

# Regulation

---

FISCAL MANAGEMENT

4601.2

## EXTRA-CLASSROOM ACTIVITY FUNDS

### **Process for Handling Extra Classroom Activity/Fundraising Monies**

#### **For Jr/Sr High School Club Advisors**

##### **Step 1: Secure the Funds Immediately**

- After a fundraising event, the club advisor should collect all monies raised and place them in a secure, sealed envelope or lockbox.
- Do not leave funds unattended or in an unsecured location (e.g., classroom, desk, or personal belongings).

##### **Step 2: Deliver Funds to the Business Office for Temporary Holding**

- As soon as possible, the advisor should take the sealed envelope or lockbox to the school's Business Office.
- The Business Office will provide a receipt or acknowledgment confirming that they have received the funds for safekeeping.

##### **Step 3: Schedule a Club Meeting to Count the Funds**

- The advisor should arrange a meeting with club officers and members to count the money.
- This meeting should occur as soon as feasible after the fundraiser, preferably within a few school days.

##### **Step 4: Retrieve the Funds from the Business Office**

- The club advisor, along with at least one student officer, should sign out the funds from the Business Office.
- The Business Office may require a log or receipt to be signed before releasing the funds.

##### **Step 5: Count the Funds with Club Members**

- During the club meeting, at least two club officers and the advisor should count the money together.
- The amount should be verified and recorded in the official club meeting minutes.
- All participants should sign off on the total amount collected.

## REGULATION

FISCAL MANAGEMENT

4601.2

### EXTRA-CLASSROOM ACTIVITY FUNDS

#### **Step 6: Return the Funds to the Business Office for Deposit**

- The advisor and at least one club officer should immediately take the counted and verified funds back to the Business Office.
- The Business Office will provide a deposit slip or receipt indicating the amount deposited into the club's school bank account.

#### **Step 7: Record and Retain Documentation**

- The advisor should keep copies of all receipts, deposit slips, and meeting minutes for club records.
- Ensure that all documentation is available for review by school administrators or auditors if needed.

By following these steps, the club ensures transparency, accountability, and security in handling fundraising monies.

---

---

Waterville Central School District  
Approved by Superintendent: 03/25/25