	Classroom supplies	u.	Computer hardware, software, & supplies
v.	Awards, gifts, & flowers	w.	Custodial expenses	x.	Graduation hoods & cords
y.		z.		aa.	
bb.		cc.		dd.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Hispanic American Club	Project #	915

**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.	Membership Dues	b.	Clothing items	c.	Graduation/cords
d.	Guest speakers	e.	Fundraising projects	f.	Field trips
g.	Refreshments	h.	Prizes, awards, gifts	i.	Scholarships
j.	Transportation/mileage expenses	k.	Printing expense	l.	Banquet/party expenses
m.	Tickets	n.	Supplies	o.	Transfers to other school activity accounts
p.	Refunds/reimbursements	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>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Key Club</u>	Project #	<u>921</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.	Fundraising projects & expenses	b.	Transfers to other school activity accounts	c.	Refunds/Reimbursements
d.	Film, camera, 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.	Subscriptions, 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.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.	T-shirts	b.	Food/Refreshments	c.	Banners
d.	Curriculum	e.	Supplies	f.	CD's/Music
g.	Fundraising projects & expenses	h.	Contributions/Donations	i.	Graduation expenses
j.	Office supplies	k.	Meetings & expenses	l.	Transportation/Mileage
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>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Math Club</u>	Project #	<u>929</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.	Fundraising projects & expenses	b.	Transfers to other school activity accounts	c.	Refunds/Reimbursements
d.	State & National dues	e.	Contributions/Donations	f.	Awards, plaques, medals, gifts, & flowers
g.	Workshop & clinic expenses	h.	Scholarships	i.	Equipment & repair expenses
j.	Transportation/Mileage expenses	k.	Yearbook pictures	l.	Guest speaker expenses
m.	Contest & convention expenses	n.	Printing & supplies	o.	Supplies
p.	Computer equipment, software & supplies	q.	Refreshments, meetings, & banquet expenses	r.	Books & magazines
s.	Postage	t.	Homecoming expenses	u.	Testing material
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Media</u>	Project #	<u>931</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.	Books, tapes, & subscriptions	b.	Transfers to other school activity accounts	c.	Refunds/Reimbursements
d.	Supplies	e.	Contributions/donations	f.	Awards, prizes, gifts, & flowers
g.	Posters	h.	State & National dues	i.	Convention & conference expenses
j.	Camera, film, equipment, supplies & processing expenses	k.	Copy machine supplies & expenses	l.	Library furniture
m.	A.V. equipment & repairs	n.	Telephone expenses	o.	Author & speaker expenses
p.	Computer equipment, software & supplies	q.	Refreshments	r.	Multimedia software & materials
s.	Postage/shipping expenses	t.	Audio/visual materials	u.	Membership dues & fees
v.		w.		x.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Musical Productions	Project #	933

**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.	Choreographer, clinician, conductor, & musician fees & expenses	e.	Contributions/Donations	f.	Flowers, gifts, awards, & trophies
g.	Uniforms, costumes, & cleaning expenses	h.	Contest expenses & fees	i.	Furniture, props, set decorations, & supplies
j.	Camera, film, equipment, supplies & processing expenses	k.	Lumber & hardware, lighting, sound equipment & supplies	l.	Contract Labor
m.	CD's, tapes, music & arrangement expenses	n.	Custodial expenses	o.	Workshops & expenses
p.	Clothing items	q.	Refreshments, catering, party, & banquet expenses	r.	Scripts
s.	Postage/freight/shipping/delivery expenses	t.	Transportation/Mileage expenses	u.	Programs, advertisement, & ticket expenses
v.	Make-up, wig, hairstyling expenses	w.	Supplies & equipment for classroom	x.	Labor & repair expenses
y.	Royalties	z.	Equipment rental	aa.	Membership dues & registration fees
bb.	Scholarships	cc.	Computer, hardware, & software expenses	dd.	Backdrop rental & expenses
ee.	Drapery purchase, rental, & repair	ff.	Video & photography services	gg.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.	Fundraising projects & expenses	b.	Transfers to other school activity accounts	c.	Refunds/Reimbursements
d.	Charity projects	e.	Contributions/Donations	f.	Flowers, gifts, awards, & prizes
g.	Clothing items, membership pins, cords	h.	Membership dues, registration fees	i.	Decoration supplies
j.	Camera, film, equipment, supplies & processing expenses	k.	Speaker expenses	l.	Meeting, banquet, party, & refreshment expenses
m.	Transportation/Mileage expenses	n.	Custodial expenses	o.	Classroom & office supplies
p.	CD's, books, audio-video tapes, DVD's, & subscriptions	q.	Rental fees	r.	Gifts to school
s.	Security expenses	t.	Printing & copying expenses	u.	Field trip expenses
v.	Equipment & repairs	w.	Postage/Freight expenses	x.	
y.		z.		aa.	
bb.		cc.		dd.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	National Honor Society	Project #	937

