

Claremore Public Schools

**School Activity Fund
Handbook**

Board Approved 10-12-09

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GENERAL INFORMATION

The following handbook was written to help aid School Activity Fund sponsors, teachers, secretaries, and students in the proper procedures for handling School Activity Funds.

It is imperative for every person who handles School Activity Funds to read this handbook. Failure to do so may halt or slow down the process of getting requisitions approved, purchases made, bills paid, money received, etc.

Portions of this handbook are taken from the Oklahoma School Law book and the Board of Education Policy Manual and will be updated periodically.

The Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. (Title 70 Section 5-129 of the Oklahoma Statutes)

It is important to have a clear understanding of the function and purpose of each account to avoid misapplication of funds. The purpose of most accounts is generally understood by the account titles, written descriptions such as charters, etc., and by customary usage of the account.

Student achievement programs and parent-teacher associations or organizations wishing to raise money and collect revenues for the benefit of students must complete an application to be sanctioned (*approved*) by the Board of Education. The organization must comply with all state and federal laws as well as Board policies. The Board reserves the right to revoke the sanctioning of any organization if it is determined that the operation and purpose are not consistent

GENERAL INFORMATION, CONTINUED

with the policies and procedures adopted by the Board. The Attorney General has ruled that if students collect funds for parent organizations the proceeds must be deposited in the School Activity Fund. (Title 70 of the Oklahoma Statutes.)

Funds collected by adults of PTO's, Junior Achievement, and Booster Club organizations sanctioned by the Board of Education are independent of the School District. These funds may be deposited into the organization's bank account outside of the School Activity Fund.

Sanctioned organizations **may not** use the District's federal tax ID number to transact business.

Exemption of Certain Funds - Those funds which are collected by programs for student achievement and by parent-teacher associations and organizations that are sanctioned by the School District Board of Education shall be exempt from the provisions as outlined in Section 5-129 of this title. Each School District Board of Education shall adopt policies providing guidelines for the sanctioning of organizations and associations exempted or applying to be exempted pursuant to the provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association. (70-5-129.1)

RESPONSIBILITIES OF THE PRINCIPAL

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To appoint staff members to perform the duties of sponsors, who would be available at various times throughout the school day.
2. To inform the sponsor of the nature and extent of authority regarding the School Activity Fund.
3. To inform the sponsor of the practices and procedures which are acceptable and within the rules and regulations governing student body activities as a whole.
4. To select appropriate sponsors to represent all authorized student groups. The sponsor will conduct all fund raising activities. Because the Principal is the approving officer, he may not act as group sponsor.
5. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
6. To periodically evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.

RESPONSIBILITIES OF THE PRINCIPAL, CONTINUED

7. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
8. To report to the Superintendent or Director of Finance cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.

RESPONSIBILITIES OF SPONSORS

Sponsors for any group, club, or student organization are responsible for the following duties depending on the nature of the organization:

1. Work closely with the group and give supervision and guidance to student officers exerting leadership and counsel where required.
2. Organize and conduct student projects and ascertain that all receipts are properly accounted for and deposited with the school secretary. A Sponsor Receipt form must be filled out, signed and dated by the sponsor, and given to the school secretary. Ensure that records maintained by students are compared with those of the school secretary or activity fund custodian at the Central Office on a regular basis.
3. Plan in advance. Determine purchasing needs and present requisitions to principal in time to obtain approval prior to the actual purchase. Many emergency requisitions and violations of proper purchasing procedures can be avoided by this process. Furthermore, sponsors should bear in mind that when they make purchases prior to proper approval and issuance of a purchase order, they do so at their own financial risk!
4. Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the invoice signifies that the claim is approved for payment.

RESPONSIBILITIES OF SPONSORS, CONTINUED

5. Submit all fundraiser requests for the new school year to the District Activity Fund Custodian or Director of Finance prior to the deadline for such request. (Deadlines will be announced by the building principal).
6. Sponsors are responsible for shipping/handling costs. Ensure that funds are available to cover them. Estimate charges at 15% of your total purchase, if actual charges are unknown. Note on the requisition if shipping/handling is free.
7. You are responsible for transportation costs associated with usage of school vehicles for field trips. Make sure enough money is in the account to cover the costs.

