

**Student
Activity
Forms
Manual**

Money Reconciliation			Money Reconciliation		
Activity: _____			Activity: _____		
Date: _____			Date: _____		
NS VS: _____			NS VS: _____		
SIGNATURE OF CHECKING OUT CASH BOX: _____			SIGNATURE OF CHECKING OUT CASH BOX: _____		
Money Reconciliation			Money Reconciliation		
BEFORE		AFTER	BEFORE		AFTER
\$	Checks(List on Back)	\$	\$	Checks(List on Back)	\$
\$	\$1 Dollars	\$	\$	\$1 Dollars	\$
\$	\$5 Dollars	\$	\$	\$5 Dollars	\$
\$	\$10 Dollars	\$	\$	\$10 Dollars	\$
\$	\$20 Dollars	\$	\$	\$20 Dollars	\$
\$	\$50 Dollars	\$	\$	\$50 Dollars	\$
\$	\$100 Dollars	\$	\$	\$100 Dollars	\$
\$	Half Dollars	\$	\$	Half Dollars	\$
\$	Quarters	\$	\$	Quarters	\$
\$	Dimes	\$	\$	Dimes	\$
\$	Nickels	\$	\$	Nickels	\$
\$	Pennies	\$	\$	Pennies	\$
\$	Misc.	\$	\$	Misc.	\$
\$	** TOTAL	\$	\$	** TOTAL	\$
Subtract Beginning Balance (This is the same as **) \$ _____			Subtract Beginning Balance (This is the same as **) \$ _____		
TOTAL MONEY RECEIPTS \$ _____			TOTAL MONEY RECEIPTS \$ _____		
TOTAL TICKET SALES \$ _____			TOTAL TICKET SALES \$ _____		
(If money receipts are larger) Cash Long \$ _____			(If money receipts are larger) Cash Long \$ _____		
(If money receipts are smaller) Cash Short \$ _____			(If money receipts are smaller) Cash Short \$ _____		
SIGNATURES REQUIRED			SIGNATURES REQUIRED		
Ticket Taker: _____			Ticket Taker: _____		
Supervisor: _____			Supervisor: _____		

Ticket Taking Activity Form

Activity: _____

Date: _____

NS VS: _____

Jr. High Admission Charges

		Adult	Student
Football	Single Game	\$3.00	\$1.00
Volleyball	Single Game	\$3.00	\$1.00
	Jamboree	\$5.00	\$3.00
Basketball	Single Game	\$3.00	\$1.00
	2 Games	\$4.00	\$2.00
	Jamboree	\$5.00	\$3.00
Wrestling	Dual	\$3.00	\$1.00

High School Admission Charges

		Adult	Student
Football	JV	\$4.00	\$2.00
	Varsity	\$5.00	\$3.00
	JH/Varsity	\$6.00	\$4.00
Volleyball	JV or C	\$4.00	\$2.00
	JV & C	\$4.00	\$2.00
	3 or more Sub V	\$6.00	\$4.00
	Varsity Only	\$4.00	\$2.00
	JV & Varsity	\$6.00	\$4.00
	3 Matches C/JV/V	\$6.00	\$4.00
	Basketball	JV or C	\$4.00
	JV & C	\$4.00	\$2.00
	3 or more Sub V	\$6.00	\$4.00
	1 Varsity Only	\$4.00	\$2.00
	JV & Varsity	\$6.00	\$4.00
	2 Varsity	\$6.00	\$4.00
	3 Games C/JV/V	\$6.00	\$4.00
	3 Games or More B/G	\$6.00	\$4.00

Senior Citizens 55+ and children 5 and under are admitted free to all events

SIGNATURES REQUIRED

Ticket Taker: _____

Supervisor: _____

SIGNATURE OF CHECKING OUT CASH BOX: _____

ADULT TICKETS

Number of Last Ticket Sold: _____

Number of First Ticket Sold: _____

Number of Tickets Sold: _____ X \$

Amount ***

STUDENT TICKETS

Number of Last Ticket Sold: _____

Number of First Ticket Sold: _____

Number of Tickets Sold: _____ X \$

Amount***

TOTAL TICKET SALES = *** + *** \$

Money Reconciliation

BEFORE		AFTER
\$	Checks(List on Back)	\$
\$	\$1 Dollars	\$
\$	\$5 Dollars	\$
\$	\$10 Dollars	\$
\$	\$20 Dollars	\$
\$	\$50 Dollars	\$
\$	\$100 Dollars	\$
\$	Half Dollars	\$
\$	Quarters	\$
\$	Dimes	\$
\$	Nickels	\$
\$	Pennies	\$
\$	Misc.	\$
\$	** TOTAL	\$

