



Fundraising Groups Booklet



Provided by
Financial Services
September 2018

TO: Principals
School Treasurers

FROM: Jennifer S. Bennett
Asst. Superintendent of Business and Financial Services

DATE: October 11, 2018

SUBJECT: VCS Fundraising Groups Booklet Update

Enclosed you will find a Vance County Public Schools Fundraising Groups booklet dated October 2018. This publication will be distributed annually to all schools to share with school groups that are responsible for public funds. All school offices should have a copy of this booklet and distribute copies to each of their fund raising organizations (i.e. PTA, Booster Clubs, School Clubs and fundraisers, etc.). Our goal is to provide guidance for your groups to provide excellent accountability for the public funds they have raised.

It is important to realize that clubs or organizations that operate and raise funds using the name of a school or the talents and expertise of the students of a school are accountable to the public and the school district. In May 2017, the Board of Education approved Policy Number 5010 – Parent Organizations. This policy states that the Board “encourages the development and participation of parent/guardian organizations.” The policy further states in Section 5010-B4, “Parent/guardian organizations are responsible for their own financial records.”

Please share this booklet with all of your organizations and staff. At any point in the year we may request the financial records of such organizations and as a principal you should be meeting regularly with these groups to ensure they are complying with Board and District policies.

Should you or any of your organizations have questions or concerns, please contact me at (252) 492-2500 or email me at jbennett@vcs.k12.nc.us

Enclosure
c. Leadership Team

Board of Education Policy Code: 5010 Parent Organizations

A. PRINCIPLES

The Vance County Board of Education (the “board”) encourages the development and participation of parent organizations that support the goals of the board and the school system. The board recognizes that parent organizations are an effective means of involving parents in their child’s school. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help these organizations identify opportunities to assist the school in achieving these goals.

B. CONDITIONS FOR ESTABLISHING PARENT ORGANIZATIONS

Parent organizations, including PTAs, PTOs, and booster clubs, are not considered a part of the school system. However, because these organizations and their activities reflect upon the school system, all parent organizations must comply with the following conditions in order to operate in conjunction with the schools.

1. All parent organizations must provide the superintendent with a document describing the purpose of the organization and the general rules and procedures by which it will operate. Any later modifications to the organization’s purpose or general rules and procedures also must be provided in writing to the superintendent.
2. Parent organizations must obtain prior approval from the principal for (a) any fund-raising event; (b) any purchase for the school; (c) any function involving the participation of students; or (d) any event that is likely to reflect upon the school or the school system.
3. Fliers and other literature displayed or distributed by parent organizations must comply with policy 5210, Distribution and Display of Non-School Material.
4. Parent organizations are responsible for maintaining their own financial records. Employees of the school system are not permitted to manage the affairs of parent organizations during the workday.
5. Parent organizations are expected to consider the cultural diversity and economic differences of students and parents in planning school-related functions.

The superintendent shall grant or deny parent organizations approval to operate at each school. Parent organizations that do not comply with board policies may have approval to operate within the school revoked by the superintendent.

C. DONATIONS TO A SCHOOL OR THE SCHOOL SYSTEM

Any item that a parent organization proposes to contribute to a school must meet all legal requirements, including safety codes. Before accepting a donation of equipment, supplies, or funds, the principal must notify the superintendent and ensure that the donation complies with the requirements of policy 8220, Gifts and Bequests. All donated items become the property of the school system. While the intent of the donor will be considered, the school system reserves the right to modify the use of the donation if the needs of students or the school system change.

Legal References: [G.S. 115C-36, -47](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Distribution and Display of Non-School Material (policy 5210), Gifts and Bequests (policy 8220)

Adopted: May 8, 2017

VCS ADMINISTRATIVE POLICY/PROCESS: PARENT/GUARDIAN ORGANIZATIONS

FUNDRAISER GUIDELINES

The following are the general guidelines to be followed by parent/guardian organization (PTA/PTO, booster clubs, etc.) and school support organizations when raising funds on behalf of the schools and students.

1. The principal of each school should be aware of **any** fundraising activity held for the benefit of their school and its students. This is for internal or external groups. (Form L)
2. It is a policy of Vance County Public Schools never to exploit or discriminate against students when conducting fundraising activities.
3. On-campus fund raising activities or sales of any kind should be limited to those sponsored by the school-related organizations.
4. Neither student nor their parents should be required to participate in fund raising activity nor should these activities place unrealistic demands on a student's time and effort. In an effort to help ensure these activities at the schools do not interfere with school instruction or activities the principal should be made aware of all fund raising activities in advance.

