



Capital School District

Board of Education Policy

| |
|---------------------------------|
| Section: Business and Finance |
| Title: Internal Accounts Policy |
| Policy #: 300-12 |
| Date Approved: 06/17/15 |
| Date Revised: 11/13/14 |

Internal funds consist of all monies other than state funds and local tax receipts. Internal funds may include, but are not limited to: receipts from student activities, field trips, yearbooks, fundraisers, donations, soda machines, etc. All internal funds must flow through the Administrative Office checking account and the use of any other account is strictly forbidden.

Grants received from outside entities are not classified as internal funds. Grants received from banks, retail stores, R.O.T.C., or other separate entities shall be forwarded to the business office where a separate appropriation will be assigned through the state accounting system. A copy of the grant award letter shall also be forwarded to the business office for a clean audit trail regarding conditions and time periods associated with the grant.

PTA/ PTO and Booster Club accounts are not classified as internal funds. All PTA/PTO and Booster Club funds shall be kept completely separate from district funds. The use of the District Tax Exempt number by PTA/PTO or Booster Clubs is strictly forbidden. The district has established accounting procedures that PTA/PTO and Booster Clubs are strongly urged to utilize (Exhibit 1). This Exhibit shall be disseminated by building principals to these organizations on an annual basis.

Revenue Receipts

- 1) Each school or department shall keep a receipt book that is sequentially numbered (Exhibit 2). These receipt books shall be provided by the Business Office. Schools shall not order their own receipt books.
- 2) A receipt is to be issued for all monies received. Upon submission of monies, the designated bookkeeper should complete the receipt with the following information: Amount of Cash to be deposited, Amount of Checks to be deposited, Amount of Money Orders to be deposited, Total amount to be deposited, Check and/or money order numbers, name of the Internal Account, name of account advisor, signature of the account advisor, source of revenue (ex. Donation, field trip, fundraiser), signature of bookkeeper. After both the account advisor and the bookkeeper have signed the receipt, a copy should be given to the account advisor at the time of deposit. The school bookkeeper shall keep ~~their~~ a copy of the receipt for at least three years and the account advisor shall keep the receipt for at least two years for audit purposes.
- 3) Additional supporting documentation shall be maintained to detail the receipt of both cash and checks. This may be accomplished by copying all checks received and attaching the

copies to the related receipt or by keeping a log of all checks received. Such a log shall include at a minimum: the date received, date of deposit, # of receipt, name of individual providing payment, and the amount.

- 4) All checks or money orders received by the district shall be made payable to the school. All cash collected shall be safeguarded as soon as possible by placing it in the school safe or an alternative location that is under lock and key. Bank deposits of collected revenues shall be made daily by the school bookkeeper if in receipt of greater than \$100. There shall be a substitute bookkeeper at each school who will make deposits in the absence of the regular bookkeeper. As soon as revenues in excess of \$100 are collected, a bank deposit shall be made. The deposit is to be in the exact amount of the total of all receipts issued since the previous deposit. Individual receipts that are combined to make one deposit shall be listed separately on the deposit slip.
- 5) Deposit record slips shall be completed in full and forwarded, along with the executed bank deposit receipt and copies of all receipts deposited, to the Administrative Office bookkeeper.
- 6) All fund raising activities and collection of monies within the school shall receive the prior approval of the building principal.
- 7) Bank service fees for "bad checks" shall be distributed to the internal account which was responsible for the bad check.

Expenditures

- 1) To provide for separation of duties, the purchasing, receiving, and accounting functions shall be segregated as much as possible.
- 2) Expenditures shall be for a valid purpose and incurred only after proper authorization and the identification of adequate funding.
- 3) All payments for goods and services shall be executed by the issuance of checks. In no event shall cash receipts, which have not been deposited, be utilized for payments ~~of accounts~~.
- 4) Under no condition shall a payment be made by the issuance of a check to cash.
- 5) As a prerequisite for drawing a check, the Administrative Office bookkeeper shall have a duly approved invoice, checked by the submitter as to the unit price, mathematical accuracy, and receipt of quantities indicated. This invoice shall be attached to an internal purchase order document which must be completed and signed by the appropriate individuals (Exhibit 3). An authorized student's signature shall be present on all purchase orders for student accounts. During summer months if a student or advisor is not available to sign the school shall pay the invoice from its general fund so no fees accrue) and have student and advisor sign off when they return.
- 6) All expenditures affecting class funds or other student organizational funds (secondary schools) shall have the signature of the faculty advisor, student officer, and building principal

on the internal purchase order and accompanied by a vendor's invoice. During summer months if a student or advisor is not available to sign, the school shall pay the invoice from its general fund (so no fees accrue) and have student and advisor sign off when they return.

