

# Woodridge Local School District

## STUDENT ACTIVITY PROGRAM PURPOSE, GOALS AND PROPOSED BUDGET

School \_\_\_\_\_ Name of Program \_\_\_\_\_

For School Year \_\_\_\_\_ Account No. \_\_\_\_\_

This report shall be submitted by September 1<sup>st</sup> to the Superintendent of Schools.

A. GENERAL PURPOSE OF THIS ACTIVITY PROGRAM:

B. GOALS AND/OR OBJECTIVES OF THIS ACTIVITY PROGRAM FOR SCHOOL YEAR INDICATED ABOVE:





GENERAL GUIDELINES ON STUDENT ACTIVITY ACCOUNTING

Turn in your Policy and Purpose forms by September 1, \_\_\_\_\_ for the \_\_\_\_\_ school year.

A. Receipts:

1. Please fill out all parts of the pay-in and describe in detail the source. Make sure you sign the pay-in.
2. If you want to have a fund raiser or anything that will generate a receipt, it must be on your Policy and Purpose. If it is not, you must make out an amendment (see attached form) to your Policy and Purpose form. It should be sent to the Board office for approval. It must be signed by the advisor, principal, Superintendent, and Treasurer.
3. Since all source documentation is kept at each school, make sure you keep all of these records in tact until they are audited. This is extremely important for all advisors are responsible for the monies they collect and lack of source documentation could be a problem.

B. Expenditures:

1. First fill out a requisition before you order anything. It must have the approval of your principal. It then should be sent to the Board office for a purchase order. It will be given to the Treasurer for approval and then encumbered into your account. No purchase may be called in by phone without a purchase order. The Ohio Revised Code makes a purchase without a purchase order and the Treasurer's certification on the purchase order illegal. Please be aware of this. Therefore we cannot pay a bill unless there was a purchase order written first.
2. At the time of submitting a requisition, please attach a "Sales Potential Form" to it. The State Auditor's office now requires this be done for detailed accountability. A blank one is included. This form is to be used to let us know you are following the Goals and Purposes statement. When a project is completed, you need to fill out the "Sales Project Potential – Part II" form and keep with your detailed source documentation. A blank one of these is included.