

HORSEHEADS CENTRAL SCHOOL DISTRICT

# **GENERAL EXTRA CLASSROOM ACTIVITY DISTRICT PROCEDURES & GUIDELINE MANUAL**

The purpose of this manual is to provide a summary of the procedures and guidelines for the Central Treasurer, Faculty Advisors, and Students to follow the proper organizational and financial operations of the clubs they are involved with within the District.

This is only a supplemental reference to the NYS publication, *The Safeguarding, Accounting, and Auditing of Extra Classroom Activity Funds, Finance Pamphlet 2*, which should be the main reference for staff and students involved in Extra Classroom Activities. *Finance Pamphlet 2* can be found at <http://www.emsc.nysed.gov/mgtserv/accounting/>, then by clicking on Extra Classroom Activity Funds (refer to the next two pages of this manual for examples).

May 5, 2010










## Ed Management Services



### Accounting and Auditing

#### Accounting and Auditing

##### Accounting

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- [Investment Instruments and Cash Flow Schedules](#) ( , 183KB)
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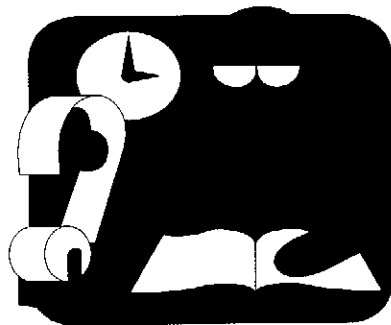
##### Auditing

- [Audit Committee Guidance](#)
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**THE SAFEGUARDING, ACCOUNTING, AND  
AUDITING OF EXTRACLASSROOM  
ACTIVITY FUNDS**

**Finance Pamphlet 2**

**Revised 2008**



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## COCURRICULAR AND EXTRACURRICULAR PROGRAMS

The Board of Education believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills.

The Board also recognizes that school citizenship, as reflected in participation in student activities, is a measure of the achievement of important school goals. Perhaps the greatest values to be derived from student activities occurs when such activities are developed and encouraged through the participation of the student body, interested members of the community, and the school staff.

The Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis;
2. Require that student activity funds be used for purposes which benefit the student body of the school;
3. Require that the management of student funds be the responsibility of the students with assistance from school system administration
4. Permit the formation of student unions, student clubs, and other student groups organized to promote or pursue specialized athletic, social service and social activities.

Cross-ref: 5020, Equal Educational Opportunities  
5210, Student Organizations

Adoption date: June 04, 2001

Effective: July 01, 2001

## STUDENT ORGANIZATIONS

The Board of Education recognizes the educational values inherent in student participation in the extracurricular life of the school, and supports the concept of the formation of student groups for such purposes as building sound social relationships, developing interests in an academic area, and gaining an understanding of the elements and responsibilities of good citizenship.

The Superintendent of Schools, with the aid of students, faculty and administration, shall develop general guidelines for student organizations. Among other provisions, such guidelines shall require the assignment of at least one faculty advisor to each organization. Board approval shall be required prior to the formation of any student organization that will receive or expend money.

The Board will abolish or prohibit the formation of any clubs, including fraternities or sororities, or any other secret society, whose deliberations and activities have caused or created, or are likely to cause or create, a disruption of or interference with the school program.

Staff members shall report any interference of the academic process or progress by any fraternity, sorority or secret society to the Building Principal. The Principal shall conduct an appropriate investigation and issue his/her findings together with a recommendation to the Superintendent. The Superintendent shall then make a recommendation for Board action.

### *Student Meetings*

Administrative regulations governing the use of school facilities shall abide by the Equal Access Act in the creation of a "limited open forum" for non-curriculum related student activities. All non-curricula related student activities, regardless of religious or political content, shall have the same opportunities as any other such activity to operate on school grounds.

Students may hold meetings during non-instructional hours and shall be afforded a fair opportunity for access to the facilities of the school they attend for those meetings, subject to the limitations contained in the Equal Access Act.

Any students and any organizations holding meetings in school facilities are expressly prohibited from indicating in any way that the philosophy, views or objectives which they espouse are in any way approved or endorsed by the school district.

### *Inactive Organizations*

If any student organization is eliminated and/or has been inactive, the Board may authorize the Superintendent to locate former club officers and offer them the opportunity to authorize the appropriate disposition of the unexpended club funds. In the event that no club officers are still matriculated students in the school district, the Board may direct that the unexpended club funds be transferred to the appropriate Student Council or general student account.

Cross-ref: 5200, Cocurricular and Extracurricular Activities  
5252, Student Activities Funds Management

Ref: Education Law §§207; 1709-a; 2503-a; 2554-a  
Equal Access Act, 20 U.S.C. §§4071-4074  
8 NYCRR Part 172

*Board of Education of the Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)

*Garnett By Smith v. Renton School Dist. No. 403*, 865 F.2d 1121 (9th Cir., 1989)

*Thompson v. Waynesboro Area School Dist.*, 673 F.Supp. 1379 (M.D. Pa. 1987)

*Student Coalition v. Lower Merion School Dist. Bd.*, 633 F.Supp. 1040(E.D. Pa. 1986)

*Tinker v. Des Moines Independent Community School Dist.*, 393 U.S. 503, 89 S.Ct. 733 (1969)

*Healy v. James*, 408 U.S. 169, 92 S.Ct. 2338 (1972)

Approved: July 1, 2001

Revised and Approved: May 20, 2010



## STUDENT FUND RAISING ACTIVITIES

The Board of Education recognizes that fund raising which supports extracurricular activities of students is necessary and beneficial to both the school and the community.

Any student fund raising activity shall require the approval of the appropriate Building Principal. Principals shall establish guidelines for students that will provide for proper accountability. Similar fund raising activities that are conducted by students in different schools within the school district shall subscribe to the same guidelines established through cooperative effort by the Principals of the schools involved.

