

Business Office Procedure Manual

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Money Handling Procedures for Clubs and Activities and School Projects:

- Petty Cash:** Petty cash is not to be kept by any club, activity office
- Bank Account:** There will not be separate accounts for any club or activity. All school funds are to be handled through the high school business office.
- Money Storage:** All money is to be deposited immediately in the business office. Have it well marked with the activity name, date, and name of sponsor responsible for the money. The money will be deposited into the appropriate account.
- Deposits:** Count and sort money. ALL COINS MUST BE ROLLED. Coin wrappers are available in the business office. The Business Office cannot accept large quantities of change, even if rolled. In addition, have like bills together and facing same direction, NO CHECKS WILL BE ACCEPTED, only cash or money orders.
- Class sponsors must fill out a deposit form. The Sponsor will receive the yellow copy when the deposit is made into their account.
- ALL MONIES MUST BE BROUGHT IN BY THE SPONSORS – NOT A STUDENT
- Purchases:** The Sponsor of the activity group is responsible for notifying the Business Office to purchase materials and paying invoices on time. Be certain money is in your account before ordering material. Make sure your orders are sent to the attention of the Business Office and NOT just with the school's name and that you personally notify the business office of the approximate date of delivery. You must complete a withdrawal slip for payment of the order. Make sure you have cleared accounts with the companies before you undertake another project or fund-raiser. ALL BILLS MUST BE PAID BEFORE THE END OF THE SCHOOL YEAR. The business office is located in #160 by the elevator on the first floor.
- All purchases for the classroom, office, or other school related activities must be made through the business office with prior approval. Please do not make any purchases, either in person or by telephone, without talking with the business office first (we can probably get you the lowest price).
- If you overspend your account without prior approval, you will be held accountable for those purchases and will NOT BE REIMBURSED.
- If you purchase items without prior approval, you will not be reimbursed.
- You will not be reimbursed for items without a receipt, even with approval.
- Sales Tax:** Schools do not pay tax and cannot reimburse for tax. A tax exempt letter is issued from the business office for items purchased for school use only. THE TAX EXEMPT LETTER IS TO BE USED ONLY BY THE SPONSOR—NOT STUDENTS.

- Cash Box:** When change is needed, make a request in writing one (1) week before it is needed. A check will be written against your account for the change. Give the request to the business office, state the amount and denominations needed. Cash boxes can be provided when available.
- Record Keeping:** Sponsors are responsible for keeping accurate records, including deposits and expenditures. A computerized print out of transactions is available from the business office on request. **INFORMATION IS GIVEN TO SPONSORS ONLY—NOT STUDENTS.**
- Advertising:** All advertising monies for student programs/activities will be collected by the business office and will be credited to the appropriate account.
- Receipts:** All receipts must be turn in within 30 days of approval or you will not be reimbursement.
- Contracts:** Contracts will not be signed the day of submission. The approximate turn-around time of getting a contract signed is 5 business days. The business office will submit the signed contract to the vendor. The business office will not enter into multiple year contracts.
- Checks to Vendors:** Checks will not be issued on the same day of request. You will need to allow a minimum of one working day for processing.
- Received Checks:** All checks must be submitted to the business office within three days of receiving the check. This allows the business office to process the check to make sure it clears.
- Event Money Collection: Before the event...**
The sponsor of the activity will come to the business office to collect the following things:
- Cash Box (if needed)
 - Ticket Box, this will be emptied and locked at pick-up
 - Roll Tickets in various colors. The sponsor will need to indicate how many patrons are coming to have enough tickets. The business office will not give out entire rolls.
 - Ticket Reconciliation Form
Note: starting numbers of tickets on form will be assigned by the business office.
- During the event...**
Each type of ticket must have a corresponding color.
Example: Red for adult, Yellow for student, Green for child and Blue for Comp.
Two people will work the gate.
One is responsible for the money
The second is responsible for placing the tickets in the lock box.
- End of the event...**
The Ticket Money Reconciliation Form will be filled out and completed

The money is counted by two individuals, one can be from the Business Office and noted on the form.

The ending ticket numbers are noted on the form to calculate tickets given.

