

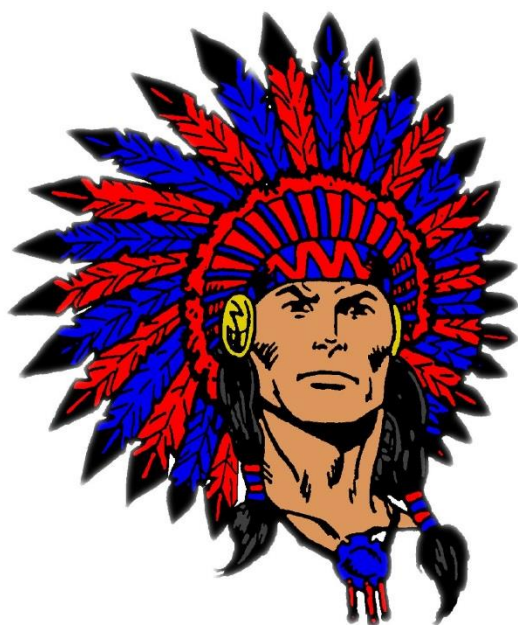
# **NORTHWESTERN LOCAL SCHOOL DISTRICT**

## **ACTIVITIES HANDBOOK**

Student Activity Accounts

Principal Fund Accounts

Athletic Accounts



Northwestern Local School District  
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## INTRODUCTION

Thank you for being an activity advisor, coach, sponsor, or being involved some other way with programs outside of the students' classroom work. Your focus is on the students, so we want to make the financial and reporting requirements as easy as possible. Direct communications are always the best way to answer questions. For those times when you prefer written explanations or instructions, we hope this handbook will meet your needs.

## BUILDING ACTIVITY FUNDS

### Purpose

Funds generated at the building level that are used to support and enhance the students' educational activities and support the financial activities of the building staff. The uses of these funds are limited by the Uniform School Accounting System (USAS) and by Board Policy. This allows for the proper monitoring and use of all funds raised.

### Fund Types

1. Principal General Funds (018900X) - Principal Funds are those funds generated at the building level which are used to enhance the student's educational experience or account for student activity support. Revenue is typically generated through fundraisers and donations.
2. Principal In/Out Funds (0189X02) – Principal Funds used to collect revenue to purchase items not intended for profit. The revenue collected should match the cost of the items. An example would be admissions for a field trip collected from students when the district issues one check for the total admission cost.
3. Principal Staff Incentives (0189X03) – Principal Funds used for staff incentives. Per Board Policy, commissions from pop machines and up to half of the commissions from picture sales can be used for staff incentives.
4. Principal Fund Specific Purposes (0189XXX) – Principal Funds established to account for a specific purpose. An example would be the Renaissance Program.

## STUDENT ACTIVITY/ATHLETIC FUNDS

### Purpose

A program of co-curricular activities established by the Board of Education should ensure that students have an opportunity to take part in co-curricular and extra-classroom experiences; should provide efficient procedures for their creation, operation, and termination; and should outline a system for the safeguarding, accounting, and internal control of extra-classroom activity funds.

The raising and expending of activity money by these student groups should have the main purposes of promoting the general welfare, education, and morale of all the students; financing the normal, legitimate

co-curricular activities of the student body organization; and promoting community involvement that will help students become aware of the needs of others.

### Fund Types

1. Activity Funds (USAS 2009XXX) - Activity funds where the students are involved in the management of the funds (i.e., Student Council, FFA, etc.).
2. Athletic Funds (USAS 30095XX) - Activity funds where the students are not involved in the management of the funds (i.e., Fund for a specific sport).

## FUND ADMINISTRATION

### Superintendent

The Superintendent is responsible for administering all board policies, except those required of the Treasurer.

### Principal/Athletic Director

The principal, athletic director, or authorized administrator shall be responsible for the approval of Purpose and Budget Statements, permission to collect funds, Sales Potential Reports, Sales Final Reports, approval of requisitions, and any other duties as assigned by the Superintendent of the school district.

### Advisors/Head Coaches/Sponsors

The duties and responsibilities of the advisor/head coach/sponsor shall be at the discretion of the Board of Education and should consist of the following:

1. Submitting annual Purpose and Budget Statements of the activity/sports group;
2. Supervising the activities of the activity group, including preparation of sales potential reports prior to the activity, proofs of cash, requisitions, sales final report at the conclusion of an activity, other appropriate documentation;
3. Maintaining account records in an up-to-date manner;
4. Performing any other duties as assigned by the proper administrative authority.

### Treasurer

In every school district, the Treasurer of the Board of Education shall be the Treasurer of the school funds. Although it is the sole responsibility of the Board to establish such policies, they may appoint a designee to execute such policies.

## State Regulations

Section 3315.062, Revised Code, permits a Board of Education to expend funds for student activity programs. This section states:

- A. The Board of Education of any school district may expend moneys from its general revenue fund for the operation of such student activity programs as may be approved by the State Board of Education and included in the program of each school district as authorized by its Board of Education. Such expenditure shall not exceed five-tenths of one percent of the board's annual operating budget.
- B. The State Board of Education shall develop, and review biannually, a list of approved student activity programs.
- C. If more than fifty dollars a year is received through a student activity program, the moneys from such a program shall be paid into an activity fund established by the Board of Education of the school district. The board shall adopt regulations governing the establishment and maintenance of such fund, including a system of accounting to separate and verify such transaction and to show the source from which the fund revenue is received, the amount collected from each source, and the amount expended for each purpose. Expenditures from the fund shall be subject to the approval of the board.

The Auditor of State has adopted and required within each school district the use of a uniform system of cost accounting, prescribed in Chapter 177-2, Ohio Administrative Code, whereby the direct and indirect costs of all school district activities, including athletic and non-instructional activities, regardless of the sources of funding, can be analyzed. This system, known as the Uniform School Accounting System (USAS), can be found in Chapter 117 of the Ohio Administrative Code.

## Board Policy References

The Northwestern Board of Education has adopted a comprehensive set of policies to govern all aspects of the school district. Listed below are some Board Policies that reference the administration of the types of funds and activities covered by this handbook.

Board Policy changes from time to time. Additional policies may be added to govern these types of funds and activities. For the most current policy, please use the link on the district's webpage or by going to <http://www.neola.com/northwestern-oh/>. Advisors, coaches, sponsors, and administrators are to be aware of and follow all Board Policies.