Fund raising activities may be many and varied. The purpose of this policy is to establish a consistent standard which will prevent disruption of instruction and avoid hidden costs to students and parents. This policy is meant to safeguard the district, the staff and students from exploitation by commercial advertising or special interest groups. In addition, all participation in approved fund raising activities by students, staff and parents will be non-coercive and voluntary. For the purposes of this policy fund raising shall be defined as any event or program conducted by a school organization, school authorized group or community service organization to raise funds for a school related activity or purpose.

Support from community groups and fund raising activities should be encouraged whenever appropriate as a means of involving the public in activities and goals of the school district.

Adoption date: June 04, 2001

Effective: July 01, 2001

**STUDENT FUND RAISING ACTIVITIES REGULATION**

1. The educational process shall continue without interruption.
2. Involvement of administrators, teachers, and students shall be minimal and always on a voluntary basis.
3. Students in grades K-8 will not be asked to participate in fund raising activities outside of school by school personnel. Students in grades 9-12 may participate in fund raising outside of school.
4. Students shall not be competitively involved in fund raising activities. Activities should instead promote values such as sharing, volunteering, and cooperating.
5. Community involvement and input should be encouraged.
6. Commercial advertising will not be allowed on any district property.
7. The Board retains the right to refuse any gift which it considers unsuitable.
8. Requests for all annual projects and fund raising will be submitted to, and reviewed by, the building principal.
9. All equipment donated, purchased, or contracted becomes the property of the club or school district and will be inventoried.

Adoption date: June 04, 2001

Revised and Approved: April 17, 2003

## STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. The Superintendent will recommend and the Board will appoint a competent and qualified faculty advisor for each club or organization. The Board will appoint a treasurer for the management of the funds associated with these clubs and organizations at the annual board organizational meeting.

Financial transactions will be carried out in conformance with district policies and procedures. An audit of all accounts will be made annually by the independent/external auditor.

Cross-ref: 2210, Board Organizational Meeting  
5210, Student Organizations  
6660, Independent Auditor

Ref: Education Law §207  
8 NYCRR Part 172

Approved: July 1, 2001  
Revised and Approved: May 20, 2010

**INVESTING STUDENT ACTIVITIES FUNDS**

The objectives of the student activities fund's investment policy are to safeguard their funds and to minimize risk, to ensure that the investments mature when cash is required to finance operations and to ensure a competitive rate of return.

The Central Treasurer may entrust a portion of the fund in a time deposit account, a certificate of deposit, a savings accounts, or other investment approved by the Board of Education (as per Policy 6240).

The investment of this money must be authorized by the Board of Education and shall be credited to each activity account based on its prorata principal investment of the average monthly balance at the end of year. An audit of all accounts will be made annually by the external auditor.

Ref: Education Law Section 207  
8 NYCRR Part 172  
Education Law Sub-Section 1604-a;1723-a; 3651; 3652  
Local Finance Law Sub-Section 165.00  
General Municipal Law Sub-Section 6-c-6-e; 6-j-6-n; 10; 11; 39

Approved: November 6, 2006  
Board of Education

**Section B**  
**District Guidelines**

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\*Needs to be completed by Faculty Advisor and turned in to the Central Treasurer at the beginning of each school year or as Clubs begin their activities.

## CHAPTER I

### RULES, GUIDING PRINCIPLES, SUGGESTED FORMAT

#### Rules and Regulations of Boards of Education for the Operation of Extraclassroom Activities

Extraclassroom activity funds are defined in the Regulations of the Commissioner of Education as "Funds raised other than by taxation or through charges of a board of education, for, by or in the name of a school, student body or any subdivision thereof." Basically, extraclassroom activity funds are those operated by and for the students. Moneys are usually collected voluntarily by pupils and are spent by them as they see fit so long as they abide by established regulations.

Extraclassroom activity funds must not be confused with funds accounted for in accordance with the Uniform System of Accounts prescribed by the State Comptroller. Procedures discussed in this manual apply only to extraclassroom activity funds.

The Regulations of the Commissioner of Education, contained as an appendix to this guide, prescribe that the board of education of each union free school district and city school district having a population of less than one million shall make rules and regulations for (1) the conduct, operation, and maintenance of extraclassroom activities and (2) for the safeguarding, accounting, and auditing of all moneys received and derived therefrom.

The following guiding principles are listed to assist boards of education in establishing these required rules and regulations:

#### Conduct, Operation and Maintenance of Extraclassroom Activities

- ✓ Determine acceptable purposes for which students may form extraclassroom activities.
- ✓ Determine grade groupings, which may form extraclassroom activity clubs.
- ✓ Establish procedures for organizing extraclassroom activities.
- ✓ Establish resale inventory safeguard and accounting methods.
- ✓ Determine how faculty sponsors of extraclassroom activities should be chosen.
- ✓ Determine how student officers of extraclassroom activities should be chosen.
- ✓ Publish, annually, a list of approved extraclassroom activities.
- ✓ Establish rules and procedures regarding transportation for extraclassroom activities.

## **Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds**

- ✓ Establish proper and adequate methods for receiving and expending extraclassroom activity funds
- ✓ Provide for proper and adequate records of all receipts and expenditures.
- ✓ Provide guidance on the taxability of common fundraising activities.
- ✓ Establish procedures and times for regular financial reports to the board of education.
- ✓ Keep separate and distinct the authority to expend money from the custody of the funds.
- ✓ Indicate the bank to be used as the depository of all extraclassroom activity funds.
- ✓ Establish bank accounts, under the stewardship of an adult treasurer, for the deposit of all extraclassroom activity funds of a school district
- ✓ Provide for the review of inactive clubs and the disposal of funds of discontinued extraclassroom activities and of graduating classes.
- ✓ Provide for the investment of extraclassroom activity funds and establish the authority to use the earnings.

### **Sample Format**

In order to give boards of education an idea of the possible scope and content of rules and regulations for extraclassroom activities and extraclassroom activity funds, an illustrative rule and regulations are included as an appendix to this guide. It is hoped that these suggestions will be used as a starting point by boards of education in framing their own policy.





