

Activity Fund Accounting

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**POLICY**

To maintain financial accountability for any student activity or support group which utilizes fundraising, a detailed administrative procedure must be followed to account for money raised under the name of Muskegon Catholic Central or Muskegon Catholic Education Foundation.

In addition to the approval process stipulated in *Students 2300 Fund Raising*, any group conducting a fundraising activity must also complete the Activity Fund Accounting form (Business 3115 Procedure) to notify the MCC Business Manager of the proposed fundraising activity.

All cash receipts must be counted by two people, and the deposit requisition initialed by the same two individuals.

Any expenses incurred must be submitted to the Business Office for payment. Invoices must be turned in with a completed requisition form. If expense is by cash, or if a reimbursement is requested for amounts paid in advance by an individual, a paid receipt is required with requisition.

After the fundraising activity is completed, the final summary report portion of the Activity Fund Accounting form must be completed and returned to the MCC Business Manager within sixty (60) days of the completion of the fundraising activity.

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**PROCEDURE**

**MUSKEGON CATHOLIC CENTRAL SCHOOLS ACTIVITY FUND ACCOUNTING FORM**

Sponsoring group name \_\_\_\_\_

Proposed fundraising activity \_\_\_\_\_

Date of activity \_\_\_\_\_

Purpose of fundraising activity \_\_\_\_\_

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Treasurer or Activity Chairperson \_\_\_\_\_  
 Print name and office

\_\_\_\_\_  
 Signature Date

Business Manager Laurie Parmelee, Business Office \_\_\_\_\_  
 Print name and office

\_\_\_\_\_  
 Signature Date

Please complete the reverse side of this form and return to the MCC Business Manager **within sixty (60) days** of the completion of the fundraising activity.

**MUSKEGON CATHOLIC CENTRAL SCHOOLS  
ACTIVITY FUND ACCOUNTING FORM**

**FINAL ACCOUNTING REPORT**

List all deposits recorded for this fundraising activity.

Date	Amount	Signed by

List all expenses associated with this fundraising activity.

Date	Vendor	Invoice #	Amount	Requisition submitted

Notes:

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Profit realized from this fundraising activity \$ \_\_\_\_\_

Thank you for your report!

PROCEDURE ADOPTED: May 13, 2004  
Revised as a School Policy: January 1, 2013  
Updated as School Policy :July 1, 2016