Please see the PRINCIPAL'S RESPONSIBILITY Section

5. If placing orders for products always receive the "payment **up front**". If accepting checks, wait at least 14 days after the check has been deposited before placing the order. This will allow checks that are "not good" to be returned. Do not place an order unless you have received the cash or when all checks have cleared the bank account.
6. If the parent/guardian organization (PTA/PTO, booster clubs, etc.) sell products, when the shipment is received a complete inventory should be taken to make sure all items arrived with that shipment before they are distributed.
7. When the parent/guardian organization (PTA/PTO, booster clubs, etc.) distributes products at the school, secure these items at all times. Consider the products as cash. The parent/guardian organization (PTA/PTO, booster clubs, etc.) must ensure the timely distribution of these products so that they do not infringe on the school's activities or schedules. This is especially critical for any holiday sales and distributions so that NO products are left at schools over any break period. It is the parent/guardian organization (PTA/PTO, booster clubs, etc.) responsibility to ensure the safety and security of these items, not the schools, even if the school's facilities are used temporarily for this purpose. This form may also be used for a "school store" or similar activity. (Form N)
8. Make sure when holding a fundraiser to clearly outline any refund policies up front.
9. Bingo's and Raffles-These are two popular fundraisers for parent/guardian organization (PTA/PTO, booster clubs, etc.). Fundraising games should be conducted in accordance with state laws. The law that governs these activities is North Carolina General Statutes 14-309.12 through 14.309.15. These laws should be read before beginning these activities. The organization can find these laws at www.ncleg.net. It is neither the schools, nor school system's responsibility to ensure the club or organization abides or understands these regulations.

PRINCIPAL'S RESPONSIBILITIES

1. Ensure that before a parent/guardian organization (PTA/PTO, booster clubs, etc.) or school support organization begins operations they have received written approval from the school's principal to operate as a booster club or organization associated with that school. (Form D)
2. Ensure that the school has complete contact information for all the officers of the club or organization. This information should include names, addresses, phone and e-mail. (Form D)
3. Provide the Finance Department of Vance County Public Schools with a list of those parent/guardian organizations (PTA/PTO, booster clubs, etc.) which will be active each school year (see sample form attached - B). List is due by October 31st annually.
4. If a club or organization is new anyone year or during the year, the principal should provide the Finance Department with a copy of the written permission notification provided to the club and appropriate contact information. The Principal will then issue the club the Vance County Public Schools Booster Club Policy Handbook.
5. The principal should help ensure that all the activities of the various clubs and organizations are organized so as not to infringe on the schools instructional or other activities. To this end, each club and organization should be provided a copy of the schools calendar and testing schedule. A schedule of the school's sports and arts activities should also be provided, as well as any direct school fund raising activities. This should be provided to the clubs and organizations within the first two (2) months of school.

NOTE: It is expected that all clubs and organizations will respect these schedules.

6. The principal should meet with each of the clubs and organizations at the beginning of the school year to create a master calendar of all *the* various fund raising activities that are known at that time. It is incumbent on the principal to periodically update this master calendar to ensure it is current. This is best done if open dialogue and communication exists between the organizations and the principal. It is up to the principal to establish and maintain this dialogue and communication.
7. It is the principal's responsibility to have knowledge of all fundraising activities and to minimize the number of fundraising activities and solicitations conducted within a given school year. To this end it is suggested that the principals designate specific times during the year for fundraising activities, rather than allowing fundraising to be a year long activity.
8. The principal will be the primary contact between the parent/guardian organization (PTA/PTO, booster clubs, etc.) and school support organization and the Finance Department of Vance County Public Schools. However, Vance County Public Schools reserves the right to request information from any club or organization that has been approved by the district.