# HORSEHEADS CENTRAL SCHOOL DISTRICT

## Extra-Curricular Annual Activity Plan

School Year: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Advisor: \_\_\_\_\_ Student Treasurer: \_\_\_\_\_

The following Annual Activity Plan represents anticipated projects' revenues, expenses, and profits, which will be conducted by the club or organization.

In order for organizations to carry out their activities usually a corresponding fund raiser must take place to cover any costs associated with the activity.

			<b>R</b>	<b>-</b>	<b>E</b>	<b>=</b>	<b>P</b>
	<b>Activity/Fund Raiser</b>	<b>Dates</b>	<b>Revenues</b>		<b>Expenses</b>		<b>Profit</b>
1.							
2.							
3.							
4.							
5.							
6.							

The above information represents estimated figures, which will be updated on a Statement of Profit and Loss when the project takes place. You can use prior year's projects for estimating revenues and expenses.

# General Extraclassroom Activity Procedures

## Organizational Procedures

1. Students must petition the principal in writing stating the purpose and description of the activity.
2. Get petition signed by at least seven students, then give to principal for evaluation and approval.
3. The principal and petitioning students must seek a suitable faculty adviser to attend all meetings of the activity, etc.
4. The principal must recommend to the superintendent that the activity and the faculty advisor be approved by the board of education.
5. The superintendent must maintain an up-to-date register of all approved and discontinued activities.

## Meetings and Officers

- All activities must meet at least once monthly, on school property (unless they have received the consent of their school principal) during the months school is in session.
- Each activity shall elect a president, secretary, and treasurer within the first weeks of each school year from among the membership by secret ballot.

## Deposits

- The student activity treasurer must issue a receipt for all moneys received to be deposited.
- Receipts must be pre-numbered and must be used in consecutive order.
- If a mistake is made, the receipt should be voided and retained, not destroyed or discarded.

## Profit and Loss Procedures

When an organization has a dance or other activity involving admissions, a statement of profit and loss must be prepared.

### ON THE DAY OF THE EVENT

The following steps should be followed:

1. The student activity treasurer should count the money received and reconcile with the statement of profit and loss or activity treasurer receipts which are involved in the transaction.
2. The faculty advisor should sign the statement of profit and loss.
3. The faculty advisor should check any activity treasurer receipts involved.
4. The faculty advisor should place the receipts in a bank deposit bag,
5. The faculty advisor should place the bag in the school vault until the next school day. No activity money should be taken home by anyone or left unsecured!

### THE NEXT DAY

The following steps should be followed:

1. The student activity treasurer must prepare the deposit slip,
2. The student treasurer must obtain the signature of the faculty advisor on the deposit slip following his/her review,
3. The student treasurer must deposit the funds with the central treasurer.
4. Student treasurer should get a duplicate deposit slip signed by the central treasurer and a receipt for the money deposited.

# General Extraclassroom Activity Procedures

5. The student treasurer should enter the amount of the deposit in the register indicating the source from which the funds were received.
6. The student treasurer should file chronologically the duplicate deposit slip, central treasurer's receipt, and the statement of profit and loss to give supporting evidence for the entry.

## Purchasing Procedures

1. When merchandise or services are to be purchased, a purchase order approved by both the activity treasurer and the faculty adviser must be prepared in duplicate.
2. The original is given to the vendor as authorization to buy either the goods or services.
3. When the goods are received or services rendered and the bill arrives, the student activity treasurer, with the faculty adviser's supervision, matches the goods/services, bill, and a copy of the purchase order.

## Payment Procedures

When it is determined that the bill is correct, the following steps are taken:

1. A payment order is prepared in duplicate and signed by both the activity treasurer and faculty adviser.
2. The final audited bill is attached to the original pay order form and both are given to the central treasurer.
3. The central treasurer records the consecutive pay order number on the forms and prepares the check.
4. The central treasurer makes the entries in his/her books and files both the original pay order and the bill as evidence for the entries.
5. The check and the copy of the pay order are given to the activity treasurer.
6. The activity treasurer makes the necessary entry in his/her books indicating to whom the check is made out and the reason.
7. The activity treasurer then sends the check to the vendor.
8. The pay order is filed to give supporting evidence for the entry.

## Activity Treasurer Recordkeeping

- The various activities should prepare budget estimates of needed receipts and estimated disbursements with the guidance of the faculty advisor.
- Copies of the budgets should be filed with the chief faculty counselor, the central treasurer, the faculty adviser, and the activity treasurer.
- At any given point in time, the total of the subsidiary accounts should equal the balance on the principal ledger.
- At regular intervals the activity treasurers shall balance their ledgers and compare them with the central treasurer's parallel ledger.
- Once complete, the central treasurer should affix their signature indicating approval of the balance after the activity treasurer has compared and verified the records.
- The faculty adviser shall supervise the posting of the activity treasurer's ledger when approving payment orders on the central treasurer.
- At the end of the school year, the activity treasurer's ledgers shall be turned over to the faculty adviser, after completion of the final ledger comparison, be placed on file for the inspection and guidance of succeeding officers.

## PROCEDURES FOR HANDLING OF MONEY

1. Advisors should provide close supervision in the handling of all monies.
2. The collecting of money should, whenever possible, be recorded on prenumbered receipts in duplicate.
3. After money has been turned into the activity treasurer and **checked by** the supervisor, the money should be turned over to the Central Treasurer.
4. **Under no circumstances** should money be held by a student or advisor overnight.

## **FUNDS REMAINING IN CLASS TREASURIES AFTER GRADUATION**

The Freshman, Sophomore, Junior and Senior Classes conduct several fundraisers during the school year. The profit from those fundraisers is used to subsidize class activities such as dances. The purpose of raising monies during the school year is to benefit that particular group of students.

Often, at the end of each school year, a class will enjoy an unencumbered balance of funds. These monies, in the case of monies earned by the Freshman, Sophomore and Junior classes, should be carried over for use by the same group of students the next school year. For example, monies earned by students during the Sophomore year and not expended that year would continue in the account and be available to them as Juniors the next year.

