

DELAWARE CITY SCHOOLS  
FUNDRAISING AND ACTIVITY HANDBOOK

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Introduction .....	1
Philosophy .....	1
General Guidelines .....	2
Board of Education Recognition .....	3
Authority .....	4
Administration .....	6
Program Funds .....	8
Collection and Deposit of Cash .....	11
Disbursement Procedures .....	12
Source of Funds .....	13
Statement of Purpose .....	13
Financial Statements .....	14
Class Funds .....	14
General Rules .....	14
Booster/Parent Support Groups .....	15
Camps/Trips .....	16
Forms .....	Appendix

## Introduction

The following information has been developed to meet the requirements for a Student Activity Accounting System as established by the Auditor of the State of Ohio.

The material contained in this handbook is in compliance with Guidelines for Developing Policies for Student Activity Programs. (AUD-0019) Booklet developed by the Management Advisory Service Department from the office of the Auditor of State.

"A program of co-curricular activities established by the board of education should insure that young people have an opportunity to take part in co-curricular and extra-classroom experiences; should provide efficient procedures for their creation, operation, and demise; and should outline a system for the safeguarding, accounting, and internal control of extra-classroom activity funds.

The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all the students and to finance the normal legitimate co-curricular activities of the student body organization."

## PHILOSOPHY

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody as an essential element, activities which involve students beyond the classroom and foster the values which result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for co-curricular and extracurricular activities consistent with its philosophy of, and goals for, education. All activity programs must meet these criteria.

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program.
3. Student activities must be managed in a professional manner.

## GENERAL GUIDELINES

The following general guidelines will govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, will have a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program will receive the same attention in terms of philosophy, objectives, social setting, organization and evaluation which is given the regular school curriculum.
5. The superintendent and treasurer will develop written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate with out financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, religion, sex or national origin.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities will not interfere with regularly scheduled classes; this limitation will often require conducting such activities beyond the regular school day.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students suspended from school are banned from extracurricular activities.

## ACTIVITY FUNDS

The Delaware City Schools Board of Education recognizes the need for various groups and activities to generate and expend funds in the course of the operation of the group or activities. Since the Ohio Revised Code and procedure of the Ohio Auditor's Office require careful accounting of the receipt and expenditure of such funds, all fiscal operations of groups and activities are to be in conformance with the following requirements:

- I. The Delaware City Schools Board of Education delegates the responsibility for the development and control of Activity Programs to the Superintendent of Schools and the establishment and functioning of the Activity Fund to the Treasurer.
- II. The Delaware City Schools Board of Education directs the Superintendent of Schools and the Treasurer to develop and disseminate Activity Fund Guidelines incorporating requirements of the appropriate sections of the Ohio Revised Code and the directives of the Auditor of the State of Ohio. The Superintendent of Schools and the Treasurer shall review the Activity Fund Guidelines annually prior to September 1 and revise as necessary to keep them in compliance with current directives.

## AUTHORITY

Section 3315.062, Revised Code, permits a board of education to expend funds for student activity programs. This section states:

- (A) The board of education of any school district may expend moneys from its general revenue fund for the operation of such student activity programs as may be approved by the state board of education as authorized by its board of education. Such expenditure shall not exceed five-tenths of one percent of the board's annual operation budget.
- (B) The state board of education shall develop, and review biennially, a list of approved student activity programs.
- (C) If more than fifty dollars is received in a year through a student activity program, the moneys from such program shall be paid into an activity fund established by the board of education of the school district. The board shall adopt regulations governing the establishment and maintenance of such fund, including a system of accounting to separate and verify such transaction and to show the sources from which the fund revenue is received, the amount collected from each source, and the amount expended for each purpose. Expenditures from the fund shall be subject to the approval of the board.

