

ACTIVITY

ND

MANUAL

ACTIVITY FUNDS RESPONSIBILITY CHECKLIST

7KH UHVS RQVLELIXQWVIRQYDFOWHYDWSRQFURHUWDLUQDSQFLQFLSDOV

These items will need to be in a folder/notebook for auditing

Club Sponsor –Items kept in folder

Due by October 1 - Annually

/LVW RI 2IILFHUV IRUP
6LJQ DQG UHWXUQ 5HVS RQVLELQW\ \$IILGDYLW
6LJQ DQG UHWXUQ &DVK +DQGOLQJ 5HVS RQVLELQW\)R

Daily

&RXQW DQG 'HSRVLW IXQGV FROOHFWHG GDLO\
'HSRVLW IRUPV WQEXRDFDRQ UPRHFNWZYR&FKHFHLSW

Due Monthly

ORQWKO\ UHFRQEQDQGLDFWURHSDWK PRQWK
'HWDLO PLQXWHV IURP HDFK PHHWLQJ

As Needed

)XQGUDLVHU IRUPV ZLWK WKH 3URILW /RVV 5HSRUW FRP
%\ ODZV ± XSGDWRUHYQXDOODUZWK QHZ VSRQVRU

127 (

***Clubs which do not elect officers and/or hold regular activities for two consecutive school years will be considered inactive and any balance should be transferred to the principal's activity account*

CAMPUS ACTIVITY VS STUDENT ACTIVITY
PURPOSE OF ACTIVITY FUNDS

GENERAL INFORMATION

Alcoholic Beverages

7KH SXUFKDVH RI JHO\F RIKV IO LVFF E RI ROE UBXURKV ELLWVHG U L F W

Audit of Activity Funds

\$FWLYLW\)XQGV DUH VXEMHFW WR IDLE HDXG QWD G G MWKIHR Q L VDW
SHUIRUPHG ZKHQHYHU WKHUH LV VHF KIDIVJHU L Q SKUH G FULLSDFQ S
LQ ZULWLQJ D VSW RIDDVQ RQ GRUWHLYHQ W ZDUUDQWV LW

Awards

\$W FHUWDLQ WLPHV GXULQJ WKH UHFZDURG D HDW XIGM QV \ REUH JQ
IRU WKHLU DFKLHYHPHQWV KRQRKHUSRULOQ FS S D CH RW DD WFKHRQ
FDXWLRQ ZKHQ UHZDUGLQJ VWXGHQWV F LB W HDG ZLFWKL YLWV S
FRPSOLDQFH ZLWKJ S QDUWL RQW D S D W H F Q S I V G UDLVLQJ DFW
DZDUGHG D PD LPXP RI IRU WRS VDOHV

Benevolence/Sunshine Funds

6RFLDO IXQGV DUH J G H L U C H G D VR U O G E Q W F K R X V H S H V R B B Q H O
DQG H[SHQGHG DW WKH VFKRRO J K R G L S L F W D I O L L V R Q F R S O G R O H S O H
SXUSRVH IRU WKH W K H R O F K E R R O H S L V D I R B Q R X W O R M K D X Q Q V E I H Q S I X Q G

Benevolence Using Campus/Principal's Funds

7KHUH DUH VSHFLILF FULWHULD WKDW HP XXQGEH D G K Q E I H S D O
GLVFUHWLRQ XVH SX Q G S V L Q R E S V D I O H F D M F R X R Z H W R L S X W K H H Y
HPSOR\HH J V RU FDP SX *As no time should be devoted to any fund for this purpose.*
6SHFLILF UHTXLUHPHQWV DUH OLVWHG EHORZ
0XVW EH GHDWK RI D FDP SXV HPSOR\HH RU FDP SXV VV
0XVW EH OLPLWHG R Z H S X U S I O D Q W V R F S I U R H W K E B Q V R P L V D
VLEOLQJV SDUHQW M VR R U R D Q H R W K H O S D S L X G S R X W H R M K D R O F O
3XUFKDVH VKRXOG EH OLPLWHG WR