The money and ticket box is turned into the business office to be counted and processed and the Ticket Money Reconciliation Form completed. If a difference is found then the sponsor will be contacted for an explanation.

Administration, Faculty and Staff Procedures

- Book Cards:** All books should be recorded on book cards (available in the business office). Book cards should be turned into the business office once the student is no longer enrolled in your class (end of semester, end of year, or withdrawn). If the book is returned to you, please give the card back to the student.
- Money:** All money **MUST** be taken in the business office and receipts rendered. **DO NOT TAKE MONEY FROM STUDENTS FOR ANY REASON** with exception of field trips. Please direct them to the business office for proper documentation and record keeping procedures.
- Purchases:** All purchases for the classroom, office, or other school related activities must be made through the business office with prior approval. Please do not make any purchases, either in person or by telephone, without talking with the business office first (we can probably get you the lowest price).
- If you overspend your account without prior approval, you will be held accountable for those purchases and will **NOT BE REIMBURSED**.
- If you purchase items without prior approval, you will not be reimbursed.
- You will not be reimbursed for items without a receipt, even with approval.
- Receipts:** All receipts must be turned in within 30 days of approval or you will not be reimbursement.
- Sales Tax:** Schools do not pay tax and cannot reimburse for tax. A tax exempt letter is issued from the business office for items purchased for school use only. **THE TAX EXEMPT LETTER IS TO BE USED ONLY BY THE SPONSOR—NOT STUDENTS.**
- Field Trips:** If you are planning a trip with your students and you are collecting money for transportation and/or admittance to the event you will need to contact the business office. You will need to pick up receipts from the business office so that you can document who paid for the field trip. You must give the business office notice to when and where the field trip is going to take place. The business office will need at least a one day notice for the amount of the check needed for the field trip.
- In figuring your cost for your field trip you must include a \$50 tip for the driver and if it is for an overnight stay you must figure in the hotel cost for the driver as well. Failure to do so will result in you being responsible for overages.
- Contracts:** Contracts will not be signed the day of submission. The approximate turn-around time of getting a contract signed is 5 business days. The business office will submit the signed contract to the vendor. The business office will not enter into multiple year contracts.