The State Board of Education is required by Section 3315.062, Revised Code, to develop and review biennially a list of approved student activity programs. The following list was adopted by the State Board of Education:

- 1. Academic co-curricular activities, such as
  - a. Foreign language clubs
  - b. Natural and physical science
  - c. Social studies clubs
- 2. Literary, forensic, and performing arts co-curricular activities, such as:
  - a. Book clubs
  - b. Dramatic and speech clubs
  - c. Journalism clubs
- 3. Pre-occupational and pre-vocational co-curricular activities, such as:
  - a. Business clubs
  - b. Vocational clubs
  - c. Trades and industrial education clubs

Authority (continued)

4. Interscholastic athletic and sports co-curricular activities, such as:
  - a. Football
  - b. Basketball
  - c. Athletic associations
  
5. Intrascholastic and intramural athletic and sports co-curricular activities, such as:
  - a. Aquatics
  - b. Basketball
  - c. Athletic associations
  
6. Music co-curricular activities, such as:
  - a. Marching band
  - b. Choir
  - c. Musical productions
  
7. Intrascholastic publications co-curricular activities, such as:
  - a. School newspaper
  - b. Yearbook
  - c. Literary magazines
  
8. School and public service co-curricular activities, such as:
  - a. Audio-visual assistant
  - b. School safety patrol
  - c. Student council
  
9. Honors and honor societies, such as:
  - a. National Honor Society
  - b. National Junior Honor Society
  - c. Local honor societies
  
10. Fiscal responsibilities related to co-curricular activities, such as:
  - a. Staff
  - b. Bonding
  - c. Auditing

The Auditor of State has adopted and required within each school district the use of a uniform system of cost accounting, prescribed in Chapter 117-2, Ohio Administrative Code, whereby the direct and indirect costs of all school district activities, including athletic and non-instructional activities, regardless of the sources of funding, can be analyzed. This system, known as the Uniform Accounting System (USAS), can be found in Chapter 117 of the Ohio Administrative Code.

## ADMINISTRATION

The administration of the student activity program of the Delaware City Schools is dependent on clearly stated roles and responsibilities of all who are involved. The following is a description of these roles and responsibilities:

### State Department of Education

All student activity programs are adopted by the State Department of Education as authorized by Section 3315.062, Revised Code.

### Board of Education

The Board of Education shall adopt rules, regulations, and guideline policies to govern the establishment and operation of the activity funds (Funds 200, 300 and 018). The Board will also approve the individual purpose clauses submitted by each student activity group.

### Treasurer

The enforcement of accounting procedures and internal control procedures shall be the responsibility of the treasurer.

In every school district, the treasurer of the board of education shall be the treasurer of the school funds (Section 3315.51, Revised Code). Such moneys must be deposited with the Treasurer or properly designated depository of the school district within twenty-four hours of receipt (Section 9.38 Revised Code, 1980 O.A.G. No. 80-0060). The treasurer may delegate an employee to receive custody of the funds.

All Board of Education employees designated to collect moneys should have a surety bond in an amount commensurate with the responsibility of the position.

The treasurer should verify the receipts, disbursements and other documentation to assure that all money due the District is received and accountable, and that all documentation was maintained for audit.

### Superintendent

The superintendent is responsible for administering all board policies, except those required of the treasurer. (Section 3319.01, Revised Code)

The superintendent should determine that all personnel involved are fulfilling their responsibilities, and the superintendent should determine the activity has achieved its goals and aspirations according to their purpose clause.



### Principal

The principals shall be responsible for the approval of requisitions for the expenditures of funds, reviewing and approving the completed "Sales Project Potential" form.

The principal shall insure that raising and expending of activity money by student bodies has but one purpose: to promote the general welfare, education, and morale of all the students and to finance the normal legitimate co-curricular activities of the student body organization.

### Advisors/Sponsors/Coaches

The duties and responsibilities of the advisor/sponsor should consist of the following:

- a. Preparing annual budgets and purpose clauses of the activity group;
- b. Supervising the activities of the activity group, including preparation of fund raising potentials, proofs of cash; and reconciliation of accountable (projected) sales to actual receipts.
- c. Maintaining a list of the students, the number of items given to the student to sell, and the amounts that the student should turn in (based on number of items times selling price).
- d. The day and the amount of money received from each student (pre-numbered "Activity Account Receipts" must be used).
- e. Maintain their own copy of all pay-ins (cash proofs) involved in a particular sale and list them on the "Sales Project Potential" form.
- f. Maintain documentation for any returns.
- g. Prepare affidavits for any losses.
- h. Maintain inventories on unsold items.
- I. Maintain all documentation pertaining to the sale.
- j. Attach copies of all documentation to the completed "Sales Project Potential" form for review and approval by the principal, superintendent, and treasurer.
- k. Performing any other duties as assigned by the Superintendent.