Policy Number	Title
2430	District Sponsored Clubs and Activities
3214	Staff Gifts
5722	School Sponsored Publications and Productions
5830	Student Fund-Raising
5840	Student Groups
5850	School Social Events
6605	Crowdfunding
6610	Student Activity Funds
6612	Deposit of Funds
7230	Gifts, Grants, and Bequests
7540	Technology
7540.02	Web Content, Services, and Apps
7543	Utilization of the District's Website and Remote Access to the District's Network
7610	Entry Upon School Premises and Defacement of School Property
8500	Food and Beverage Sales
8900	Anti-Fraud
9700.01	Advertising and Commercial Activities



## Administrative Guidelines References

In conjunction with the Board Policies, the District Administration has adopted Administrative Guidelines to further clarify the administration of these types of funds and activities. Listed below are some Administrative Guidelines that reference the administration of the types of funds and activities covered by this handbook

Administrative guidelines change from time to time. Additional guidelines may be added to govern these types of funds. For the most current guidelines, please use the link on the district's webpage or by going to <http://www.neola.com/northwestern-oh/>. Advisors, coaches, and administrators are to be aware of and follow all Administrative Guidelines.

Guideline Number	Title
2430	District Sponsored Clubs and Activities
5722	School Sponsored Student Publications and Productions
5830	Student Fundraising
6320A	Purchasing
6605	Crowdfunding
6610	Student Activity Funds
6611	Ticket Sales
7540.02	Web-Page Specifications
8500	Food and Beverage Sales
9700B	Criteria for Commercial Messages

## Forms

General forms are adopted and presented on the Neola website. However, for the purposes of the student activities referenced in this book, please use the specific forms referenced in this handbook and/or on the district's website.

## GENERAL RULES

1. The Board of Education must authorize, by resolution recorded in the official meeting minutes, those student activity programs it wishes to be operational, by the adoption of a Purpose and Budget Statement.
2. Purpose and Budget Statements must be adopted and modified by the Board of Education on a fiscal year basis.
3. All expenditures from these accounts will be made by check and only after the proper procedures have been followed. No purchases can be made until a purchase order has been approved. The approved purchase order and other documentation must be received and properly authorized for payments to be issued.
4. All monies received by school district personnel for a school-sponsored activity must be deposited into a school district account or with the Treasurer of the Board of Education within a 24-hour period following the collection, if practicable, or on the first business day following the event. When offices are closed, monies will be deposited into a safe in the building office that will be accessible to authorized staff.
5. The Board of Education must approve all cash donations of \$500 or more to the activity funds. Donations of non-cash items with a value exceeding \$500 must also be accepted by the Board of Education.
6. All forms required by the Auditor of State and adopted by the Board of Education shall be completed and copies retained by the activity sponsor.
7. Student activity funds should not be used for any purpose that represents an accommodation, loan, or credit to Board of Education employees or other persons. Postdated checks should not be accepted, and checks should not be cashed for anyone. Board of Education employees or others should not take advantage of purchasing privileges.
8. All expenditures should be in accordance with the approved budget of the group. The authorization for the expenditures will be an approved purchase order. Installment and lease purchases are prohibited.
9. All expenditures shall be deemed in accordance with "public purpose" if included on an approved school district activity Purpose and Budget Statement, are within the scope of State law and legal opinions, and a reasonable expense based on the fund activity.
10. Investment procedures and the allocation of interest earnings shall be handled in accordance with Ohio law and Board of Education policy.
11. A system of internal controls shall be implemented in order to safeguard the assets of the funds to ensure that the benefits sought will be attained.

## ANNUAL REQUIREMENTS

### How do we get started?

Prior to the beginning of each school year or sports season, the treasurer's office will have a meeting with all activity advisors, head coaches, sponsors, and all others who will be involved with activities that will receive and/or spend money. Those meetings will review procedures and clarify expectations. After that initial meeting, each advisor or head coach will meet individually with someone from the Treasurer's Office to review plans for the year and give assistance as needed. By working together at the beginning of the year, the goal is to have a good understanding and minimize the amount of time spent on paperwork.

### Why do we have so many procedures?

Everyone agrees that completing paperwork is not the best part of an activity. Advisors do not like taking the time to complete the forms and administrators do not like to take the time to review the forms. So why do we have all the paperwork? The simple answer is: protection.

Although the natural thought is that the only thing being protected is the money, it is really much more than that. Following proper procedures helps to keep all people involved in an activity protected from questions and accusations. The minimum standards are set by Ohio Revised Code, Board Policy, Administrative Guidelines, and procedures developed in handbooks such as this one. Following proper procedures and providing documentation can help protect individuals and the district from damaging headlines.

On the positive side, the paperwork can be used as a learning tool for students. Although the advisor or coach is responsible for submitting the forms, students can help compile the information to complete the paperwork.

### How do we know if an activity is required to complete the various forms?

The simple answer is that if an activity plans to do anything in the upcoming year, they should submit the required paperwork. The amount of paperwork required depends on the amount of activities planned. As described below, the Purpose and Budget Statement gives an overall purpose of the activity. Even if there are no plans to raise or spend money, the purpose portion of the statement gives the Board of Education an opportunity to become aware of the reasons the various groups exist.

### How is a new activity started?

Any activity with financial transactions must be covered under a new or existing activity group. Most activity groups or teams are on-going. The advisors or coaches may change, but the activities continue to exist. If you would plan to start something new, the first step is to discuss it with your building principal (or athletic director for a team). They need to know what is planned for their buildings. The next discussion should involve the Treasurer's Office to determine if this can be included with an existing group or if a new activity group should be created. Board Policies 5840 and 6610 and Administrative Guidelines 2430 and 6610 give the specifics on creating a new activity.

## The Forms

Although it may not seem like it, the idea of the forms is to collect the needed information in the easiest way possible. All forms are available on the district's website, on both the Staff Resources and Treasurer's Office pages. All forms should be completed online. The sales potential and sales final forms are submitted electronically. All other forms should be completed online, printed, and then routed for the necessary approvals. Once the required signatures are obtained, the final version should be scanned as a PDF file and saved to the T:/ Drive in the appropriate Activity folder.

As discussed throughout this handbook, the forms are essential to ensure that:

1. State Rules and Regulations, as well as Board Policies and Administrative Guidelines, are followed.
2. Documentation exists of all Activity transactions to protect students, staff, administration, and the District against any accusation of wrongdoing.