Subtract Beginning Balance
(This is the same as **) \$ _____

TOTAL MONEY RECEIPTS \$ _____

TOTAL TICKET SALES \$ _____

(If money receipts are larger)

Cash Long \$ _____

(If money receipts are smaller)

Cash Short \$ _____

50/50 CASH PRIZE DRAWINGS

CHARITABLE RAFFLE NOTIFICATIONS

Cash Reconciliation

Activity Name: _____

vs: _____

Date: _____

**SIGNATURE OF INDIVIDUAL CHECKING OUT
CASH BOX:** _____

BEFORE		AFTER
\$	Checks	\$
\$	\$1 Bills	\$
\$	\$5 Bills	\$
\$	\$10 Bills	\$
\$	\$20 Bills	\$
\$	\$50 Bills	\$
\$	\$100 Bills	\$
\$	Quarters	\$
\$	Dimes	\$
\$	Nickels	\$
\$	Other	\$
\$	TOTAL	\$
Subtract Beginning		\$
Gross Money Receipts		\$
TOTAL		\$

Beginning Ticket Number _____

Ending Ticket Number _____

Total Tickets Sold _____

1. 50/50 Cash Prize Drawings are conducted by volunteers for the benefit of the Student Activity it is being held at.
2. The cash prize tricked is selected by random drawing.
3. All Tickets are thoroughly mixed prior to being drawn.
4. The cash prize is 50% of the total cash proceeds raised from ticket sales.
5. No prizes are purchased with the proceeds.
6. No administrative costs are paid from the proceeds.
7. 50/50 Cash Prize Drawing Charitable Raffle Notification posters are prominently displayed at the activity where the raffle is occurring.
8. Winners are announced over the PA system at the activity where the raffle occurs before the end of the event.
9. 50% of the total proceeds are distributed directly to the holder of the winning ticket.

Winner of the 50/50 Cash Prize Drawing

Name: _____

Address: _____

(Mailing Address)

AMOUNT OF PRIZE: _____

SIGNATURE & DATE: _____

1ST SIGNATURE OF INDIVIDUAL CHECKING IN CASH BOX: _____

2nd SIGNATURE OF INDIVIDUAL CHECKING IN CASH BOX: _____

Transfer Request and Authorization

Date:

Transfer #:

TO THE FUND CUSTODIAN:

Please Transfer: \$ _____

FROM: _____ Fund Account

TO: _____ Fund Account

Reason:

Transfer Approved By:

Advisor of Club Disburing Funds

Fund Administrator (Superintendent)

Date Transfer entered to register

Signature of Fund Custodian:

_____ PUBLIC SCHOOLS
CASH BOX/MONEY BAG REQUEST FORM

Instructions:

1. Complete this form. Only one event per form.
2. Submit form to the Business Office at least 5 business days prior to event.
3. Specify number of cash boxes and amount and denominations below.
4. Specify date/time cash box is required.
5. Business Office will notify you when cash box is ready.

Number of Cash Boxes OR Money Bags Requested:

_____ Cash Boxes with Cash (see details below) _____ Empty Cash Box

_____ Locking Money Bag with Cash _____ Empty Locking Money Bag

DATE REQUIRED: _____ TIME REQUIRED: _____

Cash Detail: (Check all that apply)	
Paper Currency	
\$20 Bills x _____ = _____	Currency Sub Total \$ _____
\$10 Bills x _____ = _____	
\$ 5 Bills x _____ = _____	
\$ 1 Bills x _____ = _____	
Coin Currency (order in # of rolls)	
Quarter Roll = \$10.00 x _____ = _____	Coin Sub Total \$ _____
Dime Roll = \$ 5.00 x _____ = _____	
Nickel Roll = \$ 2.00 x _____ = _____	
Penny Roll = \$.50 x _____ = _____	

Submitted by: _____

Signature: _____

Name of Event: _____ (example: Bulldog gear, Pizza Sales Fundraiser)

Sponsor/Club: _____ (example: FFA, Class of 2011, FCCLA)

Office use only
Check Number _____ Date: _____
Expenditure Code: _____
Counted and received by: _____/_____

Class/Organization Concession Sales
Reconciliation

Use this calculation when selling cookies, bars, taco in the bag, sandwiches, rolls, soup. You should know before sales start how many you have to sell. When selling soup and items along this line count how many bowls you start with, count how many are left at the end of the event and this will give you how many have been sold.

