

CHAPTER 2

EXTRACURRICULAR FORMS AND RECORDS

FORMS AND RECORDS

The forms and records prescribed for use are:

All Extracurricular Activities

SA-1	(Rev. 2001)	Purchase Order and Accounts Payable Voucher
SA-2	(Rev. 1970)	Check and Register of Checks
SA-3	(Rev. 1997)	Receipt and Register of Receipts
SA-4	(1943)	Ticket Sales
SA-5-1	(1943)	Financial Report (School Extracurricular Account)
SA-5-2	(1943)	Cash Reconciliation and Outstanding Check List
SA-5-3	(1943)	Detail of Receipts and Expenditures by Funds
SA-5-4	(Rev. 1988)	Report Certificate
SA-6	(Rev. 1970)	Extracurricular Ledger
SA-7	(Rev. 2001)	Claim for Payment
SA-8	(2010)	Summary Collection
SA-9	(2005)	Accountable Items Review
General Form 370	(1997)	Receipt Register

Various other General Forms as applicable.

General Forms

101	(1955)	Mileage Claim
350	(1964)	Register of Investments

PURCHASE ORDER AND ACCOUNTS PAYABLE VOUCHER (SA-1)

The Purchase Order and Accounts Payable Voucher (SA-1) is to be used when a purchase is made for delivery at a later date. The form is to be executed in full and signed by the person authorized to purchase for the particular activity concerned. Before the activity is permitted to use the Purchase Order and Accounts Payable Voucher (SA-1), the extracurricular account treasurer must determine if there is sufficient balance in the fund of the activity to make payment upon receipt of the merchandise. The treasurer is required to certify as to the unobligated balance. The sponsor must also know that approval for the purchase has been given by the membership of the activity, as applicable, except in the case of athletic purchases.

The Purchase Order and Accounts Payable Voucher (SA-1) is to be prenumbered in triplicate, printed in single sets and packaged for storage, or padded 60 to 120 sheets to a pad. An original and two carbon copies (1 set) are to be prepared for each transaction. These must either be prepared by the Treasurer of the extracurricular account, or issued by pads to the activities, or by set as required for their immediate needs. When the form is prepared, the original is to be given to the vendor. The receiving copy (duplicate) and the file copy (triplicate) shall be retained by the treasurer of the extracurricular account and filed in an obligation file by fund and serves notice that an expense has been incurred against that particular fund, and also enables the treasurer to see that no further purchase orders are issued against a particular fund if that fund balance is depleted.

When shipment is made, the vendor shall send an invoice to the school. Shipments received by an activity must be verified with the invoice and voucher (duplicate copy) as to quantity and price by the person who made the purchase and received the items. The person receiving the shipment indicates on the voucher that they have received and checked the shipment and the voucher is to be forwarded to the treasurer who makes the payment after signing the certification required on the form SA-1. After payment is made, the check number and date the voucher is paid are entered on the duplicate copy before filing. The duplicate may be filed in a Vendor file if desired. The date and check number must also be entered on the file copy (triplicate). The file copy must then be removed from the obligation file and placed in a numerical file along with the vendor invoice.

A requisition form may be used in conjunction with the Purchase Order and Accounts Payable Voucher (SA-1) if desired.

CHECK AND REGISTER OF CHECKS (SA-2)

The Check and Register of Checks (SA-2) form is to be prenumbered and printed in duplicate, three checks to the page if checkbook bound and five checks to the page if printed loose-leaf. If loose-leaf, the duplicate shall be contained in a post binder as a permanent record. The check form shall be used to make disbursements for any activity whether such disbursement is for accounts payable or direct purchases. If used for accounts payable, the tear strip at the top is removed by the treasurer before presentation to the payee; however, if used for payroll purposes, the strip serves as a statement of earnings and deductions for the employee and is removed by the employee before cashing the check. The check provides for making all types of disbursements through the use of one printed form bearing one series of numbers.

The duplicate copy serves as a permanent check register from which all disbursements are posted to the proper activity funds and to the control account. Checks to be properly issued shall show the date, the payee, the amount, the purchase order number, the activity fund to be charged and the purpose for which the check was issued. Space is provided for entering the invoice number, if desired. The check is to be signed by the treasurer and countersigned by the principal or other designated official of the school. Posting to the control account will be made from the duplicate checks either by individual items or by daily totals, showing by reference the serial numbers of the checks included in such total posting. If each check is posted individually to the control, the fund number should be entered as well as the check number. Posting to the separate activity funds will be made from the check register, individually or in total.

RECEIPT AND REGISTER OF RECEIPTS (SA-3)

The receipt form is to be prenumbered and printed in duplicate, three receipts to the page if bound and five receipts to the page if printed loose-leaf. If printed loose-leaf, the duplicate shall be contained in a post binder as a permanent record. The receipt is to be issued for any and all money received. A separate receipt shall be issued for each amount of money received. The duplicate serves as a register of receipts from which all receipts are posted to the proper activity funds and the control account.

