

# **ECAF – GOVERNANCE**

**PORT JEFFERSON SCHOOL DISTRICT**  
**Extraclassroom Activity Fund**  
**Advisor Acknowledgement**

I acknowledge and understand the guidelines set forth by the Port Jefferson School District in respect to the policies and guidelines regarding the Extraclassroom Activity Funds. I have received and reviewed the following documentation for the 2014-2015 school year:

**GOVERNANCE**

1. Application for Club Charter (Submit form to Business Office once all information is available)
2. Club Signature List (Return list to Central Treasurer once completed)
3. Checklist for Clubs
4. Board of Education Policies:
  - a. Policy #5200 –*Co-Curricular & Extracurricular Programs*
  - b. Policy #5200 R –*Co-Curricular & Extracurricular Programs Regulation*
  - c. Policy #5252 –*Student Activities Funds management*
  - d. Policy #6410 –*Authorized Signatures*
  - e. Policy #6500 –*Bonded Employees & Officers*
  - f. Policy # 8415 –*Co-Curricular & Extracurricular Activities Transportation*

**PROCEDURES**

1. Basic Guidelines for Extraclassroom Activity Funds

**FORMS**

1. Deposit Form
2. Check/Payment Request Form
3. Transfer Request Form
4. Account Adjustment Notification Form
5. Checkbook Register (Maintain accounts updated with any additions or reductions)
6. Profit & Loss Statement (Utilize as needed to record income, expense of fundraising event, maintain all supporting documents, and submit copy to Central Treasurer)
7. Student Attendance Roster

**REFERENCE MATERIAL**

1. *The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds – Finance Pamphlet 2*, Revised 2008, The New York State Education Department, Ed Management Services. (Accessible at <http://www.p12.nysed.gov/mgtserv/accounting/docs/ExtraclassroomActivitiesOctober2008.pdf>)

Club Name

Advisor: Print & Sign

Date

\*Please sign and return a copy of this acknowledgement to:

Sean Leister  
Assistant Superintendent for Business  
Port Jefferson School District  
550 Scraggy Hill Road  
Port Jefferson, NY 11777

**PORT JEFFERSON UFSD**  
**APPLICATION FOR CLUB CHARTER**  
**2014-15**

Please submit to the Building Principal or designee following approval from the Board of Education.

Permission is respectfully requested to organize the student activity described herein:

Name of activity: \_\_\_\_\_

School: \_\_\_\_\_

Frequency and length of meetings to be held: \_\_\_\_\_

Describe the aims and purposes of this club (attach document).

Anticipated fundraising activities: \_\_\_\_\_

Is there a fee to be paid to a vendor for this club (if so, describe): \_\_\_\_\_

Are there dues to be collected? If so, stipulate amount and reason: \_\_\_\_\_

If applicable - Account #: \_\_\_\_\_

Special comments: \_\_\_\_\_

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It is fully understood that the operation of this student activity will be in accordance with the rules and regulations of the Board of Education, the Administration and our Student Government, and that we shall consistently strive to maintain the highest standards and good name of our school.

- Club Advisors must meet with the principal or designee to discuss enrollments below 10 students.
- Club description for website must be updated annually. Please send club description, dates and times of meetings to principal or designee in order to post on the website.
- Monthly attendance records must be submitted to the principal or designee by the 28<sup>th</sup> of each month.
- The End of Year Co-Curricular Report must be completed and submitted in June.
- All students must have a signed copy of the Extracurricular Code of Conduct on file in main office.

Signed:

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
President of Club or designee (Required)

\_\_\_\_\_  
Principal or designee

\_\_\_\_\_  
HS Only – Advisor to Student Organizations

\_\_\_\_\_  
Date

## *Checklist for Clubs*

### **FIRST THINGS TO COMPLETE:**

1. Complete the Application for *Club Charter*.
2. Club description for website must be updated annually. Send club description, dates and times of meetings to principal or designee in order to post on the website.