Item:

Starting Number:

Ending Number

Sub Total Sales:

Minus Ruined/Spoiled:

TOTAL SALES:

Item:

Starting Number:

Ending Number

Sub Total Sales:

Minus Ruined/Spoiled:

TOTAL SALES:

SAMPLE REQUISTION/PURCHASE ORDER

DATE: _____

EXTRACURRICULAR FUND

INVOICE NUMBER: _____

REQUISTION/PURCHASE ORDER NUMBER: _____

O.K. FOR: _____

BY: _____
Fund Custodian

CHECK NUMBER: _____

Quantity	Article Cost	Estimated Sellers Unit Price	Total Amount

Receipt of Goods Date: _____

BY: _____
Fund Account Sponsor

BY: _____
Fund Account President or Treasurer

PURCHASE AUTHORIZATION

HAPPY SCHOOL ACTIVITY FUNDS

100 Happy Lane Express
Happy Town, Montana 55555 - Phone (XXX)XXX-XXXX

Purchase Authorization Number: 55555

TO: _____

Charge to account of: _____

The central treasurer is authorized to make payments for the following items
at approximately the cost indicated.

Item	Amount

Signed: _____
Administrator

Student Officer

Activity Sponsor

Check Number: _____

White-Customer Pink - Office Yellow - Student

SAMPLE RECEIPT OF FUND CUSTODIAN

Receipt Number: _____

_____ Extracurricular Fund Fund No. _____

_____ Montana _____ Date: _____

Received of: _____

Source: _____

Credit: _____ Fund Account

Cash: _____

Check: _____

Signature: _____

Fund Custodian

Note: Receipt should be in Duplicate

SAMPLE RECEIPT OF FUND CUSTODIAN

OFFICIAL RECEIPT

Happy High School Extracurricular Fund

Date: _____ Amount: _____

Received From: _____

Deposit to: _____ Fund Account, or

Athletics: \$ _____ Student Council: \$ _____

Shop: \$ _____ Chorus: \$ _____

Signature: _____

Fund Custodian

Note: Receipts must be pre-numbered, in duplicate and may be modified to meet individual needs of each school.

SAMPLE RECEIPT OF FUND CUSTODIAN

Happy School District
100 Happy Lane Express
Happy Town, Montana 55555

Receipt No. _____

Date: _____

From: Activities Director

\$100.00

ONE HUNDRED DOLLARS AND NO CENTS

Re: Ticket Sales

Account: Athletics

Date: _____

Signature: _____

Fund Custodian

SAMPLE OF SUBSIDIARY RECEIPTS

Receipt Number: _____

Date: _____

Received From: _____

Source: _____

Fund Account: _____

Amount: _____

**STATEMENT OF CASH ON HAND, BANK BALANCES AND TOTAL
FUND RECONCILIATION**

Month Ending: _____

Cash on Hand:		\$426.25
Checking Statement Balance:	\$10,056.87	
Outstanding Deposits (In Transit):	\$859.64	
Outstanding Checks Through March		
Check # 160	2/25/2010 Coca Cola	\$149.40
Check # 175	3/16/2010 Pepsi	\$613.00
Outstanding Checks:	<u>\$762.40</u>	
Bank Balance:	\$10,154.11	
Investment Balance:	\$0.00	
Saving Balance:	\$12,088.58	
Adjusted Balance:	\$22,242.69	
Balance from Ledger:		\$22,242.69
Balance from Ledger + Cash on Hand:		\$22,668.94
Cash on Hand:*	\$426.25	
Adjusted Balance + Cash on Hand:	\$22,668.94	

*Includes Cash, NSF Checks and Change Fund

MONTHLY REPORT TO TRUSTEES

Happy High School
Monthly Totals for April

Account Number	Account Name	Beginning Balance	Receipts	Expenditures	Transfers	New Balance
1	Athletics	13,246.69	1,917.93	3,833.71	0.00	11,330.91
9	BPA	4,452.05	355.53	1,141.57	48.69	3,714.70
33	Class 2015	4,492.30	401.80	41.98	-48.69	4,803.43
TOTAL		22,191.04	2,675.26	5,017.26	0.00	19,849.04