# MANAGEMENT OF STUDENT ACTIVITY PROGRAM FUNDS

## FUND 200

The Fund 200 consists of those student activity programs which have student participation in the activity and have students involved in the management of the program. Examples of Fund 200 are class funds, yearbook, drama, student council, and FHA, etc.

### POLICY STATEMENT - FUND 200

The purpose of student activity funds should be to promote the general welfare, education, and morale of all the students and to finance the normal, legitimate co-curricular activities of the student body organizations.

1. The board has authorized those student activity programs it wishes to be operational.
2. Projects for the raising of student activity money shall, in general, contribute to the educational experience of pupils and shall not conflict with, but add to, the instructional program.
3. Student participation is an important factor in the democratic management of money raised by the student body and expended for its benefit. Expenditures should be approved by the appropriate student activity group, and noted in the minutes of the group.
4. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.
5. Money derived from the student body as a whole shall be expended as to benefit the student body as a whole, and not for the benefit of a special group.
6. Student activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to board of education employees or any other persons. Post-dated checks may not be accepted and checks may not be cashed for anyone. Board of education employees or others may not make purchases through a student body in order to take personal advantage of student body purchasing privilege.

FUND 200 (continued)

7. The amount of the various program fund balances, appropriated and unappropriated which may be held by student bodies, shall not exceed limits prescribed by the board of education.
8. No student body organization shall be obligated for purchases made by students, faculty and others, unless supported by a written purchase order signed by the treasurer.
9. Prior to the performance of any financial transaction by an authorized student activity, a budget must also be submitted and approved for the current school year. Such budget and subsequent changes must be filed with the superintendent. The budget must be filed no later than January 1 each year, on the prescribed form.
10. All sources of revenue must be approved and shall be included in the student activity group's current year budget. Receipts must be identified by Uniform School Accounting System.
11. All expenditures by the student activity program shall be in accordance with the budget. The authorization for the expenditure must be accompanied by a requisition order, and certified by the treasurer that funds are available for the expenditure. (Section 5705.41(D), Revised Code).
12. Monthly financial reports for student activity funds shall be prepared by the treasurer and submitted to the board of education as part of the treasurer's report. (Section 3319.29, Revised Code) Funds must be accounted for on a fiscal year (July - June) basis. Financial reports will be available to each sponsor.
13. A system of internal controls should be implemented in order to safeguard the assets of the student activity funds and to insure that the students will receive the benefits. (See "Internal Controls") Funds are accounted for by fund, function, special cost center, and operational unit in accordance with Uniform School Accounting System.

NOTE: Although no statutory guidelines have been written, it must be remembered that the student activity funds in question here are public funds, having been received by public officials under color of law. Thus, the limitation that public funds may only be spent for a public purpose must be observed.

It is therefore important that a student activity group's purpose statement and budget be explicit as to how the monies of this group are to be spent. Board of Education approval of the purpose statement and budget will indicate their concurrence with the group's plan and

that the expenditure of the moneys of this group fall under the limitation that public funds may only be spent for public purpose. The budget may be revised as the need arises.

Any expenditure of funds by a student activity account for items not contained on the budgets is strictly prohibited.

### FUND 300

The Fund 300 consists of those programs which have student participation in the activity, but do not have student management of the programs. This would usually include athletic programs, but could also include the band, cheerleaders, flag corps, other similar types of activities, and booster/parent support groups. The primary criterion for determining how funds are classified is "who determines how the money is spent and whether the group has assets".