**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.	Clothing items, pins, & patches
d.	Refunds/Reimbursements	e.	Flowers, awards, plaques, gifts, & prizes	f.	Decorating expenses
g.	Contributions/Donations	h.	Scholarships	i.	Transportation/Mileage expenses
j.	Film, camera, supplies, equipment, & processing expenses	k.	Speaker expenses	l.	Supplies
m.	Induction, meeting, banquet, party, refreshment expenses	n.	State convention expenses	o.	Membership dues & registration fees
p.	Programs & printing expenses	q.	Rental fees	r.	Graduation expenses
s.	Custodial expenses	t.	Community projects & expenses	u.	National Leadership Conference expenses
v.	Computer equipment, software, hardware supplies & expenses	w.	Contract Labor	x.	
y.		z.		aa.	
bb.		cc.		dd.	
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11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Newspaper	Project #	939

**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.	Fund raising projects & expenses	b.	Transfers to other school activity accounts	c.	Flowers, awards, & prizes
d.	Refunds/Reimbursements	e.	Film, camera, equipment, supplies, photography, & processing expenses	f.	Party & banquet expenses
g.	Equipment & repairs	h.	Contract labor expenses	i.	Supplies
j.	Field trip expenses	k.	Transportation/Mileage expenses	l.	Speaker expenses
m.	Postage & delivery service expenses	n.	Tuition	o.	Printing & typesetting expenses
p.	Office Supplies	q.	Subscriptions	r.	Entries, registration, membership dues & fees
s.	Computer equipment & supplies	t.	Workshop expenses	u.	Clothing items
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	NASA (Native American Student Assn)	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.

**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, decorations, parties, meetings, meals	b.	Prizes, awards, trophies, gifts, flowers	c.	Dues, registration fees, membership fees, admission fees
d.	Donations, contributions	e.	Supplies	f.	Transportation/Mileage
g.	Speakers, performers, and related expenses	h.	Custodial expenses	i.	Fundraising projects and expenses
j.	Refunds, reimbursements	k.	Postage/freight	l.	Clothing uniforms, graduation cords and stoles
m.	Educational trips and expenses	n.	Contract labor	o.	Printing expenses
p.	Scholarships	q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.	Clinic, competition, national, camp fees & expenses	b.	Transfers to other school activity accounts	c.	Awards, prizes, gifts, flowers, & favors
d.	Refunds/Reimbursements	e.	Uniforms & cleaning expenses	f.	Prom expenses
g.	Judging expenses	h.	Rental fees	i.	Video production expenses
j.	Fund raising projects & expenses	k.	Transportation/Mileage expenses	l.	Decorations, refreshments, banquets, meeting, entertainment, & meal expenses
m.	Coaches fees & critique expenses	n.	Ribbons, pins, & spirit items	o.	Supplies
p.	Field trips & lodging expenses	q.	Equipment/repairs	r.	CD's, books, tapes
s.	Tickets & printing expenses	t.	Props for routines	u.	Custodial expenses
v.	Medical/first-aid supplies	w.	Homecoming expenses	x.	State tournament expenses
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Red Cross Club	Project #	950