- 7) The cost of goods or services should be determined prior to the actual purchase. If this is not feasible due to exceptional circumstances, then the individual expending the funds assumes the liability for payment if the expenditure is not approved or there are insufficient funds in the account.
- 8) The practice of charging purchases to the school, organizations, or clubs without building principal approval is inappropriate.
- 9) Large purchases are subject to bid laws and requirements as specified in the Delaware Code and State of Delaware Budget and Accounting Manual. (Exhibit 4)
- 10) All payments to district employees for work performed shall be paid through the State of Delaware Payroll System. Internal funds shall reimburse the district for all payments including OEC's. When paid through the payroll system the cost of the work performed will also include OEC's. Therefore, if an employee was paid \$100 the Internal account would have to reimburse for the \$100 plus OEC charges. Please contact the business office for an up-to-date OEC rate.

Reconciliations

- 1) Outstanding checks shall be written off after a six-month period from the date the check was written if contact cannot be made with the vendor or individual.
- 2) A reconciliation of the ledger to the bank statement shall be performed each month by the Administrative Office Bookkeeper. The Administrative Office Bookkeeper shall then mail out a monthly account statement showing all deposits and expenditures (Exhibit 5). The account statements shall be signed by the account advisor and returned to the Business Office each month. The Administrative Office bookkeeper shall maintain a record sheet documenting accounts which have returned signed Account Statements and which have not. If signed account statements have not been returned within two months the Administrative Office bookkeeper shall make direct contact with the account advisor and shall not issue any other checks from that particular account until signed statements are received.

Business Office Procedures

- 1) Interest revenue generated by the internal accounts shall be accounted for separately and used to pay bank fees relating to the account. Should any revenue be generated in excess of the amount needed for this purpose, it shall be prorated on a monthly basis to each individual account based upon each account's balance as a percentage of the total internal account balance at the time of proration.
- 2) The Administrative Office Bookkeeper shall not be an authorized signatory on the checks.

- 3) Upon receipt of a completed internal purchase order, a check made payable to the vendor shall then be issued. Two signatures are required on all checks.
- 4) The internal accounts shall be deposited into an interest bearing account requiring two signatures on all checks.
- 5) Transfers from one internal funds account to another shall be reflected as a disbursement to the account that funds are being transferred from, and a receipt to the account funds are being transferred to.
- 6) Periodic audits of deposits and disbursements for the internal accounts shall be conducted.
- 7) The Administrative Office Bookkeeper shall keep a list of all accounts, the date of inception, the authorized signors for internal funds PO's, and track the signed monthly reports as they are submitted.

General Procedures

- 1) New internal accounts must be established using the New Internal Account Form (Exhibit 6). This form should be completed and forwarded to the bookkeeping secretary at the Administrative Office.
- 2) Accounts of inactive organizations shall be closed out with funds transferred to the student council account or other internal account which shall be used for the general benefit of the student body. Inactive accounts are defined as no activity to the account for one calendar year. Transfers shall only be made after attempts have been made to contact the previous account advisor for his/her approval to transfer the funds out of their account.
- 3) Internal accounts shall be established for a specific purpose, and are not to be used to fund items normally purchased through the individual school's budget.
- 4) These procedures shall be reviewed with the school staff and account advisors annually. The procedures set forth in this policy shall be applicable to all fund collections associated with the school. Under no circumstances is an employee to collect money for a field trip and not submit it to the school bookkeeper.
- 5) Record keeping and documentation for all transactions shall be the responsibility of the bookkeeper for each school.
- 6) All internal accounts are subject to audit by the State Auditor of Accounts.

Internal Accounts - Student Class Funds Policy

Definition

Student Class Funds are those monies raised by graduating classes (ex Class of 2015) through dues and various fundraising events with the intent for the funds to be utilized on projects, activities, or a class gift from the respective class.

Funds do not belong to the school or District – only to the graduating class itself until the class has graduated and elected its termination option.

Student Class Funds are classified as a type of District Internal Account and are subject to all provisions under the Internal Account Policy. Internal Accounts consist of all monies other than federal, state, and local funds. Internal Accounts/Funds may include, but are not limited to, receipts from student activities (for example clubs, dramatics, yearbook, fundraisers, and donations).

