2019-2020
SAVAGE
ACTIVITY FUND
HANDBOOK

DIERKS ELEMENTARY

STUDENT BODY

ART CLUB

FOOTBALL

BASEBALL

GOLF

TRACK

ART CLUB

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WHY TRAIN DISTRICT STAFF

SO THEY HAVE THE INFORMATION TO KNOW WHAT TO DO AND WHAT NOT TO DO.

THE AUDITORS TRUST THAT YOU ARE ADVISED OF CHANGES THAT NEED TO BE ADDRESSED.

TRAINING IS THE ONLY WAY TO CLEAN UP THE ACTIVITY FUND ACCOUNT.

PROTECTION FOR BOTH THE SCHOOL DISTRICT AND EMPLOYEES.

WHO SHOULD BE TRAINED

* ADMINISTRATORS

* BUILDING SECRETARIES

* ACTIVITY SPONSORS

PRINCIPAL RESPONSIBILITIES

Select staff members such as building secretaries, sponsors and coaches.

Select appropriate staff that can handle the practices and procedures that are regulated through the district policy book.

Evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.

The Principal is the approving officer and cannot act as a group sponsor.

Remind sponsors not to keep money in office desk or anywhere in the classroom.

To report to the Superintendent cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.
BUILDING SECRETARIES

Verify all checks that are presented for deposit are received with a signature, the amount in both places on the check are the same, and that it is made payable to the District/activity account. NOT AN INDIVIDUAL. If checks are not complete, give back to sponsor to be completed. Do not send to the central office if they are not correct.

Verify that along with the money, you have a deposit form and 2 receipts. One receipt will be the Sponsor receipt; second receipt will be the secretary receipt.

Please date the receipts and deposit form for the next day if it is turned in after 10:00 am.

If your building does not have a safe to keep the money in please turn deposits in daily or ask that it can be brought to the Central office to be put in the safe until it can be counted by sponsor and secretary.

SPONSORS

All monies collected must be counted, receipted, and given to the building secretary.

Make sure the activity fund account NEVER operates in a negative balance.

NEVER KEEP MONEY IN THE CLASSROOM. TURN IN TO BUILDING SECRETARY ASAP.

If money collected is under $100.00, you have one week to turn it in to be deposited. If it is over $100.00, you have 24 hrs to turn it in for deposit. Deposit checks in a timely matter. You are responsible for collecting money for insufficient funds.

At the end of the year be sure to turn in your approval form for your activity fund account for the upcoming school year, in to the District office, for board approval.

Do not make payments/purchases of any type from available cash.

Submit all fundraiser requests to the district activity fund clerk for board approval. NO FUNDRAISER CAN START UNTIL BOARD APPROVED. Board meeting is the second Monday of the month. All request should be turned in to central office one week before meeting.
*FUNDRAISING

*RECEIPTING

*DEPOSITING

*SPENDING/PURCHASING

*DOCUMENTATION

FUNDRAISING

PLAN AHEAD.
All fundraisers must be approved by the Board of Education prior to the actual fundraiser. Board meeting is second Monday of the month.

To submit a fundraiser, fill out fundraiser request and turn into building Principal for signature and be sure it is put in the outgoing mail early enough to get to the Central Office before the deadline, or, you can email or fax. Just be sure you have the signatures.

Check around with other Sponsors or Activity Custodian to be sure you are not having the same fundraiser at the same times.

Each Activity account is allowed three (3) fundraisers per year.
EXEMPT FOOD FUNDRAISERS

During the school day while the school district’s food program is offering meals, there shall be no sales of competitive foods at school. The board of education may approve up to thirty (30) exempt food fundraisers for each school site, each semester that may sell foods that do not meet the guidelines of the Healthy Hunger-Free Kids Act of 2010. These fundraisers cannot be held during the time that the school district’s food program is offering meals. Each fundraiser cannot last more than fourteen (14) days.

Those groups wishing to have an exempt food fundraiser approved should submit a written request to the superintendent. The superintendent will make a determination as to whether the request will be recommended for approval at an upcoming board meeting under an appropriately worded agenda item.

DEPOSITS
Money/ Counted
Receipts
Deposit Form

PURCHASE ORDERS
Requisition Form: GF/AF
Purchase Order Number

TRAVEL
Staff/Student Trip Authorization Form, Conference Information
Transportation Request
Out of State Travel
AF Requisition for Hotel

Items to be Approved by the School Board
Activity Fund Accounts
Fundraisers
Out of State Trip with Students

If you have any questions, please call the Central Office.
ACTIVITY FUND MONEY FLOW CHART – RECEIVING MONEY

Sponsor collects money from student/individual

Sponsor receipts money. Gives student/individual a receipt

Top Receipt-Student/Individual  *  Second Receipt-Deposit form
Third Receipt-Stays in book

NO RECEIPT NO REFUND

Please keep in mind, a refund may be needed at a later date. A receipt must be presented in order for the encumbrance clerk to know what it is for and for how much.

