

**Activity Fund
Revenue Rules**

Please find below updated information on receipt of Activity Fund money. Please read over the following rules and let me know if you have questions. This is to take effect immediately.

Funds collected for class dues, items sold to student such as basketball or cheer items, fundraiser items (ie cookie dough, meat sales, candles, trophy auction, discount cards, money for gifts for parents, etc)

- All funds collected must have a pre-numbered and dated receipt on a triplicate receipt form.
- All funds collected must be turned in to Activity Fund Custodian (Becky) the day of collection.
- Deposits must have a copy of the yellow receipt which totals the amount of the deposit.
- Deposits sent over without the yellow receipt forms will be returned to the sponsor.

Funds collected for t-shirt sales or raffle tickets, cheer camp, field trips

- **Option 1**
 - A dated roster of students by grade and teacher must be provided to each teacher daily by the sponsor.
 - The teacher would indicate each student who turned in money and the amount collected
 - The sponsor would write a receipt to the teacher for the amount collected that day and collects the roster.
 - The sponsor creates a deposit from funds collected
 - All funds collected must be turned in to the Activity Fund Custodian (Becky) the day of collection.
 - Deposits must have a copy of the yellow receipts and rosters which total the amount of the deposit.
 - Deposits sent over without the yellow receipt forms will be returned to the sponsor.
- **Option 2**
 - The sponsor would collect funds directly from the student
 - The sponsor will write a receipt out for the student on a pre-numbered and dated receipt on a triplicate receipt form.
 - All funds collected must be turned in to the Activity Fund Custodian (Becky) the day of collection.
 - Deposit slips must have a copy of the yellow receipts which total the amount of the deposit.
 - Deposits sent over without the yellow receipt forms will be returned to the sponsor.

Funds collected for Bake Sale, Admission, Concession, Block Party, School Carnival, Book Fair, Meal fundraisers

- An Activity Fund Balance Sheet must be completed and returned with deposit slip.
- All funds must be deposited the day of collection
- Night drop of funds for safe keeping is encouraged if the event is after regular school hours.
- Admission receipts must also have pre-numbered, 2-part tickets – purchased out of the individual activity account. Each price point must have a different colored ticket. Athletics have been using this system. It is now expanded to all admission including dances and school carnival activities.

Funds collected for Donations, OSU Concession, Grants, Sponsorships, etc

- **Option 1**
 - Make a copy of the check
 - Write on the copy the date the check was received and what it was for.
 - Deposit the funds the day it was received.
- **Option**
 - Provide a dated receipt to the donor
 - Make a copy of this receipt (if computer generated) or write a receipt out of your activity receipt book.
 - Deposit the funds the day it was received.