

Mount Pleasant Schools

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Stefanie Flynn
District Treasurer

Welcome Back! The Board of Education has appointed me Student Activities Treasurer for the 2024-25 school year. I will be handling all deposits and disbursements for the Extraclassroom Funds for WMS and WHS.

Please find attached 2024-25 Student Activity Forms.

SIGNATURES - Please complete one form per club/activity. The Student Activity Funds are meant to serve as a learning experience for students. These clubs provide the opportunity for students to learn the proper business procedures necessary to safeguard the collection, deposit, and disbursement of money. Basically, the funds are those operated by and for the students. Therefore, **it is required that each club has a Student Treasurer**. This student can be elected by the organization or assigned by the faculty advisor. The Student Treasurer will be responsible for signing all Deposit, Disbursement and Transfer Requests. It is advised that an Alternate Student Treasurer also be appointed to approve receipts and payments in the absence of the Student Treasurer. For those of you who have clubs that do not have any monetary transactions throughout the year, please let me know and I can make a note in my files.

RECEIPTS – This form must be completed and included with all funds submitted for deposit. **We must have a record of each individual check.** You can list them on this form, attach a separate list, or attach photocopies of the checks. **The form must be signed by the Student Treasurer and Faculty Advisor.** All receipts must be deposited, including fund raising, parent/student contributions, donations, etc. **Funds should never be deposited into personal bank accounts or disbursed directly from collections.** We must have an audit trail for all transactions. All receipts must be secured daily – **under no circumstances should activity money be taken home by anyone or left unsecured.** I am located in the Business Office and will be available to accept deposits at any time throughout the day. Feel free to contact me by phone or email in advance to guarantee that I will be at my desk and available to assist you.

DISBURSEMENT – This form must be completed to process a payment. **The entire form must be filled in, including all three required signatures.** Payment will not be processed if any signatures are missing. **Original receipts and/or invoices** must be attached - please no photocopies. I will issue checks upon receipt of these required documents. All checks must have the signature of the respective Building Principal in addition to my signature. Therefore, **please allow approximately one week for payment processing** in order to obtain the necessary signatures.

TRANSFER – This form is to be used to request a transfer of funds from one club to another. The Student Treasurer and Faculty Advisor of the Club contributing the funds must both sign the form, in addition to the Building Principal.

Please visit the following link to view the regulations and guidelines established by NYS for the handling of extraclassroom funds:

<http://www.p12.nysed.gov/mgtserv/accounting/docs/ExtraclassroomActivitiesJanuary2015.pdf>

These activities and clubs are very important and beneficial to our students here at Westlake Middle School and High School. We have a great responsibility to those who participate and those who contribute to these activities to provide a full and accurate accounting of all funds received and disbursed.

Please feel free to contact me any time with questions. I look forward to working with you this year.