For any activity where the Advisor/Coach/Sponsor is a paid position according to the Master Agreement between the Northwestern Teachers Association (NTA) and the Northwestern Local Board of Education Supplemental Salary Schedule, supplemental contracts will be paid after the Treasurer receives the "Supplemental Close-out Form." The Supplemental Close-out Form, which is contained within the negotiated agreement and adopted by both parties, states that all duties (which would include all forms) have been completed. Therefore, once the Treasurer's Department has received all forms and verified they are correct, payment will be issued for the supplemental contract. The Supplemental Close-out Form can also be found on the Treasurer's Department page of the district website or from the Athletic Director or building Principal.

## Purpose and Budget Statement

The Purposed and Budget Statement is the first and most important form you will complete. This form is easy to complete. The first thing you need is your activity name. The activity name is the overall group or team that will be conducting the activities. For example, Junior High Student Council is an activity name. The individual events under the activity, such as a dance, will be covered by the other forms to be discussed later. The fund number is a seven-digit code that accounts for each activity. You can tell the type of activity by the first three digits (018 – Principal Funds, 200 – Student Activities, 300 – Athletics). The fund number will be used in all of your reports. The number is assigned by the Treasurer's Office.

### *Purpose*

The purpose part of the statement is very important. This statement shows why you are forming this group or why it is in existence. This not only lets the Board of Education know why the activity exists, but their approval tells the State Auditor's Office that the Board is in agreement with your activities. A sentence or two should be all you need. It can be as simple as "to provide support to the football team with additional activities, supplies, and equipment" for the limited purpose groups. A larger group such as Student Council will probably need to be a little more descriptive. An example is "to provide support to students, staff, and the community through activities involving students. The support will include activities, incentives for students and staff, and charitable fundraisers, and scholarships". The idea is to be specific in how you plan to do things, but not too specific to limit the group to one small activity (eg. Contributions to a specific charity).

### *Budget*

The budget portion of the form can be completed by filling the blanks. The spreadsheet will take care of the math.

Schools operate on a July 1 – June 30 fiscal year. You can find your beginning balance by looking at the previous June 30 monthly report. You can also produce a report any time at your eFinancePlus account (instructions can be found on the district website). If you are new to the activity or cannot find the report, please call the Treasurer's Office for your beginning balance. For new activities (such as the freshman class), list \$0 as the beginning balance.

Next, list the sources of revenue and estimates (i.e., name of fundraiser, types of donations, club dues, etc.). Please do not use terms that are too general, such as fundraiser or donations. Be as specific as possible. For example, list the type of fundraiser you are planning or where you will be asking for donations. Remember, this is a planning document. We all understand plans change. No one is going to hold you to the exact numbers. Revised budgets can be submitted throughout the year.

After revenue, list the uses or how you will be spending your funds. Like revenue, you do not want to be too general. For example, rather than just listing supplies, you should list fundraising supplies, t-shirts, food, etc. Rather than a broad statement of donations, you could break it down into categories such as adopt a family project, charitable organization donation, and annual student scholarship. Miscellaneous expenditures should not exceed 1% of the total expenditures. Again, these are estimates and the actual amounts will vary. We recognize plans change and budgets can be adjusted later to reflect the change in plans.

The spreadsheet will take care of the calculations. Beginning balance plus sources (anticipated receipts) less uses (anticipated expenses) equals your projected ending (June 30) balance. The projected ending balance number must be zero or above.

### *Signatures*

All student activity (Fund 200) accounts are required to have student involvement in all aspects of running the account. If the Purpose and Budget Statement is for a student activity, please review the form with the students. The students who serve as President and Treasurer are required to sign and date the form. Their signatures show there was student involvement and the majority of the students in the group agree to support both the purpose and budget. Your signature as Activity Advisor/Sponsor is your guarantee that you will adhere to Board Policies and Administrative Guidelines as it relates to these activity funds.

As the advisor, head coach, or sponsor of the activity, you should also review the form carefully. Your signature is your guarantee that you will adhere to Board Policy and Administrative Guidelines as related to these activities.

The Purpose and Budget Statement should then be forwarded to the proper administrator (Building Principal, Assistant Principal, or Athletic Director) for his or her signature. That signature is an assurance that the Administrator has reviewed and supports the planned activities. The purpose and budget statement will be given back to the advisor, head coach, or sponsor to schedule a review meeting with the Treasurer's Office.

The advisor, head coach, or sponsor should then contact the Treasurer's Office to schedule a review meeting. This is NOT a formal meeting. It will probably be a very short meeting, but the Treasurer's Office will take as much time as requested to answer questions. The point of the meeting is to work

together from the beginning. It is simply an opportunity to discuss the statement and make any clarifications before the statement is submitted to the Board of Education for approval.

### *Due Dates*

The first Purpose and Budget Statement for the school year is due by September 10. This means the review meetings also must be completed prior to September 10. Monthly Board of Education meetings are held on the third Thursday of the month. The September 10 due date will allow time for the statements to be submitted to the Board of Education for approval at the September meeting.

The first Purpose and Budget statement for individual sports are due prior to the first official practice of the season.

If there is a need for a modified budget later in the year, it can be submitted anytime. It is important to remember that modified budgets will also require a review meeting with the Treasurer's Office before it is submitted to the Board.

Once the required signatures are obtained, the final version should be scanned as a PDF file and saved to the T:/ Drive in the appropriate Activity folder.

Sample Purpose and Budget Statements can be found on pages 25 & 26 of the handbook.

### *Revenue Documentation & Reporting*

According to the State Auditor's office, all revenues should be able to be documented in some fashion. All records should be maintained for at least 2 years after the audit.

All revenue must be deposited with the Treasurer's Office or into a school depository within the Board adopted timelines for such activity. The Administrative Guideline 6610 states that all monies collected are to be deposited within 24 hours or on the next business day. All deposits must include an Activity Deposit Slip and the information contained on the Student Receipts Summary form. You may substitute another form, as long as it contains the same information.

#### *Activity Deposit Slip*

The Activity Deposit Slip provides the documentation to show how much was collected and when/where the funds were deposited. A sample Activity Deposit Slip can be found on page 27.

#### *Student Receipt Summary*

The Student Receipt Summary provides the documentation of how much was turned in by each student and what the money was for. For small donations, such as a jar for collecting loose change donations, it is impossible to know how much was received by each student. In those instances, you can simply list the total amount received from each location point. If there are other instances where it is impractical to list the amount received by each individual, please contact the Treasurer's Office to help determine the best way to record the receipts. A sample Student Receipt Summary can be found on page 28. You may substitute another form, as long as it contains the same information.