TREASURER (of the parent/guardian organization) RESPONSIBILITIES

The treasurer is the person with "fiduciary" responsibility for the clubs funds. This means the funds are not "owned" by this person but this person maintains the bookkeeping function for these funds that belong to the booster club membership. It is also expected by the Vance County Public Schools that this person will follow generally accepted standards of fiscal management in their dealings with the clubs funds. **The School's Treasurer/Bookkeeper should NEVER touch these funds nor run them thru the School's financial records.**

The following are guidelines for the parent/guardian organization (PTA/PTO, booster clubs, etc.) treasurer to follow:

General Guidelines

- When setting up your Bank Account and Organization: Do NOT use the name "Vance County Schools" or the name of the School for which you are affiliated. You are a separate entity from the Vance County School System. You will have a separate Tax ID number and official name.
- No funds may be paid out by the treasurer until it has been authorized by the general membership in the budget, the Executive board of the club or organization, or the president, according to the procedures outlined in the bylaws.
- All expenditures should be made by check. NEVER cash.
- A checking account with the organization's name should be used. Never deposit any booster club money into a personal account. *No funds may be deposited in the school's account for use by the organization.*
- The organizations funds should be kept separate from all other funds.
- Maintain good clear records including bank statements and cancelled checks. At the end of the treasurer's term all records should be in balance and all bills should be paid.
- An audit by someone other than the president, outgoing treasurer or incoming treasurer should be conducted annually and BEFORE the next treasurer takes over the books.
- Remember that IRS guidelines recommend that three (3) years of financial records should be kept for any non-profit entity.

Receipt of Funds

- If money was collected from a person (catalog orders, etc.) then a receipt book or log should be maintained. The receipt book/log should list the person's name, date money was collected, amount of money collected and the purpose of the money. (Form G)
- If money was collected from a group of people (bake sale, car wash, etc.), then **TWO (2)** people should count all the money immediately after the fundraiser ends and receipt written.
- In either case the treasurer verifies the funds and makes a deposit to the bank in a timely manner, usually within one business day.
- Funds should never be kept by anyone overnight. Night activities require a night deposit bag which can be obtained from your banking institution.
- Never deposit any funds except the Booster club or organizations money into the clubs account.
- Always maintain a receipt for every invoice, purchase, or other payments made by the organization.

Disbursement of Funds

- Never pay with cash.
- The organization should be issued "business" checks from their bank for their operations, not "personal checks". Business checks will allow for proper documentation of these disbursements.
- A form should be used to request funds from the treasurer. This form (commonly called a voucher or check request) would have a place for the amount; the person's/vendors name the check should be made payable to and the approval of the president. (Form H – sample for outside groups)
- The form includes a description and should always have some type of supporting documentation such as invoices, contracts or receipts attached as proof of the purchase.
- The treasurer receives the request and then gives it to the president to approve. Once the president has approved the request, the treasurer can write the check. This provides for a check and balance system so that one person does not have control of these funds.
- Always register every check in the checkbook at the time it is written and record on the check and the check stub the reason it was written. This should match the check voucher form.
- Never sign a blank check or a check for an unspecified amount
- Two signatures are required on every check.

Treasurer's Report

- A financial report should be provided at each meeting. (Form F – sample for outside groups)
- It is helpful for the membership to include a column showing the budgeted amounts so that an easy comparison can be made with the actual figures.
- The report should indicate what period the report covers and include what fundraising activities may have taken place during that period.
- The report should also include any purchases or funds provided to the school or students on behalf of the club during that period.
- List all receipts in Detail and total.
- List all disbursements in Detail and total.
- For the audit files there should be attached the most recent bank statement(s) and bank reconciliations. These need not be attached to the public report made to the membership, but kept for audit purposes and presented upon request of the membership or the school principal.
- Submit a copy of the financial statement each month to the Principal. This report should be submitted within 30 days from the month of the report. (Form F)

PLEASE NOTE:

Another excellent source of information related to parent group fiscal operations is the North Carolina PTA publication "Dollars & Sense for Treasurers" which may be obtained either by contacting the NC PTA at 3501 Glenwood Avenue, Raleigh, NC 27612 or (919) 787-0534 or (800) 255-0417. The NC PTA website is www.ncpta.org. The National PTA website also offers helpful information and can be found at www.pta.org.

OUTSIDE GROUP – OTHER ITEMS OF NOTE:

Ticket Sale Activities (Outside groups):

- If your organization has an event that requires ticket sales, PLEASE use Form K (or something similar) to record the ticket activity.
- If you give complimentary tickets to groups or individuals, PLEASE use Form I (or something similar).
- When the event is finished, please fill out Form J (or something similar) to account for all your ticket sales and provide a clean reconciliation that can track back to your receipts and funds raised.
- In the case you may need Cash from your organization's treasurer for an event; you should fill out something similar to Form M.