**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.	Supplies	b.	Fundraising projects & expenses	c.	Registration fees/membership fees
d.	Transfers to other school activity accounts	e.	Refreshments, decorations	f.	Flowers, gifts, awards, prizes
g.	Contributions, donations	h.	Refunds/reimbursements	i.	Clothing items
j.	Printing expenses	k.	Scholarships	l.	Contract labor
m.	Transportation/mileage expense	n.	Graduation expenses	o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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**.

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## Approved Expenditures List

a.	Administration of test & related expenses	b.	Instructional fees	c.	Supplies
d.	Refreshments	e.	Transportation/Mileage expenses	f.	Printing, copies, & supplies
g.	Flowers/Gifts	h.	Transfers to other school activity accounts	i.	Refunds/Reimbursement
j.		k.		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	Westmoore High School	Site #	710
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**.

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## Approved Expenditures List

a.	Community based instruction activities	b.	Field trip & expenses	c.	School-wide assembly expenses
d.	School plays & activities	e.	Transportation/Mileage expenses	f.	Fund raising projects & expenses
g.	Film, camera, supplies, equipment, & processing expenses	h.	Transfers to other school activity accounts	i.	Refunds/Reimbursement
j.	Supplies for classroom	k.	Clothing items/Uniforms	l.	Awards, prizes, gifts, & flowers
m.	Entry fees/registration fees	n.	Contributions/Donations	o.	Furniture for classroom
p.	Postage	q.	Refreshments, decorations, & party expenses	r.	Tickets
s.	CBI activities	t.		u.	
v.		w.		x.	
y.		z.		aa.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Scholastic</u>	Project #	<u>959</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.**

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## Approved Expenditures List

a.	AP Tests grading and expenses	b.	Salaries	c.	Supplies
d.	Contributions/Donations	e.	AP Plan testing	f.	Refunds/Reimbursements
g.	Transfers to other school activity accounts	h.	Flowers and gifts	i.	Refreshments and meeting expenses
j.	Printing expenses	k.	Postage and freight	l.	Transportation and mileage expenses
m.	Books	n.	CD's, DVD's and recorded material	o.	Software
p.	Speaker and expenses	q.	Reports	r.	
s.		t.		u.	
v.		w.		x.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Staff	Project #	960

**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.	Tutoring (teacher salary)	b.	Refreshments	c.	Equipment/repairs
d.	Flowers & gifts	e.	Contributions/donations	f.	Supplies
g.	Custodial expense	h.	Transfers to other school activity accounts	i.	Registration fees
j.	Rental fees & repairs	k.	Meeting expenses	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	Westmoore High School	Site #	710
Account Name	Science Club	Project #	961

**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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## Approved Expenditures List

a.	Transfers to other school activity accounts	b.	Fund raising projects & expenses	c.	Contributions/Donations
d.	Refunds/Reimbursements	e.	Transportation/Mileage expenses	f.	Field trip, lodging expenses
g.	Postage	h.	Equipment/Repairs	i.	Film, camera, supplies, equipment, & processing expenses
j.	Trophies, flowers, awards, gifts	k.	Scholarships	l.	Refreshments & party expenses
m.	Supplies for projects	n.	Contract Labor	o.	Books
p.	State fees, district fees, contest fees, registration fees & expenses	q.	Printing	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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11/15/2021



# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Show Choir	Project #	962

**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.	Fund raising projects & expenses	c.	Taping fees
d.	Refunds/Reimbursements	e.	Transportation/Mileage expenses	f.	Field trip, lodging expenses
g.	Postage	h.	Programs	i.	Film, camera, supplies, equipment, & processing expenses
j.	Trophies, flowers, awards, prizes	k.	Scholarships	l.	Refreshments, banquet & party expenses
m.	Supplies, equipment & expenses	n.	Clinicians, choreographers, accompanist fees	o.	Costumes, uniforms, & cleaning expenses
p.	Entry fees, contest fees	q.	Custodial expenses	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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ww.		xx.		yy.	