### **DURING THE SCHOOL YEAR**

1. Take and record daily attendance for each meeting.
2. Submit monthly attendance to main office.
3. Create an email distribution list of the parents/guardians for the students that attend the club.
4. Use the email distribution list to send cancellations of any meetings or to send important information.
5. Notify main office of any cancellations of meetings.
6. Clubs should be dismissed at either 3:05 p.m. or 4:00 p.m. Students should not be permitted to be unsupervised after school.
7. Make sure all fundraising activities are cleared through administration.

### **END OF THE SCHOOL YEAR**

1. Complete the end of year report.
2. Schedule an “end of the year meeting” with administration.

**PORT JEFFERSON SCHOOL DISTRICT**  
**Extraclassroom Activity Fund**

**Club Signature List**

NAME OF CLUB \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

ACCOUNT CODE \_\_\_\_\_

DATE \_\_\_\_\_

<b>Advisor's Printed Name</b>	<b>Advisor's Signature</b>
_____	_____
_____	_____

<b>Student's Printed Name</b>	<b>Student's Signature</b>	<b>Position</b>
_____	_____	President
_____	_____	Vice President
_____	_____	Treasurer
_____	_____	Secretary

*Note: This form must be returned to your ECAF Central Treasurer once complete.*

## **5200 CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS**

The Board of Education recognizes the educational values inherent in student participation in the extracurricular life of the school and encourages such participation. It is committed to the assignment of staff for the formation of student groups for such purposes as building social relationships, developing interests, knowledge and skills in an academic area, and gaining an understanding of the elements and responsibilities of good citizenship.

Recognizing that student activities are a part of the school program, the Board has established the following criteria, which all student activity programs must meet:

1. student activities must have educational value for students;
2. student activities must be in balance with other curricular offerings in the schools; and
3. student activities must be managed in a professional manner.

The Board also recognizes that the right to participation on these activities is predicated on the students exhibiting appropriate behavior and responsibility. The Building Principal has the authority to suspend a student from attending such activities if she/he believes such a suspension is appropriate.

### Cross-ref:

[5020](#), Equal Educational Opportunities

5210, Student Organizations

[5305](#), Eligibility

Note: Prior policies, 5130, 6145, revised

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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## 5200-R CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS REGULATION

The following regulations will govern student activities programs:

1. student activities are those school activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation;
2. each school, under the direction of the Building Principal, will have a well-balanced and effectively administered student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities;
3. each activity should be designed to contribute directly to the educational, civic, social and ethical development of students involved;
4. the student activity program should receive the same attention in terms of philosophy, objectives, social setting, organization and evaluation that is given the regular school curriculum;
5. each school will develop definite written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs;
6. the expenses involved in participating in any student activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain;
7. activities must be open to all students, regardless of race, religion, sex, national origin, marital status, disability, sexual orientation or other human differences;
8. activities must not place undue burdens upon students, teachers or schools;
9. the time for student activities shall be controlled so that students are not taken away from class instruction during the school day or from homework and studying on school nights; and
10. activities at any level should be unique, not duplications of others already in operation.

Note: Prior regulations, 5130, 6145, revised

Revision presented for:

1st reading – 12/14/10

2nd reading & adoption – 1/11/11

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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## **5252 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 Principal of each school concerned will appoint a competent or qualified faculty advisor for each club or organization. An audit of all accounts will be made annually by the school auditor.

In order to promote the organization and maintenance of extracurricular activities and to provide for the proper handling of funds, the Board shall designate student activity funds to be established in each school. Separate bank accounts shall be used for the deposit of all student activity funds which shall be under the control of an adult treasurer and comptroller. On the recommendation of the Superintendent of Schools, a treasurer and comptroller for each student activity fund shall be appointed by the Board at the Annual Reorganizational Meeting.

The operation of all student activity funds shall be in accordance with the regulations of the Commissioner of Education.

### Cross-ref:

[2210](#), Board Organizational Meeting

### Ref:

[Education Law §207](#)

8 NYCRR Part 172

Note: Prior policy, 3420, revised

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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## **6410 AUTHORIZED SIGNATURES**

The Board of Education authorizes the signature of the District Treasurer or in his/her absence the substitute treasurer on all district checks All school district accounts payable checks \$10,000 or greater shall require manual signature by the Board President and District Treasurer or substitute treasurer.

