

## CLINTON-MASSIE LOCAL SCHOOL DISTRICT

### STUDENT ACTIVITY PROCEDURES

#### RECORDS AND PROCEDURES

1. Minutes of all meetings and decisions made to raise or expend money must be kept complete and current (This applies to 200 funds only).
2. Numbered receipt books must be used to record money turned in by individuals (Treasurer has these and will be charged to your fund).
3. All money collected must be deposited daily along with a pay-in form to the school treasurer's office (see attached form). All checks must be listed. If more space is needed, add a separate page of listed checks and a subtotal to transfer to original pay-in.
4. Requisitions/purchase orders must follow the same procedure outlined for the entire district (see attached copy of procedure). No expenditure may be made without following this procedure. The minutes must also confirm group's decision for expenditures.
5. Sales project potential must be completed for each fund raiser (see attached form). Top portion must be completed BEFORE a fund-raiser begins, and bottom portion must be completed when project is done.
6. All records (purchase orders, pay-ins, minutes, etc.) pertaining to the student activity must be turned in to the school treasurer at the close of each school year for an in house audit to be completed during the summer.
7. All records must be kept for at least an entire school year following the one completed and provided the school's State of Ohio audit is complete.

The above are requirements established by the State of Ohio for any student activity that collects \$50 or more per school year. If you have questions or need assistance, please contact assistant treasurer .