Horseheads High School's Senior Classes have traditionally raised substantial amounts of money. Because of the great number of activities funded through senior students' efforts, the final balance remaining in a graduating class' account may not be determined until near the end of the first semester in the year following that class' graduation. Monies remaining in such an account are to be transferred to the succeeding Senior Class. If possible, a yearly gift of \$200.00 will be given by the graduating class to the incoming Freshman Class to purchase supplies and necessary items for the class to begin functioning.

**SCHEDULING OF EVENTS AND FUND RAISERS BY  
HORSEHEADS HIGH SCHOOL ORGANIZATIONS**

1. All groups wanting to hold an event or fund raiser must be currently active as an extracurricular group.
2. A representative of the organization should meet with the administrator in charge of extracurricular activities at least **ten** days before a group plans an activity to clear a date and obtain permission to hold the activity.
3. The advisor to the organization sponsoring the activity is the person responsible for the organization, implementation, and operation of the activity.
4. A list of all chaperones must be submitted to the administrator at least **three** days prior to the activity (see the Special Instructions for Dance Chaperones).
5. Activities, events, sales, etc., need to be cleared in the manner described above even if they do not require the use of the school building and its facilities.

**HORSEHEADS CENTRAL SCHOOL DISTRICT**  
**FUND RAISING ACTIVITY**

**GENERAL INFORMATION**

- A. This form must be approved **30** days in advance of the requested activity. No advertisements will be permitted prior to approval of this form.
- B. There should not be any funds left in the building overnight. Arrangements should be made to avoid this situation. During the day, precautions should be taken in handling all funds. Students should know that sums of money are not kept in desks.
- C. Any merchandise should be secured during the day in a manner which prevents other students from having access to it without the sponsor's permission.
- D. There should be records kept in a manner which can identify the total amount of money which has been collected and the amount which individual students have turned into the overall total. (This is the case where individual sales are involved.)
- E. For a group activity (car wash, bake sale, etc.) there should be a clear record of the total amount of sales for that activity.
- F. Funds may be raised by a club to help individual club members participate in an activity or used by the club itself for activities, equipment or other related items. Funds raised by individual club members may **not** be redistributed to those members to be used as they wish.

**FUND RAISING FORM**

Name of organization requesting the fund raising activity:

Advisor: \_\_\_\_\_ Date:

Name of Vendor:

The nature of the fund raising activity is

Students are involved in selling or raising funds in the following ways:

The proceeds of the fund raising activity will be used as follows:

Dates of the fund raising activity are from \_\_\_\_\_ to

Funds will be collected from the students in the following manner:

Funds will be deposited through the following building Central Treasurer:

\_\_\_\_\_ in the name of \_\_\_\_\_ organization.

This fund raising activity is \_\_\_\_\_ approved \_\_\_\_\_ not approved.

Administrator

Date



**Section C**  
**Regulations of the Commissioner of Education on Financial Accounting of**  
**Extra-Classroom Activity Funds**

Sections 172.1-172.4 ..... p. C1-C2  
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Statement/Reconciliation of Admissions ..... p. C18-C20  
Reconciliation of Candy Sale or Similar Sales ..... p. C21-C23  
Cash Reconciliation .....p. C24

# **Regulations of the Commissioner of Education on Financial Accounting of Extraclassroom Activity Funds**

Section 172.1 (Activity Funds) - An organization within a school district whose activities are conducted by students and whose financial support is raised other than by taxation or through charges of the board of education shall be known as an extraclassroom activity and the moneys received by it as extraclassroom activity funds.

Section 172.2 (Regulation of Activities and Moneys) - The board of education of each school district having a population of less than one million and an educational program beyond the 6<sup>th</sup> grade shall make rules and regulations for the establishment, conduct, operation, and maintenance of extraclassroom activities and for the safeguarding, accounting, and audit of all moneys received.

Section 172.3 (Subject Matter of Rules) - Such rules and regulations shall require at least the following:

- (a) The method to be followed in establishing an organization (approved by the Board of Education)
- (b) The records of receipts and expenditures to be maintained and the reports to be made at least quarterly to the board of education.
- (c) That authority to expend moneys shall be distinct and separate from the custody of those moneys.
- (d) That an independent and impartial audit of the accounts shall be made at least annually in conjunction with the audit of the district records.

(e) The method of disposing of funds of defunct organizations. Usually transferred to Student Council or an organization which benefits all students.

Section 172.4 (Deposit of Funds) - The board of education shall direct that the moneys received from the conduct, operation or maintenance of any extraclassroom activity be deposited with an official designated by the board of education, who in such event shall be treasurer of such extraclassroom activity fund.

## **Faculty Advisor Responsibilities**

1. Oversees the operation of the student activity
2. Guides and advises student officers
3. Assists student treasurers in preparation of profit and loss statements for fund-raisers
4. Assists student treasurer in preparation of deposits
5. Determines that sufficient funds exist prior to payment
6. Approves payment and signs corresponding payment order
7. Assists student treasurer in maintaining a ledger for organization which should be compared monthly to the Central Treasurer's books
8. Determines the activities of the organization which are subject to sales tax
9. Determines that sales tax information is accurately recorded and sent to Central Treasurer
10. Works toward goal of insuring the greatest educational experience for all students within the club

# **EXTRACLASSROOM ACTIVITY FUND**

## **FACULTY ADVISOR GUIDE**

### **1. Change Funds**

- Established by check
- Should be approved (by Board if held year round)
- Secured when not in use
- Deposited back into bank at end of event or year end

### **2. Advances**

- Held to a minimum (only when absolutely necessary)
- Payment order should contain necessary authorization and explanation of the need for advance
- Subsequently, all invoices/receipts and any unused cash should be given to the Central Treasurer
- Reimbursement for funds expended over the amount of the advance requires a separate authorization and payment order

### **3. Cash Receipts**

- Every attempt should be made to remit to Central Treasurer on a timely basis
- Receipts should be held in a secure location
- Receipts should always be secured on school property and not taken home at night or over weekend by Faculty Advisor or Student Treasurer
- Receipts should identify the sources of funds (i.e. fundraising activities)
- When receipts are turned into the Central Treasurer a pre-numbered receipts should be issued