HOW TO WRITE A RECEIPT
RECEIPTING

A receipt book will be issued at the beginning of the year if you do not have one already.

If you void a receipt, you must have all three copies in your receipt book.

A receipt will be issued for all daily collections.

A refund can only be refunded if there is a receipt to show was money collected.

A copy of the receipts must be attached to the deposit form.

---

CASH RECEIPT
Date 8-30-19 028331

Received From Students Name

Address

Dollars $200.00

For FFA Jacket

ck # 302

ACCOUNT

HOW PAID

By Sponsor
ACTIVITY FUND MONEY FLOW CHART – DEPOSITING MONEY

Sponsor counts money
Fills out receipt(s)
Fills out deposit form

Under $100 you have one week to deposit
Over $100 you have 24 hours to deposit

Sponsor gives money, receipt(s) & deposit form to the site Secretary.
Secretary will count, receipt and send to Central Office.

**Currency**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>$ 1.00</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>$ 5.00</td>
<td>$100.00</td>
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<tr>
<td>$10.00</td>
<td>$100.00</td>
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<tr>
<td>$20.00</td>
<td>$500.00</td>
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<tr>
<td>$100.00</td>
<td>$500.00</td>
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</table>

**Coins**

<p>| | |</p>
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<tbody>
<tr>
<td>Pennies</td>
<td>$ 0.50</td>
</tr>
<tr>
<td>Nickels</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Dimes</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Quarters</td>
<td>$10.00</td>
</tr>
<tr>
<td>Halves</td>
<td>$10.00</td>
</tr>
<tr>
<td>Gold Dollar</td>
<td>$25.00</td>
</tr>
</tbody>
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COIN WRAPPERS ARE AVAILABLE AT THE CENTRAL OFFICE.
DEPOSITING

If your total deposit is under $100 you may deposit it within one week.

If your total deposit is over $100 it should be deposited within 24 hours of receipting. Money should never be held over the weekend by sponsor.

Be sure to have a deposit form filled out correctly along with your receipt and money counted. Once all is counted and paperwork filled out, turn it in to the site Secretary. You should receive a receipt from the site Secretary.

The site Secretary once she has counted and receipted will turn it in to the Central Office. Central office will count, receipt and deposit your funds. You will receive a receipt for confirmation of deposit.

---

**CASH RECEIPT**

BBPS A.F. Sponsor
108 W. Fifth St.
Broken Bow, OK. 74728

Date 10-14-19 028332

Received From Students' Name

Address

Dollars $500.00

For Walt Disney trip ck # 1612

**ACCOUNT** | **HOW PAID**
---|---
AMOUNT ACCOUNTED | CASH
AMOUNT PAID | CHECK $200
BALANCE DUE | MONEY ORDER

By Sponsor

---

**CASH RECEIPT**

BBPS A.F. Sponsor
108 W. Fifth St.
Broken Bow, OK. 74728

Date 10-15-19 028333

Received From HS Band

Address #964

Receipt #026221 - 026230 Dollars $2000.00

For Disney trip to student list attached

**ACCOUNT** | **HOW PAID**
---|---
AMOUNT ACCOUNTED | CASH $800
AMOUNT PAID | CHECK $800
BALANCE DUE | MONEY ORDER

By Sponsor
<table>
<thead>
<tr>
<th>Last name on check</th>
<th>check #</th>
<th>amount</th>
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</thead>
<tbody>
<tr>
<td>Gill</td>
<td>002579</td>
<td>$100.00</td>
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<tr>
<td>Brooks</td>
<td>115642</td>
<td>$200.00</td>
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<tr>
<td>Snelten</td>
<td>16765</td>
<td>$100.00</td>
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<tr>
<td>Thomas</td>
<td>76740</td>
<td>$200.00</td>
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<tr>
<td>Underwood</td>
<td>111570</td>
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<tr>
<td>Aldean</td>
<td>Money Order 300.00</td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td>2452</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Total Receipts:**

| Total Checks     | $1600.00 |
| Total Currency   | $2400.00 |
| Total Coins      |           |
| Total Deposit    | $2000.00 |

(Total receipts should equal total deposit)

Central Office Receipt #
Central Office Initials
Sponsor Initials
Secretary Initials
SPENDING/PURCHASING

Plan in advance. Determine purchasing needs and present requisitions to central office in time to obtain a four digit purchase order number and approval prior to the actual purchase. Many emergency requisitions and violations of proper purchasing procedures can be avoided by this process. Also, please, bear in mind that when you make purchases prior to proper approval and issuance of a purchase order, you do so at your own financial risk!

