

MHS Activity Advisors and Student Treasurers Training Materials

MHS Central Treasurer Website

<https://ny02205365.schoolwires.net/domain/2020>

All forms mentioned in this packet are available on the above
webpage.

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[https://pittsfordcsd-my.sharepoint.com/personal/laura_connard_pittsford_monroe_edu/Documents/Central Treasurer 21-22/Forms and information/Training Materials/2021-22 Faculty Advisor and Student Treasurer Training Materials.docx](https://pittsfordcsd-my.sharepoint.com/personal/laura_connard_pittsford_monroe_edu/Documents/Central%20Treasurer%2021-22/Forms%20and%20information/Training%20Materials/2021-22%20Faculty%20Advisor%20and%20Student%20Treasurer%20Training%20Materials.docx)

All clubs should have the following officers:

- President
- Treasurer
- Secretary
- Faculty Advisor

Treasurer's Responsibilities

- Manage Funds- You are responsible for ALL incoming and outgoing funds
- Collect & Deposit Funds - Receive and count all monies raised and make daily deposits
- Use checklists to provide proper submission of paperwork
- Authorize Transactions by signing vouches
 - Deposits - Document and submit funds to Central Treasurer
 - Payment Vouchers - Authorize payments to be made by the Central Treasurer
- Provide meeting minutes to support votes on activities and purchases
- Record Transactions - Maintain a separate bank ledger for your club and accurately record all transactions and keep an inventory log
- Complete Profit and Loss Reports for fundraisers and activities
- Assist with Year End Ledger Reconciliation

Advisor's Responsibilities

- Oversee the operation of the club/activities
- Provide support and guidance to Student Treasurer and other club officers
- Approve ALL financial transactions by signing vouchers
- Understand rules regarding sale tax for purchases and resold items
- Ensure all financial paperwork is completed and submitted in a timely manner

Central Treasurer's Responsibilities

- Hold "custody" of all club funds
- Enter all club transactions in WinCap – the school's accounting system
- Deposit funds into the Extraclassroom Bank Account
- Process check requests upon presentation of properly approved payment orders and send payments to vendors.
- Return transaction receipts to student treasurers
- Prepare and submit monthly reconciliation reports for each club to the District Office and student treasurers.
- Participate in an annual audit of our accounts.
- Submit State Sales Tax Payment to NYS.

Chief Financial Officer

- Signs off on all Payment Vouchers and club reports.

The “Short” List of Steps/Procedures to Run an Activity

1. Prepare a yearly budget for your club.
2. Vote on and approve of your events.
3. Have a secretary record minutes and a treasurer submit minutes to support activities, purchases, sales and costs. (Appendix A, B, and C)
4. Submit a fundraiser approval form to the principal for the activity. **NO RAFFLES OR DOOR PRIZES ALLOWED!** (Appendix D)
5. Complete an Inventory Sheet before you begin sales. (Appendix E)
6. Request a cash box/cash advance early to use for sales. (Appendix F)
7. Track all sales using Sales Sheets, pre-number tickets, or receipt books. (Appendix H, I, and J)
8. Consider the need to pay sales tax when setting sale prices. If you need help with this please feel free to ask.
9. Use Pittsford Payment Center for sales whenever possible!
10. Make deposits daily. Deposits must be counted by both the advisor and treasurer. The advisor and treasurer must sign deposit forms. Deposits should be kept in the Drop Safe in the Attendance Office. (Appendix M and N)
11. Payments will be made **ONLY IF** the original receipt or invoice is present, and both the advisor and treasurer sign the voucher. Minutes approving the payment must also be included. (Appendix M and O)
12. Outgoing donations must be processed through the proper channels.
13. The required PCSD Donation Form must accompany donations accepted by clubs. (Appendix S)
14. Submit a Profit and Loss report when the activity is completed. (Appendix L)
15. Regularly check your club mailbox in the main office, your email, your club binder and with your advisor for any correspondence. PCSD Win-Cap Ledgers will be distributed monthly for you to check against your club ledger. (Appendix R)
16. Keep all receipts and supporting documentation in a notebook. They will be collected at the end of the year.
17. Note every transaction on your club financial ledger. (Appendix Q)
18. Your club must make at least one transaction during the school year or the club’s account will close at the end of the school year. Remaining funds will be transferred to the general Student Council fund.
19. **BE A WHISTLE BLOWER** – if you see something that you do not feel is correct, please say something!