**4. Cash Disbursements**

- Must have original invoice attached
- Must have three required signatures
- If made out to Faculty Advisor to be distributed to others need acknowledgment of receipt
- Club is generally not tax exempt
- All payments must be made by check; never use cash from receipts to make payments

**5. Donation to Other Organizations**

- Should be documented in student minutes
- Obtain an acknowledgement from organization donated to

**6. Sales Tax**

- Most events and fundraisers are taxable
- Purchases are subject to tax unless you are part of certain national organizations or the purchases will be resold

**7. Car Wash**

- Obtain change fund
- Maintain a log or track the number of cars (tickets) washed
- Prepare a cash count
- Prepare profit and loss statement

**8. Fundraising Activities – Flower Sale (or Other Similar Activities)**

- Request change fund
- Request receipt book or maintain a log of sales
- Complete a cash count at the end of the sale signed by at least two individuals
- Prepare profit and loss statement

**9. Vending Machines ( If You Fill and Empty)**

- The individual filling the machine should not also be the one emptying the machine. However, if filling and emptying are done at the same time two individuals should be involved
- The number of cans going into the machine should be documented and reconciled with the cash removed from the machine
- The cash count and certification should be prepared immediately
- Written reconciliation should be prepared
- Inventory should always be stored in a secure location

**10. Membership Dues**

- Receipts should be given to student or a listing of members and amounts received should be maintained and turned over to the Central Treasurer with the funds

## **Student Treasurer Responsibilities**

1. Elected by students of the organization
2. Receives and counts all monies raised
3. Documents and submits funds to Central Treasurer for deposit
4. Authorizes payment to be made by Central Treasurer and signs corresponding payment order
5. Maintains a separate ledger for the receipts and disbursements generated by the organization
6. Reconciles organization's ledger to Central Treasurer's subsidiary ledger on a monthly basis
7. Works with the Faculty Advisor preparing profit and loss statements on all fundraising activities



## **New York State Sales Tax Issues**

1. One of the most confusing issues is the taxable / non-taxable status of various items and events
2. Extraclassroom Activity Funds are considered a separate and distinct entity from the School District. Section 1116(A)(1) of the NYS Sales Tax Law specifically states that:
  - A) ECA's are not exempt from paying sales tax
  - B) ECA's can not use District's tax exempt number for purchases
3. As a general rule: when items purchased are intended to be resold, a resale certificate should be given to vendor to avoid paying sales tax on purchase
4. When items are sold, the sales tax can either be included in sales price or added to it.
5. When proceeds from sales are given to Central Treasurer for deposit, the document prepared by the Student Treasurer and Faculty Advisor should identify:
  - A) Source of Funds
  - B) Portion representing NYS Sales Tax
6. For items purchased by an activity for final consumption, sales tax must be paid to vendor at time of purchase.
7. Payment of all sales tax collected should be remitted to NYS on a quarterly basis on NYS Sales Tax Form ST - 100.

## **New York State Sales Tax Issues (Continued)**

The following events/activities are exempt from sales tax:

- Admission charges to events for performing arts (Band, Drama, Concerts)
- Services for cutting or styling hair (not hair pieces)
- Sale of periodicals or newspapers
- Sale of food or beverage to students by a facility located on school premises (does not apply to sale of candy or soda, or sale of prepared foods by activity clubs or sales to non-students)
- Sale of U.S. flags
- Sale of Advertising space
- Bake sales
- Charges for services for repairing, maintaining, or servicing farm machinery
- Potato chips
- Pretzels
- Sale of popcorn in a “cold” state

## **New York State Sales Tax Issues (Continued)**

The following events/activities are not exempt from sales tax:

- Candy or soda sales
- Admission charges to social dances (limited exceptions)
- Bookstore sales (unless specifically exempt)
- Yearbook sales, unless the entire cost of the yearbook is underwritten by the Board of Education and the revenue is returned to the General Fund, this sale would then be tax exempt.
- Sale of manufactured items, such as jewelry, clothing, furniture, etc.
- Sale of artistic items, such as sketches, paintings, recordings, etc.
- Sale of animals, trees, shrubs, plants, and seeds
- Sale of raw materials, such as wood and metal
- Sale of popcorn in a "heated" state
- Spaghetti dinners and catered meals
- Vending machine sales-food items placed inside eating facilities (lunch room), unless no eating facilities are provided then they are tax exempt.

Event	Status	Comment
Sale of Candy, Soda and Soft Drinks	Taxable, except for certain drinks.	Tax Law §1115(a)(1) generally provides an exemption for the sales and purchases of food, food products, beverages sold for human consumption. However, the exemption does not apply to candy, sodas or soft drinks, and fruit drinks that contain less than 70% natural fruit juice.
Spaghetti dinners and catered meals	Taxable.	Tax Law §1115(a)(1) generally provides an exemption for the sales and purchases of food, food products, beverages sold for human consumption. However, the exemption does not apply to catered situations, where the students of the club would be serving, assisting in serving, cooking, or otherwise providing services with respect to the food items in question.
Bake Sales	Non-Taxable.	Tax Law §1115(a)(1) generally provides an exemption for the sales and purchases of food, food products, beverages sold for human consumption. This provision exempts bake sales from the collection of sales tax.
Vending Machine Sales – Food Items	Taxable, generally.	Where tables, chairs, benches, etc. are provided where the vending machine operations are conducted, the sales through the vending machine are taxable. Where no eating facilities are provided, the sales are exempt from sales tax.
Pizza, Chicken, Popcorn, Coffee, Tea, etc.	Taxable.	All sales of prepared food sold in a heated state (where the food is maintained at a temperature warmer than surrounding air temperature) are subject to sales tax, including those sold for off-premises consumption.
Admission Charges	Taxable, except for certain events.	Exemption is provided from sales tax for admissions to dramatic or musical arts performances, which do not include variety shows, magic shows, circuses, ice shows, dances, and similar performances. Included in the exemption is an admission charge to choreographed performances to music, which may exempt color guard admissions.
Sale of Newspapers and Magazines	Non-Taxable.	
Sale of shrubs, plants and trees	Taxable.	
Sale of Yearbook	Taxable, generally.	If the entire cost of the yearbook is underwritten by the Board of Education and the revenue is recognized as a General Fund item, the sale becomes an exempt transaction, not subject to sales tax.
Sale of Yearbook Advertising Space	Non-Taxable.	
Sale of Sweatshirts, T-shirts, Jackets, Jewelry	Taxable.	Tax Law §1105(a) provides that sales tax is imposed on the sale of tangible personal property.
Book Store Sales	Taxable.	Unless specifically exempt.
Pre-packaged Popcorn, Potato Chips, Pretzels	Non-Taxable, generally	When packaged and sold in a cold state, prepackaged snack foods are exempt. This exemption does not apply to caramel or other candy coated snack foods.
Hair Cuts and Styling	Non-Taxable.	The cutting and styling of hairpieces is not included in this exemption.
Repair/Maintenance Services, Car Washes	Taxable, generally.	An exemption is provided for the repair, maintenance or service of farm machinery.