**These two forms, which should be submitted with the deposit, are important for your protection and to maintain the integrity of the event/fundraiser in case of allegations of mishandling of funds.**

Once the required signatures are obtained, the final version should be scanned as a PDF file and saved to the T:/ Drive in the appropriate Activity folder.

With the exception of dues, Sales Potential and Sales Final Reports must be completed for all types of activities collecting money. These forms will be explained later in the handbook.

## Types of Revenue

### *Admissions*

All revenue from any type of admission must be documented.

For admission events using tickets, use ***Ticket Form 1 – Ticketed Event*** or a similar form that contains the same information. The form will utilize beginning and ending ticket numbers to calculate the potential revenue. The form will be used for presale of numbered tickets and numbered tickets sold at the door (if applicable). Please review the Ticket Form 1 – Ticketed Event form on page 29. You may substitute another form, as long as it contains the same information.

For admission events not using tickets, use ***Ticket Form 2 – Non-Ticketed Event***. This form will provide a count of admissions, which can then be used to compare possible and actual incomes. Please review the Ticket Form 2 – Non-Ticketed Event form on page 30.

If needed, multiple forms can be used for the same event.

Once the required signatures are obtained, the final version should be scanned as a PDF file and saved to the T:/ Drive in the appropriate Activity folder.

### *Dues/Fees*

Membership lists should be maintained. The list should include the name, the amount of dues and/or fees paid and when they were paid. Reasons and records of other fees should be maintained.

### *Sales*

Sales of goods require an inventory of items to be maintained to document items ordered, returned, and revenue collections by individuals. The ***Product Distribution Form*** records the items picked up by each individual student. The number of items received by the student is reconciled on the form to the number of items sold and returned by the student. If there are questions of whether or not items should be included on the form, please contact the Treasurer's Office. Please see the Product Distribution form on page 31. You may substitute another form, as long as it contains the same information.

Concession stand sales will be hardest to document. Efforts should be made to document the possible income. Beginning and ending inventories of goods and supplies will help in your efforts.

### *Donations*

If an activity is planning to solicit donations, the solicitation should be handled like a fundraiser with all the necessary reports.

If the activity receives a one-time donation from an individual, the fundraiser reports are not required. All cash donations over \$500 must be accepted by the Board of Education. All non-cash donations valued at \$500 or more must be accepted by the Board of Education.



### Purchasing/Expenditure Requirements

All expenditures must be made by the school district. Purchases cannot be made with funds (cash) that have been collected. No purchase can be made without having an approved purchase order. Please remember that a requisition is NOT an approved purchase order. The following are guidelines to the process.

Prior to the signing of a contract or entering into any verbal agreement for supplies or services, the Activity Advisor/Head Coach/Sponsor must have an approved purchase order. An approved purchase order is required before making a purchase even if you making purchases and requesting reimbursements.

An Advisor/Head Coach/Sponsor can request a purchase order by using the eFinancePlus requisition system. A link to log into the system can be found at the district's website. Instructions on completing a requisition can be found on the Staff Resources page on district website.

Once the requisition has been submitted, the system will forward it to the proper Administrator for first level approval. Like all requisitions, it will require the approval of the Superintendent and Treasurer before it is converted to a purchase order. You will receive an e-mail with the purchase order number once it has been created. If you do not receive a purchase order number within 24 to 48 hours of submitting a requisition, please contact the Treasurer's Office. After you receive the purchase order number, you will be able to proceed with the purchase.

Upon receiving the merchandise or services or at such a time a check is needed, please return an invoice attached to the Invoice Approval form, which can also be found at the district website. This will notify the Treasurer's office that you approve of the payment and a check can be issued. If you are making a donation or other type of payment where there is no invoice, a letter with a description of the payment needed can be substituted for an invoice. Someone from the Treasurer's Office will contact you if there are questions about the payment. Checks are usually available on Fridays. In order to receive a check by Friday, all documentation to process the payment must be to Accounts Payable by Wednesday.

### Building Usage Request for Building/Activity Funds

If the building/activity account needs to use a space in one of the buildings to accomplish one of its activities, the group should make this request as early as possible. This will ensure that space, if available, will be assigned to the activity.

To schedule an event, please go to the Staff Resources page of the district website and click on the link "Schedule an Event."

### Bus Request for Building/Activity Funds

If the building/activity account needs to use a bus or school van to accomplish one of its activities, the group should complete a school bus/van request form. This will ensure that transportation, if available, will be assigned to the activity.

To request a bus or school van, please complete the Field Trip Request Form located on the Staff Resources page of the district website. The form can also be found by going to the Neola website (<http://www.neola.com/northwestern-oh/>) and searching for "Form 2340 F1."



Advisors/Head Coaches/Sponsors should also review Board Policy 2340 – Field and Other District-Sponsored Trips as well as the following Administrative Guidelines:

2340a	Field Trip Guidelines
2340b	District-Sponsored Trips
2340c	Overnight Trips (District-Sponsored)
2340d	Nondistrict-Sponsored Trips
2340f	Chaperones for Trips

## Fundraising

An essential financial part of all activity accounts is the necessity to raise funds for the group's activities. All fundraising activities must be coordinated and approved by the Principal (or Athletic Director) and the Superintendent at least two (2) weeks prior to the sale or event (Administrative Guidelines 6610). The approval of the fundraising activity is requested through the Sales Potential form, which is explained below.

As with all revenue and expenditures of the school, this activity must be included in the budget. Requisitions may be completed after the Sales Potential form has been approved. An approved purchase orders must be received by the Activity Advisor/Head Coach/Sponsor prior to the start of the sale if expenditures are required as part of the project.

At the completion of the fundraising activity, a Sales Final Report must be completed. Administrative Guidelines 5830 requires the report to be submitted to the Superintendent within thirty (30) days after the completion of the activity.

### *Sales Project Potential*

The Sales Project Potential describes what you will be doing to collect money. It is also used to estimate revenue, expenses, and profit. Everyone understands it is an estimate and estimates are rarely 100% accurate. An estimate is simply your best guess with all of the information available to you when you complete the form. The important part is to give the best descriptions and expectations for the project.

The Sales Project Potential is an electronic form that must be submitted online. The link to the Sales Potential is on the district's website at <http://www.northwestern.k12.oh.us/ActivityFundForms.aspx>. A blank Sales Project Potential can be found on page 32. The specific instructions to complete the form are below:

- **Building/Dept.:** Select the proper building for student activities (Fund 2009XXX) or principal fund (Fund 0189XXX), or athletics (Fund 30095XX). Your selection route the form to the proper person for approvals.
- **Account:** Select your activity/account from the drop down menu.
- **Proposed Project:** Enter a short description of the reason you will be collecting money.
- **Proposed Dates of Project:** Enter the proposed beginning and ending dates.
- **Advisor:** This is the Advisor/Head Coach/Sponsor responsible for the project.