RESPONSIBILITIES OF THE SCHOOL SECRETARY

1. It is the duty of the school secretary to exercise all responsibilities and maintain accurate and up-to-date records for School Activity Fund sub-accounts under their control.
2. Make sure that no sub-account (project number) operates in an unapproved deficit balance.
3. Verify all cash/checks presented to you for deposit at the time you receive them. Sign a copy of the Sponsor Receipt form and give it to the sponsor.
4. Make daily deposits to the bank and submit documentation to the District Activity Fund Custodian each day.
5. Be prepared for an impromptu audit.
6. Notify the Director of Finance of discrepancies, noncompliance, and/or minimal record keeping. The Director will report the non-compliance to the Principal for corrective action.

RESPONSIBILITIES OF THE DISTRICT ACTIVITY FUND CUSTODIAN

1. The District Activity Fund Custodian is responsible for maintaining an accurate account of each sub-account (project number) within the district.
2. Posts all deposits to proper sub-accounts.
3. Issues all disbursements; ensures that sub-accounts do not have an unapproved deficit balance; notifies the school secretary or sponsor when funds are not sufficient; has proper documentation attached; insures two signatures are attained on the check.
4. Reconciles bank statements each month.
5. Issues a monthly financial report to the Board of Education and submits a monthly “Custodians Activity Analysis” to school secretaries.
6. Prepares all activity fund records/reports and presents them to the school district auditor.
7. Available to assist school secretaries at all times.
8. Collects non-sufficient funds.

PROCEDURES FOR FUND RAISERS

All fundraisers must be approved prior to the actual fundraiser by the Board of Education during a regularly scheduled board meeting.

You will be notified by your building principal when to submit fundraiser requests for approval. A date will be set at the end of the current fiscal year to submit your fundraiser requests for the new fiscal year. Afterward, only new sponsors may submit additional fundraiser requests for the current fiscal year. Changes to fundraisers scheduled during 2nd semester may be submitted in December of each year for approval.

After the Board has met, you will receive a copy of the request indicating whether it was approved or disapproved.

The following guidelines for fundraisers shall be followed; any alterations may cause your fundraiser to become invalid.

To submit a fundraiser request, secure the proper document from the school secretary and follow the guidelines below.

Using the proper procedures in filling out the request form will expedite the approval of the request.

1. Incomplete or incorrect request forms will be returned to the sponsor to be properly filled out.
2. The source of revenue for the fundraiser shall be stated, along with expenditures associated with the fundraiser, e.g., Source of Revenue is candy sales and Expenditures is field trip expenses, supplies, materials, equipment, etc.

PROCEDURES FOR FUND RAISERS, CONTINUED

3. The fundraiser shall be held on the date or dates requested on the form. If the fundraiser cannot be on the dates requested, please notify the Central Office in writing within five (5) days prior to the dates on the original request. Also list any alternate dates and the Central Office will notify you in writing whether approved or disapproved. Finally, if the fundraiser goes beyond the dates submitted, the Central Office must be notified in writing when the last day the fundraiser will occur.
4. A requisition shall be submitted and approved by the Principal and a Purchase Order issued before you order the items for the fundraiser.
5. All revenue received from the fundraiser must be identified on the receipt. All revenue must be received by the Central Office within two weeks after the last date of the fundraiser. If this is not possible, the Central Office must be notified immediately after the fundraiser, and given a date when all revenue will be collected.
6. If two (2) or more fundraisers are in progress for the same organization at one time, they must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.

PROCEDURES FOR FUND RAISERS, CONTINUED

7. If the revenue from the fundraiser is not going to be used for its purpose in the fiscal year it was raised, the Central Office must be notified in writing to determine if this will be permissible. A Central Office administrator will approve or disapprove the transaction and you will be notified in writing within five (5) days.