The receipt, to be properly issued, shall show the date, the name of the person from whom the money was received, the payment type, the activity fund for which it was received, the amount and the source of the receipt. The receipt form must be signed by the treasurer of the extracurricular account or collecting authority. The cash receipts collected by and for the benefit of any activity fund should be in charge of some designated official or sponsor of the activity, until turned over to the treasurer of the extracurricular account. Posting to the control account and the activity funds will be made from the duplicate receipts (Register of Receipts) in the same manner as previously outlined for the posting of checks.

TICKET SALES (SA-4)

Ticket sales conducted by any activity should be accounted for as follows:

The treasurer should be responsible for the proper accounting for all tickets and should keep a record of the number purchased, the number issued for sale, and the number returned. The treasurer should see that proper accounting is made for the cash received from those sold. All tickets shall be prenumbered, with a different ticket color and numerical series for each price group. When cash for ticket sales is deposited with the treasurer, the treasurer's receipt issued therefore should show the number of tickets issued to the seller, the number returned unsold and the balance remitted in cash. All tickets (including free or reduced) must be listed and accounted for on the SA-4 Ticket Sales Form.

TICKETS

Serially prenumbered tickets by the printing supplier should be used for all athletic and other extracurricular activities and events for which admission is charged. Part of the prenumbered ticket should be given to the person paying for the ticket upon admission to the event. The other part of the ticket (which should also be prenumbered, referred to as the stub) should be retained. All tickets (unused tickets and stubs) should be retained for audit.

Tickets for each price group should be different colors and/or different in their series number.

FINANCIAL REPORT OF SCHOOL EXTRACURRICULAR ACCOUNTS (SA-5-1)

The Financial Report of School Extracurricular Accounts (SA 5-1) should begin with the close of the last report and cover the school year. The report should be made in triplicate. One copy shall be filed in the school business office, a copy shall be filed with the school board and the third copy shall be filed with the superintendent of schools. The report is to be filed as an official record and must be preserved for a period of five years. All bank statements, canceled checks, duplicate checks, duplicate receipts, invoices, purchase orders, payment authorizations, claims and ledger accounts from which the report is prepared must be filed with that year-end report and preserved for five years. The law permits an audit of the records of the school extracurricular treasurer by the State Board of Accounts and an appreciable amount of time can be saved by an orderly preservation of all records.

The report is of all the individual activity funds and includes the name of each fund, beginning balances (column 1), receipts during the report period (column 2), expenditures during the report period

(column 3), and closing balances at the end of the period (column 4). In column 1, enter the closing fund balances as reported in column 4 of the report for the prior year. Do not alter these balances. The column 1 balances on the report for this year should be exactly the same as the column 4 balances shown in the report for the prior year. If there have been adjustments to any of these balances, they should be shown in the detail by funds report, Form SA-5-3.

When column 1 has been checked against the preceding report, a Form SA-5-3 should be prepared for each fund. The total receipts of each fund should then be placed in the proper area in column 2 on Form SA-5-1.

The total expenditures of each fund as shown on Form SA-5-3 should then be recorded in the proper place in column 3 on Form SA-5-1. The amount to be entered in column 4 is the result obtained by adding columns 1 and 2 and deducting the amount in column 3. The total of column 1 must agree with the beginning balance of the control account; the total of column 2 must agree with the total receipts for the period as shown in the control account; the total of column 3 must agree with the total disbursements as shown in the control account; and, the total of column 4 must agree with the ending balance as shown in the control account and is the amount which must be reconciled to the depository balance as shown on the bank statement. The column totals should be cross balanced to verify the correctness of the total in column 4.

CASH RECONCILEMENT (SA-5-2)

The Cash Reconciliation (SA 5-2) is a cash reconciliation and list of outstanding checks. The law provides that all funds be promptly placed in a depository. The bank statements showing the bank balances of the extracurricular account should be carefully preserved. The name of the bank and balance should be listed according to the statement; also all outstanding checks should be listed, showing the date, check number and amount. The amounts should then be totaled and the total entered in the proper space. When this total of the outstanding checks is deducted from the balance as shown on the bank statement, the remainder (plus cash on hand, if any) should equal the record balance as shown in the control account and as the total of column 4 in the Form SA 5-1 report. A bank statement should be secured showing the bank balance as of the same date as the closing date of the report.

DETAIL OF RECEIPTS AND EXPENDITURES BY FUND (S-A 5-3)

The Detail of Receipts and Expenditures by Fund (SA-5-3) must be used to prepare a detail of each activity fund reported in Form SA-5-1. A minute detail is not necessary since receipts may be grouped according to their source and nature and expenditures may be grouped according to their purposes. An example would be the athletic fund receipts may be grouped as game receipts, tournament receipts, game contracts, season tickets, tourney tickets, schedules, I.H.S.A.A. distributions, etc. Additionally, expenditures may be grouped as dues, officials, transportation, meals, tourney tickets, medical expense, insurance, repair of equipment, laundry and cleaning, equipment, etc. Do not combine items of either receipts or disbursements to the extent that the report will be incomprehensible. Neither receipts nor expenditures should be combined and listed as miscellaneous items.

