



Collection of Money and Deposit Procedures for Student Activity Funds

1. The Teacher/Club Sponsor will complete an *Activity Funds Tabulation of Monies For Deposit* form in detail for money collected for field trips, fundraising, clubs, etc.
2. **Each individual transaction** (cash and check) must be recorded on this form listing the student's name and amount collected in either the cash or check column. If a check is submitted, please include the check number next to the student's name.
3. Money may not be left in the classroom overnight. Money collected along with the *Activity Fund Tabulation of Monies* form **MUST** be locked in the safe overnight. **Only Teachers/Club Sponsors are to turn in money to be locked in the safe. NO STUDENTS!**
4. Once all money has been collected, the Teacher/Club Sponsor will complete the *Activity Funds Tabulation of Monies For Deposit* form and sign as "Sponsor".
5. The Teacher/Club Sponsor will bring their tabulated money for deposit and their **completed** *Activity Funds Tabulation of Monies For Deposit* form to the campus secretary. Incomplete forms **will not** be accepted. If your *Activity Funds Tabulation of Monies Collected* form is not completely filled out, the secretary will give it back to you to resubmit once the form has been completed.
6. The campus secretary will verify by recounting all money/checks and sign the *Activity Funds Tabulation of Monies For Deposit* form where it says Deposit Verified by. The secretary will fill out the deposit slip, and prepared the bank bag for pick up.
7. The campus secretary will make a copy of the verified tabulation form for the Teacher/Club Sponsor.