

ANTWERP LOCAL SCHOOL

**ACTIVITY ADVISOR
HANDBOOK**



STUDENT ACTIVITY ADVISOR GUIDELINES

To guarantee the accountability of student activity funds and safeguard the employees of the Antwerp Local School District, the following controls and procedures shall be maintained. Each Student Activity Advisor will be required to complete the required forms and maintain compliance for all Student Activity Funds.

PAY-IN:

This form is yellow and must be used when depositing money. Pay-in forms must be completed properly with all pertinent information. Do NOT state: SALES or MISCELLANEOUS SALES on the source line of the Pay-in form. The State Auditor's Office prescribes an explanation of each sale activity (eg. Candy Sales, Dues, Prom Ticket Sales, Flower Sales, etc.)

Attach all three copies of the completed Deposit Ticket to the Pay-in form. Deposit Ticket Booklets are available in the Treasurer's Office. A copy of all student receipts must also be attached to the Pay-in form. Please make sure all forms are reconciled

All money and pay-in forms must be deposited daily with the Treasurer's Office (Section 117.17, ORC).

Receipts: Using receipts provides you with a paper trail and important protection while handling funds. There are 3-part receipt books available in the Treasurer's Office.

- White copy – Individual receipt is given to anyone who is paying cash or check
- Yellow copy – Treasurer's receipt is to be turned in with the deposit and pay-in form
- Pink copy – Activity fund receipt stays in your receipt book as your reference copy

ACTIVITY REQUISITION & PAY-OUT VOUCHER:

This form is blue and must be used for ordering and payment of invoices. You must have a Purchase Order number (PO#) before ordering supplies. Any invoices arriving to the fiscal office without an approved, certified purchase order, shall be declared null and void and the payment may be the responsibility of the individual who placed the order. Purchase Order requests will not be certified by the Treasurer, unless there is a sufficient unencumbered balance available to cover the request.

The date of the Pay-out form **MUST** be earlier than that of the receipt of the items. If an item is received before the date on the form, the Auditor **WILL** issue a citation for improper purchasing. They **MAY** issue a Finding for Recovery of money from the Advisor.

Receiving: When the ordered items arrive, the activity advisor inspects the order for condition and verifying the order is complete. The advisor will sign the Packing slip as verification and approval to pay invoice and forward to the Treasurer's Office.

Disbursements: Payment for orders shall only be made by warrant through the Treasurer's office. When order verification is received, the Treasurer's Office compares the file copy of the purchase order to the invoice and the pay-out form. If no discrepancies are revealed, all documents are then processed for payment. Only Original Invoices can be used for payment. If no invoice is received by our office, the advisor will be contacted to acquire the original invoice.

If you have purchased an item and want reimbursed for it, you must have a copy of the invoice or itemized receipt. You must also get a tax exempt certificate **before** the purchase to submit to the vendor or they will charge you sales tax. If you pay the sales tax, you will **NOT** be reimbursed for the tax. Tax Exempt Forms are available in the Treasurer's Office.

ACTIVITY LEDGER & RECONCILIATION OF FUNDS:

This form should be updated every time you spend or receive money – like a checkbook register. Each month the Treasurer's Office will distribute financial reports to all activity accounts. Each advisor must reconcile their records to the financial reports. Our office has over 850 budget accounts. By having the advisor reconcile to their records, you are helping us keep our accounts accurate. If you find any discrepancies, please contact the Treasurer's Office immediately.

END OF YEAR CHECK-OUT FORM:

All Outstanding Receipts and Invoices are to be turned in to the Treasurer's Office. When all paperwork is completed, sign the End of Year Check-out form. You must have your building principal sign the form and attach the completed Activity Ledger & Reconciliation form to the Treasurer's Office. All Activity Advisor Supplemental Payment will not be made until all paperwork has the proper signatures and are correctly completed.

If you have any questions, please feel free to contact:

Kristine Stuart, Treasurer - 419.258.5421 ext. 2303

Deb Wyckoff, Assistant Treasurer – 419.258.5421 ext. 2302