Student activity account checks shall be signed by both the treasurer of student activity accounts and an officer of the extracurricular activity fund.

The Board authorizes the District Clerk, Superintendent, Treasurer and President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the Board or required by law to be executed.

In the absence or inability of the President of the Board to sign any of the above documents, the Vice President of the Board is authorized to sign in his/her place and stead.

The Board authorizes the use of an electronic signature to sign school district checks. The District Treasurer and substitute treasurer have the responsibility of preventing unauthorized use of the electronic signature.

Ref:

[Education Law §§1720; 2523](#)

8 NYCRR §170.1(c)(d)

Note: Policy added

Updated: 1/11/05

Presented for update: 7/6/06

Update adoption: 8/15/06

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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## **6500 BONDED EMPLOYEES AND OFFICERS**

With the exception of the Business Office, no money other than petty cash and extra-classroom deposits shall be kept in any school building overnight. The Business Administrator shall inform all employees of this requirement and enforce this policy.

School employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities. Monies and negotiable instruments should be deposited in the bank as soon as possible

All school employees, officials and members of the Board of Education authorized to sign checks or required to handle school funds will be covered by a blanket bond furnished by the school district in such amounts as recommended by the Superintendent.

Ref:

[Education Law §§1709\(20a\); 1720; 2130 \(5\); 2526](#)

Note: Prior policy, 3600, revised

Revision presented for adoption: 11/13/07

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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## **8415 FIELD TRIP AND EXTRACURRICULAR ACTIVITY TRANSPORTATION**

Upon approval of the Business Administrator, school vehicles may be used to transport students on field trips or for extra-curricular activities within a radius of 75 miles from the school. The Director of Transportation may also grant permission for trips outside of the mileage limitations. General bus procedures should be followed for extracurricular bus use.

Note: Policy added

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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# **ECAF – PROCEDURES**

**PORT JEFFERSON SCHOOL DISTRICT**  
**Extraclassroom Activity Fund**  
**Guidelines for Club Advisors**

**DEPOSITS:**

**1. Proper Procedures for Sales and Receipts:**

- ✓ Two individuals should count cash and verify the count. Cash and checks should be placed in sealed envelopes with a copy of the Deposit Form enclosed.
- ✓ The Profit & Loss Statement should be used for planning and recording the results of all fundraisers and revenue generating events.
- ✓ A record of all cash and goods that is distributed to individuals participating in a sale or event should be verified and recorded. After the event, all individuals should turn in all cash and unsold goods with the count to be verified and recorded (use of the Profit & Loss Statement is recommended).
- ✓ Items on-hand and held for resale or return should be safeguarded against loss, theft, or damage by securing them in an appropriate location with limited access.
- ✓ When planning for events and/or the soliciting of goods or services from neighborhood businesses, please be mindful of the need to obtain approval from building level and/or central office administration.
- ✓ Be mindful of the need to contact the Facilities Office if you are planning an event that will require the use of security or custodial services.
- ✓ Refer to Board of Education Policy to determine if Board of Education approval is required to accept a gift or donation.

**2. All Monies Deposited in the Safe Should be Accompanied by:**

- ✓ Completed Deposit Form.
- ✓ Correct club name
- ✓ Club Advisor's signature
- ✓ Student Treasurer's signature
- ✓ The club's account name should be printed on the front of each check

**PORT JEFFERSON SCHOOL DISTRICT**  
**Extraclassroom Activity Fund**  
**Guidelines for Club Advisors**

**PURCHASING:**

**1. Proper Procedures for Purchasing:**

- ✓ Complete Check/Payment Request Form and forward it to the Central Treasurer
- ✓ Include vendor name, vendor address and vendor contact number
- ✓ The Central Treasurer will notify you on the approval/denial of the payment. Purchases made without the approval of the Central Treasurer will not be reimbursed.
- ✓ Sales taxes must be included for all applicable purchases. There are very few circumstances where a club or activity would be tax exempt.
- ✓ All vendors must itemize the sales tax. If sales tax is not applicable, this must be noted on the invoice.
- ✓ After receiving the product that you ordered, proof of delivery must be submitted to the Central Treasurer. Inform the vendor that a packing slip is required.