([SHQVHV H[SOLFLWO\ SURKLELWHG DUH WKH IROORZLQJ
&DVK RU *LIW &DUGV
)RRG
&RQWULEXWLRQV WR R R U R J I D I O L R J D M U L R Q S P E R O F L F H D V Q \ & B Q F

Cafeteria Deposits

2Q D GDLO\ EDVLV WKH FDIHWHQ E E U P R R C P D G H I S R Z L I O V W B L V Q K H W
7KLV GHSRVLW P X W W E B E N L Q D D J G E S R R V G H E U W R H E M H D F U F H S D U \ T
EH VWRUHG LQ WKH YDXOW IRU W K H N D H U P S R L Q H J G X R D M L G R X W L M U

Cash Loss

Raffles

6FKRRO GLVWULFWV DUH QRW DOORZHUED OVR SEQQBQFV UDIH
LQGHSHQGHQW VFKRRO TDWILLHFGOWRDUHROBVKRSDJXQDUEWIOH
FRQVLGHUHG JDPEOLQJ XQGHU WKH FIDRWU 3HQDO &RGH ± &C
5.5.6.2 Raffles/Drawings 6HH LQIRUPDW LRQI QHV DRU B QW D K H Q \$ W WRUQH \ * I
ZHEVLWH 6FKRRO GLVWULFWV \$DUWR QRW \ TXDOLILH D BGS B Q D Q H B
WKDW LQGHSHQGHQW VFKRRO GLVWULFWV UDUHQRW TXDOLILH

Receipt Books

2QO\ XVH GLVWULFW LVVXHG UHFHLSW ERRNV
\$OO UHFHLSW ERRNV PXVW EH FOHDW IOXLPDUQDIBGHZLWK FDP
%RRNV DUH QRWRXWRVEBHXWRHGDIBLJDWLRQV

Retention of Records

\$OO UHFRUGV V KIRIXQNG DEHG NLGS WR RXGU RU GLMH I RHD D VS B Q G DYDI
DQ\ *Writed in FASRG, Site Based, 5.5.4.15)*

Retirement Gifts Using Campus/Principal's Funds

\$OO HPSOR\HHV UHWWLWILQW FDR PUWURHW M HU B Q LDUSPUHRSW JLIW I
QRW WR H[FHHG LQ FRVW 7DRQEHPIS O R J HEHOPIX X Q GEIHUJ MQK LGV

Scholarships

,I D FOXE ZLVKHV WR GRQDWH D SARKUWVRQRFDWKKLS HQQGLQ
VSRQVRUV RI WKH RUJDQLJDWLRQ HPXSWQVXLSBLOW ZKMLUXQGHV
WUDQVIHUUHG SVBFWRNQWKBFRUPPHWVHHUVRZLIDG XHOND OXDWH
DSSOLFDQWV DQG ZLOO PDNH D UHF B PPHRXGDWMLRQ RI UHFLS

Scholarships checks cannot be made out to individuals, only to the attending college. This can be done with the help of our Education Foundation Department

School Store

\$Q DFFXUDWH LQYHQWRU\ RI VFKRRO DWWBDB WLSHOLHVKPLXV
UHIOHFW WKRVHYLWQHWR ZLQGLKYDGDJLVWXUB JRRGZLO

DISBURSEMENT OF FUNDS

*HQHUDO 3URFHGXUHV

D \$ FODVV RU FOXE DJHQF\ DFFRXQW LV D WUXVW DFFRX

G 0DLQWDLQ SURSHU GRFXPHQWDWLRQ

7KH FRPSOHWHG ([SHQGLWXUH 5HTXHHVQW DRVLR QD QIGD
LQ QXPHULFDO RUGHU DEWE R QW KIXXU QGU H HUFRIUHGVH QREH

\$GYDQFH 3D\PHQWV

D 6WXGHQW WUDYHO

2XW RI WRZQ WUDYHO & OXEV RUWRW KHO W\W SXHQHW
IXQG HG IURP WKHLU UD F\W WXGLHQ VD HF BX QWHV

6SRQVRU 7HDFKHU VUDYHO SR QV SHQRV SIDG K MUKH IZUK R
VWXGHQWV RQ D WULS PD\ EH SDLG IURP WKH RUJD

&KDSHURQH 7UDYHO 7KH 'LVWULFWO GR&KD QIRWR QDV
SD\ WKHLU RZQ WUDYHO DQG XQGHURXW W\W H\WDP HSHD
DGPLQLVWUDWLYH JXLGHOLQH V

