

Alexandria Central School

EXTRACLASSROOM CHECKLIST

“Watered-down” money management procedures for classes and organizations

Here and going forward, each class and organization are assigned a specific binder that will be maintained by the Student Treasurer and Club Advisor. Instructions, information and necessary forms are found within each binder. The binders are to be used for ALL business transactions of the class/organization. THANK YOU!

Before any fundraising activity a Fundraising Activity Request Form, with all appropriate signatures (Advisor, Student Treasurer, Building Principal and Superintendent) to receive permission to conduct an activity, is mandated. A Building Use Form (online submission), if necessary, must also be completed.

1. Cash Box and Start-Up Money

Advisor or Student Treasurer completed the Request for Cashbox within at least 7 days of the activity:

- Give the **Request for Cashbox** to Miss Kirchoff
- Miss Kirchoff will place the specified cashbox in the Business Office
- It is the Advisor’s/Student Treasurer’s responsibility to come and get the cashbox from Miss Kirchoff
- Lock the cashbox in a secure and confidential location until the activity and immediately following the activity
- When school is back in session, give Miss Kirchoff the cashbox to take out the “start-up money” and for safekeeping until you are ready to deposit the money

2. Depositing Money

Student Treasurer with the help of Advisor will perform the following:

- It is the Advisor/Student Treasurer’s responsibility to come and get the cashbox from Miss Kirchoff
- Complete the **Deposit Form - Student Activity**. Student Treasurer and Advisor need to sign prior to submitting to the Business Office. **NO INCOMPLETE FORMS WILL BE ACCEPTED**
- All deposit forms MUST include documentation supporting the deposit, i.e. copies of order forms, etc.
- Complete the **Profit and Loss Statement (THIS IS MANDATORY)**
- Make copies of ALL checks, preferably in alphabetical order according to last name
- All excess bills and coins must be wrapped as deemed necessary (provided in binders)

- **Canadian money will not be accepted**
- Make a copy of ALL forms and supporting documentation for your records. Originals will remain in the Business Office
- Return completed forms and cash/checks to Miss Kirchoff within three business days of receiving funds. All monies and paperwork are to be sealed in the “Cash Transmittal Bag” (provided in binders)
- Miss Kirchoff will take the deposit to the bank and a copy of your receipt will be placed in your mailbox

3. Making Payments

Student Treasurer with the help of Advisor will perform the following:

- Complete the **Payment Order to the Central Treasurer ExtraClassroom Activity Fund.** Student Treasurer and Advisor need to sign prior to submitting to the Business Office. **NO INCOMPLETE FORMS WILL BE ACCEPTED**
- Advisor needs to request company invoice, sign it, and attach it to **Payment Order**
- The Vendor’s Tax ID number should be provided with the **Payment Order** for tax purposes
- Attach mandated Class/Organization Meeting Minutes to **Payment Order**, as deemed necessary
- Make a copy of ALL forms and supporting documentation for your records. Original will remain in the Business Office
- Give ALL OF THE ABOVE to Miss Kirchoff
- Miss Kirchoff makes sure all mandated information is present and obtains appropriate signatures.
- Miss Kirchoff prepares the check and mails to appropriate company

4. Updating class/organization ledger

It is the responsibility of the Student Treasurer and Advisor to update the ledger on a continuous basis:

- By the first day of school, Miss Kirchoff will send the advisor the current school year ledger card
- The ledger card must be maintained in the club’s binder
- Every time money is deposited or a payment is made, the ledger needs to be updated.
- Monthly, Miss Kirchoff will be requesting the ledger cards to be given to her
 - Miss Kirchoff will compare the monthly activity to the financial software to ensure completeness and accuracy
 - If there is a discrepancy, Miss Kirchoff will notify the Advisor
 - If there aren’t any discrepancies, Miss Kirchoff will sign off on the ledger card and return it to the Advisor

5. Business Office Hours

Students Treasurers and Advisors are encouraged to drop off deposits and payments orders as follows:

- 8am – 9am Monday through Friday
- 2:30pm – 3:30pm Monday through Thursday
- No deposits accepted after 12:00 noon on Fridays
- Any invoices to be paid by the end of the week must be submitted by Wednesday of that week
- All deposits and payments orders prior to a holiday break must be delivered to the Business Office as early in the week as possible

6. Additional Information

- Sales Tax returns are due quarterly. Miss Kirchoff will prepare the sales tax return and prepare a **Payment Order** for the applicable clubs for signature and ledger updating
- Annual training is **MANDATED** by New York State. Such training will be scheduled by Administration at a time that is beneficial for all parties
- Senior Class balances are to be zeroed out by June 30 of each year
- Should you need additional supplies for your binder, please notify Miss Kirchoff