11/15/2021

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Social Studies Department	Project #	963

**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.	Fund raising projects & expenses	c.	Registration fees
d.	Refunds/Reimbursements	e.	Transportation/Mileage expenses	f.	Field trip, lodging expenses
g.	Tickets	h.	Tuition	i.	Film, camera, supplies, equipment, & processing expenses
j.	Trophies, flowers, awards, prizes, gifts	k.	Scholarships	l.	Refreshments, meals, & meeting expenses
m.	Supplies, equipment & repairs	n.	Instructional supplies & subscriptions	o.	Contributions/Donations
p.	Rental fees	q.	Custodial expenses	r.	Concession expenses
s.	Printing	t.	Film rental & equipment	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Spanish Club	Project #	964

**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.	Fundraising projects & expenses	c.	Ticket sales
d.	Transfers to other school accounts	e.	Invitations	f.	Activity supplies
g.	Registration/membership fees	h.	Clothing items	i.	Decorations/refreshments
j.	Flowers, gifts, awards & prizes	k.	Transportation/mileage	l.	CD's/DVD's
m.	Security expenses	n.	Custodial expenses	o.	Film, camera supplies, equipment, processing & expenses
p.	Contributions/donations	q.	Refunds/reimbursements	r.	Scholarships
s.	Printing expense	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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**.

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.	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.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Special Athletes</u>	Project #	<u>970</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.	Transfers to other school activity accounts	b.	Speaker expenses	c.	Supplies
d.	Film, camera, supplies, equipment, & processing expenses	e.	Transportation/Mileage expenses	f.	Postage/freight/shipping expenses
g.	Equipment/Repairs	h.	Gifts & awards	i.	Registration fees
j.	Refunds/Reimbursements	k.	Tickets	l.	Lodging fees
m.	Contributions/Donations	n.	Fund raising projects & expenses	o.	Printing, supplies, & equipment
p.	Refreshments, meals, misc food items, banquet, & party supplies	q.	Clothing items	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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tt.		uu.		vv.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>STAND Club</u>	Project #	<u>972</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.**

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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.	Dues & fees	b.	Clothing items	c.	Ribbons, buttons
d.	Contributions/Donations	e.	Movie night expenses	f.	Banquet expenses
g.	Supplies	h.	Guest speaker expense	i.	Club meeting expenses
j.	Community service projects	k.	Graduation supplies	l.	Labor/salaries (substitutes)
m.	Benefits, concerts, & expenses	n.	Postage/Freight	o.	Fundraising projects & expenses
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</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**.

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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, decorations, parties, meetings, & entertainment expenses	b.	Prizes, awards, trophies, flowers, & gifts	c.	Registration, camp, workshop fees, state & national dues
d.	Contributions/Donations	e.	Office supplies	f.	Transportation/Mileage expenses
g.	Speaker expenses	h.	Supplies	i.	Fund raising projects & expenses
j.	Film, camera, supplies, equipment, & processing expenses	k.	Custodial expenses	l.	Security expenses
m.	Field trips & expenses	n.	Postage/Freight	o.	Clothing items
p.	Homecoming expenses	q.	Student exchange expenses	r.	Special Event day expenses
s.	Refunds/Reimbursements	t.	Transfers to other school activity accounts	u.	Computers, software, equipment, & repairs
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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.**