### POLICY STATEMENT - FUND 300

This is an overall policy statement which governs the management and control of the athletics, band, orchestra, and booster/parent support funds (Fund 300). The purpose of these funds should be to promote participation in these programs and the activities associated with the programs. This policy creates the parameters within which all of these activity programs can achieve this purpose to operate effectively. As a minimum, this policy statement includes the following guidelines:

1. The superintendent must authorize those programs selected to be operational.
2. No organization shall be obligated for purchases made unless supported by a written purchase order signed by the treasurer.
3. All sources of revenue must be approved and included in the board's current year budget.
4. All expenditures shall be in accordance with the budget.
5. An adequate system of internal controls should be implemented in order to safeguard the assets of these programs. Funds must be budgeted and accounted for by fund, function, object, special cost center and operational

unit in accordance with Uniform School Accounting System (USAS). (See "Internal Controls")

6. The athletic director may hire employees for safety purposes, as may be required.

See additional guidelines for PTO/Booster Organizations on page 15.

## INTERNAL CONTROL

### COLLECTION AND DEPOSIT OF CASH

#### A. General

All money collected from any source should be substantiated by pre-numbered student activity group receipts, cash registers supplying cumulative readings, pre-numbered tickets or other auditable, checkable records. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. The audit trail is most important. Where it is not practical to collect the cash in a central office, collections from various classes may be collected by cashiers and turned in once every twenty-four hours. (Section 117.17, Revised Code)

#### B. Financial Forms

1. Should be pre-numbered
2. Perpetual inventory should be maintained on pre-numbered collection forms, receipts, tickets, etc.
3. Pre-numbered forms should not be printed in the school printing department.
4. Sponsor should keep records of collection by source.
5. No collection should be turned over to cashier without receiving a pre-numbered receipt.

#### C. Receipts

Upon receipt of any funds for activity accounts, a daily deposit will be made by the cashier. A deposit slip will be attached to the fund deposit. The bank, on reconciling the deposit, will return one copy to the treasurer for verification. If an error was made in the deposit, the treasurer will immediately notify the cashier and bank of such error for purposes of correction. Along with the deposit in the bank, a tally slip prepared by the cashier is sent directly to the treasurer who will match same with duplicate deposit ticket

received from the bank. On the tally slip, the account to be credited with the receipt will be noted.

## DISBURSEMENT PROCEDURES

1. All disbursements shall be made by check (warrant) prepared by the treasurer supported by a proper, approved purchase order, and verified by a receiving invoice. They also should be verified for accuracy of price extensions and totals.
2. Purchase Order Process
  - (A) Originator prepares requisition and submits it to the principal for approval.
  - (B) Principal revises and/or approves requisition.
  - (C) Principal forwards the requisition to the treasurer for certification and encumbrance of funds, posting to files. Treasurer returns certified purchase order for distribution.
  - (D) Originator verifies receipt of material, compares with purchase order, and submits itemized invoice with green copy of purchase order to treasurer for payment.
  - (E) Treasurer compares billing invoice to purchase order for prices, column extension, and necessary adjustments. Treasurer issues check (warrant) for payment.
  - (F) Small expenditures (within established dollar limitations) may be made from a petty cash fund maintained on an imprest system (described in Supplement 17 - USAS Manual). Such imprest system must address dollar amount, location, limitation of disbursement; also, cash plus receipts must always equal the amount authorized for petty cash. Establishment of a petty cash fund must be approved by the treasurer.
  - (G) When money is advanced for a specific event, an advance form must be signed by the individual receiving the advance. Upon return from the event, all receipts for money expended must be submitted to the treasurer.
3. The Board of Education shall:
  - (A) Require Board of Education approval of all expenditures from the activity funds.
  - (B) Authorize accountable administrative officers to approve expenditures from the activity funds in advance of Board of Education meetings.
  - (C) Authorize the treasurer to certify the amount on the Activity Requisition. If the fund balance is sufficient to meet the expenditure, the certification shall constitute

the authorization to purchase the materials and/or services. Such certification must be made prior to the creation of the obligation.

- (D) Consider Activity Fund employees as being employees of the Board of Education for workmen's compensation, federal tax, state tax, and local tax purposes.

## SOURCE OF FUNDS

Funds for extracurricular activities may be generated from any administratively-approved source providing the welfare and long-range benefits of pupils is the primary consideration. Funds raised by and from pupils will be used in accordance with the stated general purpose of that activity group.

Funding categories, such as athletics, or music, may share sources of revenue among a variety activities. A budget should be adopted to facilitate proper allocation of resources and may call upon several sources of information regarding the activity program needs.