Authority

In accordance with Delaware Code, the local Board of Education in conjunction with the District personnel will serve as the custodian of all monies that are collected in the school. These monies shall be handled in accordance with the accounting regulations established by the District in conjunction with the State Division of Accounting (14 Del. C. §1043).

The building administrator, or designee, shall monitor and regulate the accounts in accordance with District policy.

The elected class officers shall make determinations as to the use of their respective Student Class Funds.

Creation of Accounts

1. Class accounts will be established each year with the “New Internal Account Form” (see Exhibit 6).
 - a. This form is to be signed by one of the elected class officers who will serve as the Student Advisor of the account and the Account Adviser.¹
 - b. The form shall be submitted to and signed by the building administrator², or designee.
2. A ledger account shall be established to support the revenues and expenditures for each class account. It shall be kept up-to-date at all times, and shall be designed to follow standard bookkeeping practices.

Revenue/Collection of Funds

1. All fundraising activities³ must be approved by the building administrator, or designee, in advance.

¹ A member of the school faculty who advocates for the class and helps advise the members of the student governing body.

² Typically the school principal.

2. The class governing body⁴, in conjunction with the Account Advisor, may elect to charge a nominal fee to students in the form of “Class Dues” for the purposes of funding the Class Account of the respective class. This practice must receive pre-approval from the building administrator and adhere to all of the guidelines in the “Revenue/Collection of Funds” section of this document.

Upon receiving approval from the building administrator, the elected class officials shall make written notice to the class student body and their parents or guardians of the implementation of the collection of student dues. Students shall be given a deadline for payment of dues that shall not be less than 30 days from the date of notice and not more than 30 days from the date of graduation. Students who are unable to pay their dues may provide administrative services or participate in fundraising to the school at the discretion of the building administrator in an amount commensurate with the amount due.

Students who have not paid their class dues, or made arrangements with the building administrator to provide administrative services to the school, may be withheld from special privileges such as prom or homecoming. No student shall be barred from graduation ceremonies for non-payment of dues.

3. A receipt must be issued for all monies received.
4. All money is to be deposited on a daily basis, with the exception of events that occur during a time that makes bank deposits impossible (such as a weekend or holiday when the bank is closed) and the amount of money to be deposited is less than or equal to \$100. When this occurs, funds shall be secured and held by the designated custodian until such time that the funds can be deposited. However, if the monies to be deposited are greater than \$100, the funds shall be deposited in the bank’s Night Deposit Box.
5. Funds shall not be deposited into a personal account.
6. Documentation of all deposits including copies of deposit slips and checks shall be forwarded to the Business Office the next business day.

Disbursements

1. All disbursements are to be made by check only.
2. Checks will be written by the Business Office.
3. An “Internal Purchase Order Form” (see Exhibit 3) must be submitted to the Business Office, along with the original invoice or order form.

³ Fundraising activities include events to raise money for the class, such as a candle sale or car wash. Participation by each student is optional but is highly encouraged.

⁴ The elected officers and representatives from among the student body who serve as the voice and represent the interests of the student body (such as Class President, Vice President, Treasurer, and Secretary).

4. Internal Purchase Order forms shall be signed by the student advisor, account advisor, principal and two District level administrators. During summer months if a student or advisor is not available to sign, the school shall pay the invoice from its general fund (so no fees accrue) and have student and advisor sign off when they return.

Reconciliation

1. Each month, the Business Office will provide the Class Advisers with ledgers detailing the activity of the account. It is the responsibility of the Class Advisors to maintain accurate records and reconcile those records monthly against the ledgers provided by the Business Office. All discrepancies shall be reported to the Business Office immediately.
2. Account ledgers must be reconciled monthly to the bank statements by the Business Office.
3. At least annually, the district shall conduct an internal review of all student activity accounts.

Liquidation of Account

1. The account balance of the graduating class must be exhausted at the time of graduation.
2. Class Advisor along with a class vote shall elect a designation for the liquidation of the funds by submitting the "Class Account Liquidation" form to the Business Office (see Exhibit 7).
3. At the commencement of the respective class's senior year, the Business Office will send a letter to that class advisor who shall disseminate it to the class's officers which shall include:
 - a. The Board of Education Policy.
 - b. A statement requiring the graduating Class Advisor to notify the Business Office in writing, by June 10th of the graduation year, of the class's planned use of the full balance of their class account.
 - c. Notice that the President must call a class meeting, wherein a vote of the class will be taken to determine the disposition of excess class balances in their class account. Such meeting could take place during graduation rehearsal as attendance is mandatory for ALL graduates. A copy of the Class Account Liquidation form to be used. If the form is not returned, the District shall transfer any unused balances as of Graduation Ceremonies to the underclass account funds equally.

