**Belleville Henderson Central School**

**EXTRACLASSROOM CHECKLIST**

**\*Brief money management procedures for clubs and classes\***

1. Fill out ‘Fundraising Activity Request Form’ with signatures to receive permission to conduct an activity.
   1. Give to Mrs. Fingar.
   2. Class will keep in binder.
2. **Receiving Money**

*Student Treasurer with the help of Advisor will perform the following:*

* 1. Count money received after activity. (*Mrs. Riordan will place money in vault until Student Treasurer can count in presence of Advisor. Keep checks to fill out forms below.*)
  2. ‘Deposit Form’
  3. ‘Bank Deposit Ticket’
  4. Return all above forms with checks to Mrs. Fingar. (Mrs. F. will turn in to Mrs. R.)
  5. Return cash to Mrs. Riordan.

1. **Making Payments**

*Student Treasurer with the help of Advisor will perform the following:*

* 1. ‘Payment Order to the Central Treasurer Extraclassroom Activity Fund’
  2. ‘Requisition Form-Extraclassroom’
  3. Request the company send an invoice to Advisor.
  4. Include Class/Club Meeting Minutes regarding activity, if necessary.
  5. Give above items to Mrs. Fingar to prepare Purchase Order.

(After *Mr. Moore signs P.O., Mrs. Riordan will prepare check.*)

1. Update ‘Ledger’ regularly.