L \$Q DSSURYHG 7UDYHO O9 B X BK' H H PD QG D HMK D G O D G G B M
WR D YRXFKHU

LL \$FFRXQWV 3D\DEOH ZLOO JHQHUDWH D FKHFN LQ WK

LLL 8SRQ FRPSOHWLRQ RI WKH WULS LGH DFKHL YLQD Q FLKHC
VHFUHWDU\ DOO VPKH W D SVLRQWIRQY RUKH M [SHQVHLS WLV
DQG UHWXUQ DQ\ XQXVHG SRUWLRQ RI WKH DGYDQF

LY 7KH ILQDQFLDO HULFU WUDYHO LVL O R X H E W DQG IRUZD
DFFRXQWV SD\DEOH

Y 7KH VHWWOHPHQW RI DOO DFWLYLQV\ O D QGH D GWK D Q Q F M
W FRPSOHWLRQ RI WKH WULS RU WKLF KW W K P L R D Q H L R Z
DGYDQFHG H\V H G S W P Q G F D Q X V X D O \$ W L Q F L S S D V L R Q D O
VHWWOHPHQW LVL W R W R F R K H S O G D U R G , S W K H V V W K R R G X D
UHVS R Q V L E L O L W D Q G I M Q B C S F L I D Q F W S H S O H R V S E U \ D V F R R X Q W
GRFXPHQWDWLRQ IRU DOO DGYDQFHV

**TEACHER/SPONSOR
CASH HANDLING RESPONSIBILITIES**

, KHUHE\ DFNQRZOHGJH WKDW , KDYSR Q M D E G O D I Q I R U D F R P Z S Q U H
SURFHGXUHVDU, Q ~~S D N Q R Z O H G J H~~ WKDW

6 D P S O H & O X E & R Q V W L W X W L R Q

1 H Z D Q G H P H U J L Q B D Q W X V G H I O M K L F O N E D S P L S Q J H D Z K R I Q V G H L Y H O W R L R Q

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility ± 0DQDJPHQW REHV KHW W E EL QKDD QW F XWLYH
UHVSRQVLEOH VERH WKKL S QWRL X BKRFHG WKHVH E\ODZV

Section B: Membership ± 7KLV FRPPLWWHH VKDOO FRQWLVVW HRJ, W X GR
IDFXOW\ DGYLVRU

Section C: Meetings ± 7KLV FRPPLWWHH DV KD B Q FPH HM W L W N Q R U M J K H B O
RUJDQLJH DV B USH D QWLYLWLHV

ARTICLE VII: ADVISOR

Section A: Selection ± WKHUH VKDOO DGY LDV R D F X K R V W K H D D F K E H D U H O H F W K
PHPEHUVKLS

Section B: Duties ± 7KH UHVSRQVLE X O W W L D G Y R V R U K M K I D O O E H W R

0DLQWDLQ DQ D B W H Q H W V H R I D Q K H S U R J K H D F W X G S R Q W R F O X E
0HHW RQ D UHJXODU EDVLV ZLW G W K F X O H X S F R J P R Q W R H H W L X G I V
JRDOV DQG SUREOHPV RI WKH FOXE
\$WWHQG UHJXODUHPH R D L Q J P H H W H R X I N G D X O R I D W H Q R Z V V
\$VVLVW LQ WKH RULHQWDWLRQ RI QHZ RIILFHUV
([SODLQ DQG FODULI\ FDPSSXV SROW K H D F O G E S U R F H G X U H V W K D W
0DLQWDLQ FRQWDFW ZLWK WKH 6WXGHQW /LIH 2IILFH
3URYLGH GLUHFWRU LQ WKH DUHD R D F S L D L O L D O B R O W J U A R S S U R F K
DQG SURJUDP SODQQLQJ
\$VVLVW WKH FOXE WUHDVXUHU L Q J P R O W W R L W L Q H V H [S O G F R W S B H
PDLQWDLQ DQ DFFXUDWH DQG XS WR GDWH DFFRXQW OHGJHU
, QIRUP FOXE PHPEHUV R U R I W K B W H F R O H V W H W X W L R X Q R D F F W K S W S D E U W
PHPEHUV DQG WKH SRVVLEOH FRQVHTXH Q F H R I V D L G E H K D Y L