RUNNING AN ACTIVITY STEPS/PROCEDURES

1. **Prepare a yearly budget for your club and/or for each activity**
2. **Vote on and approve of your event/activity**
 - Club officers must vote on all financial transactions and record in the minutes the number of yes and note votes and who attended.
3. **Club Minutes** (Appendix A, B, and C)
 - All clubs must keep minutes. ***This is extremely important to the auditors.***
 - Treasurers must ensure that the Central Treasurer receives a copy of the minutes from the club secretary.
 - Minutes should include the name of the club, date of meeting, who was in attendance, the number of yes and no votes for financial transactions, the dollar amount of payments, and the names of the person or vendor to be paid.
 - Include fundraiser approval votes in minutes.
 - The name of the person who recorded the minutes should be included on the document.
4. **Fundraiser approval form** (Appendix D)
 - The fundraiser approval form must be submitted and approved before an event can begin.
 - You can find the form on the MHS Central Treasurer webpage.
 - After completed and signed, submit to the principal for approval.
 - This process takes about two weeks for approval.
 - **Raffles and door prizes are considered a game of chance and a form of gambling which is illegal for minors and cannot be held without a gaming license.**
5. **Complete the Inventory Sheet before you begin the sale.** (Appendix E)
 - All clubs must submit the Inventory Check sheet for all goods before sales can begin.
 - Your club must vote on the person(s) or groups to record items on hand.
 - A count of items purchased, sold, and remaining on hand should be done at the beginning and at the end of the event. If the activity runs all school year, the club must continue to maintain the inventory list during the year.
 - No same two people should do inventory in a school year for an event.
 - The two people in charge of the inventory check must sign the inventory sheets.
6. **Request a cash box/cash advance early to use for sales** (Appendix F)
 - Request cash boxes well in advance of the activity to allow for gathering of forms and funds for change. These are established by check and take time to obtain.
 - These should be kept to a minimum and only obtained when absolutely necessary.
 - A cash box will include:
 - a. money for change (usually \$50, unless another amount is requested)
 - b. a slip stating the amount given to be returned with the cash box (Appendix G)
 - c. a Profit and Loss statement to be completed when the activity has concluded (Appendix L)
 - All items must be returned with your deposit, including a list of what was sold, who purchased it, and for how much (for shirt sales, please include the size purchased). (Appendix H)
 - A signature is required when picking up a cash box.
 - Return the cash box to the MHS office safe nightly if needed for more than one day
 - At the end of your event, the change funds must be deposited back into the bank

IMPORTANT MONEY HANDLING NOTES:

- **NEVER LEAVE CASH OR A CASH BOX UNATTENDED**
- **MONIES SHOULD NOT BE TAKEN OUT OF THE BUILDING**
- **MONIES SHOULD NOT BE KEPT IN YOUR LOCKER/DESK/OFFICE.**
- **MAKE DEPOSITS DAILY – DO NOT WAIT UNTIL THE END OF YOUR SALE.**
- **USE A DUPLICATE RECEIPT BOOK WHENEVER YOU TAKE CASH!**
- **NO MONEY FROM THE CASH BOX CAN BE USED TO PAY FOR PURCHASES.**

7. Track ALL individual sales

- A record of each sale must be made. (Appendix H or J)
- A Sales Sheet can be provided with faculty and/or student names printed on it to record sales, at your request.
- If selling tickets, they must be pre-numbered for accounting. (Appendix I)

8. State Sales Tax - THIS CAN BE COMPLICATED – ASK QUESTIONS IF IN DOUBT

STUDENT CLUBS ARE A SEPARATE ENTITY FROM THE SCHOOL DISTRICT AND ARE THEREFORE NOT EXEMPT FROM PAYING SALES TAX

- Only one club – Best Buddies – is exempt from taxes through their international non-profit partnership.
- Vendors should be charging clubs for taxable purchases that are not for resale
- Most events and fundraisers are taxable.
- Remember you must pay sales tax when setting your sale prices - this includes event tickets such as Prom.
- The sales tax rate is 8% for non-clothing and 4% for clothing under \$110
- Sales tax has to be paid on all items purchased for RESALE and is calculated on the amount that is paid **for** the item, not just the cost of the goods. This is why it is calculated after the sale on each deposit voucher. (Appendix P)
- If your organization purchases items to be resold, do not pay the sales tax at the time of purchase. It will be paid after your sale and submitted to NYS by the Central Treasurer later.
- Present a “resale certificate” to the vendor to avoid being charged sales tax at the time of purchase. (Appendix V)

Subject to state sales tax:

Any retail sales, for example:

- a. Pop and candy sales at school events (8%)
- b. Clothing sales such as t-shirts (4%)
- c. Yearbook sales (advertising & patrons are exempt) (8%)
- d. Ticket sales – dances-including proms & balls (8%)

EXEMPT from sales tax:

- a. Dramatic productions
- b. Bake sales
- c. Magazine sales
- d. Concerts
- e. Any event where sales tax is charged & paid by restaurant

9. Pittsford Payment Center

- Use the payment center for T-Shirt Sales, Roller-skating Parties, Dances, Trips, Transportation Fees, etc.
- A custom sales page will be tailored to the club's needs.
- Provides Electronic receipts for parents/students.
- No need to handle cash or solicit volunteers to staff sales tables during lunch periods.
- Automatically compiles roster for advisor and accounting reports for central treasurer.