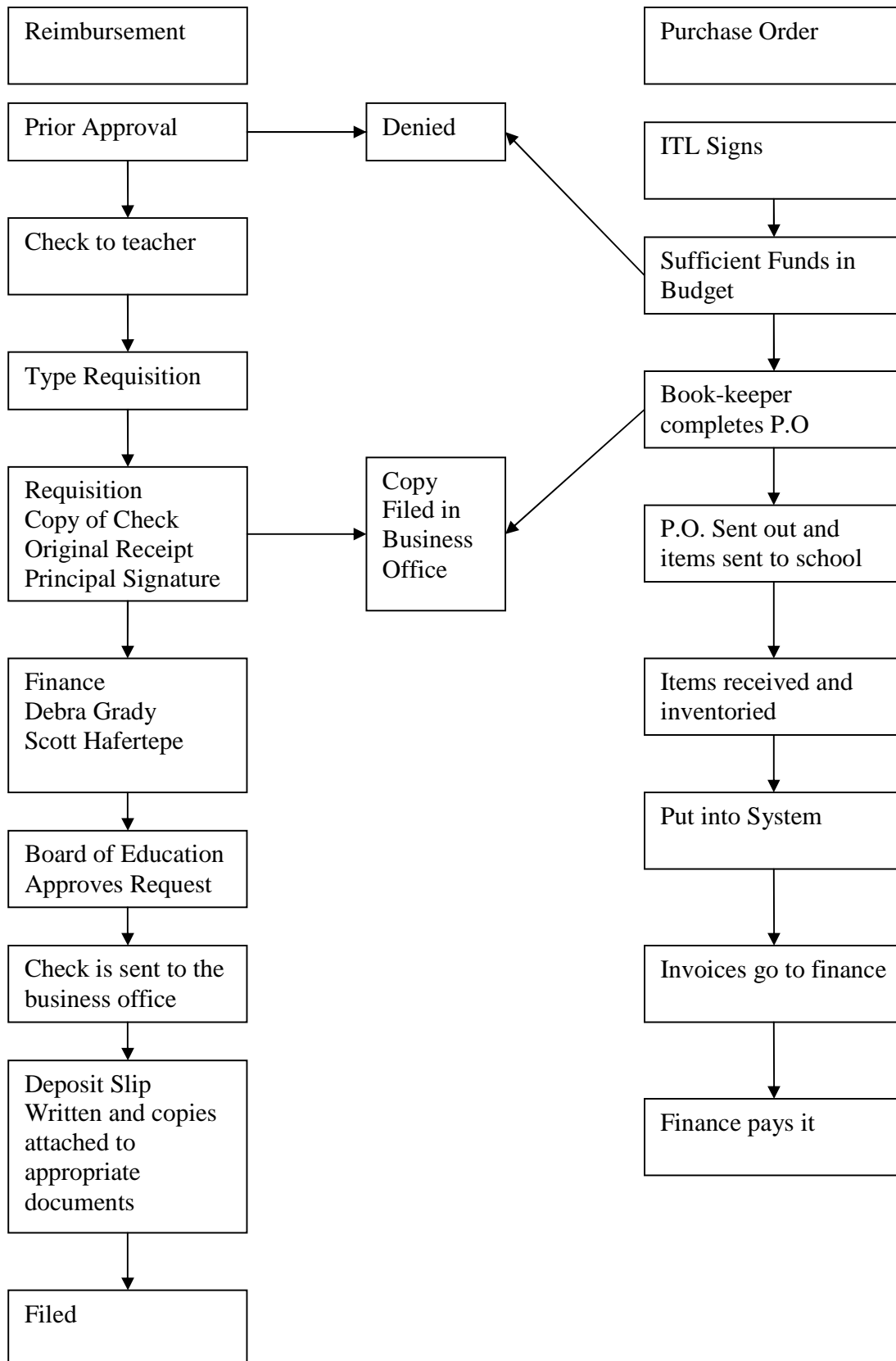
Checks to Vendors: Checks will not be issued on the same day of request. You will need to allow a minimum of one working day for processing.

Received Checks: All checks must be submitted to the business office within three days of receiving the check. This allows the business office to process the check to make sure it clears.

EdOptions Procedures

- Student completes form
- If the form does not have parent, student and counselor signatures and price to be paid, send away.
- Check cap of 25
- Take cash or money order.
- Make Copy and give to student, keep original.
- Write receipt, give copy to student
- Staple receipt and cash/money order to original
- Add name to list
- Email EdOptions Coordinator, Counselor and Asst. Principal
- File

Ordering and Reimbursement Flow Chart



EVENT/DRESS CODE CONTRACT

Once a ticket is purchased it is not refundable and cannot be switched to another person's name. Students must have a 93% attendance average to purchase tickets and attend the dance. Students must also be in a full day attendance the day before the dance.

Date

As a student of University City High School Student, I

_____,
(PRINT Student's Name)

Understand that I wish to purchase a ticket to the event and these tickets are limited. I also understand and agree to the following rules that apply to the dance and if either myself or my guest fail to comply with these

rules admittance will be denied.

Rules:

- The student must turn this signed form in at the time he/she purchases a ticket
- To purchase a guest ticket, the guest must be enrolled in high school or between the ages of 15 to 20 and a guest form must be turned in with all necessary signatures at the time the ticket is purchased. There is a limit of one guest per person. If the student goes to another school getting the form properly signed takes time so this needs to be done early. There is no transferring of names on guest forms.
- To get into the dance any University City High School student must have his/her current school ID, driver license, or State of Missouri Identification Card. Any guest must have a current ID with a photo. Guest must arrive with the University City student.
- All students, U-City or guest, must abide by the following dress code.
- Prom is at a minimum a coat and tie event
- Homecoming requires
 - No jeans, vans, sneakers or timberlands allowed
 - Slacks, dress shirts, or collar shirts
 - Dresses or skirts must be at least mid-thigh all of the way around. Tops should show only a minimum of cleavage in the front and should go no lower than mid-back. There should not be any cutouts in the dress that expose skin from the chest to mid-thigh. (Administrators will pre-approve if you want and will have final say whether students are admitted.)
- All school discipline rules still apply

As stated above, I agree to the above rules and understand if they are not followed the student and/or guest will be denied admittance and no refund will be made.