ARTICLE VIII: COMMITTEES

Section A: Program Committee ± \$ SURJUDP FRPPLWWKHHH9 E R F S R U M H G L U H R O W
DQG IRXU RWKHU B S R E Q W B O K E Y O K E H W D E H I R Q G R I V S U L Q J V H
VKDOO EH WROSD S O R W W K D I P R R I H W B H FOXE

Section B: Other committees ± >/LVW RWKHU FRPPLWWHHV J H B R B Q H F W R \
PHPEHUVKLS SURIHVVLQRDO UHODWLRQV VRFLDO HWF @

Section C: Special Committees ± 7KH 3UHVLGH Q D X W K B R O Q W K D W R D S F R F L Q W V
ZLWK WKH DSSURWLDYH R R W K L W (W H H F X D U R Q H W G P G H W B R Q G L P H

ARTICLE IX: AMENDMENTS

Section A: Selection ± WKHVH E\ODZV PDZ R H W B E H Q G H G R E W P D R M R W K W \ F Y
PHPEHUVKLS

Section B: Notice ± \$ O O P H P E H F U M Y K D O G Y B Q F W K Q R S W R S H P V I Q V D P W O H D
GD\ V E H I R U H W K H P H H W L Q J > 7 K H Z L Q R J H P P I D W E Q J H Q W H Q G H G W

RECONCILIATION SHEET

RECEIPT OF CASH

7HDFKHU 6SRQVRU 'HSRVLW

- o \$ WHDFKHU VSRQVRU VKRXOG EUUJW DUKH^gSRUBRD LW WR W
- o 0RQH\ WXUQHG LQ IRU GHSRVLW VSRQVRU G 6HJ ZIDW DELH HFR X/Q
FDVK ZLWKRXW YHULI\LQJ WKH DPRXU W XLQQ ILQRQLQ RMKW
WHDFKHU VSRQVRU WXUQLQJ LQ PRQH\RLVD QRLWKIDYDDO HDB
PRQH\ ZLWK WKH VHFUHWDU\
o 2QH RI WKH IROORZLQJ IRUPV PXVW DFFRPSDQ\ D GHSRVL
D 0LVF &DVK &ROOHFWLRQV)RUP
7XUQ LQ GHSRVLW RUPQGRWKKM ILSDDUW IDO VHFUHWDU\
E 7DEXODWLRQ RI 0RQLHV &ROOHFWHG)RUP
7XUQ LQ GHSRVLW RUPQGRWKKM ILSDDUW IDO VHFUHWDU\
F &DVK 5HFHLSW *Use this file as a receipt book only*
7XUQ LQ WKH GHSRVLW WKH \HONRDZQ GHWKL\$W \$B\$WH
o .I PRQH\ LV FRXQW WKH PSPUHG LQVHODRMIHQ KH WIDDQ WIKH RQ
WKH \ANDOR KH SLQN FRS\ RI WKMXDQRHGH WRUWKUHLV P B SK E
o .I WKH PRQH\ XQW HG LPPHGLDDVHONHFWKWD BQQD OFR \$QBW
IRUP DQG UHWXUQ LW WR WKH WQH DRIQHUV VSRQVRUWKUH ZVKLSV
FRS\ RI WKH IRUP ZIDVOKGKQ DRQHHQY MORSH EDJ Lp0`dA p