Concession Sales:

- If your organization is running a "store" or something similar you should use Forms O and P or something similar to account for the stores activity and inventory.

Completion of the Fundraiser/Activity:

- Upon completion of the fundraiser activity you should complete a Form Q (or something similar) that you can provide to the principal for final approval. This form helps establish a clear summary of the funds raised and net profit from the activity.
 - This form is mandatory for all IN-SCHOOL fundraisers.
 - Outside groups should establish something similar for their group and it is suggested that this be part of their scheduled meeting and treasurer's report.

INSIDE SCHOOL GROUPS – ITEMS OF NOTE:

IN-SCHOOL Clubs/Fundraisers:

- After your CLUB or fundraiser has been approved by the Principal contact your School Treasurer and ask them to set-up the appropriate account for your CLUB.
 - If you have any fundraisers for your CLUB then the treasurer can track your funds and account for your expenditures accurately and with fiscal fidelity.
- Appropriate Vance County Schools issued receipt books must be used. The School Treasurer must record these on Form CR-1.
- Teacher/Staff member must turn in to the School Treasurer the following:
 - The money/checks received
 - The receipt book
 - A complete employee receipts settlement report (Form CR-2)

FUNDS received MUST BE TURNED IN DAILY.

Ticket Sale Activities (In-School groups):

- All procedures are in the VCS Individual School Accounting Internal Controls document. See page 20.
- Admission for events, including athletics, must be accounted for using pre-numbered type tickets at this time. Please use form TR-1.
- Form TR-2 is used to reconcile the ticket sales with a section to complete BEFORE the activity begins and then upon the conclusion of the activity.
- When the event is finished, account for all your ticket sales and provide a clean reconciliation that can track back to your receipts and funds raised. All unused tickets should be turned in at that time and the Beginning and Ending numbers should reconcile to your report.

Concession Sales:

- If your organization is running a “store” or something similar you should use Forms O and P or something similar to account for the stores activity and inventory.

Completion of the Fundraiser/Activity:

- Upon completion of the fundraiser activity you should complete a Form Q (or something similar) that you can provide to the principal for final approval. This form helps establish a clear summary of the funds raised and net profit from the activity.
 - This form is mandatory for all IN-SCHOOL fundraisers.
 - Outside groups should establish something similar for their group and it is suggested that this be part of their scheduled meeting and treasurer’s report.

AUDIT PROCEDURES

It is the responsibility of the club or organization to conduct an audit whenever there is a change in treasurer, whenever the current term of office ends (even if the same treasurer is re-elected), or anytime the organization requests an additional audit. The purpose of an audit is to:

- Certify the accuracy of the books and records of the treasurer,
 - To assure the membership that the association's resources/funds are being managed in a businesslike manner within the regulations established for their use,
 - To validate that generally accepted standards of fiscal management are being followed.
1. The audit may be conducted by a committee or person in the local unit (sometimes a CPA will volunteer for this task). The committee should not include any person who is authorized to sign on the group's bank account. If a person volunteers to perform the audit, he or she should not be a member of the Executive committee or a close relative of anyone who signs checks.
 2. The following should be checked as part of this annual audit:
 - a. Ensure that a bank reconciliation was completed each month
 - b. Re-reconcile each month's bank statement with the canceled checks, the checkbook, the treasurer's reports, the total expenditures of the unit.
 - c. Verify that each check written is substantiated with a receipt, invoice, or bill.
 - d. If a check was issued and no receipt, invoice, or bill can be found, verify the expenditure was an approved budget item.
 - e. Reconcile each deposit slip with the bank statement, the checkbook, the total income of the unit.
 - f. Verify that the receipts were issued to the appropriate persons for all funds received by the treasurer.
 - g. Verify that all income and expenditures are allocated into the same categories that constitute the approved budget.
 3. This annual audit should be kept on file with other required records and be made available upon a member's, the principal's or the Finance Department's request.

Remember that the treasurer is the legally responsible, authorized custodian, elected by the members, to have charge of the funds of the organization. HOWEVER, it is essential that the president, who bears full responsibility for the total affairs of the group, work closely with the treasurer at all times and have a complete understanding of all financial matters.