10. Deposit Instructions (Appendix N)

- Make deposits daily – do not wait until the end of your sale to make a deposit.
- All funds/deposits must be stored in the Drop Safe or a cash box in the MHS Main Office safe when not in use.
- Monies should not be left unattended or taken home.
- Complete a triplicate Deposit Voucher when submitting monies. Be sure to complete the form fully and include the club's name and the reason the money was collected.
- Both the student treasurer and the advisor must count monies prior to signing the deposit voucher.
- List the amounts in cash, checks, and coins separately.
- If sales tax is to be paid on the deposit, please segregate it on the deposit slip using the following instructions:

HOW TO CALCULATE SALES TAX

1. Count and total the deposit
2. Divide amount collected by 1.08 or 1.04 depending on the item sold
3. Round this figure off to the nearest penny. This is your Activity Deposit to be recorded on your deposit slip
4. Multiply Activity Deposit amount (calculated in step 3) by 0.08 or 0.04. This is the sales tax due. Record this on your deposit slip
5. The total of these two items should equal the total money collected

- Submit two (2) copies of all checks being deposited. You should keep a third copy for your records.
- Deposit reconciliation documentation (a spreadsheet listing the sales made) must be attached for any items sold (i.e., tickets, t-shirts, etc.)
- Hand deliver deposits to the Central Treasurer or place them in the **Drop Safe** in the Attendance Office. The Central Treasurer will recount the monies in front of you before giving you a signed receipt.
- If the **Drop Safe** is used, please use the following procedure:
 - Place your cash or check(s) in an envelope (available on top of the Drop Safe).
 - Use a pre-printed label to write the required information on the envelope.
 - **Please sign your name across the sealed flap.** This is because cash **must** be counted in front of someone when opened by the Central Treasurer. This should be the student treasurer, if possible.
 - Place the sealed envelope in the Drop Safe.
- Deposits over \$500 need to be deposited within one day of collection.
- Deposits under \$500 need to be deposited within three days of collection.

11. Payments Vouchers/Reimbursements (Appendix O)

- Triplicate Payment vouchers are in the Attendance Office.
- Both the advisor and the club treasurer must sign the voucher.
- Fill out the left side of the payment voucher with account balance information.
- Submit the ORIGINAL receipt or invoice as well as two (2) copies. Keep a third copy for your records
- Submit two (2) copies of the MINUTES that show the approval of the payment.
- Anything ordered for the club online MUST be shipped to MHS (not a home address)
- "Services" (such as room rentals) provided by Vendors must be paid from club accounts and not the advisor, parent, or student. For a payment to be made, vendor information and a vendor 1099 must be submitted before a check is written or payment is made. The principal must review all contracts prior to payment.
- **Checks are printed every Thursday at the district office and mailed to me. The Central Treasurer must receive your requests by Wednesday at 10 am to make this deadline.**
- The Central Treasurer will mail checks written to the vendor or payee.

12. Outgoing Donations to Other Organizations

- The direct solicitation of charitable donations during school hours is prohibited under state guidelines.
- Minutes authorizing a donation should be attached to a payment order.
- All donations must be made by check to the organization and must run through the club account before being paid to the organization.
- Please DO NOT collect donations for an organization and give the organization the cash directly. This limits financial controls and our ability to ensure that the correct amount of funds have been collected and donated.
- Sites such as GoFundMe are prohibited, as there are limited means of ensuring security of funds designated to enhance school programs.

13. Incoming Donations to Activities and Clubs (Appendix S)

- Must be accompanied by the **PCSD Donation Form** when submitted for deposit
- Incoming donations should be recorded in meeting minutes for the club or activity

14. Submit a Profit and Loss report after each activity (Appendix L)

- After each fundraiser, a Profit and Loss statement **MUST** be submitted.
- This sheet is to record all items purchased (expenses) and all monies collected (income) for the sale. Ongoing sales can be recorded on one statement.
- Along with this form, you must include Sales Sheets and PCSD Win-Cap Ledgers with all related transactions highlighted.

15. Check for correspondence

- Regularly check your club mailbox in the main office, your email, your club binder and with your advisor for any correspondence.
- PCSD Win-Cap Ledgers will be distributed monthly for you to check against your club ledger. (Appendix R)

16. Maintain clear records

- Keep all receipts and supporting in a notebook. They will be collected at the end of the year.

17. Maintain a club ledger (Appendix Q)

- Note every transaction on the financial ledger in the Excel spreadsheet shared with you by the Central Treasurer.
- Compare your ledger with the PCSD WinCap Ledger for accuracy on a monthly basis. Mistakes do happen.
- This ledger will be collected at the end of the school year to be filed so the auditors can review it.

18. Keep your club account active

- Your club must make at least one transaction during the fiscal year, or the club bank account will close at the end of the school year and funds will be transferred into the general Student Council Fund.

19. BE A WHISTLE BLOWER

- If you see something that you do not feel is correct, please say something!