PROCEDURES FOR PURCHASING

1. Before making any purchase, a request form must be properly completed. This includes quantity, item name, item number, description, and cost. When requests are submitted for entry fees, the dates and proper information must be submitted. If the request form is not properly filled out, it will be returned to the sponsor.
2. All purchases made from School Activity Funds must be for the benefit of the students, e.g., entry fees for contest, field trips, etc. However, certain items not directly benefiting the students can be purchased if a fundraiser was held for that specific purpose.
3. The invoiced costs of the purchase order cannot exceed the estimated costs by more than twenty-five percent (25%).
4. Each request is to be used only for the purpose intended. Any additional purchases will require approval by the Principal.
5. Present all requests to the building secretary for Oklahoma Cost Accounting System (OCAS) coding. Upon approval by the Principal, the requisition will have a purchase order number assigned and be sent to the sponsor or authorized person for placing the order with the vendor. Please provide the purchase order number to the vendor when placing the order.

PROCEDURES FOR PURCHASING, CONTINUED

6. All signed invoices and supporting documents must be sent to the school secretary for documentation and forwarding to the District Activity Fund Custodian for payment. All invoices should be original and signed by the employee. Statements do not constitute adequate support. Please inspect all items purchased for proper quantities and quality.
7. Do not hold invoices. Vendors must be paid in a timely manner. This also eliminates the possibility of invoices being lost.
8. Properly signed invoices received by the District Activity Fund Custodian by 12:00 p.m. on Monday will to be processed for payment that week.
9. The purchase order will be closed upon receipt of an invoice for product(s). Other purchases will not be permitted on the purchase order.
10. Under no circumstances should any expenditure be made from collections or cash on hand! This is in direct violation of state law and is expressly forbidden.

IMPORTANT

**IF AN ORDER IS PLACED PRIOR TO APPROVAL,
YOU DO SO AT YOUR OWN FINANCIAL RISK!
REMEMBER YOU WILL BE RESPONSIBLE FOR
PAYMENT OF THE ORDER.**

SPONSOR PROCEDURES FOR RECEIPTING MONEY

1. A receipt shall be issued for all daily collections. Receipt books will be issued in triplicate, with one (1) copy distributed to the individual, one (1) copy shall remain in receipt book and the final copy will be turned into the school secretary with supporting collections.
2. Sponsors will fill out a Sponsor Receipt form and take it, along with all his/her receipts and collections, to the school secretary.
3. A current phone number and address must be on all checks. Write the sub-account (project number) and site number on the top, left-hand side of the check.

SCHOOL SECRETARY PROCEDURES FOR RECEIPTING MONEY

1. The school secretary will count all revenue received from each sub-account (project number) sponsor, make sure the sub-account receipts balance with the collections, and give a signed copy of the Sponsor Receipt to the sponsor.
2. All receipts sent to the District Activity Fund Custodian must show the project number, source, program, and site according to Oklahoma Cost Accounting System (OCAS) coding [*see Activity Fund Deposit Transmittal form*].
3. All deposit slips and receipts must clearly define the revenue source (fundraiser: t-shirts, candy bar sales). If an organization has more than one fundraiser at a time, the revenue must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
4. A current phone number and address must be on all checks. Write the sub-account number and site number in the top, left-hand side of the check
5. The school secretary will deposit funds into the bank. The bank deposit slip and all supporting documentation will be sent to the District Activity Fund Custodian for receipting on the school district's software program.
6. The District Activity Fund Custodian will send a receipt to the school secretary and the sponsor.

SCHOOL SECRETARY PROCEDURES FOR RECEIPTING MONEY, CONTINUED

Currency

\$ 1.00. \$ 25.00
\$ 5.00. \$100.00
\$ 10.00. \$250.00
\$ 20.00. \$500.00
\$100.00. \$500.00

Coins

Pennies. \$ 0.50
Nickels. \$ 2.00
Dimes. \$ 5.00
Quarters. \$10.00
Halves. \$10.00
Gold Dollar. . \$25.00

IMPORTANT POINTS TO REMEMBER

SPONSOR

Funds are to be spent for the purpose that the account was established. The Claremore Board of Education exercises control over all funds, regardless if they are School Activity or General Fund.

