

- 1) CLUB SIGNATURE LIST
- 2) DEPOSIT FORM
- 3) CHECK / PAYMENT REQUEST FORM
- 4) TRANSFER REQUEST FORM
- 5) ACCOUNT ADJUSTMENT NOTIFICATION FORM
- 6) SAFE DEPOSIT LOG
- 7) CHECKBOOK REGISTER
- 8) PROFIT AND LOSS STATEMENT

**BRIDGEHAMPTON UNION FREE SCHOOL DISTRICT  
EXTRACLASSROOM ACTIVITY ACCOUNTS**

**DEPOSIT FORM**

**Date:** \_\_\_\_\_ **Club Name:** \_\_\_\_\_ **Account #** \_\_\_\_\_

(WRITE YOUR ACCOUNT NUMBER ON THE FRONT OF ALL CHECKS DEPOSITED)

<b>EXPLANATION OF COLLECTION</b>	
EVENT DESCRIPTION:	
IS THE DEPOSIT A RESULT OF A SALE: YES OR NO	
IF SO, WHAT WAS SOLD:	

**Deposit Reconciliation**

Bills		Coins		Checks*			
100's		1.00					
50's		0.50					
20's		0.25					
10's		0.10					
5's		0.05					
1's		0.01					
<b>Total</b>		<b>Total</b>				<b>Total</b>	

\* Checks: attach adding machine tape or list of checks-example 7 @ \$10.00 \$70.00

**Total Deposit**

**Student Treasurer's Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
Print

**Teacher/Advisor's Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
Print

**Principal's/Central Treasurers Signature** \_\_\_\_\_

<b>For Central Treasurer use only</b>	
Deposit Reciept # :	_____
Net Deposit:	_____
Sales Tax:	_____

**BRIDGEHAMPTON UNION FREE SCHOOL DISTRICT  
EXTRACLASSROOM ACTIVITY ACCOUNTS**

**CHECK/PAYMENT REQUEST FORM**

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

**Account Number:** \_\_\_\_\_

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

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

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

**In the Amount of:** \_\_\_\_\_

( Amount in Words)

\$

( Amount in Numbers)

**Invoice (s)\* #:** \_\_\_\_\_

ATTACH INVOICE

ATTACH INVOICE

\* Original documentation showing amount, such as bill, receipt or invoice must accompany this request

<b>EXPLANATION OF PURCHASE</b>
<b>Event:</b> _____
<b>Purpose:</b> _____

**Student Treasurer's Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

Print

**Teacher/ Advisor's Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

Print

**Principal's/Central Treasurers Signature** \_\_\_\_\_

<b>For Central Treasurer's use only</b>
<b>Check # :</b> _____
<b>Check Date:</b> _____
<b>Other Notes:</b> _____

**BRIDGEHAMPTON UNION FREE SCHOOL DISTRICT  
EXTRA CLASSROOM ACTIVITY ACCOUNTS**

**TRANSFER REQUEST FORM**

Date \_\_\_\_\_ Club Activity Making Request \_\_\_\_\_

**FROM:**

Account Number: \_\_\_\_\_

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

**TO:**

Account Number: \_\_\_\_\_

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

Transfer the Amount of: \_\_\_\_\_

(Amount in Words)

\$ \_\_\_\_\_

(Amount in Numbers)

**EXPLANATION OF TRANSFER**

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

Student Treasurer's Name \_\_\_\_\_ Signature \_\_\_\_\_

Print

Teacher/Advisor's Name \_\_\_\_\_ Signature \_\_\_\_\_

Print

Principal's/Central Treasurers Signature \_\_\_\_\_

**Treasurer's Use Only**

Date of Transfer: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BRIDGEHAMPTON UNION FREE 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 _____	



**BRIDGEHAMPTON UNION FREE SCHOOL DISTRICT**  
**Extraclassroom Activity Funds**

**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 \_\_\_\_\_