**PAYMENTS:**

**1. All Payment Requests Should be Accompanied by:**

- ✓ Completed Check/Payment Request Form
- ✓ All ORIGINAL itemized invoices; statements will not be acceptable
- ✓ Correct club name
- ✓ Club Advisor's signature (When the check is made payable to the Club Advisor, the Principal's signature is also required)
- ✓ Student Treasurer's signature

**TRANSFER OF FUNDS FROM ONE ACTIVITY TO ANOTHER:**

- ✓ Completed Transfer Request Form
- ✓ Pay to the order of the club receiving funds
- ✓ Club Advisor's signature (for the club where the money is coming from)
- ✓ Student Treasurer's signature (for the club where the money is coming from)
- ✓ A copy of the Transfer Request Form will be returned when completed by the Central Treasurer

**All clubs are required to maintain their own recordkeeping of club activities. A Profit & Loss Statement should be prepared for ALL fundraising events. The Club Advisor must maintain all appropriate income and expense supporting documentation along with the Profit & Loss Statement. This will enable those collecting money to prepare a complete report to verify the money turned over to the Central Treasurer and will afford protection for those handling funds.**

# **ECAF – FORMS**

PORT JEFFERSON PUBLIC SCHOOLS  
PORT JEFFERSON HIGH SCHOOL  
**Student Organization**  
Student funds Transfer Request

DATE: \_\_\_\_\_

**Request for Transfer of funds From:**

Account to be transferred *from*: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**TO:**

Account to be transferred *to*: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Requested By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

**Student Activity Advisor**

\_\_\_\_\_  
**Student Activity President**

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

\_\_\_\_\_  
Principal



**FORM 12 INTERORGANIZATION TRANSFER**

**Interorganization Transfer**

On occasion, one organization will want to transfer funds to another organization for services rendered or the general student organization may make appropriation to various activity organizations of the school. It is recommended that transfers of this kind follow the customary procedure for making withdrawals through preparation of a payment order.

After making the necessary entries in his/her books, the central treasurer instead of writing a check would use the interorganization transfer form shown below. The original would be given to the activity treasurer whose organization will receive the funds and the duplicate copy would be sent to the organization paying the funds.

When the activity treasurer receives the form, he/she should make the necessary entries to the standard file and file the transfer form as evidence to support the form.

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**School Name**  
**Extraclassroom Activities Account**  
**Interorganization Transfer**

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

**INITIATING ORGANIZATION:** \_\_\_\_\_

**PAY TO** \_\_\_\_\_ **\$** \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**FOR** \_\_\_\_\_

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**CENTRAL TREASURER**

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# PORT JEFFERSON MIDDLE SCHOOL Student Funds Transfer Request

DATE: \_\_\_\_\_

**Request for Transfer of funds From:**

Account to be transferred *from*: \_\_\_\_\_

Amount:     \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

**TO:**

Account to be transferred *to*: \_\_\_\_\_

Amount:     \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

## Interorganization Transfer

On occasion, one organization will want to transfer funds to another organization for services rendered or the general student organization may make appropriation to various activity organizations of the school. It is recommended that transfers of this kind follow the customary procedure for making withdrawals through preparation of a payment order.

After making the necessary entries in his/her books, the central treasurer instead of writing a check would use the interorganization transfer form shown below. The original would be given to the activity treasurer whose organization will receive the funds and the duplicate copy would be sent to the organization paying the funds.

When the activity treasurer receives the form, he/she should make the necessary entries to the standard file and file the transfer form as evidence to support the form.

