Receipts = deposit

Receipts = deposit

Purchase Order received

Students begin taking orders

Students turn in money to Sponsor

Student fees

Fundraiser

Sponsor fills out fundraiser request

Fundraiser or student fees?

Obtain Supt. Approval Signature

Order Period Ends

Patrons pay for items ordered

See Purchasing Slide

Purchase Order requested

Order forms = $$

Sponsor writes a receipt to Student

Secretary writes receipt to Sponsor with revenue codes

Sponsor turns in money to Secretary

Sponsor totals money received.

Bookkeeper enters Revenue into efinance

Bookkeeper reviews receipt coding

Secretary sends documentation to Accounting

Secretary deposits money into bank.

CFO reviews batch for accurate data entry and coding

Revenue is posted to the ledger

Items delivered to Patrons

Items distributed to students

Items Received

Sponsor places order

REVENUE – RECEIPTS FROM START TO FINISH

NEED IDENTIFIED for revenue