**SAMPLE FORMS
BOOSTER CLUB HANDBOOK**

BOOSTER/SCHOOL CLUB ORGANIZATIONS

Booster Club Name: _____ Tax ID: _____

School Affiliation: _____

School Club Name: _____

Principal's Signature: _____ Date: _____

Clubs expected to be active for the School Year _____ to _____

Include all Booster Clubs or School Support Organizations who have registered and been approved by the school's principal and are expected to be active for the school year stated above.

Club Name	Purpose	School Bank Account	Separate Bank Account

Booster Clubs and Organizations which will not be active for the school year above, but were active last school year:

Club Name	Reason no longer active	School Bank Account	Separate Bank Account

Attach Booster Club Contact Information Sheet for each club listed above (active or in-active).

BOOSTER CLUB REGISTRATION and CONTACT INFORMATION SHEET

Club Name: _____

Purpose: _____

Primary Fund Raising Activities: _____

Federal ID # _____ (if available) Bank Account located at: _____
 (name/address of banking institution or "school account")

School Year beginning _____ to _____ Club has operated at this school since _____

Officer Title	Name	Address	Phone	E-mail	Affiliation with school *
President					
Treasurer					
Vice-President					
Secretary					

* Affiliation with school could be parent, alumni, community volunteer, etc.

Approved by: _____
 (School Principal's Signature)

Date: _____

IN-SCHOOL CLUB REGISTRATION and CONTACT INFORMATION SHEET

Club Name: _____

Purpose: _____

Primary Fund Raising Activities: _____

School Account # _____ (if known) or check here _____ if needs to be established

School Year beginning _____ to _____ Club has operated at this school since _____

School Staff	Name	Address	Phone	E-mail	Affiliation with school *
Teacher LEAD					

* Affiliation with school could be parent, alumni, community volunteer, etc.

Approved by: _____
 School Principal's Signature

Date: _____

SAMPLE Booster Club Financial Statement

(Name of club)

For period beginning _____ and ending _____
(Dates) (Dates)

Description	\$ Budgeted	\$ Actual (EXP)	\$ Difference
RECEIPTS (list Funds Received):			
TOTAL RECEIPTS	\$	\$	\$
DISBURSEMENTS (list Checks Written):			
TOTAL DISBURSEMENTS	\$	\$	\$
ENDING BALANCE	\$	\$	\$
Checking Account Ending Balance		\$	
Reconciled Checking Account Balance		\$	

Explanation:

- Beginning balance is the last financial statements ending balance.
- Receipts are of the total money that was turned in during the time period listed above. These should be listed in detail and by purpose.
- Disbursements are checks written during this time period. These should be listed in detail and by purpose.
- Ending balance is beginning balance plus total receipts less total disbursements.
- Checking account balance is the ending balance on checking account statement for the time period listed above.

SAMPLE DEPOSIT TICKET

SCHOOL _____

Booster Club Name

Date of Collection

This form analyzes your deposits. Complete the amount by source of the funds.

*Receipt No. covered by deposit # _____ to # _____

<u>SOURCE</u>	<u>AMOUNT</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL	\$ _____
CASH \$ _____ CKS \$ _____ OTHER \$ _____	
	=\$ _____

*** Attach receipts covering this deposit**

**SAMPLE
Check Request or Voucher**

Name of Club/Organization _____

Person Requesting Check _____

The Purpose IS _____

Budget Category _____

Fundraiser/Project affiliation _____

Amount \$ _____

Check is Payable To: _____

Payee's Address _____

Please attach receipts, invoices, order forms, etc.

Authorized by: _____

(President's signature)

Date: _____

Check # Issued for this Request: _____ Date Issued: _____

SAMPLE
REQUEST FOR FUND RAISING PROJECT
 (Prepare in Triplicate)

Club/Fund _____ Date _____

Sponsor _____ Treasurer or Other Person _____

Responsible for Turning Receipts in to Office _____

Project _____

Vendor _____

Dates of Activity: From _____ To _____

Selling Price per Item _____ Purchase Cost per Item _____

Estimated Profits (Total) _____

Profits to be used for: _____

(1) Unsold items may/may not be returned for credit.