Deposit all funds on a daily basis.

Document all transactions in all accounts on a daily basis. Provide an accurate and complete audit trail.

Do not make payments of any type from available cash. Payments for goods or services are to be made by check only.

Do not make purchases without a purchase order.

Estimate shipping/handling charge at 15% of your total purchase, if actual charges are unknown. Note on the requisition if shipping/handling is free.

After services and goods have been received and are in good order, sign and send all packing slips/invoices to the Central Office for payment. Do not use statements in place of invoices. Invoices are required before payment can be made.

Do not make purchases in excess of the approved amounts without approval from the Principal. The invoiced costs of the purchase order cannot exceed the estimated costs by more than twenty-five percent (25%).

IMPORTANT POINTS TO REMEMBER

SPONSOR, CONTINUED

You are responsible for transportation costs associated with usage of school vehicles for field trips. Make sure enough money is in the account to cover the costs.

If money is not collected on returned checks, the amount will be deducted from the activity account.

IMPORTANT POINTS TO REMEMBER

SCHOOL SECRETARIES

Deposit all funds on a daily basis. Submit deposit slip along with supporting documentation to the District Activity Fund Custodian on a daily basis.

Document all transactions in all accounts on a daily basis. Provide an accurate and complete audit trail.

Keep accurate records of School Activity Fund sub-accounts and balance with the District Activity Fund Custodian at the end of each month.

When money is collected on a returned check, deposit on a separate deposit slip, noting “redeposit” on the slip. Send the bank deposit slip and documentation to the District Activity Fund Custodian.

SCHOOL ACTIVITY FUND PROJECT CODES 2009-2010

PROJECT #	DESCRIPTION	PROJECT #	DESCRIPTION
	<i>*NA = Not Assigned</i>		
801	N/A *	839	OUTDOOR CLASSROOM
802	N/A	840	N/A
803	ART	841	N/A
804	ATHLETICS	842	MATH CLUB
805	METRO ATHLETIC ASSN	843	BAND
806	BEGINNING CHANGE	844	N/A
807	N/A	845	VOCAL MUSIC
808	CHEERLEADERS	846	N/A
809	N/A	847	NATIONAL HONOR SOCIETY
810	FRESHMEN ACCOUNT	848	N/A
811	SOPHOMORE ACCOUNT	849	N/A
812	JUNIOR ACCOUNT	850	N/A
813	SENIOR ACCOUNT	851	COLOR GUARD
814	BASEBALL	852	VENDING
815	BOYS BASKETBALL	853	N/A
816	FOOTBALL	854	SADD
817	BOYS GOLF	855	N/A
818	SOFTBALL	856	BIOMEDICAL
819	BOYS TENNIS	857	SCIENCE (MASH)
820	INTERNATIONAL CLUB	858	THEATRE
821	BOYS TRACK	859	STUDENT COUNCIL
822	GIRLS TRACK	860	FORENSICS
823	WRESTLING COMPUTER	861	CARPENTRY CLAS
824	PROGRAMMING	862	SCHOOL NEWSPAPER
825	CHEMISTRY	863	N/A
826	LITERACY	864	MUSICAL PRODUCTIONS
827	CHARITY FELLOWSHIP OF	865	N/A
828	CHRISTIAN ATHLETES	866	FCCLA
829	FFA	867	N/A
830	N/A	868	GIRLS BASKETBALL
831	FRENCH CLUB	869	COUNSELORS
832	GERMAN CLUB	870	GRADUATES
833	SPANISH CLUB MISCELLANEOUS	871	9 TH GR. GIRLS BASKETBALL JUNIOR HIGH
834	ACTIVITY	872	FOOTBALL/WRESTLING
835	N/A	873	GIRLS GOLF
836	INTEREST ACCOUNT	874	N/A
837	N/A	875	BOYS SOCCER
838	LIBRARY	876	ZEBRA CARD