ACCEPTING PAYMENTS

3DUHQWV VKRXOG EH DGYLVHG UHJXO DQDLOF\ WRUH I(XQ,6U D\KVHFUV
FOXE IXQFWLRQV 0XV FKWDFH F\$FFMS\RIDMFO P L&KQ F N L

- 1DPH DQG DGGUHV V PXVW SUH SULQWHG
- 'ULYHU V /LFHQVH QXPEHU
- 3KRQH QXPEHU
- 6WXGHQW V QDPH
- 2UJDQLJDWLRQ EDQG FKRLU «

DO NOT ACCEPT TEMPORARY CHECKS

NSF CHECK

(06 ,6' DQG 3D\WHN KDYH HQWHUHG LQ\WRV WLOF W \$ V HLQPVXQ WL
3D\WHN LV D FKHFN UHFRYHU\ FRP B D Q X PWHUDWDH FRX QWR QV
3D\WHN V 16) IHH LV SHU FKHFN

3D\WHN DJUHHV WR DWWHPSW FROGDFWILLRQ P\KH HGD\XHQHDK
LQ 3D\WHN V RIILFH ,I 3D\WHN DWXHQDEGDWR LFR QD D QWS
SURVHFXWLRQ E\ P D W E U Q J Z K H I Q W L R H X M G D G H Q R O W D L Q J L Q J U H T
ZKHQ SRVVLEOH G N O W R H U L V Q K R S D L R L H Z R L R U S U R V H F X W

7KH FD ~~Not~~ FROOHFW IRU UHWXUQH G FKHFN V HD V Q D I G L Y H B
IRUZDUGHG WR WKH FROOHFW FRQVXV FRQVXV FRQVXV FRQVXV FRQVXV FRQVXV FRQVXV

3D\WHN GHFDV VWDWLQJ WKH UH V R D Q FRK H P X N W H E H D Q R F D
ORFDWLRQV

NON-PAYMENT

&DPSXVHV PD\ EH DVNHG WR DVVLVW LIGL QW K X S B D O V H G F W G R
QXPEHUV ZKHQ QHHV K R Q O G X H H V G L L R H Q P W L H G J W H S D U K W P S F Q V X
,I SD\PHQWV DUH QRW PDGH WR 3 D V F R I X Q Z W Z K L O O E I G D V E L W M
'HSDUWPHQW DQG Z L C H O & C X B R W K E R V O H U G X F W L

CREDIT CARD PAYMENTS

&UHGLW FDUGV DUH DFFHSWHG IRU R\XUP P\KUP P\HUK RSPUR J D D V P
FDPSV «

GIFT CARD

,Q WKH HYHQW D *LIW &DUG LV SXHFKDLVHGICR UE HQRZ R WWH
VKDOO EH SHUIRUPH GHW R5 FRXQ DSRHUVKUM GZ MRO HECHXUH FR

*LIW FDUGV VKRXOG SEHUOSHPW RIG QWJ FHSWKZIQHQIXQG V X
:KHQ JLIW FDUGV DUH SXUFKDVHG QIRUZ MOCXLYHQQDWIRH5 M
RU DV SURRI DV UHFHLYLQJ FDUG
7KH ILQDQFLDO VHFUHWDU\ ZLOO NHHS

FUNDRAISING ACTIVITIES

FUNDRAISING POLICY

7KH SXUSRVH IRU WKH FROOHFWLQJ JERUWXP DGMQW JUDGXSH SLH
EHQHILW RI WKH VWXGHQWV
,)XQGV DUH WR EH XVHG WR ILQDWH FDFWLLRYLDO HFV WUKLDF
'LVWULFW
,,)XQGUDLVLQJ DFWLXWHL HWRZWHGELFRQWDRWLVRQHDGXSISGV
FRQIOLFW WLVKWLKRDQVSURJUDP
,,, 0RQH\ UDLVHG E\ VVRXGELQJ DW BRQW FKRRODVEW WVKHW H
,9 7KH IDFXOW\ VSRQVRU RI D VWXGHQW PDQEV DRLLQJ QR XDS
ILQDQFLDO UHFRUSURSMUHFKGWRGHUHQM KYSGRIEPRQHG\ GL
IURP FOXE DFFRXQWV