(2) It is understood that:

- a. Receipts will be turned in to the office daily.
- b. The club must turn in collections sufficient to cover the complete costs of the activity before the vendor is paid.
- c. Any extension of the completion date noted above must be approved in advance by the principal.
- d. The reverse side of this form (Summary of Fund Raising Activity) must be completed within one week of completion of the project.

Requested by _____

(President of Club)

 (Sponsor of Club)

Reviewed by Financial Advisory Committee

(Signed) _____

Approved _____

(Principal)

Date _____

Account No. _____

**SAMPLE
PETTY CASH VOUCHER**

No. _____

School _____

Date _____ Amount _____

For _____

Charge to (Fund) _____ Account No. _____

Received by _____

Approved by _____

**SAMPLE
CONCESSION SALES REPORT**

School _____

Event _____

Date _____

Items Received	No.	Selling Price
_____	# _____	@ \$ _____ = \$ _____

_____	# _____	@ \$ _____ = \$ _____
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Total from Additional Pages	# _____	@ \$ _____ = \$ _____
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Change Fund Received.....\$ _____

Total of Refreshments & Change Fund.....\$ _____ *

Receipt of refreshments & change fund acknowledged:

(Seller)

(Manager)

Settlement:

Unsold items turned in:	No.	Selling Price
_____	# _____	@ \$ _____ = \$ _____

_____	# _____	@ \$ _____ = \$ _____
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Total from Additional Pages	# _____	@ \$ _____ = \$ _____
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Currency Turned In \$ _____

Coins Turned In \$ _____

Total Refreshments & Change Turned In \$ _____

Less Total refreshments & change received \$ _____

Difference Over (short) \$ _____

Receipt of Settlement from Seller acknowledged:

(Signature)

(Date)

*Amounts must agree

Receipt No. _____

Starting Date _____
 Ending Date _____

SAMPLE - SUMMARY OF FUND RAISING ACTIVITY

SCHOOL AND CLUB _____
 TYPE OF FUND RAISING _____
 TYPES OF ITEMS PURCHASED _____
 (Attach copy of vendor invoice)

Description of Item (A)	Quantity Purchased (B)	Sale Price (C)	Proceeds if all Sold (B X C) (D)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
Total Receipts If all Items Sold (Total of Lines 1-50)			6. _____
Receipts turned in (per school books		7. _____	
*Merchandise still on hand # X Sale Price		8. _____	
*Moneys uncollected from students		9. _____	
*Miscellaneous, used for promotion, damaged merchandise, etc.		10. _____	
Total (Lines 7 thru 10)			11. _____
Difference (Line 6 minus line 11)			12. _____

*Must be documented to satisfaction of principal.
 This report is certified correct to the best of our knowledge.

 Date President Sponsor Principal

**Next Section Contains
FORMS FROM VANCE COUNTY SCHOOLS
INTERNAL CONTROLS PROCEDURE MANUAL**

**Referenced in document
To be used by IN-School Staff as needed**

**CR-1 and CR-2
TR-1 and TR-2**

VANCE COUNTY SCHOOLS
TICKET SALES REPORT

School: _____

Event _____
Date: _____

Ticket Checkout (pre-event)

Received the Following Tickets:

Color: _____

Ending Ticket # _____ - Beginning Ticket # _____ +1 = _____ -

Change Fund Received: \$ _____

Receipt of above tickets and change acknowledged:

Ticket Seller's Signature

Date

Settlement (post-event)

Color: _____ Number of Tickets Received Above: _____ - a

Ending Ticket # _____ - Beginning Ticket # _____ +1 = _____ - b

Tickets Sold (a - b): _____ - c

Ticket Price: \$ _____ d

Ticket Revenue (c x d): \$ _____ - e

Settlement Reconciliation

Treasurer's Count

Seller's Count

Total Currency Turned In: \$ _____ \$ _____

Total Coins Turned In: \$ _____ \$ _____

Total Funds Turned In: \$ _____ - \$ _____ -

Less Ticket Revenue (e above): \$ _____ - \$ _____ -

Less Change Fund Returned: \$ _____ - \$ _____ -

Difference Over/(Short): \$ _____ - \$ _____ -

Receipt of settlement from seller acknowledged:

Ticket Seller's Signature

Treasurer's Signature

Receipt Number

Date