- **Company/Vendor:** If you are working with an outside vendor to conduct the project, enter the name of the company.
- **Representative/Phone:** If you are working with a vendor, enter the name of the person you are working with, and their phone number.
- **Type of Fundraiser:** Select yes or no from the drop down menu next to all statements in this section.
  - **Prepaid designated prices:** These are fundraisers where items are being sold at a set price and the money is collected at the time the order is placed. Since there are often different items sold at different prices, the vendor normally invoices the district at a set percentage of the price charged to the individual. The difference between what an individual pays the district and what the district pays the vendor is the profit percentage. Please enter the profit percentage.
  - **Orders taken and paid at delivery:** These are fundraisers where orders are taken and money is collected when the items are delivered to the person who placed the order. Since there are often different items sold at different prices, the vendor normally invoices the district at a set percentage of the price charged to the individual. The difference between what an individual pays the district and what the district pays the vendor is the profit percentage. Please enter the profit percentage.
  - **The organization will charge:** The section is generally used if you are not working with a vendor. The activity will be purchasing the items, setting the price, and selling directly to an individual. For example, you may be purchasing candy at the grocery and then selling directly to students at the allowed times. This section would also be used if tickets were being sold. In the first box, you enter the selling price. In the second box, you enter what items or services are being sold. If there are different items at different prices, you can enter “multiple” in both boxes and then enter the details in the other box below.
  - **Donations:** Yes or no if you will be asking for donations.
  - **Other:** If the activity does not fit into the previous groups or if you need to add more information, it should be entered here. If there is no cost to the activity for the items being sold, please note that in this section.
- **Financial Information:**
  - **Gross Sales:** You enter the number of items being sold and the selling price. If you are going to sell different items at different prices, you should prepare a document that shows a list of items and prices. You can then enter 1 as the number of items and the total you expect to receive as the gross amount. Please contact the Treasurer’s Office if you are unsure how to do this. We can help you calculate the amounts to enter. If you take this option, you must attach your documentation.
  - **Less Costs:** This is similar to the gross sales above, only you enter the amount the district will be paying the vendor for each item as the cost. Also, like the gross sales, if there are multiple pricing options an attachment will be needed.
  - **Other Costs:** Other costs are usually entered when you are not working with a vendor. From the example above, it would be the cost of the candy. This is also where you would enter the cost of services, such as a DJ. This amount is not calculated automatically, so you will need to enter an amount.
  - **Estimate Profit:** This amount will be calculated automatically. It is important to remember the amount as it will be used on the sales final report.

- **Signature:** Entering your name and e-mail address serves as your signature that it is your best estimate and you will follow all Board Policies and Administrative Guidelines.
- **Attachments as PDF:** Documents to be attached must be formatted as a PDF.
- **Printing:** Although not required, it is highly recommended that you print a copy for your files **BEFORE** clicking on submit. You can see the print option by right clicking in the document.
- **Submit:** Clicking submit sends the form for approvals. The first level of approval is the building administration or Athletic Director. After their approval, it is forwarded to the Superintendent. Finally, it is sent to the Treasurer's Office. You will receive notification of final approval at the e-mail address you provided above.

### *Sales Project Final Report*

The Sales Project Final Report summarizes the details of the fundraising project. This report is completed after the project is final, so it is not an estimate. Although the report may look long and complicated, you will be able to find most of the "OH Fund Activity Report" at your eFinancePlus account. Instructions for the report can be found on the district website. You can also contact the Treasurer's Office for assistance. A blank Sales Final Report can be found on page 33. The specific instructions to complete the form are below:

- **Building/Dept.:** Select the proper building for student activities (Fund 2009XXX) or principal fund (Fund 0189XXX), or athletics (Fund 30095XX). Your selection route the form to the proper person for approvals.
- **Account:** Select your activity/account from the drop down menu.
- **Advisor:** Enter the name of the person responsible for the project.
- **Sales Project:** Enter the name of the fundraising project. This should match the Sales Project Potential.
- **Sales Dates:** Enter the actual beginning and ending sales dates. It is possible this will not match the Sales Project Potential.
- **Company:** If a vendor was used to coordinate the project, enter the name of the company/vendor.
- **Deposit Dates/Deposit Amounts:** Enter the dates and amounts for each deposit. You can double check the dates and amounts against the OH Fund Activity Report. The dates may not match exactly because the receipt date is the date the bank credits the account. If you have more than five deposit dates, you will need to prepare a document listing the dates and amounts. You will then save the document as a pdf and use the attachment option. If you need to attach a document for receipts, enter the last deposit date on the Sales Project Final and the total of all the deposits. This will allow the form to calculate the profits correctly.
- **Project Revenue:** Enter the number of items sold and the price for those items. The total amount will be calculated. If you have items with more than four different selling prices, you will need to create an attachment similar to the deposit instructions. You can list 1 item and the total of the sales as the selling price. If the fundraiser was collecting various donations from many different people, simply enter 1 item sold and the selling price is the total amount collected.
- **Project Expenses:** The expenses are entered the same way as the project revenue section, except you use the cost of the items instead of the selling price. If an attachment is needed, you can enter 1 item and the total costs of the items sold. There will not be any costs if the

- fundraiser was collecting donations. However, you still need to enter 1 item sold and the cost of the item is zero. This is necessary for the calculations to be correct.
- **Other Expenses:** This is where you enter the costs that are not listed above. Examples of items in this area include purchased candy, disc jockey services, or refreshments.
  - **Project Net Profit:** This amount is automatically calculated.
  - **Comparisons:** This section ties together the information entered and the profit estimated on the Sales Project Potential.
    - **Items Ordered:** Enter the number of items ordered from a vendor or the number of tickets. It is compared to the number of items sold. If your activity made items and sold them, enter the number of items sold. If you have contributions or entered "1" above because of an attachment, enter "1".
    - **Items Returned:** Enter the number of items returned to the vendor.
    - **Estimate Profit:** This amount is found on the Sales Project Potential. It is very unlikely that it will match actual profit exactly. It is not expected to match.
  - **Explain All Discrepancies:** Amounts that are calculated in the differences row should be explained here.
  - **OH Fund Activity Report:** It is important to compare the Sales Project Final to the OH Fund Activity Report. The deposits and expenditures should match. If they don't match, please contact the Treasurer's Office so we can help find the discrepancies before the form is submitted.
  - **Signature:** Entering your name and e-mail address serves as your signature that it is your best estimate and you will follow all Board Policies and Administrative Guidelines.
  - **Attachments as PDF:** Documents to be attached must be formatted as a PDF.
  - **Printing:** Although not required, it is highly recommended that you print a copy for your files **BEFORE** clicking on submit. You can see the print option by right clicking in the document.
  - **Submit:** Clicking submit sends the form for approvals. The first level of approval is the building administration or Athletic Director. After their approval, it is forwarded to the Superintendent. Finally, it is sent to the Treasurer's Office. You will receive notification of final approval at the e-mail address you provided above.