APPROVAL REQUIRED

, \$00 IXQGUDLVHLQJ IDFWLH DSSURMHOGLSDOGXVQGH WKW
\$XWKRULJDWLRQ DQG 5HFRQFLOLDWLRQ IRUP
,, 3ULRU DUUDQJHPHQWV ZLWK FRPSDQLXQGV WVKRKHOG KDRW
DSSURYHG DQG WKH IRUP LV FRPSOHWHG
,,, \$W WKH FRQFOXVLRQ RI WKH DFWWLVKHWIRWPKHPXUHWREHF E
DQG VXEPLWWHG WR WKH RIILFH

Sales representatives from fund-raising organizations must have a permit signed by the Superintendent of Schools or his designee before calling on any school principal. Salespersons should not talk with a sponsor/teacher before registering with and obtaining permission from the Purchasing department.

ACCOUNTING FOR FUNDRAISING ACTIVITIES

\$Q DFFRXQWLQJ VKDOO EH PDGH RI DOO LWHPV SXUFKDVHG
\$ 7KH VSRQVRU RI DYLVXQGV IDQDQ \$UDHVLKWK RQJ DUDLW
5HFRQFLOLDWLRQ KRUPSWLWR IWWKH VDOH
%

FUNDRAISING AUTHORIZATION FORM

Club or group: _____ Sponsor: _____

Description of Fundraiser

Purpose of Fundraiser

Date of Fundraiser: Beginning: _____ Ending: _____

1) Is this a taxable sale? YES _____ NO _____ (required)

Is this one of your two one-day tax free sales? YES _____ NO _____ (required)

2) Vendor Name: _____

Unit Selling Price \$: _____ Unit Cost \$ _____ Expected Profit \$ _____

3) Sponsor Signature: _____

Principal's Approval: _____ Date: _____

RECONCILIATION RECAP

SALES:

- 1. Actual Number of items sold _____
- 2. Selling Price per item \$ _____
- 3. Total Sales (Line 1 x Line 2) \$ _____
- 4. Total deposited for this fundraiser: \$ _____
- 5. Less total cost of sale (vendor invoice) \$ _____
- 6. Net profit/(loss) \$ _____

INVENTORY:

- 1. Number of items purchased (per invoice) _____
- 2. Actual number of items sold (Line 1 above) _____
- 3. Number of items left over _____
- 4. Number of items unaccounted for (Line 1-Line 2 – Line 3) _____

Sponsor Signature: _____

Date: _____

FUNDRAISING BY INDEPENDENT OUTSIDE GROUPS

, P € , ' (0

6\$/(6 7\$;

7\$;\$%/(67\$786 2) 385&+\$6(6

7H[DV VFKRRO GLVWULFWV SXEHLFVFKRROVDQTGXDIIEKLHECQ
ZLWKLQ D TXBOLDLQJHMFKSW IURP WKHDS\DEGWVRI WHJDRQ

Schools and Bona Fide Chapters

7R TXDOLI\ DV D ERQD ILGH FKDS QWHU PRXIVV VFKR R R O D O L J H G X
RWKHU WKDQ LQVWUXFWLRQ RU WRD \$ V M H V D L V O P X G H H V W D
UHFRJQLJHG E\ WKH VFKRRO DQG RUGLQQLPHGH V L Q U O H B W G Q
EXVLQHVV 7KHUH LV QR OLPLW RVQ DWKFKK Q R D E F D Q R K D E Y H Q I
FKDSWHUV FDQ LQ O O X O O Z K H R Q H W R U D I R O U D F O D R U V I U M X Q K P H Q
OLPLWHG WR VSHFLILF FODVVHV H O D U B R I Q V R R U W K O J U O L V F K R R
DV D VWXGHQW FRXQFLO VFLHQFW K F O X E U R I U F Q B B R D H F O R E V
VFKRRO VWDII