Miscellaneous Provision

1. It shall be the duty of the Student Advisor to review with class officers the monthly statements for the class account. Furthermore, the Account Advisor and student advisor shall in conjunction with the class officers formulate a budget by Oct. 1st of each year.
2. Record Retention – Exhibit 7 shall be retained for ten (10) years.

EXHIBIT 1
Capital School District
Accounting Guidelines for PTA/PTO and Booster Clubs

- 1) Under no circumstances shall the Capital School District's tax exempt number be used by any PTA/PTO or Booster Club.
- 2) All checks shall be written by the elected treasurer. **All checks shall have two signors.** No stamped signatures or pre-signing of blank checks shall be allowed.
- 3) Signature cards need to be updated on an annual basis to remove old signors and add new signors to the accounts at the bank.
- 4) Debit cards shall never be used, nor shall the checking account have the ability to make electronic payments or transfers.
- 5) **At each club meeting, or on a monthly basis, the following shall be presented to the members of the association:**
 1. A **reconciliation** for each bank statement received since the prior club meeting. The reconciliation shall be calculated as indicated below.
 2. A **detailed list of outstanding checks and deposits** including amount, check number, and vendor name.
 3. A **copy of all bank statements** received since the prior meeting.
- 6) Original receipts shall be attached to a copy of all checks that are written and maintained in an organized folder. Once the bank statement has been reconciled with the checkbook. A copy of the check and supporting receipts shall be stapled to the reconciliation and the bank statement. The reconciliation, bank statements, and supporting documentation shall be kept for at least three years.
- 7) Any check written for more than \$200 shall be discussed by the organization as a group prior to the check being written.
- 8) Under no circumstances shall a check be written to cash.
- 9) Any time cash is collected, two people shall count the cash together and both sign a deposit slip indicating how much was collected before being submitted to the treasurer for deposit. Deposit tickets shall be maintained depicting how much money was collected and how it was collected (i.e. car wash, bake sale, etc.). Signed Deposit tickets shall also be stapled to the bank statement where they are reflected.
- 10) In the event that a person is working in two separate booster clubs, booster funds must not be commingled and must retain separate accounts.
- 11) The bank statements shall be delivered to the school and not to any of the club's members or officers.
- 12) An annual audit shall be performed by an outside person, verifying the above guidelines are followed.

Monthly Reconciliation:

| | |
|---|----------|
| Bank Balance at the end of the month | \$ _____ |
| Less: Outstanding checks (List all check amounts and vendors) | \$ _____ |
| Plus: Outstanding deposits (List all deposits and dates) | \$ _____ |
| Equals: Check registrar balance | \$ _____ |

EXHIBIT 2

12714

CAPITAL SCHOOL DISTRICT
945 FOREST ST.
DOVER, DEL. 19901

DEPOSIT SLIP #

| DEPOSIT RECORD | | DATE |
|------------------------------------|---|---|
| DEPOSITED FOR ACCOUNT OF: | | |
| SOURCE OF FUNDS: | | |
| INITIAL TO SERVE AS RECEIPT: | SCHOOL OFFICE <div style="border: 1px solid black; height: 20px; margin: 5px auto; width: 80%;"></div> | DISTRICT OFFICE <div style="border: 1px solid black; height: 20px; margin: 5px auto; width: 80%;"></div> |
| | | DOLLARS CENTS |
| CASH | BILLS | |
| | COIN | |
| TOTAL | CHECKS | |
| TOTAL | | |

- INSTRUCTIONS -

1. DEPOSITOR IS TO COUNT AND WRAP MONEY IN AMOUNTS INDICATED ON WRAPPERS, ALL BILLS FACING IN ONE DIRECTION, AND DEPOSIT IN SCHOOL OFFICE WITH ALL 3 COPIES OF THE DEPOSIT SLIP.
2. SCHOOL OFFICE WILL RETAIN YELLOW AND PINK COPIES FOR THEIR RECORDS.
3. MONEY IS TO BE DEPOSITED DIRECTLY TO THE BANK. SEND ORIGINAL OF THIS SLIP, ALONG WITH THE BANK DEPOSIT RECEIPT TO THE DISTRICT OFFICE.