SCHOOL ACTIVITY FUND PROJECT CODES 2009-2010

PROJECT #	DESCRIPTION	PROJECT #	DESCRIPTION
	<i>* NA = Not Assigned</i>		
877	PTO	913	N/A *
878	PRINCIPAL'S ACCOUNT	914	N/A
879	TEACHERS ACCOUNT	915	N/A
880	GIRLS TENNIS		
881	AP EXAMS		
882	YOUNG DEMOCRATS CLUB		
883	N/A		
884	N/A		
	YOUNG REPUBLICANS		
885	CLUB		
886	PSYCHOLOGY		
887	N/A		
888	FFA BOOSTER CLUB		
889	N/A		
890	GYMNASTICS		
891	GRANTS		
	PERFORMING ARTS		
892	CENTER		
893	N/A		
894	N/A		
895	PROJECT CEEP		
896	N/A		
897	N/A		
898	CLEARING ACCOUNT		
899	NATIVE AMERICA CLUB		
900	YEARBOOK		
901	N/A		
902	ACADEMIC TEAM		
903	GIRLS SOCCER		
904	VOLLEYBALL		
905	DANCE TEAM		
906	NJROTC – STUDENTS		
907	NJROTC – SPECIAL		
908	CHS ROCKET TEAM		
909	FEMALE FITNESS CLUB		
910	TECH EDUC STUDENT ASSN		
911	CHESS CLUB		
912	N/A		

SCHOOL ACTIVITY FUND PROGRAM CODES 2009-2010

PROGRAM CODE DESCRIPTION – ATHLETIC PROGRAMS - COMPETITIVE

** NA = Not Assigned*

800	ATHLETIC PROGRAMS – COMPETITIVE
801	FOOTBALL
802	BASKETBALL (BOYS)
803	BASKETBALL (GIRLS)
804	N/A *
805	BASEBALL (BOYS)
806	SOFTBALL (GIRLS)
807	WRESTLING
808	TENNIS (BOYS)
809	TENNIS (GIRLS)
810	N/A
811	TRACK (BOYS)
812	TRACK (GIRLS)
813	GOLF
814	N/A
815	SOCCER
816	VOLLEYBALL
817	N/A
818	STATE PLAYOFFS
819	ALL SPORTS
820	CHEERLEADERS

PROGRAM CODE DESCRIPTION – NON-ATHLETIC PROGRAMS

900	NON-ATHLETIC PROGRAMS
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SCHOOL FINANCE TECHNICAL ASSISTANCE DOCUMENT

TECHNICAL ASSISTANCE: The following is the Activity Fund section of the **School Finance Technical Assistance Document** issued by the State Department of Education. Please read this information to insure that you are aware of state statutes and regulations that govern activity fund operations.

ACTIVITY FUNDS

Oklahoma Administrative Code 210:25-5-13 School Activity Fund (also see Title 70)

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise: **“School activities”** means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program. Extracurricular activities means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; conducted outside school hours, or a time agreed by the participants if partly during school hours and approved by school authorities; their content of activities is determined primarily by the pupil participants.

The board of education of each district shall exercise control over the School Activity fund. Board approval of the School Activity Fund and Sub-Accounts shall be specific. However, the language for approval for the various methods for raising funds and the purposes for which they are to be expended can be of a general nature. The board may delegate authority, through a board policy, to school administrators to provide specific fund raising activities during the year to be approved by the board at the next regular board meeting.

The board of education of each district may appoint a School Activity Fund Custodian for each operational site, within the district. If a school elects to have operational site, each School Activity Fund Custodian shall be bonded for no less than \$1,000.

Disbursements from the School Activity Fund, shall be by check, countersigned by the School Activity Fund Custodian and some other person or persons designated by the board of education.