New York State Department of Taxation and Finance  
**New York State and Local Sales and Use Tax**  
**Resale Certificate**

**ST-120**  
 (4/10)

Name of seller			Name of purchaser		
Street address			Street address		
City	State	ZIP code	City	State	ZIP code

Mark an **X** in the appropriate box:  Single-use certificate  Blanket certificate  
 Temporary vendors must issue a single-use certificate.

**To the purchaser:**  
 You may not use this certificate to purchase items or services that are not for resale. If you purchase tangible personal property or services for resale, but use or consume the tangible personal property or services yourself in New York State, you must report and pay the unpaid tax directly to New York State. Any misuse of this certificate will result in tax liabilities and substantial penalty and interest.

**Purchaser information** — please type or print  
 I am engaged in the business of \_\_\_\_\_ and principally sell \_\_\_\_\_  
 (Contractors may not use this certificate to purchase materials and supplies.)

**Part 1 – To be completed by registered New York State sales tax vendors**

I certify that I am:

- a New York State vendor (including a hotel operator or a dues or admissions recipient), show vendor or entertainment vendor. My valid *Certificate of Authority* number is \_\_\_\_\_
- a New York State temporary vendor. My valid *Certificate of Authority* number is \_\_\_\_\_ and expires on \_\_\_\_\_

I am purchasing:

- A.** Tangible personal property (other than motor fuel or diesel motor fuel)
  - for resale in its present form or for resale as a physical component part of tangible personal property;
  - for use in performing taxable services where the property will become a physical component part of the property upon which the services will be performed, or the property will actually be transferred to the purchaser of the taxable service in conjunction with the performance of the service; or
- B.** A service for resale, including the servicing of tangible personal property held for sale.

**Part 2 – To be completed by non-New York State purchasers**

I certify that I am not registered nor am I required to be registered as a New York State sales tax vendor. I am registered to collect sales tax or value added tax (VAT) in the following state/jurisdiction \_\_\_\_\_ and have been issued the following registration number \_\_\_\_\_ (If sales tax or VAT registration is not required and a registration number is not issued by your home jurisdiction, indicate the location of your business and write **not applicable** on the line requesting the registration number.)

I am purchasing:

- C.** Tangible personal property (other than motor fuel or diesel motor fuel) for resale, and it is being delivered directly by the seller to my customer or to an unaffiliated fulfillment services provider in New York State.
- D.** Tangible personal property for resale that will be resold from a business located outside New York State.

**Certification:** I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Tax Law Article 37, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to, the vendor as agent for the Tax Department for the purposes of Tax Law section 1838 and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Type or print name and title of owner, partner, or authorized person of purchaser	
Signature of owner, partner, or authorized person of purchaser	Date prepared

**Substantial penalties will result from misuse of this certificate.**

# Instructions

Form ST-120, *Resale Certificate*, is a sales tax exemption certificate.

**This certificate is only for use by a purchaser who:**

- A** – is registered as a New York State sales tax vendor and has a valid *Certificate of Authority* issued by the Tax Department and is making purchases of tangible personal property (other than motor fuel or diesel motor fuel) or services that will be resold or transferred to the purchaser's customers, **or**
- B** – is not required to be registered with the New York State Tax Department;
  - is registered with another state, the District of Columbia, a province of Canada, or other country, or is located in a state, province, or country which does not require sellers to register for sales tax or VAT purposes; and
  - is purchasing items for resale that will be either:
    - 1) delivered by the seller to the purchaser's customer or to an unaffiliated fulfillment service provider located in New York State, or
    - 2) delivered to the purchaser in New York State, but resold from a business located outside the state.

**Note:** For purposes of 1) above, delivery by the seller includes delivery in the seller's own vehicle or by common carrier, regardless of who arranges for the transportation.

## Non-New York State purchasers: registration requirements

If, among other things, a purchaser has any place of business or salespeople in New York State, or owns or leases tangible personal property in the State, the purchaser is required to be registered for New York State sales tax.

A business must register (unless the business can rebut the statutory presumption as described in TSB-M-08(3.1)S, *Additional Information on How Sellers May Rebut the New Presumption Applicable to the Definition of Sales Tax Vendor as Described in TSB-M-08(3)S*) for New York State sales tax if the business enters into agreements with residents of New York State under which the residents receive consideration for referring potential customers to the business by links on a Web site or otherwise, and the value of the sales in New York State made by the business through those agreements totals more than \$10,000 in the preceding four sales tax quarters. See TSB-M-08(3)S, *New Presumption Applicable to Definition of Sales Tax Vendor*, and TSB-M-08(3.1)S.

Also see TSB-M-09(3)S, *Definition of a Sales Tax Vendor is Expanded to Include Out-of-State Sellers with Related Businesses in New York State*, for information on sales tax registration requirements for out-of-state businesses with New York affiliates.

A purchaser who is not otherwise required to be registered for New York State sales tax may purchase fulfillment services from an **unaffiliated** New York fulfillment service provider and have its tangible personal property located on the premises of the provider without being required to be registered for sales tax in New York State.