REPORT CERTIFICATE (SA-5-4)

The Report Certificate (SA-5-4) includes vital information, such as the name and location of the bank, date of closing school, and the official bond of the treasurer of the extracurricular account. The Report Certificate (SA-5-4) also includes the certificate of the treasurer and principal of the school extracurricular account.

EXTRACURRICULAR LEDGER (SA-6)

The Extracurricular Ledger (SA-6) is a 9 1/4" x 11 7/8" stock ledger form which provides separate amount columns for posting receipts and disbursements and a third amount column for entering the balance. The same form is to be used for the control account and for each of the individual funds. The

Extracurricular Ledger (SA-6) is designed to be contained in a standard post binder. The form also provides space for entering the date and receipt or check numbers as well as an item or description column.

A ledger sheet is to be opened for the "Extracurricular Account" as a control account. Daily totals of receipt transactions are to be posted to the left hand amount (debit) column and the daily totals of disbursements to the right hand amount (credit) column each day. These daily totals will be obtained from the register of receipts (duplicate receipts) and from the register of checks (duplicate checks), respectively. Each entry will show the serial numbers of the receipts or checks whose amounts are included to arrive at the total for that day. A new balance will be entered after the posting of the daily transactions.

A ledger sheet is to be opened for each individual activity fund to maintain a separate accounting of the receipts, disbursements and balances for each activity as required by law. The name of the activity shall be entered on the upper margin of the ledger sheet as a title of the fund. Each receipt and each disbursement transaction will be posted individually to the ledger sheet of the fund whose balance is affected or by grouping like items consecutively numbered if for the same source or purpose. The posting will include the date, any necessary description, the receipt or check number, the amount of the receipt in the left hand amount (debit) column or the amount of the disbursement in the right hand amount (credit) column, as the case may be. A new balance will be entered on the ledger sheet for each fund following the posting of all transactions affecting that fund each day.

A proof of posting may be obtained by adding together the balances of all funds in the ledger and comparing the total with the balance in the control account (Extracurricular Account). A favorable comparison will prove accuracy in posting to both areas; any differences must be located and corrected immediately. At the close of each month, the balance in the Extracurricular Account (control) shall be reconciled to the balance on the bank statement. The reconciliation will prove the accuracy of the records to those of the bank as maintained for the cash account. Any outstanding checks (those which have not cleared the bank and returned with the statement) must be considered in making these reconciliations. A list of outstanding checks may be obtained by comparing the canceled checks returned with the bank statement, to the duplicate checks in the check register. List those not returned and total the amounts. If an analysis or breakdown of receipts and disbursements is to be kept for any one activity, a subsidiary ledger may be established by setting up a ledger sheet for each classification of receipts and disbursements within that activity's fund. These sheets may be carried in the ledger immediately following the fund for that activity or a subsidiary ledger in a separate binding may be used. The analysis may be maintained on a stock form columnar sheet, which will fit the same binder as that used for the ledger, by using a column for each classification of receipts and disbursements. The amount of each receipt or check should be posted daily and distribution made to the proper classification at the time of posting. The classifications should each be totaled periodically and the total of all classifications of receipts should equal the total of the receipts column in the fund for that activity. The same comparison should be made for the disbursements.

Maintaining a breakdown of receipts and disbursements will facilitate the preparation of report form SA5-3 as discussed on Page 2-4.

CLAIM FOR PAYMENT (SA-7)

The Claim for Payment (SA-7) is to be printed and print ruled, original only, and gathered in pads of 50. The Claim for Payment (SA-7) shall be used for claiming payment by anyone in situations where purchase orders are not used; for example, purchases from delivery salesmen, services of officials at athletic events, etc.

Signatures are required by the person authorized to purchase and the person acknowledging the receipt of the good or services. Additionally, the extracurricular treasurer is to sign the required certification on the form SA-7.

The claims shall be prenumbered and filed in numerical sequence.

SUMMARY COLLECTION FORM (SA-8)

Summary Collection Form (SA-8) is prenumbered and to be prepared in duplicate by the sponsor. The original is to the extracurricular treasurer to be retained in numerical order and the duplicate is to be retained in numerical order by the sponsor.

A sponsor for the purpose of Form (SA-8) is the teacher or other person in charge of a classroom or function collecting money. Form SA-8 is to be used as a transmittal document each time fundraiser or field trip money is reported from the sponsor to the extracurricular treasurer. Form SA-8 can be used at the discretion of school officials to account for other items. Space is provided to list check numbers and amounts as applicable.

ACCOUNTABLE ITEMS REVIEW FORM (SA-9)

Accountable Items Review Form (SA-9) is prenumbered and to be prepared in duplicate by the treasurer. The original copy goes to the principal with the duplicate to be retained in numerical order by the treasurer.

Form SA-9 is to be used at least once a year at the end of the school year. The form is to be used to help account for beverages sold from vending machines. However, the form can be used at the discretion of school officials to account for other items such as, concessions, books, etc.

Form SA-9 is not designed to account for revenue from "exclusive or franchise contracts".