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, decorations, parties, meetings, meals, guest lunches, & entertainment exp.	b.	Prizes, awards, trophies, flowers, & gifts	c.	Registration, contest fees, dues, & memberships
d.	Contributions/Donations	e.	Office, classroom, student store supplies & expenses	f.	Transportation/Mileage expenses
g.	Speaker expenses	h.	Lodging expenses	i.	Fund raising projects & expenses
j.	Tutoring (teacher salary)	k.	Custodial expenses	l.	Security expenses
m.	Trips for educational purposes & expenses	n.	Postage / freight	o.	Clothing items, uniforms, & cleaning expenses
p.	Books & subscriptions	q.	First-aid supplies	r.	Parking permits
s.	Refunds/Reimbursements	t.	Transfers to other school activity accounts	u.	Computers, software, equipment, supplies, & repairs
v.	Machine rental fees & repairs	w.	Telephone expenses	x.	Printing expenses
y.	Grounds repairs/landscaping expenses	z.	Care/upkeep of building & grounds	aa.	Misc. salaries
bb.	Equipment, furniture, fixtures, & repairs	cc.	Graduation expenses	dd.	Yearbooks for office & media center
ee.	Activity tryout supplies & expenses	ff.	Judges fees	gg.	Banners
hh.	Shredding/document destruction	ii.		jj.	
kk.		ll.		mm.	
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qq.		rr.		ss.	
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11/15/2021



# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Visual Art</u>	Project #	<u>980</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, banquet & party expenses	b.	Awards, prizes	c.	Books, tapes, videos, dvd's, & subscriptions
d.	Contributions/Donations	e.	Supplies	f.	Field trip expenses
g.	Film, camera, supplies, equipment, & processing expenses	h.	Homecoming expenses	i.	Fund raising projects & expenses
j.	Entry fees, registration fees, contests fees, festival fees, membership dues & expenses	k.	Clothing items, pins, patches	l.	Postage/Freight
m.	Transportation/Mileage expenses	n.	Ticket, program, & printing expenses	o.	Graduation stoles, & cords
p.	Refunds/Reimbursements	q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	<u>Westmoore High School</u>	Site #	<u>710</u>
Account Name	<u>Student Planners</u>	Project #	<u>985</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.	Planners	b.	Postage/Shipping	c.	Telephone expenses
d.	Transfers to other school activity accounts	e.		f.	
g.		h.		i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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tt.		uu.		vv.	
ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
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**.

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.	Film, camera supplies, equipment, & processing expenses	b.	Postage/shipping/freight	c.	Gifts, awards, flowers
d.	Transfer to other school activity accounts	e.	Scholarships	f.	Refunds/Reimbursements
g.	Transportation/Mileage expenses	h.	Supplies	i.	Refreshments, parties, & banquets expenses
j.	Membership dues, registration, workshop, conference fees, & expenses	k.	Newspapers & yearbooks	l.	Fund raising projects & expenses
m.	Publication, printing, & copying expenses	n.	Custodial expenses	o.	Equipment, furniture, & repairs
p.	Instruction books, subscriptions	q.	Computer equipment & supplies	r.	Clothing items
s.	Tuition	t.	Speaker expenses	u.	Contract labor
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	

# SCHOOL ACTIVITY FUND BOARD APPROVED EXPENDITURES

School	Westmoore High School	Site #	710
Account Name	Youth & 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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**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.	Film, camera supplies, equipment & processing expenses	b.	Postage/Freight	c.	Plaques, awards, prizes, flowers
d.	Transfers to other school activity accounts	e.	Costumes	f.	Refunds/Reimbursements
g.	Transportation/Mileage expenses	h.	Supplies	i.	Refreshments, decoration expenses
j.	Registration, meetings, workshop fees, state dues	k.	YMCA projects	l.	Fund raising projects & expenses
m.	Printing & copying expenses	n.	Custodial expenses	o.	Scholarships
p.	Manuals, tapes, books, subscription expenses	q.	Contributions/Donations	r.	Clothing items
s.	Training expenses	t.	Speaker expenses	u.	Equipment/repairs
v.	Rental fees	w.	Engraving expenses	x.	Service projects & expenses
y.	Telephone expenses	z.	Security expenses	aa.	Lodging expenses
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
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