

WHEATON HIGH SCHOOL FINANCIAL PROCEDURES

Deposit of Funds:

- When collecting funds from students for class fees or books, a receipt must be given.
- See financial assistant if receipt book is needed.
- All funds must be **deposited daily** to the financial office.
- Deposit slips are in the financial office or online, form # 280-34.
- A separate account will be established for each activity.
- Under no circumstance should money be kept in the classroom, taken home, or left in the school mailbox.
- Students shall not transport funds to the financial office.
- All checks collected must have full student name on memo line of check.
- Disbursements must never be made from cash receipts.
- All disbursements shall be made by check or petty cash.
- If financial assistant is not available, funds shall be turned in to business manager.

Purchases:

- **Form #280-54 Request for Purchase is to be completed before a purchase is made.**
- Submit form #280-54 to financial assistant to certify availability of funds.
- **All purchases are approved by the principal.**
- The principal will sign form for authorization to proceed with purchase.
- **Any purchase over \$200 must be pre-approved by the business manager.**
- Original receipts or invoices must accompany form #280-54.
- No sales tax will be reimbursed.
- Request at least 3 days in advance so approval and signature procedures can be followed.
- Checks will be cut on Tuesday and Thursday.

Contracts:

- **All contracts** (buses for field trips, pictures, deejays, dances, etc.) **must be signed by the principal.**

Field Trips: See Wheaton High School website, but here are a few reminders:

- Click on school information, business activities, and field trip guidelines and procedures.
- All trips must be approved by the resource teacher and the principal well in advance of the trip.
- If a substitute teacher is required, the cost of the sub - \$119.81 must be included in the cost of the trip.
- Use field trip accounting form #280-41, online and in financial office, as daily deposit for money collected.
- No forms sent home or money collected until trip has been approved.
- Sponsors keep all permission slips until end of school year.
- If using passenger motor carrier, must be on approved MCPS list.

- Any field trip before or after school hours is an “extended” trip, requires a full packet submitted six weeks prior to trip, and needs further approval by Dr. Stetson.
- Any questions, see the financial assistant.

Fundraisers:

- Must complete Fundraiser Approval form at least 2 weeks prior to proposed activity.
- See financial assistant for forms, scheduling of activity (not to conflict with other activities), and Guidelines for Sponsoring an Independent Activity Fundraiser.
- If approved, Fundraiser Completion Report and Inventory form must be completed at end of activity.
- Activities include, but not limited to, dances, bake sales, concerts, plays, talent shows, and sales of advertising.
- A separate account will be established for each activity for the purpose of deposits and payments.
- Once completed, transfers will be made to the benefiting activity account.

Tickets and Ticket Reports:

- Pre-numbered tickets must be used for all events and secured from the business manager, prior to distribution.
- Tickets and Cash Report of Admission Manager, form #280-50 are used for recording ticket sales and deposits.
- Sponsors are required to make **daily deposits** of all monies collected.
- Unused tickets must be attached to the tickets and cash report, and returned to the financial office.

Sponsor Records:

- Sponsors are required to retain all cash receipts, disbursement receipts, copies of check requests, transfers, inventory records, monthly account activity reconciliations, etc.
- Original monthly activity account reconciliation report is checked, signed, and returned to financial assistant promptly.
- Pink copy kept for your records.

Obligations:

- Teachers collect all textbooks, lab fees, uniforms through exam week.
- Teachers fill in obligation form completely-student’s full name (no nicknames), I.D. #, book title, book number, cost (round to nearest dollar).
- Department book prices must be consistent so see resource teacher for list of all textbook prices.
- Students should receive their copy of the obligation form.
- Alphabetize forms into one pile, before turning in to financial office.
- **Please remember: If the student used the same book both semesters with two different teachers, coordinate with the other teacher the obligation procedure.**
- **Once the teacher submits an obligation to the financial office, students must return books to the financial assistant in order to clear their obligation.**

Building Use Scheduling and School Event Procedures:

Monday through Friday during the School Day:

- Building use during school day (instructional area, auditorium, etc...), please e-mail all requests and details at least **one month prior** to your event...

Any Week Day after 2:30 p.m. and All Weekends:

- For any after hours' use of school or weekend use, you must complete and submit a Community Use of Public Facilities of the Interagency Coordinating Board for the Montgomery County Government form (an ICB form) **one month prior** to any event.
- After hours as defined by the ICB is any use after 2:30 p.m. Monday through Friday and all day Saturday and Sunday.
- All applicable rental and building service and cafeteria personnel fees will be charged to user or user group.
- If you have special set-up or need special equipment, include information on form or attach a diagram or drawing.
- Please see business manager for form or if you have any questions.