DISTRICT OFFICE COPY

EXHIBIT 3

For Payment, Invoices submitted must clearly indicate our purchase order number, we require one copy of your Invoice for our records:

Mail invoice to:
Capital School District

198 Commerce Way
Dover, Delaware 19904
(302) 857-4208
(302) 672-1714 - fax

48- 41957

ABOVE ORDER NUMBER MUST
APPEAR ON ALL INVOICES,
PACKING SLIPS AND
CORRESPONDENCE

DATE _____

| | |
|--|--|
| | |
|--|--|

Dover High School
One Dover High Drive
Dover, DE 19904

Send PO to Vendor:

| STUDENT ACCOUNT | ACCOUNT # | INTERNAL BOOKS ACCOUNT NAME | AMOUNT |
|-----------------|-----------|-----------------------------|--------|
| | | | \$0.00 |

[illegible]

| | | |
|--|----------------|---------------|
| TO BE COMPLETED BY BUSINESS OFFICE: DATE PAID: _____ CHECK NO: _____ | APPROVED _____ | STUDENT |
| | APPROVED _____ | ADVISOR |
| | APPROVED _____ | PRINCIPAL |
| | APPROVED _____ | CFO |
| | APPROVED _____ | ADMINISTRATOR |

EXHIBIT 4

Small Purchase Procedures and Thresholds

Page 1 of 1

[Delaware.gov](#) | [Text Only](#)

[Government](#) | [General Assembly](#) | [Courts](#) | [Elected Officials](#) | [State Agencies](#)

Your Search:

1253

[Phone Numbers](#)

[Mobile](#)

[Help](#)

[Save](#)

[Print](#)

[Email](#)

[Office of Management and Budget](#) | [Government Support Services](#) | [Contracting](#)

HOME

SERVICES

INFORMATION

Contracting

- [Agency Bid Process Forms](#)
- [Contracts](#)
- [Awarded Contracts Directory](#)
- [Awarded Vendor Directory](#)
- [Bid Advice Contracts](#)
- [Cooperative Contracts](#)
- [Contract Process Flowchart](#)
- [Office of Supplier Diversity \(OSD\)](#)
- [Selling to the State Guide](#)
- [Small Purchase Procedures](#)
- [Delaware Helpline](#)
- [Phone Number Advertising Application](#)
- [Toll-Free Phone Line Policy](#)
- [Fleet Services](#)
- [Fuel Pricing Locations](#)
- [Fuel Line Program Information](#)
- [Fleet Services Handbook](#)
- [Policies and Procedures](#)
- [Vehicle Rates](#)
- [Key Keeper Sites](#)
 - [Kent County](#)
 - [New Castle County](#)
 - [Sussex County](#)
- [Food Distribution](#)
- [Messenger Services](#)
- [Local News](#)
- [Postal News](#)
- [Process Flowchart](#)
- [Process Mail Preparation Policy](#)
- [Standard Mail](#)
- [State Local on Codes \(SLC\)](#)
- [Printing and Publishing](#)
- [Design Consulting](#)
- [Printing/Printing](#)
- [Workflow Chart](#)
- [Copier Management](#)
- [Surplus Services](#)
- [Auctions](#)
 - [Surplus Services Auctions](#)
 - [Delaware State Police Auction](#)
- [Bulletin Notice](#)
- [Federal Property](#)
- [State Property](#)
- [State Hours](#)
- [Surplus Process Flowchart](#)

SMALL PURCHASE PROCEDURES AND THRESHOLDS

The Purchasing and Contracting Advisory Council established thresholds that trigger formal bidding procedures in the areas of Material and Non-Professional Services, Public Works, and Professional Services. State agencies are only required to use the formal bidding procedures when a purchase is made in an amount that exceeds the threshold limit.

Material and Non-Professional Services*

Less than \$10,000 - Open Market Purchase
\$10,000 - \$24,999 - 3 Written Quotes
\$25,000 and over - Formal Bid

Public Works

Less than \$50,000 - Open Market Purchase
\$50,000 - \$99,999 - 3 Letter Bids
\$100,000 and over - Formal Bid

Professional Services

Less than \$50,000 - Open Market
\$50,000 and over - Formal RFP Process

In the case of Material and Non-Professional Services, the dollar amount identified by the Purchasing and Advisory Council is a yearly cumulative limit. The dollar amount identified for Public Works and Professional Services are on a contract by contract basis and annual thresholds do not apply.