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### Elementary Extra classroom Activities Account Interorganization Transfer

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

INITIATING ORGANIZATION: \_\_\_\_\_

PAY TO \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_  
CENTRAL TREASURER

\_\_\_\_\_  
PRINCIPAL

# Edna Louise Spear Elementary School

## Student Fund - Check Request

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

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

You are authorized to issue a check:

Pay to the order of: \_\_\_\_\_

Dollars: \_\_\_\_\_

Reason: \_\_\_\_\_

Account Name: \_\_\_\_\_

Check # \_\_\_\_\_

Invoice # \_\_\_\_\_ (if applicable)

Comments/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Principal</b>
<b>Central Treasurer</b>
<b>Student Gov't Advisor</b>
<b>Student Gov't President</b>

**PORT JEFFERSON MIDDLE SCHOOL**

**Check Requisition**

DATE: \_\_\_\_\_

YOU ARE AUTHORIZED TO ISSUE A CHECK:

PAY TO THE ORDER OF: \_\_\_\_\_

IN THE AMOUNT OF:

\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

FOR \_\_\_\_\_ AS PER ATTACHED INVOICE.

CHARGE TO: \_\_\_\_\_ ACCOUNT.

CHECK NO. \_\_\_\_\_.

\_\_\_\_\_  
FACULTY ADVISOR

\_\_\_\_\_  
STUDENT PRESIDENT

\_\_\_\_\_  
STUDENT TREASURER

\_\_\_\_\_  
PRINCIPAL'S APPROVAL

\_\_\_\_\_  
CENTRAL TREASURER

SPECIAL INSTRUCTIONS:

**PORT JEFFERSON PUBLIC SCHOOLS  
Earl L. Vandermeulen High School**

**Student Organization  
Check Requisition**

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

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

**You are authorized to issue a check:**

**Pay to the order of:** \_\_\_\_\_

\_\_\_\_\_ Dollars \$ \_\_\_\_\_

**Reason:** \_\_\_\_\_ as per attached invoice.

**Account Name:** \_\_\_\_\_

**Check #:** \_\_\_\_\_

**Note: All expenses claimed must be accompanied by itemized receipts.**

\_\_\_\_\_  
**Student Activity President**

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

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

\_\_\_\_\_  
**Treasurer**

\_\_\_\_\_  
**Principal's Approval**

**Comments/Special Instructions:**

**Port Jefferson High School  
Extra classroom Activities  
Deposit Slip**

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

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

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

**Advisor** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_

\_\_\_\_\_ x \$5 = \_\_\_\_\_

\_\_\_\_\_ x \$10 = \_\_\_\_\_

\_\_\_\_\_ x \$20 = \_\_\_\_\_

\_\_\_\_\_ x \$50 = \_\_\_\_\_

\_\_\_\_\_ x \$100 = \_\_\_\_\_

**Total Cash** \_\_\_\_\_

**Coin** + \_\_\_\_\_

**Subtotal** \_\_\_\_\_

**\*\*Checks** + \_\_\_\_\_

**Grand Total** \_\_\_\_\_

<b>Checks</b>	<b>#</b>	<b>Amount</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

**Check Total** \_\_\_\_\_

Approved By **Stephanie J. Miazga**

**\*\*Please list checks separately on  
Back of this form\*\* Thank you!!**



~~PORT JEFFERSON MIDDLE SCHOOL~~  
**STUDENT COUNCIL CHECKING ACCOUNT**  
**STATEMENT OF FUNDS RECEIVED**

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

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

**Checks**

**Total # of checks received** \_\_\_\_\_

**TOTAL OF CHECKS = \$** \_\_\_\_\_

(See Attached copies)

**Currency**

\$100.	x	_____	=	\$	_____
\$ 50.	x	_____	=	\$	_____
\$ 20.	x	_____	=	\$	_____
\$10.	x	_____	=	\$	_____
\$ 5.	x	_____	=	\$	_____
\$ 1.	x	_____	=	\$	_____

**TOTAL CURRENCY \$** \_\_\_\_\_

**Coins**

Half Dollar	x	_____	=	\$	_____
Quarter	x	_____	=	\$	_____
Dime	x	_____	=	\$	_____
Nickel	x	_____	=	\$	_____
Penny	x	_____	=	\$	_____