Funds drawn from the public by sales or services will become public funds and subject to the public purpose. Accordingly, no individual may receive personal benefit without commensurate personal service or expense.

Questions regarding the appropriateness of funding sources and/or expenditures are to be resolved by the treasurer and superintendent.

## GENERALIZED STATEMENT OF PURPOSE

### Secondary:

1. Academic - clubs or associations involved in expanding interests in a specific curriculum area outside of the normal classroom environment.
2. Literary - clubs or associations involved in improving skills and techniques in the areas of reading, drama, journalism, debate, and stage craft.
3. Vocational - clubs or associations involved in developing an awareness of vocational needs and interests.
4. Music - Programs organized to provide the musically-talented boys and girls who are interested in a particular musical style.
- 5A. Athletics - programs organized to provide for the physically-talented boys and girls who are interested in specializing in a particular sport, including staff training, league membership, awards and related functions.

- 5B. Intramural - programs organized to provide for boys and girls who desire some additional experience in physical activities without particular specialization.
- 6A. Publications - organized activities leading to the production of school interest publications through the direct involvement and participation of students.
- 6B. Public Service - student organizations established to provide service to the public school and other community groups.
- 7. Honor Societies - select individuals chosen in an organized manner on the basis of personal, academic, community, or other specified achievement.

### CLASS FUNDS & INACTIVE FUNDS

The disposition of class funds will be determined by the class officers subject to the approval of the advisor and/or principal. All moneys accrued will be designated for expenses, projects, memorials, or other selected items. The balances, if any, will be appropriated for the Principal's Fund (018) following a year after graduation. When any activity fund has been inactive for two years, the balances will be appropriated for the Principal's Fund (018).

### GENERAL RULES

- 1. Every 200 fund club must have a statement of purpose on file with the treasurer before financial activities can begin.
- 2. Every 300 fund club must have a statement of purpose on file with the treasurer before financial activities can begin.
- 3. Every building is eligible to have and use an 018 "Public School Support Fund". This fund is to be controlled in accordance with U.S.A.S.
- 4. Every fund raising effort, including ticket sales, will require a complete accounting of the funds. This is to be accomplished by completing a "pay-in order".



## Booster/Parent Support Groups

The Delaware City Schools Board of Education recognizes the significant contributions of its booster organizations which include all board recognized building parent/teacher groups and all booster groups that participate in a cohesive environment for the betterment of student enrichment and educational goals.

The board of education also recognizes the importance of the individual group's internal controls in protecting its assets, both monetary and physical, on behalf of the students of the Delaware City School District. And it is with such forethought and concern that this Board of Education hereby implements the following policies for any and all booster organizations who wish to do business with/for, and be recognized as, a Delaware City Schools booster organization.

- A. Each organizations membership shall fairly appoint or elect no less than two (2) officers consisting of a President and a Secretary/Treasurer.
- B. The organizations Secretary/Treasurer shall record the election of all officers in official minutes of the organization and submit a list of officers' names and addresses to the Board Treasurer and Superintendent after each election.
- C. Two (2) signatures shall be required on any and all checks issued by the organization which shall consist of the President and Secretary/Treasurer.
- D. No debit and/or credit cards will be permitted for use to ensure the safety of public moneys generated for student interests.
- E. All money collected should be counted by at least two club representatives before forwarding the funds to the treasurer for deposit.
- F. Each athletic organization shall abide by Ohio High School Athletic Association rules in regards to OHSA's requirements as to the guidelines for all athletes.
- G. The Head Coach and/or building Principal shall serve as advisor for all functions and activities of each organization.
- H. A copy of each group's By-laws shall be submitted to the Board Treasurer. In addition, each group will submit its projected budget, tax identification number, and proof of insurance to the Treasurer each year.
- I. The Board shall offer the opportunity for any recognized school support organization to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act of omission of any school support group. The entity shall pay for such coverage upon written notification from the Treasurer.
- J. The Secretary/Treasurer of a recognized organization must be bonded in an amount deemed appropriate by the Treasurer of the Delaware City Schools.
- K. All Booster/PTO Organizations meeting the standards of this policy shall be recognized by the Delaware City Board of Education at the start of each school year.
- L. The booster/parent teacher organizations not recognized by the Board of Education shall not be permitted to solicit in any manner using the name of the Delaware City School District.
- M. Fundraisers involving students must be facilitated through a school district activity account utilizing the district receipt and purchasing processes.