Be sure you have plenty of funds to make a purchase, before doing so. Be sure to fill out the requisition and get a purchase order number.

DOCUMENTATION

Always document money coming in. Give that individual a receipt. The district cannot issue a refund if there is no receipt.

Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. Turn in the packing list to the district office. Sponsor signature on the packing list signifies that the claim is approved for payment. If you do not receive a packing list, call Gigi and let her know that you have received your purchase.

When submitting request to district office, always make copies for your file. Things can get lost or misplaced.

Activity Fund Requisitions will go to:

Purchasing, Registrations, Invoicing, Credit Cards & Questions about activity fund account balance
Jennifer McBryer (Gigi) - 580-584-3627 Ext 4605

Transportation & Hotel Reservations
Money Deposits
Gali Hopson – 580-584-3306 Ext 4600

Feel free to call us at anytime with any questions you have.
Broken Bow Public Schools
Illegal Expenditure Acknowledgement

The following expenditure incurred by the District is a violation of Oklahoma State Law and/or Board Policy:

1. ___ Obligation was made prior to Purchase Order being approved.
2. ___ Invoice(s) should have been paid in fiscal year 20___ therefore these are not legal obligations of this year’s funds.
3. 

Explanation / Response:

Signature of Individual ___________________________ Date

Signature of Site Principal ___________________________ Date

Signature of Superintendent ___________________________ Date

Please Note: A copy of this form will be attached to the corresponding Purchase Order for examination by our auditor. Individual may be financially responsible for this expenditure.

Business Office Use Only:

Vendor Name: ___________________________________ PO # ___________________
NOTICE
SCHEDULE OF REGULAR MEETINGS
CALENDAR YEAR OF 2019

To be filed in the COUNTY CLERK office no later than December 15, 2018

SCHOOL DISTRICT NAME & NUMBER: BROKEN BOW SCHOOL DISTRICT I-074
BOARD OF EDUCATION

ADDRESS: 108 WEST FIFTH STREET
BROKEN BOW, OK 74728

TELEPHONE: 580-584-3306

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>PLACE OF MEETING</th>
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<tbody>
<tr>
<td>Jan. 14</td>
<td>6:00 P.M.</td>
<td>Board of Education Bldg., 108 W. 5th, Broken Bow, OK</td>
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<tr>
<td>Feb. 11</td>
<td>6:00 P.M.</td>
<td>Board of Education Bldg., 108 W. 5th, Broken Bow, OK</td>
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<td>Mar. 11</td>
<td>6:00 P.M.</td>
<td>Board of Education Bldg., 108 W. 6th, Broken Bow, OK</td>
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<td>April 8</td>
<td>6:00 P.M.</td>
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<td>May 13</td>
<td>6:00 P.M.</td>
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<td>June 3</td>
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<td>June 21</td>
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<td>July 15</td>
<td>6:00 P.M.</td>
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<td>Aug. 12</td>
<td>6:00 P.M.</td>
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<td>Sept. 9</td>
<td>6:00 P.M.</td>
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<td>Oct. 14</td>
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<td>Nov. 11</td>
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<td>Dec. 9</td>
<td>6:00 P.M.</td>
<td>Board of Education Bldg., 108 W. 5th, Broken Bow, OK</td>
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NAME OF PERSON REPORTING: Gail Hopson
DATE: [Signature]
TITLE: Minutes Clerk
SIGNATURE: [Signature]
BROKEN BOW PUBLIC SCHOOLS

ACTIVITY ACCOUNT
SPONSOR’S AFFIDAVIT OF RESPONSIBILITY

I acknowledge that I received a School Activity Fund Handbook, and pledge to adhere to the procedures and responsibilities, as directed therein by the Board of Education for Broken Bow Public Schools.

As a sponsor of an activity account, I further acknowledge:
* it is my responsibility, after I have counted and receipted money, to take it to the site secretary, if the site secretary is not in, I will take it directly to the District Activity Fund Custodian.
* it is my responsibility to maintain a positive cash balance in the account.

Name of Activity Account

Sponsor’s Signature

Printed Name of Sponsor

Project Number

Date