### *Monthly Reports*

The Treasurer's Office will print the OH Fund Activity and meet with advisors/sponsors on a monthly basis to review the report. Review meetings will also be held with Head Coaches during the team's season. Any discrepancies will be discussed during the review meetings. Once the reports are correct, the advisor/head coach/sponsor will sign the reports to be filed. The building principals and the athletic director will be sent updates on the meetings.

## THE DO'S OF FUNDRAISING

**DO** check to be sure the fundraiser fits the District's fundraising guidelines.

**DO** check with the Treasurer's office if you have any questions prior to planning an event.

**DO** check and closely follow any Board Policies regarding contracts and expenditures of funds for the procuring of goods and services.

**DO** review contracts

- a) Check quantities ordered carefully
- b) Check process; be sure they are the same as quoted
- c) Be sure all verbal commitments are in the written contracts
- d) Provide for the return of unsold merchandise in the contract

**DO** check the delivery against the packing slip and account for all items.

**DO** require strict accounting for all goods and funds for all projects:

- a) Require for students and other sellers to sign for the materials they take
- b) Issue receipts for all goods or money received from students or other sellers

**DO** make safety of participants a major concern:

- a) Provide for actual physical supervision of "activity" fundraisers (i.e. car washes)
- b) Establish safety precautions to prevent injury to students and property during the event
- c) Require a check for instruction of the involved students in the safety precautions pertinent to the undertaken activity and to the use of any equipment to be used for the project
- d) Provide for a safety check of any equipment to be used for the project
- e) Monitor events and institute further safety and/or disciplinary precautions as experience suggests

**DO** deposit funds collected per Administrative Guideline 6610.

**DO** use your Student Code of Conduct and normal school discipline to collect money or goods owed by students.

## THE DON'TS OF FUNDRAISING

**DON'T** allow an activity to be school sponsored unless you, as the Advisor, can control all aspects of the event/sale.

**DON'T** collect money for an event/activity being run by a parent organization (i.e. PTA, booster groups) during work hours or when the perception might be that you are collecting on behalf of Northwestern Local School District. Every effort should be made to make it clear that it is an event/activity of this outside organization.

**DON'T** hold on to funds collected – they must be deposited within 24 hours or next available business day. When offices are closed, monies shall be deposited in a safe in the building office that will be accessible to authorized staff.

**DON'T** order items without a purchase order in place.

**DON'T** use cash on hand collected from the fundraising event to pay for other expenses of the event. All money collected **MUST** be deposited. Purchase orders need to be in place to cover expenses.

**DON'T** cash checks for anyone – We are not a bank.

**DON'T** sign for goods that may make you personally liable for payment under the terms of contract.

**DON'T** allow students to take more product than they can reasonably sell quickly.

**DON'T** allow the acceptance of “special gifts” or “special bonuses” for undertaking the fundraiser or for achieving certain quotas by yourself, your staff, or your students.

**DON'T** allow supervisors of physical activities to encourage students to perform beyond their level of training and experience.

**DON'T KEEP CASH IN YOUR DESK OR CLASSROOM.**

**DON'T TAKE CASH HOME.**

## CHECKLIST FOR ACTIVITIES

This checklist is provided to assist you in seeing that all required procedures are followed before, during, and after your event.

- ☐ I have read the Student Activities Handbook.
- ☐ I have allowed more than two (2) weeks in advance of the event to begin the planning process.
- ☐ Checked the school calendar for conflicts.
- ☐ Completed a Sales Potential Form for Student Activities.
  - Attached copies of vendor contracts and/or other documents.
  - Sales Potential Form has been approved prior to starting the event/project/fundraiser.
- ☐ Complete Building Usage Event Registration on the district website.
- ☐ If your event requires chaperones, staff and/or police supervision, check with your building principal to make arrangements.
- ☐ Prepare an information sheet for participants and encourage them to share this information with their parents. The information should include the following:
  - Reason for fundraiser
  - Monetary goals for the group and each participant
  - Dates of sale
  - Advisor's name
  - Due date of any order forms along with how, where, and when to submit payments
  - Delivery date of merchandise
  - Participant's responsibility for money and merchandise
  - Any prize information
- ☐ Copies of all fundraising materials/order forms have been provided to participants.
- ☐ Have a plan for advertising your event (i.e. newsletters, school website, posters, etc.)
- ☐ Assign someone to be responsible for payment collection and be sure they understand their responsibility for accounting for sales.
- ☐ If tickets are needed for your event, arrangements have been made to obtain, record, and use tickets.
- ☐ Set-up and take-down/clean up arrangements have been made.
- ☐ If vendors require payment at the event (i.e. DJ's, security), plan well ahead.
- ☐ Plans for concessions have been made.
- ☐ Plans for advance and at-the-door ticket sales have been made.
- ☐ Needed purchase orders have been approved.
- ☐ I HAVE READ THE GUIDELINES/PROCEDURES FOR MY TYPE OF EVENT/ACTIVITY.

# SAMPLE FORMS SECTION



# **NORTHWESTERN LOCAL SCHOOLS** **Purpose and Budget Statement**

Please complete all shaded areas

<b>Activity</b>	HS Student Council	<b>Fund</b>	2009610
<b>Purpose of Activity:</b>	Provide support to students, staff, and the community through activities involving students. The support will include activities, incentives for students and staff, and charitable fundraisers and scholarships.		