Concession Stands

&RQFHVVLRRQ VWDQG IRRG VDOHV DUFKIRRDSWU RUXSP 3W\$[Z
RWKHU JURXS VXFK DV D ERRVW HUSEO X O W D I V H G F E D I V W G U Z
VFKRRO LI WKH VDOHV DUH SDU Y U R L Y W K H Q R E D I O Q L Q B I W V R R
RUJDQL]DWLRQ IRU LWV H[FOXVLYH XVH

Nontaxable Sales

6RPH LWHPV DUHDQRW W O E M R F M D W R H U ZKR VHOOV WKH

Nontaxable Food Items

6DOHV WD[LV QRW GXH RQ QRQWDI V E I O M L Q F O X O H H F R R N D H
NLWV FKHHVH VSUHDGV PHDW G W L F H W S M F I O D J H G D O U D S U
KRPH

Magazine Subscriptions

6XEVFULSWLRQV WR P D J S H U Q R G L F O W F O O M G M R E R G G F O D
VROG IRU VL[PRQWKV RU PRUH D U X H H [B R S W X I E R P U L S O H
WKDQ VL[PRQWKV DUH WD[DEOH KRZHYHU

Bakery Items

%DNHU\ SURGXFWV LQFOXGLQJ ELXW QRDW HQQ V LDVQHG P X R I L S Q V
XQOHVV VRO B U Z I H M M I S O D W M M Q V L O V

Gift Certificates and Passbooks

6DOHV RI LQ W D V Q J L E V O H F V U W W E K L F D R V H W D D Q H F O R R X S R V Q I S O N F W

Car Washes

:DVKLQJ D FDU LV QRW D W E O H V V X F F L I W E I • ` F F @ " M X Q R Q

TAXABLE SALES

Sales to Students

TAXABLE SALES

\$JHQGD %RRNV	0 DLSDWLRQDQ@ ERWQWKV
\$JULFXOWXUDO 6DOHV	V ZKHQ 0B0EJLQGLYLGXDO
\$UW VXSSOLHV DQG ZRUN RI	DUWDO VXSSOLHV UHFRUHG HUV UH
\$UWLWLF &'V WDSHV YLGHRY	3DUWV FDUHHU WHRWRWRJLQFO XVHG LQ FRVPHWRORJ\
\$WKOHWF HTXIRUPHQW DQG XQL	3DUWV XSKROVWHU\
\$XFWLRQ LWHPV VROG	XQLRUPV3(VXSSOLHV
\$XWRPRWLYH SDUWV DQG VXSSOLHV	

DONATIONS

Fundraising/Donations for individual or families

D :K L O H Z H P D \ P , , ` 2 ! ` 0

BOOSTER CLUBS/PARENT SUPPORT ORGANIZATIONS

GENERAL INFORMATION

6WDII HPSOR\HHV VKRXOG QRW FR @ R F W HPUR @ X ER G XWUL B M LG
\$ G G L W L R Q D O O \ K R V D O G H Q P S W R \ B I G @ M X 3 E 7 2 L R Q U @ F L R D V O W B I U D L U V

^RECEIPT BOOK

7KHVH DOWHUQDWLYH UHFHLSWVJDFUDV W KHH PPHLDYQHG RI QDG IS
WR VXEVDQWLDLWH HZQF\ EDUHNQKIPSEWVEGR N D VSKU B HEGHG
%XVLQHVV RIILFH

^BANK DEPOSIT SLIPS

7KHVH VOLSV ZKHQ SURSHUO\ YDGHGSW H BUEP RQKH EDHSN
EDQN RQ VSHFLILF GDWHV \$V VXFE DWHGH VHQ G OYLSVL GZK
VXSSRUWLQJ GRFXPHQWV LQ WKH PDL'QV RQDQ FVHRS V D EUXH
WKURXJK WKH %XVLQHVV 2IILFH

)RUPV DUH RQ WIGHSEWPMQXQGLDDDEH DFFRXQWV
A7KHVH LWHPV DUH UHTXHVWHG IURP WKH %XVLQHVV 2IILFH