**TOTAL COINS \$** \_\_\_\_\_

**TOTAL OF CHECKS \$** \_\_\_\_\_ **+ TOTAL CURRENCY \$** \_\_\_\_\_  
**+ TOTAL COINS \$** \_\_\_\_\_ **= TOTAL FUNDS RECEIVED \$** \_\_\_\_\_

**SIGNATURES:** \_\_\_\_\_

Advisor

Student Club Treasurer

\_\_\_\_\_  
Student Club President

\_\_\_\_\_  
Central Treasurer



Edna Louise Spear Elementary School  
Student Fund Checking Account

**STATEMENT OF FUNDS RECEIVED**

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

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

**Checks**

Total # of checks received \_\_\_\_\_

TOTAL OF CHECKS = \$ \_\_\_\_\_

(See Attached copies)

**Currency**

\$100	x	_____	=	\$	_____
\$ 50	x	_____	=	\$	_____
\$ 20	x	_____	=	\$	_____
\$10	x	_____	=	\$	_____
\$ 5	x	_____	=	\$	_____
\$ 1	x	_____	=	\$	_____

TOTAL CURRENCY \$ \_\_\_\_\_

**Coins**

Half Dollar	x	_____	x	.50	=	\$	_____
Quarter	x	_____	x	.25	=	\$	_____
Dime	x	_____	x	.10	=	\$	_____
Nickel	x	_____	x	.05	=	\$	_____
Penny	x	_____	x	.01	=	\$	_____

TOTAL COINS \$ \_\_\_\_\_

TOTAL OF CHECKS \$ \_\_\_\_\_ + TOTAL CURRENCY \$ \_\_\_\_\_  
+ TOTAL COINS \$ \_\_\_\_\_ = TOTAL FUNDS RECEIVED \$ \_\_\_\_\_

SIGNATURES: \_\_\_\_\_

Advisor

Student Club Treasurer

Central Treasurer

**PORT JEFFERSON SCHOOL DISTRICT**  
**Extraclassroom Activity Fund**

**ACCOUNT ADJUSTMENT NOTIFICATION FORM**

Club Name _____	Account # _____
Your account has been reduced / increased by the amount of: _____	
Explanation _____	

Club Name _____	Account # _____
Your account has been reduced / increased by the amount of: _____	
Explanation _____	

Club Name _____	Account # _____
Your account has been reduced / increased by the amount of: _____	
Explanation _____	

Club Name _____	Account # _____
Your account has been reduced / increased by the amount of: _____	
Explanation _____	

Club Name _____	Account # _____
Your account has been reduced / increased by the amount of: _____	
Explanation _____	



**PORT JEFFERSON SCHOOL DISTRICT  
Extraclassroom Activity Fund**

**PROFIT AND LOSS STATEMENT**

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

Club Name \_\_\_\_\_

Activity \_\_\_\_\_ Activity Date(s) \_\_\_\_\_

Subject to NYS Sales Tax?      Yes      No      (Circle One)

**MONEY COMING IN (REVENUE)**

Item Sales		OR	Tickets Sold		Complete for ALL Sales		
Date of Sale	Description of Item(s) Sold	From And Including	To And Including	(a)	(b)	=(a) * (b)	
				Total Units Sold	Price Per Item	Total Received	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
				<b>Total Receipts</b>			\$ _____

**MONEY COMING OUT (EXPENSES)**

Date	Purpose	Check#	Payee	Total Paid	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
				<b>Total Disbursements</b>	\$ _____
				<b>Net Profit / (Loss)</b>	\$ _____

Club Officer \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

Club Officer \_\_\_\_\_ Print \_\_\_\_\_ Advisor \_\_\_\_\_ Print \_\_\_\_\_

**PORT JEFFERSON SCHOOL DISTRICT  
Extraclassroom Activity Fund**

<b>STUDENT ATTENDANCE ROSTER</b>
----------------------------------

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

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

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

		Dates Activity Met											
Student's Name (Alphabetized) Last Name, First Name	Home Room												

Legend	
Present:	✓
Absent:	A