**School Year** 2012-13

**July 1 Beginning Balance** \$ 5,604.57

**Anticipated Receipts** (Fundraisers, activities, dues, donations, etc)

Sources	Amount
A. Homecoming	\$ 4,500.00
B. Winter Dance	\$ 1,000.00
C. Dress Exchange	\$ 50.00
D. Miscellaneous Receipts	\$ 50.00
E.	\$ -
Total Anticipated Receipts \$ 5,600.00	
Beginning Balance + Total Anticipated Receipts \$ 11,204.57	

**Anticipated Expenses** (Fundraisers, activities, services, supplies, donations, etc)

Uses	Amount
A. Homecoming	\$ 2,700.00
B. Winter Dance	\$ 800.00
C. Dress Exchange	\$ 50.00
D. Staff Appreciation	\$ 300.00
E. Student Support Events/Donations	\$ 1,000.00
F. Community Support Donations	\$ 500.00
<b>All requisitions should be charged to account code 899</b>	
<b>Total Anticipated Expenses</b>	<b>\$ 5,350.00</b>
<b>June 30 Ending Balance</b>	<b>\$ 5,854.57</b>

Activity President	Date	Activity Treasurer	Date
<i>Student activities require student signatures to indicate student involvement and agreement of the majority of the students in the group.</i>			

Activity Advisor/Head Coach/Sponsor	Date	Administrator Signature	Date
<i>Signatures of the Advisor/Head Coach/Sponsor and Administrator indicates support of the activity and agreement to follow Board Policy and Guidelines</i>			

# **NORTHWESTERN LOCAL SCHOOLS** **Purpose and Budget Statement**

Please complete all shaded areas

<b>Activity</b>	FFA	<b>Fund</b>	2009330
<b>Purpose of Activity:</b>	FFA is a national student organization that exists to promote premier leadership, personal growth, and career success through various activities. These could include field trips, contests, banquets, meetings, judging events, conventions, community service, and other activities.		

<b>School Year</b>	2012-13	<b>July 1 Beginning Balance</b>	\$ 1,058.27
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## **Anticipated Receipts (Fundraisers, activities, dues, donations, etc)**

Sources	Amount
A. Hoodies/Farm Day Shirts	\$ 3,000.00
B. Fruit/Food Fundraiser	\$ 26,500.00
C. Dues and Fees	\$ 4,500.00
D. Donations	\$ 4,500.00
E. Poultry Sales	\$ 150.00
<b>Total Anticipated Receipts</b>	<b>\$ 38,650.00</b>
<b>Beginning Balance + Total Anticipated Receipts</b>	<b>\$ 39,708.27</b>

## **Anticipated Expenses (Fundraisers, activities, services, supplies, donations, etc)**

Uses	Amount
A. Hoodies/Farm Day Shirts	\$ 3,000.00
B. Fruit/Food Fundraiser	\$ 22,000.00
C. Poultry	\$ 150.00
D. Students Expenditures - Meetings, shirts, jackets, entry fees, etc	\$ 10,000.00
E. Banquet	\$ 2,500.00
F. Miscellaneous	\$ 200.00
<b>All requisitions should be charged to account code 899</b>	
<b>Total Anticipated Expenses</b>	<b>\$ 37,850.00</b>
<b>June 30 Ending Balance</b>	<b>\$ 1,858.27</b>

Activity President	Date	Activity Treasurer	Date
<i>Student activities require student signatures to indicate student involvement and agreement of the majority of the students in the group.</i>			

Activity Advisor/Head Coach/Sponsor	Date	Administrator Signature	Date
<i>Signatures of the Advisor/Head Coach/Sponsor and Administrator indicates support of the activity and agreement to follow Board Policy and Guidelines</i>			

**NORTHWESTERN LOCAL SCHOOLS  
ACTIVITY DEPOSIT SLIP**Date 4/20/2017Activity Name HS Student CouncilActivity Fund Number 2009610Source of Funds HomecomingCurrency \$600.00\*Coins \$100.00Checks \$50.00

Please list checks:

Name	Check #	Amount
Leslie Knope	2125	\$10.00
Ron Swanson	1516	\$5.00
Ben Wyatt	2789	\$15.00
April Ludgate	568	\$10.00
Ann Perkins	4510	\$10.00

Deposit Total \$750.00

\*Coins must be wrapped

Activity Advisor Signature \_\_\_\_\_

**NORTHWESTERN LOCAL SCHOOLS**  
Student Receipts Summary

Please complete all shaded areas

[illegible]

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Signature of Activity Advisor/Head Coach/Sponsor

Date \_\_\_\_\_

**NORTHWESTERN LOCAL SCHOOLS****Ticket Form 1 - Ticketed Event**

Please complete all shaded areas

Activity HS Principal Fund Fund 0189004Event VanGorder BanquetDate of Event 05/10/17 Date of Ticket Sales 05/05/17**Price 1 Tickets**Ticket Type Student Ticket Price \$6.00First Ticket Number Sold 1 Last Ticket Number Sold 50Total Tickets Sold 50 Expected Revenue \$300.00**Price 2 Tickets**Ticket Type Adult Ticket Price \$10.00First Ticket Number Sold 28 Last Ticket Number Sold 82Total Tickets Sold 55 Expected Revenue \$550.00Total Ticket Sales \$850.00 Total Money Received \$851.00 Difference \$1.00Please explain any difference Wrong changeWho received the deposit? HS Office Becky Piteo Date of Deposit 5/5/2017\_\_\_\_\_  
Ticket Seller Signature\_\_\_\_\_  
Activity Sponsor Signature