Signature

University City High School Guest Information Form

(To be completed by University City student and visiting student)

UNIVERSITY CITY STUDENT – Please Print:

Name: _____ Grade: _____

Address: _____ Phone: _____

Parent/Guardian Signature: _____

Address: _____ Phone: _____

VISITING STUDENT – Please Print:

Name: _____ Grade: _____

Address: _____ Phone: _____

Parent/Guardian Signature: _____

If attending school, WHERE: _____

PRINCIPAL'S SIGNATURE: _____

Phone Number of School _____

If NOT attending school , employer: _____

EMPLOYER SIGNATURE: _____

Phone number of employer for verification: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

I, _____, agree to follow all rules and regulations set forth by University City High School concerning student attendance at co-curricular events and do affirm that I am enrolled in high school or that my age is from 15-20. A picture ID is required for admission to this event.

Guest Signature

FUNDRAISING APPLICATION
Of University City High School

Organization Selling: _____

Sponsor(s): _____

Purpose of Fundraiser: _____
Why is it needed? What is the money used for?

Approximate amount of money needed: \$ _____

Proposed Dates -- Beginning: _____ Ending: _____

Name the items to be sold or describe the type of fundraising that will take place:

Ordering Information:

unit price from company: \$ _____
numbered ordered: _____
shipping cost: \$ _____
screen set-up front and/or back: \$ _____
Total Cost: \$ _____
Total Cost Per Unit: \$ _____
Total Per Unit = Total Cost *divided* numbered order

price at which item is to be sold: \$ _____
Profit Margin per item: \$ _____
Price it will be sold at *minus* Total Cost Per Unit

Anticipated Total Profit for Fundraiser: \$ _____

Company to be dealt with:

Company Name: _____
Contact Name: _____
Address: _____

Phone: _____
Fax: _____

Person Ordering: _____

Director of Activities Approval: _____

Business Office Approval: _____

FUNDRAISING RULES INCLUDE:

- **All fundraisers must be approved by the Activities Director and Business Office**
- **Fundraising is approved only for groups that have a specific need for the money, with a time limit on the fundraising activity, and with the money raised spent for the specific need**
- **No sales part of the fundraiser is to last more than two weeks**
- **The maximum amount of money a student should have out at any one time is \$25**
- **Students with outstanding bills should not be allowed to sale**
- **All monies from fundraisers must be turned in to the Business Office for accounting and recording purposes.**
- **Do not keep money in the classrooms or offices**

DEPOSIT ALL MONIES IMMEDIATELY IN THE BUSINESS OFFICE

Ticket Money Reconciliation Form

Event: _____ Date: _____

To be filled out by Sponsor

Money Collected

Number	X	Denom	=	Total
_____	X	100	=	\$ _____
_____	X	50	=	\$ _____
_____	X	20	=	\$ _____
_____	X	10	=	\$ _____
_____	X	5	=	\$ _____
_____	X	2	=	\$ _____
_____	X	1	=	\$ _____
_____	X	.25	=	\$ _____
_____	X	.10	=	\$ _____
_____	X	.05	=	\$ _____
_____	X	.01	=	\$ _____
Total Money Collected =				\$ _____

Tickets Collected

Color	Start #	Finish#	Total
Red	_____	_____	_____
Blue	_____	_____	_____
Green	_____	_____	_____
Yellow	_____	_____	_____

Total Tickets: _____

Color	Use	Amount
Red	_____	\$ _____
Lavender	_____	\$ _____
Green	_____	\$ _____
Yellow	_____	\$ _____

Signature

Signature

Signature

To be filled out by Business Office

Color	Amount	Cost	Money Collected
Red	_____	_____	\$ _____
Blue	_____	_____	\$ _____
Green	_____	_____	\$ _____
Yellow	_____	_____	\$ _____
Money based on Tickets:			\$ _____

Money Collected at Door: \$ _____

Difference: \$ _____

Reason for Difference:

Signature