Deposits to or transfers from any account may be authorized by the board of education except School Lunch, Refund, and Petty Cash Accounts. Provided that reimbursement to the General Fund may be made from the School Lunch Account for food service expenditures paid from the General Fund. Such reimbursement should be properly documented and based solely on actual General Fund Expenditures.

The school Activity Fund Custodian shall not use funds in one account for another purpose unless a transfer is granted as provided by law.

Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

A prenumbered receipt shall be obtained when a check is drawn against the Petty Cash Account, and all such prenumbered receipts shall be accounted for at the end of a fiscal year. If a prenumbered receipt is spoiled it should be marked "void" and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked "void" if one is being used.

A separate bank account may be established for School Lunch or other programs, but it shall be accounted for by the Activity Fund Custodian in charge and disbursements made as provided by law.

A general or miscellaneous account may be established within the Activity Fund to which all unobligated or uncommitted monies may be transferred. (This does not include Petty Cash, Refund, or School Lunch Accounts where contrary to Federal regulations.)

Purchases from the School Activity Fund shall not be paid for unless invoices or delivery tickets are furnished.

Receipts for collections shall be given by the School Activity Fund Custodian. Prenumbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gate keeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected.

Reconciliation documents should be filed in date order as part of the documentation for the School Activity Fund.

Standard forms are not prescribed. Many good forms are now in use, and each board of education shall determine if its forms meet the legal requirements.

School districts shall report all School Activity Fund financial transactions using the Oklahoma Cost Accounting System.

Specific procedures for the School Activity Fund are as follows:

- Prenumbered School Activity Fund receipts shall be issued for every Sub-Account for each fiscal year.
- The secretary-treasurer of each organization or Sub-Account shall issue receipts and keep records of credits, debits and balances.
- The books of each account must reconcile the records of the School Activity Fund.
- Requisition or purchase request is presented to the School Activity Fund custodian or their designee.
- Purchase order is then approved by purchasing agent and the order is placed with the vendor.
- Checks will be issued only when invoice or supporting document and merchandise have been received.
- All checks will be issued by the School Activity Fund custodian and countersigned. No check will be issued in excess of Sub-Account balance.
- Record of all bad checks shall be kept and charged to proper Sub-Account (project number).
- Each school Activity Fund Sub-Account (project number) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
- The School Activity Fund custodian shall furnish a report to superintendent and board of education monthly. This report should show previous balance in

each Sub-Account and total School Activity Fund balance. The Activity Fund Custodian shall reconcile the bank statement when received. This information will be included in the monthly report to the superintendent and board of education.

- Every teacher in the school system should be informed that all money received is to be turned in to the School Activity Fund custodian.
- The petty cash account is the only one Student Activity Sub-Account that can be reimbursed from the general fund.
- A general fund refund Sub-Account within the School Activity Fund may be established by board resolution.

[Source: Amended at 14 Ok Reg 3347, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2293, eff 6-11-98; Amended at 17 Ok Reg 2248, eff 5-9-00 (emergency); Amended at 18 Ok Reg 3012, eff 7-12-01]

Activity Fund Deposit Transmittal

Site _____ Date _____

Deposit # _____

Checks _____

Currency _____

Silver \$ _____

Total _____

Sub Account Codes				Amount	Receipt Numbers
Source	Project	Prg	Site		

Total Deposit _____

Signature _____

CLAREMORE HIGH SCHOOL SPONSOR RECEIPT		DATE	
RECEIVED FROM			
ACCOUNT NAME		ACCOUNT NO.	
FOR		FUNDRAISER NO.	
CASH ACCOUNT		CHECKS LIST SEPARATELY	
	\$100		
	50		
	20		
	10		
	5		
	2		
	1		
TOTAL \$			
COINS			
	1.00		
	.50		
	.25		
	.10		
	.05		
	.01		
TOTAL COINS \$		TOTAL CHECKS \$	
TOTAL COINS \$		TOTAL RECEIVED \$	
RECEIVED BY			

