

# Miller City – New Cleveland LSD

## Activity Advisor Procedures

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1. Activity Budgets (Form A)
  - a. March – budget sheets given to Activity Advisors
  - b. April – Budgets approved by Board
    - i. If activity is not on initial budget it needs approved by the Board at the next meeting and prior to the start.
  - c. Items sold must match income/expense
    - i. Record donations
    - ii. Record disposed of items
    - iii. Record credits
2. Sales Project Potential Reports (Form B)
  - a. Completed any time sale involved
  - b. Needs to initially be completed prior to the event
  - c. Final completion after event
  - d. Both signed by supervisor and Superintendent
3. If Student Sales complete Student Receipt Form (Form C)
4. Ticket Sales (Forms D & E)
  - a. Must track ticket numbers (see form D)
  - b. Must match cash
  - c. Raffle Ticket sales track sales and winners (see form E)
5. Cash Winners or Awards for students (Form F)
  - a. Sign off on form stating amount received
  - b. Winners over \$600 need to have a 1099 issued
    - i. Need full name
    - ii. Address
    - iii. Phone number
    - iv. Social Security Number
6. General Information
  - a. Requisitions approved and PO issued prior to purchases (Form G)
  - b. Turn in all Receipts after purchases
    - i. NO TAX
    - ii. Sign top of receipt and Print Organization title
  - c. Deposits of proceeds should be made at least weekly – DO NOT keep excess cash in classrooms
    - i. Fill out Deposit Form when giving money to the superintendent's secretary and put on Organization name and sign form. (Form H)
  - d. FINDET reports monthly to monitor activity (Form I)
  - e. Contact Info: Mike: 419-523-5951, ext 3005 [ml\\_treas@noacsc.org](mailto:ml_treas@noacsc.org),  
Donna: 419-523-5951, ext 3003 [dhoyt@pm.noacsc.org](mailto:dhoyt@pm.noacsc.org)



MILLER CITY-NEW CLEVELAND SCHOOLS  
SALES PROJECT POTENTIAL REPORT

The Sales Project Potential is a form prescribed by the State Auditor's Office designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Organization \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Company and Address \_\_\_\_\_ P.O. # \_\_\_\_\_

Representative \_\_\_\_\_

Quantity to be Ordered \_\_\_\_\_

Cost per Unit \_\_\_\_\_ Proposed Sales Price per Unit \_\_\_\_\_

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

\_\_\_\_\_  
Sponsor's Signature                      Date

\_\_\_\_\_  
Principal's Signature                      Date

\_\_\_\_\_  
Superintendent                      Date

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**THIS SECTION TO BE COMPLETED WHEN PROJECT IS COMPLETED.**

	# ITEMS		UNIT PRICE		TOTAL COST
<b>Purchases:</b>	_____	@ \$	_____	= \$	_____
	_____	@ \$	_____	= \$	_____
Less					
Returns	_____	@ \$	_____	= \$	_____
<b>Total to be accounted for</b>	_____			= \$	_____

<b>Sales:</b>	_____	@ \$	_____	= \$	_____
	_____	@ \$	_____	= \$	_____
	_____	@ \$	_____	= \$	_____
<b>Total Deposited with Treasurer</b>	_____			\$	_____

Quantity Unaccounted for \_\_\_\_\_  
(Explain on reverse side)

\_\_\_\_\_  
Sponsor's Signature                      Date

\_\_\_\_\_  
Principal's Signature                      Date

\_\_\_\_\_  
Superintendent's Signature              Date



RECORD OF TICKET AND CASH ACCOUNTABILITY FOR SPECIAL EVENTS

MILLER CITY NEW CLEVELAND SCHOOLS

EVENTS: \_\_\_\_\_

DATE: \_\_\_\_\_

DESCRIPTION OF TICKETS \_\_\_\_\_

SECTION I - TICKET ACCOUNTABILITY

1. Sequence Number \_\_\_\_\_ through \_\_\_\_\_ inclusive  
 Sequence Number \_\_\_\_\_ through \_\_\_\_\_ inclusive  
 Sequence Number \_\_\_\_\_ through \_\_\_\_\_ inclusive  
 Sequence Number \_\_\_\_\_ through \_\_\_\_\_ inclusive  
 Sequence Number \_\_\_\_\_ through \_\_\_\_\_ inclusive
2. TICKETS NOT SOLD (file ticket with this report) \_\_\_\_\_
3. TICKET NOT USED (Subtract line 2 from 1) \_\_\_\_\_
4. TICKETS USED FOR PUPOSER OTHER THAN SALE  
 Enter disposition below Quantity  
 4a. \_\_\_\_\_  
 4b. \_\_\_\_\_  
 4c. \_\_\_\_\_  
 4d. Total of ticket use for other than sale \_\_\_\_\_  
 (sum of lines 4a, 4b, 4c)
5. TICKETS SOLD (Subtract line 4d from 3) \_\_\_\_\_

SECTION II - CASH ACCOUNTABILITY

1. TICKET SOLD (Total quantity must equal line 5, Section I)  

<u>Quantity</u>	<u>SALES PRICE</u>		
1a. _____	X _____	= \$	_____
1b. _____	X _____	= \$	_____
1c. _____	X _____	= \$	_____
1d. _____	X _____	= \$	_____
2. TOTAL SALES (Add lines 1a, 1b, 1c, 1d) \_\_\_\_\_
3. CHANGE FUND \_\_\_\_\_
4. CASH ACCOUNTABILITY (Sum of lines 2 and 3) \_\_\_\_\_
5. CASH DEPOSITED WITH TREASURER \_\_\_\_\_
6. CASH OVER/UNDER (Subtract line 5 from 4) \_\_\_\_\_









MILLER CITY-NEW CLEVELAND SCHOOL

NAME OF ORGANIZATION \_\_\_\_\_

DATE \_\_\_\_\_

EVENT \_\_\_\_\_

CURRENCY \$ _____	CURRENCY \$ _____
COINS \$ _____	COINS \$ _____
CHECKS \$ _____	CHECKS \$ _____
TOTAL \$ TURNED IN \$ _____	TOTAL \$ TURNED IN \$ _____
<b>LESS CHANGE</b> FROM OFFICE \$ _____	<b>LESS CHANGE</b> FROM OFFICE \$ _____
TOTAL \$ DEPOSITED \$ _____	TOTAL \$ DEPOSITED \$ _____
_____ (Signature)	_____ (Signature)

Date: 08/11/2014  
Time: 2:49 pm

MILLER CITY-NEW CLEVELAND  
Financial Detail Report for 07/01/2014 - 07/31/2014 by FUND-SCC

Page: 9  
(FINDET)

Check#/ Date		Rcpt#	PO #	Description/Vendor Name	TI	FND	FURC	OBJ	SCC	SUBJECT	OPU	IL	JOB	Receipts	Expenditures	Current Fund Balance
FUND-SCC: 200 9330 (FUTURE FARMERS OF AMERICA - LOCAL CHAPTER)																
07 02	929556			SCRAP METAL	03	200	1623		9330	000000	100			244.80		4,610.03
07 09	929558			SCRAP METAL	03	200	1623		9330	000000	100			50.00		4,854.83
07 10	47660	1405006		JR FAIR LIVESTOCK TROP	05	200	4330	890	9330	000000	100	00	000		19.95	4,904.83
07 24	47690	1407092		JUN FFA SUPPLIES\_WALM	05	200	4330	890	9330	000000	100	00	000		72.13	4,884.88
TOTAL FOR FUND-SCC 200 9330 (FUTURE FARMERS OF AMERICA - LOCAL CHAPTER):														294.80	92.08	4,812.75