* Covered agencies shall exclusively use central centers as defined by Delaware Code, Title 26 Section 8811(d), when Government Support Services contracts are available. Thus, open market purchases are only permitted for those items not already under contract.

It is important to remind you that an Agency may institute policies which are more restrictive than those established either by Code or by the Council. If you have any questions regarding these purchasing requirements, please contact Peter Garofalo.

last updated: Friday, 05/09/2013 07:41:10 EDT

[Home](#) | [About this site](#) | [Contact Us](#) | [Feedback](#) | [delaware.gov](#)

EXHIBIT 5

From Date: 11/1/2014
To Date: 11/30/2014

Capital School District Reconciliation Report

From Acct: 32008
To Account: 32008

Page 1 of 1

| Date: | Payee Source: | Invoice | PO | Doc Ref. | Recpt/JV | Disb/JV | Transfer | Balance. | Offset Acct. |
|-----------------------------|-------------------|-------------------------|----------|----------|----------|--------------------|----------|---------------------------|--------------|
| Activity Acct: <u>32008</u> | | <u>Pre-Kindergarten</u> | | | | Beginning Balance: | | \$1,045.79 | |
| <u>Advisor:</u> | | | | | | | | | |
| 11/06/2014 | GENERAL | | | 1141 | \$100.00 | \$0.00 | \$0.00 | \$1,145.79 | 994 |
| 11/21/2014 | STAPLES ADVANTAGE | | 3241951A | 19273 | \$0.00 | \$171.22 | \$0.00 | \$974.57 | 994 |
| Totals | | | | | \$100.00 | \$171.22 | \$0.00 | \$974.57 | |
| | | | | | | | | Accounts Payable | \$0.00 |
| | | | | | | | | Working Balance | \$974.57 |
| | | | | | | | | Currently Encumbered (PO) | \$0.00 |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Advisor: _____ Date: ____/____/____
Principal: _____ Date: ____/____/____

EXHIBIT 6



New Internal Account Form

Name of Account: _____

Purpose of Account: _____

Please circle one: Student Account Internal Account Other _____

Authorized signors for Expenditures:

Principal (Please Print and sign name): _____

Assistant Principal (Please print and sign name): _____

Account Advisor (Please print and sign name): _____

Student Advisor (Please print and sign name): _____

By signing this form, I acknowledge the following:

- 1) I must sign, the bookkeeper must sign, and I must receive a copy of the signed receipt from the school bookkeeper at the time of deposit (not at a later date).
- 2) I will sign a reconciliation and return to the District Business Office each month. The Business Office will stop issuing checks for this account if signed reconciliations are not received for more than two months.
- 3) All fund raising activities and collection of monies within the school shall receive the prior approval of the building principal.
- 4) Bank service fees for "bad checks" shall be distributed to the internal account which was responsible for the bad check.
- 5) In order to have a check issued, detailed receipts must be presented to the bookkeeper and I must sign the Internal Account PO before receiving a check. It can take up to ten days from the time that receipts are submitted until a check is issued.
- 6) I have received and read the Capital School District Internal Account Policy.

EXHIBIT 7

Class Account Liquidation Form

Class of: _____

We, the undersigned appointed Class Officers of the above cited internal account; do hereby choose the following option for liquidation of the remaining balance of our class internal account in compliance with the Capital School District Board Policy regarding class accounts. Any unused balances as of Graduation Ceremonies shall revert to the underclass account funds equally unless otherwise specified.

A vote of the Senior Class at a meeting on _____, 20__ yielded the following disposition of any remaining fund balances. Please check one:

| | |
|--|---|
| | Gift to the school |
| | Gift to the next Senior Class _____ % Gift to the next Junior Class _____ % Gift to the next Sophomore Class _____ % Gift to the next Freshman Class _____ % |
| | Gift to the Student Council _____ % |
| | Other (please specify): |

(1) Name of Student: _____ Class Office _____
Please print

Student Address: _____

Phone Number: _____

Student Signature: _____ Date: _____

(2) Name of Student: _____ Class Office _____
Please print

Student Address: _____

Phone Number: _____

Student Signature: _____ Date: _____

Name of Account Advisor: _____
Please print

Account Advisor Signature: _____ Date: _____