If you need help determining if you are required to register because you engage in activity in New York State, contact the department (see *Need help?*).

If you meet the registration requirements and engage in business activities in New York State without possessing a valid *Certificate of Authority*, you will be subject to penalty of up to \$500 for the first day on which you make a sale or purchase, and up to \$200 for each additional day, up to a maximum of \$10,000.

## Limitations on use

Contractors cannot use this certificate. They must either:

- issue Form ST-120.1, *Contractor Exempt Purchase Certificate*, if the tangible personal property being purchased qualifies for exemption as specified by the certificate, or
- issue Form AU-297, *Direct Payment Permit*, or
- pay sales tax at the time of purchase.

Contractors are entitled to a refund or credit of sales tax paid on materials used in repairing, servicing or maintaining real property, if the materials are transferred to the purchaser of the taxable service in conjunction with the performance of the service. For additional information, see Publication 862, *Sales and Use Tax Classifications of Capital Improvements and Repairs to Real Property*.

## To the Purchaser

Enter all the information requested on the front of this form.

You may mark an **X** in the *Blanket certificate* box to cover all purchases of the same general type of property or service purchased for resale. If you do not mark an **X** in the *Blanket certificate* box, the certificate will be deemed a *Single-use certificate*. Temporary vendors may not issue a blanket certificate. A *temporary vendor* is a vendor (other than a show or entertainment vendor), who, in no more than two consecutive quarters in any 12-month period, makes sales of tangible personal property or services that are subject to tax.

This certificate does not exempt prepaid sales tax on cigarettes. This certificate may not be used to purchase motor fuel or diesel motor fuel.

## Misuse of this certificate

Misuse of this exemption certificate may subject you to serious civil and criminal sanctions in addition to the payment of any tax and interest due. These include:

- A penalty equal to 100% of the tax due;
- A \$50 penalty for each fraudulent exemption certificate issued;
- Criminal felony prosecution, punishable by a substantial fine and a possible jail sentence; and
- Revocation of your *Certificate of Authority*, if you are required to be registered as a vendor. See TSB-M-09(17)S, *Amendments that Encourage Compliance with the Tax Law and Enhance the Tax Department's Enforcement Ability*, for more information.

## To the Seller

If you are a New York State registered vendor and accept an exemption document, you will be protected from liability for the tax, if the certificate is valid.

The certificate will be considered valid if it was:

- accepted in good faith;
- in the vendor's possession within 90 days of the transaction; and
- properly completed (all required entries were made).

A certificate is accepted in good faith when a seller has no knowledge that the exemption certificate is false or is fraudulently given, and reasonable ordinary due care is exercised in the acceptance of the certificate.

You must get a properly completed exemption certificate from your customer no later than 90 days after the delivery of the property or the performance of the service. When you receive a certificate after the 90 days, both you and the purchaser are subject to the burden of proving that the sale was exempt, and additional documentation may be required. An exemption certificate received on time that is not properly completed will be considered satisfactory if the deficiency is corrected within a reasonable period. You must also maintain a method of associating an invoice (or other source document) for an exempt sale made to a customer with the exemption certificate you have on file from that customer.

**Invalid exemption certificates** – Sales transactions which are not supported by valid exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.

**Retention of exemption certificates** - You must keep this certificate for at least three years after the due date of the return to which it relates, or the date the return was filed, if later.

## Need help?



**Internet access:** [www.nystax.gov](http://www.nystax.gov)  
(for information, forms, and publications)



**Fax-on-demand forms:** 1 800 748-3676



**Sales Tax Information Center:** (518) 485-2889  
1 800 698-2909

To order forms and publications:  
In-state callers without free long distance: (518) 457-5431  
In-state callers without free long distance: 1 800 462-8100



**Text Telephone (TTY) Hotline**  
(for persons with hearing and speech disabilities using a TTY): 1 800 634-2110



## Soda Machine Soda Sales Reconciliation

	<b>Date Emptied:</b> _____		<b>Machine Location:</b> _____
(1) Number of cans put into machine	\$ -	(7) Total receipts (line 6)	\$ -
(2) Cost per can	-	(8) Sales tax rate (1+tax rate) (ex. 1.08)	1.08
(3) Total cost of soda (1) * (2)	\$ -	(9) Amount subject to tax (7) / (8)	\$ -
(4) Number of cans put into machine	\$ -	(10) NYS sales tax (7) - (9)	\$ -
(5) Selling price of soda	-		
(6) Total receipts (4) * (5)	\$ -		
Cash on hand (by actual count)	\$ -	Total receipts (6)	\$ -
Less: change (start-up change)	-	Less: cost of soda (3)	-
Total cash collected	\$ -	Less: sales tax (10)	-
Total receipts for soda sold (6)	\$ -	Profit (Loss)	\$ -
Less: total cash collected	-		
Cash over (short)	\$ -		

**Student Activity Treasurer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Soda Machine Sales Reconciliation

**Machine Location:** \_\_\_\_\_

**Date Emptied:** \_\_\_\_\_

### Computation of Profit

Number of Cans Put into Machine \_\_\_\_\_

x Selling Price of Soda \_\_\_\_\_

**Computed Sales (A)** \_\_\_\_\_

Actual Cash Deposited (B) \_\_\_\_\_

**Cash Over/(Short) (B-A)** \_\_\_\_\_

### Computation of Sales Tax

Total Cash Deposited (C) \_\_\_\_\_

÷ Sales Tax Rate \_\_\_\_\_

**Taxable Sales (D)** \_\_\_\_\_

**Sales Tax to be Paid to NYS (C-D)** \_\_\_\_\_

Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Soda Machine Sales Reconciliation

**“SAMPLE”**

**Machine Location:** High School  
**Date Emptied:** 12-7-2007

**Computation of Profit**

Number of Cans Put into Machine	58
x Selling Price of Soda	<u>\$1.00</u>
<b>Computed Sales</b>	<b><u>\$58.00</u></b>

Actual Cash Counted and Deposited	<u>\$56.00</u>
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<b>Cash Over/(Short)</b>	<b><u>(\$2.00)</u></b>
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**Computation of Sales Tax**