## NORTHWESTERN LOCAL SCHOOLS

## Ticket Form 2 - Non-Ticketed Event

Please complete all shaded areas

Activity	Power of Pen	Fund	2009114
Event	Fall Dance	Date of Event	10/05/17

Please mark through the number as tickets are sold to count the attendance

<del>1</del>	<del>26</del>	<del>51</del>	76	101	126	151	176	201	226	251	276
<del>2</del>	<del>27</del>	<del>52</del>	77	102	127	152	177	202	227	252	277
<del>3</del>	<del>28</del>	<del>53</del>	78	103	128	153	178	203	228	253	278
<del>4</del>	<del>29</del>	<del>54</del>	79	104	129	154	179	204	229	254	279
<del>5</del>	<del>30</del>	<del>55</del>	80	105	130	155	180	205	230	255	280
<del>6</del>	<del>31</del>	<del>56</del>	81	106	131	156	181	206	231	256	281
<del>7</del>	<del>32</del>	<del>57</del>	82	107	132	157	182	207	232	257	282
<del>8</del>	<del>33</del>	<del>58</del>	83	108	133	158	183	208	233	258	283
<del>9</del>	<del>34</del>	<del>59</del>	84	109	134	159	184	209	234	259	284
<del>10</del>	<del>35</del>	<del>60</del>	85	110	135	160	185	210	235	260	285
<del>11</del>	<del>36</del>	<del>61</del>	86	111	136	161	186	211	236	261	286
<del>12</del>	<del>37</del>	<del>62</del>	87	112	137	162	187	212	237	262	287
<del>13</del>	<del>38</del>	<del>63</del>	88	113	138	163	188	213	238	263	288
<del>14</del>	<del>39</del>	<del>64</del>	89	114	139	164	189	214	239	264	289
<del>15</del>	<del>40</del>	<del>65</del>	90	115	140	165	190	215	240	265	290
<del>16</del>	<del>41</del>	<del>66</del>	91	116	141	166	191	216	241	266	291
<del>17</del>	<del>42</del>	<del>67</del>	92	117	142	167	192	217	242	267	292
<del>18</del>	<del>43</del>	<del>68</del>	93	118	143	168	193	218	243	268	293
<del>19</del>	<del>44</del>	<del>69</del>	94	119	144	169	194	219	244	269	294
<del>20</del>	<del>45</del>	<del>70</del>	95	120	145	170	195	220	245	270	295
<del>21</del>	<del>46</del>	<del>71</del>	96	121	146	171	196	221	246	271	296
<del>22</del>	<del>47</del>	<del>72</del>	97	122	147	172	197	222	247	272	297
<del>23</del>	<del>48</del>	73	98	123	148	173	198	223	248	273	298
<del>24</del>	<del>49</del>	74	99	124	149	174	199	224	249	274	299
<del>25</del>	<del>50</del>	75	100	125	150	175	200	225	250	275	300

Ticket Price	\$5.00	Number Admitted	72
Expected Revenue	\$360.00	Total Money Received	\$358.00
		Difference	-\$2.00
Please explain any difference	Wrong change		
Who received the deposit?	HS Office - Becky Piteo	Date of Deposit	10/05/17

## NORTHWESTERN LOCAL SCHOOLS

### Product Distribution Form

Please complete all shaded areas

[illegible]

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Signature of Activity Advisor/Head Coach/Sponsor

Date \_\_\_\_\_

### NORTHWESTERN LOCAL SCHOOL DISTRICT SALES PROJECT POTENTIAL

The sales project potential form is design to account for the projected income from sales projects. The purpose is to provide information to advisors and administrators of the various projects and whether they function in accordance with adopted Board Policies

This form is to be completed and submitted to the Principal and Superintendent for approval **PRIOR** to commencing any fundraising activity.

BUILDING/DEPT:		ACCOUNT:	
PROPOSED PROJECT:	Proposed Project		
PROPOSED DATES OF PROJECT:	Proposed Project Dates	ADVISOR	Advisor
COMPANY/VENDOR:	Company/Vendor		
REPRESENTATIVE:	Representative	PHONE:	Phone

Please check all that apply to this project:

<input type="checkbox"/>	Orders taken and products are pre-paid at designated prices. The organization receives a percentage of sales. Percentage of sales to be received
<input type="checkbox"/>	Prepaid Orders P
<input type="checkbox"/>	Orders taken and products are paid for upon delivery to customers. The organization receives a percentage of sales. Percentage of sales to be received
<input type="checkbox"/>	COD Orders Pct
<input type="checkbox"/>	The organization will charge
<input type="checkbox"/>	Tickets Or Service
<input type="checkbox"/>	for
<input type="checkbox"/>	Tickets Or Service
<input type="checkbox"/>	(tickets, service, etc)
<input type="checkbox"/>	The organization will ask for donations.
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other Desc

Please complete the following:

Gross Sales:	Gross Items	# of Items to be sold at	Gross Each	each =	Gross Total
Less Costs:	Cost Items	# of Items to be purchased at	Cost Each	each =	Cost Total
		Other Costs (shipping, supplies, etc.)			Other Cost Total
Estimated Profit:					Estimated Profit

Signature:

Name:	First Name	Last Name	Email:	Email Address
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## NORTHWESTERN LOCAL SCHOOL DISTRICT SALES PROJECT FINAL REPORT

Please complete and attach additional sheets if needed

BUILDING/DEPT:	<input type="text"/>	ACCOUNT:	<input type="text"/>
ADVISOR:	<input type="text" value="Advisor"/>	SALES PROJECT:	<input type="text" value="Sales Project"/>
SALES DATES:	<input type="text" value="Sales Dates"/>	COMPANY:	<input type="text" value="Company/Vendor"/>

### Dates of Deposits:

Deposit Date
Deposit Date
Deposit Date
Deposit Date
Deposit Date

Attachment

Deposit Amount	
Deposit Amount	
Deposit Amount	
Deposit Amount	
Deposit Amount	
Deposit Amount	
<b>Total Deposits</b>	<input type="text" value="Sub Total"/>

### Project Revenue:

# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Selling Price	<input type="text" value="Selling Price"/>	<input type="text" value="Total"/>
# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Selling Price	<input type="text" value="Selling Price"/>	<input type="text" value="Total"/>
# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Selling Price	<input type="text" value="Selling Price"/>	<input type="text" value="Total"/>
# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Selling Price	<input type="text" value="Selling Price"/>	<input type="text" value="Total"/>
<b>Total Revenue</b>			<input type="text" value="Sub Total"/>	

### Project Expenses:

# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Cost of Item	<input type="text" value="Cost"/>	<input type="text" value="Total"/>
# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Cost of Item	<input type="text" value="Cost"/>	<input type="text" value="Total"/>
# of Items/Tickets Sold	<input type="text" value="Items Sold"/>	Cost of Item	<input type="text" value="Cost"/>	<input type="text" value="Total"/>
Explain Other Expenses	<input type="text" value="Description"/>			<input type="text" value="Total"/>
<b>Total Expenses</b>				<input type="text" value="Sub Total"/>

### Project Net Profit (Loss):

Profit (Loss)

### Comparisons:

Items Ordered	<input type="text" value="Items Ordered"/>	Total Deposits	<input type="text" value="Total Deposits"/>	Estimated Profit	<input type="text" value="Estimated Profit"/>
Items Sold	<input type="text" value="Items Sold"/>	Total Revenue	<input type="text" value="Total Revenue"/>	Actual Profit	<input type="text" value="Actual Profit"/>
Items Returned	<input type="text" value="Items Returned"/>				
Difference	<input type="text" value="Difference"/>	Difference	<input type="text" value="Difference"/>	Difference	<input type="text" value="Difference"/>

### Explain All Discrepancies:

### Signature:

Name   Email