

Student Activity Treasurer's Checklist

Please attach a completed checklist (on yellow paper) with each transaction to assist you.

REMEMBER TO ALWAYS KEEP A COPY OF ALL SUPPORTING PAPERWORK FOR YOUR RECORDS AND RECORD IT IN YOUR LEDGER!

THE YELLOW COPY OF THE TRANSACTION SLIPFORM WILL BE RETURNED TO YOU
AND BE ATTACHED TO THE CLUB COPY OF THE RECORDS.

1. **Deposit Instructions.**

- All funds/deposits must be stored in the drop safe or a cash box in the Main Office safe when not in use.
- Monies should not be left unattended or taken home. Both the student treasurer and advisor must also count monies.
- Complete a triplicate Deposit Voucher when submitting monies. Be sure to include: the club's name, what the money is collected for/from and the signature of both the student treasurer and advisor.
- 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 FIGURE SALES TAX FORMULA

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 dollar this is activity deposit amount (record on deposit slip under Activity Deposit)
4. Multiply Activity Deposit amount (calculated above) by .08. This is the sales tax due. Record this on your deposit slip.
5. The total of these two items should equal total money collected

- Make 2 copies of all checks being deposited. You should keep one for your records as well.
- Deposit reconciliation documentation (a spread sheet listing the sales made) must be attached for any items sold. (Tickets, t-shirts, etc.)
- Hand deliver deposits to the Central Treasurer or place it in the drop safe in the Main 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 it is opened. 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.

2. **Payments Vouchers/Reimbursements**

- Triplicate Payment vouchers are in the Main Office and the advisor and club treasurer must sign the voucher.
- Fill out the left side of the payment voucher with account balance information.
- Payments are made ONLY IF the ORIGINAL receipt or invoice is submitted AND A COPY OF THE MINUTES IS SUBMITTED SHOWING APPROVAL.
- Anything ordered for the club online MUST be shipped to CRMS (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 vendor 1099 must be submitted before check is written or payment is made. All contracts must be reviewed by the principal prior to payment.
- **Checks are printed every Thursday at the district office and mailed to me. Your requests must be to me by Wednesday morning (10 am) to make this deadline.**

Club Name _____

☐ **Check Deposits:**

_____ Completed Fund Deposit Ticket - signed

_____ 2 copies of each check

_____ Sales tax calculated IF applicable

☐ **Voucher/Check Request:**

_____ Payment Order Form – signed and filled out fully w/ balances on left

_____ 2 copies of meeting notes approving the expense

_____ Original invoice/receipt

_____ 2 copies of invoices/receipts

Club Name _____

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