Total Cash Deposited	<u>\$56.00</u>
÷ Sales Tax Rate	<u>1.08</u>
<b>Taxable Sales</b>	<b><u>\$51.85</u></b>

<b>Sales Tax to be Paid to NYS</b> <b>(cash deposited less taxable sales)</b>	<b><u>\$4.15</u></b>
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Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

# Statement of Admissions

	<u>Event</u>	<u>Date</u>
	<u>Student Tickets</u>	<u>Adult Tickets</u>
(1) Ending ticket #	\$ -	(7) Ending ticket # \$ -
(2) Beginning ticket #	-	(8) Beginning ticket # -
(3) Total student tickets sold (1) - (2)	\$ -	(9) Total adult tickets sold (7) - (8) \$ -
(4) Price per ticket	-	(10) Price per ticket -
(6) Total student receipts (3) * (4)	\$ -	(11) Total Adult receipts (9) * (10) \$ -

(12) Total receipts for all tickets sold (6) + (11)	\$ -
(13) Taxable sales (12) / 1.08	-
(14) Amount to be deposited to NYS sales tax (12) - (13)	\$ -
(15) Actual Cash Deposited (12) - (14)	-
(16) Cash over/short (cash on hand) - (12)	-

**Funds deposited with Central Treasurer:**

Cash	\$ -
Checks	-
<b>Total</b>	<b>\$ -</b>

Must = (14) + (16)

Date \_\_\_\_\_  
Receipt # \_\_\_\_\_

Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Reconciliation of Admissions

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Subject to sales tax Yes or No

### Students

Ending Ticket # \_\_\_\_\_

Beginning Ticket # \_\_\_\_\_

**Total Tickets Sold** \_\_\_\_\_

Student Price \_\_\_\_\_

Tickets Sold \_\_\_\_\_

**Total Sales (A)** \_\_\_\_\_

### Adults

Ending Ticket # \_\_\_\_\_

Beginning Ticket # \_\_\_\_\_

**Total Tickets Sold** \_\_\_\_\_

Adult Price \_\_\_\_\_

Tickets Sold \_\_\_\_\_

**Total Sales (B)** \_\_\_\_\_

Total Computed Sales (A+B) \_\_\_\_\_

Actual Cash Deposited \_\_\_\_\_

**Cash Over/(Short)** \_\_\_\_\_

Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Reconciliation of Admissions

**"SAMPLE"**

**Event: Christmas Play**

**Date: 12-18-2007**

Subject to sales tax **Yes** or **No**

### **Students**

Ending Ticket #	<u>32405</u>
Beginning Ticket #	<u>32100</u>
<b>Total Tickets Sold</b>	<b><u>305</u></b>

Student Price	<u>\$3.00</u>
Tickets Sold	<u>305</u>
<b>Total Sales</b>	<b><u>\$915.00</u></b>

### **Adults**

Ending Ticket #	<u>4850</u>
Beginning Ticket #	<u>4725</u>
<b>Total Tickets Sold</b>	<b><u>125</u></b>

Adult Price	<u>\$5.00</u>
Tickets Sold	<u>125</u>
<b>Total Sales</b>	<b><u>\$625.00</u></b>

Total Computed Sales	<u>\$1,540.00</u>
Actual Cash Deposited	<u>\$1,535.00</u>

**Cash Over/(Short)** **(\$5.00)**

Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Reconciliation of Candy Sale

<b>Club:</b> _____	
Total Candy Purchased ( ___ boxes @ \$ ___ per box)	\$ _____
Selling Price (\$ ___ per box)	\$ _____
 <b>Anticipated Profit</b>	 <b>\$ _____</b>
 Candy Boxes Sold	 # _____
Less: Candy Boxes Returned (Unsold)	# _____
Computed Amount to be Deposited (Boxes sold x Selling Price)	\$ _____
 Actual Amount Deposited	 \$ _____
 <b>Cash Over/(Short)</b>	 <b>\$ _____</b>

Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Reconciliation of Candy Sale

Total Candy Purchased (50 boxes @ \$12.00 per box)	<u>\$600.00</u>
Selling Price	<u>\$25/box</u>
<b>Anticipated Profit (\$13x50)</b>	<u><b>\$650.00</b></u>
Candy Boxes Sold (48x\$25)	<u>\$1,200.00</u>
Less: Candy Returned (Unsold)	<u>2</u>
<b>Computed Amount to be Deposited</b>	<u><b>\$1,200.00</b></u>
Actual Amount Deposited	<u>\$1,180.00</u>
<b>Cash Over/(Short)</b>	<u><b>(\$20.00)</b></u>

Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Reconciliation of Sales

**Sale of:** \_\_\_\_\_

**Club:** \_\_\_\_\_

Total Cost of Items Purchased	\$ _____
Potential Sales (Selling Price x Items)	\$ _____

<b>Anticipated Profit</b>	<b>\$ _____</b>
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Items Actually Sold	# _____
Selling Price	\$ _____
Computed Amount to be Deposited	\$ _____

Actual Amount Deposited	\$ _____
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<b>Cash Over/(Short)</b>	<b>\$ _____</b>
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Student Activity Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_



# Extra-Classroom Activity Fund

## CASH RECONCILIATION

Fundraising Activity: \_\_\_\_\_

Date: \_\_\_\_\_

	<u>Denomination</u>	<u>Number</u>	<u>Amount</u>	<u>Total</u>
<b>TOTAL CHECKS</b>				\$ _____
<b>CASH ON HAND</b>	\$ 20.00	_____	_____	
	\$ 10.00	_____	_____	
	\$ 5.00	_____	_____	
	\$ 1.00	_____	_____	
	\$ 0.25	_____	_____	
	\$ 0.10	_____	_____	
	\$ 0.05	_____	_____	
<b>TOTAL CASH ON HAND</b>				\$ _____
<b>TOTAL CHECKS AND CASH ON HAND</b>				\$ _____

The above information has been counted and I agree with the amount.

\_\_\_\_\_  
Member Present

\_\_\_\_\_  
Member Present