## CAMPS/TRIPS

The procedure for Camps and Trips is:

1. Get approval for the camp from the Athletic Director and/or Principal. The board of education must approve all out of state travel.
2. All expenditures for the camp or trip must be authorized with an approved district purchase order prior to purchasing—this includes registrations.
3. Collect your funds for the camp or trip and deposit daily with the building secretary or athletic director. Make sure to keep a list of who has paid their fees and the dates paid. Turn in a copy of the list along with the money. Advisors and Coaches are responsible for the safekeeping of monies collected until turned in to the building secretary of athletic director.
4. No cash collected should be used to pay anyone helping with the camp or trip.

## FORMS

The following are copies of forms necessary so as to be in compliance with auditor's ruling.

DELAWARE CITY SCHOOL DISTRICT  
PURPOSE STATEMENT AND BUDGET

DATE \_\_\_\_\_

Activity Name \_\_\_\_\_

Activity Purpose (define concisely) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity source of income with estimated amounts in dollars:

(Planned Fund Raisers)	Beginning Balance	\$ _____
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	
d. _____	\$ _____	
	Revenue Anticipated	\$ _____
	Total Bal. and Rev.	\$ _____

Activity estimated expenditures:

a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	
d. _____	\$ _____	
e. _____	\$ _____	
	Total Est. Expend.	\$ _____
	Anticipated End Balance	\$ _____

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## SALES PROJECT POTENTIAL & REPORT

Organization \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Dates(s) of Sales Project \_\_\_\_\_

Company Name & Address \_\_\_\_\_

Representative \_\_\_\_\_ Phone #: \_\_\_\_\_

Quantity to be ordered \_\_\_\_\_ Cost per Unit \_\_\_\_\_

Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_

\_\_\_\_\_  
Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

This section to be completed when the project is completed  
Return to the Treasurer's office

		Unit Price		Total Cost
Purchases	_____ @	\$ _____		\$ _____
	_____ @	\$ _____		\$ _____
	_____ @	\$ _____		\$ _____
	_____ @	\$ _____		\$ _____
Less Returns	_____ @	\$ _____		\$ _____
Total Deposited with Treasurer				\$ _____
Quantity Unaccounted for (Explain on Reverse Side)				\$ _____

Sponsor \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_

DELAWARE CITY SCHOOLS  
248 N. WASHINGTON ST.  
DELAWARE, OHIO 43015

PAY-IN ORDER

School \_\_\_\_\_

Date \_\_\_\_\_

To The Credit of Activity Fund \_\_\_\_\_

Activity Account No. \_\_\_\_\_

Source of Income \_\_\_\_\_

Cash. . . . .	\$
Checks (List Separately)	
Total Pay-In. . . . .	\$

Approved: \_\_\_\_\_  
Advisor

ATTACH DUPLICATE COPY OF DEPOSIT SLIP WHEN MONEYS DEPOSITED BY OTHER THAN TREASURER

\_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

No. \_\_\_\_\_

Date Received: \_\_\_\_\_

Name of Payee: \_\_\_\_\_

Signed: \_\_\_\_\_  
Treasurer

DELAWARE HAYES

Date \_\_\_\_\_

Sport \_\_\_\_\_

Opponent \_\_\_\_\_

Adult ticket ending number \_\_\_\_\_

Adult ticket starting number \_\_\_\_\_

Total number of tickets sold \_\_\_\_\_

@ 2.00 = \_\_\_\_\_

Student ticket ending number \_\_\_\_\_

Student ticket starting number \_\_\_\_\_

Total number of tickets sold \_\_\_\_\_

@ 1.00 \_\_\_\_\_

Overage or shortage \_\_\_\_\_

Starting Change \_\_\_\_\_

Total turned in \_\_\_\_\_

\_\_\_\_\_  
(ticket seller)

