



Standard Operating Procedures for Schools and FMCs

Division of Financial Operations

Chapter: General School Funds and Cash Transactions

Topic 3: From Where Does the Money Come to Support the Implementation and Operation of a School's Student Activities Program?

Note:

Whenever tickets to a school event (play, game, concert, or other event) are sold they must be pre-numbered in advance by the printer. This will help the advisor of the activity monitor and report authorized sales of tickets to the school treasurer. A file must be maintained of the record of distribution and sale of tickets. Please refer to Exhibit D for the necessary forms to assist in the record keeping of the sale of tickets. Unused tickets must be maintained as a record.

If a school chooses to print its own tickets, it must pre-number all tickets with an automatic numbering machine.

- Revenue from sales of any kind from a school operated (Student Organization) store or entrepreneurship activity. Exhibit D is to be completed at the conclusion of such activity or event by the faculty advisor in charge, and given to the principal, budget/finance committee and school treasurer.
- Sales tax (collected then deposited and disbursed through the General School Fund).
- Monetary gifts from the parent association, community organizations, alumni, or local businesses where the gift is earmarked for student activities.

Note: Please see item 5.6 for additional information regarding the receipt of gifts or grants.

- Vending machines accessible to students.

Note: Leased vending machines must have a contract approved by the Office of Legal Services (OLS).