

Orcutt Academy Hígh School

Event or Fundraising Petition

All Events and Fundraisers, whether on or off campus, must be turned into the OAHS Business Office two (2) weeks prior to the proposed event or fundraiser and must be approved by the Principal and District Superintendent or School Board.

Today's Date: _		Sport	i:	
	Coa	ich's Signature	:	
	Princi	pal's Signature	: Rhett Carter	
	Type of Event:	Activity	Dance	Fundraiser
	Facilities Use:	BBQ Pit	GYM	Multi-Use Room
Name of Event:				
Date of Event:			Time of I	Event:
Pre-Sale Dates:				_
Items for Sale:				
Price of Item:				_
	<u></u>	On Campus Pre-Sales	Off Campus Door Sales	Both Cash Sales
No fundraising it	ems can be order	ed without a	n approved pure	chase order!
Name of Company	to purchase Items:			
	Address:			
	Costs of Items:			
	•	(If total cost is	over \$500, please sul	bmit 2 additional quotes)
Purpose for Event:	to raise funds to suppo	ort the sports pro	ogram	
-				
For	Orcutt Academy Hig	gh School - Bu	siness Office Use:	
Date Petition Received:		Date	Petition Approve	d:
Superintendent Signature of	of approval:			



Orcutt Academy High School

REVENUE POTENTIAL FORM

Sport:	Date of Activity/Event:	
Activity/Event:		
<u>Revenue</u>	Areas of Income	
Projected:	Admission:	
Actual:	Advertising:	
Difference:	Concession:	
	Donations:	
	Pre-Sales	
<u>Expenses</u>	Areas of Expenses	
Projected:	Cost:	
Actual:	Decorations:	
Difference:	Advertising:	
	Lost/Stolen Items:	
	Other:	
Net Profit or Loss:	Inventory Left on Hand	
Actual Income:		
Actual Expenses:		
Actual Profit/Loss:		
Circle one that applies:	Value:	
Notes about fundraiser:		
Signature of Coach:		
Date Approved:		
Date Submitted:		



Orcutt Academy Hígh School

DEPOSIT FORM

AUDIT REQUIREMENT

REQUIRED BACK-UP INFORMATION MUST BE ATTACHED TO THIS FORM.

Date:		Sp	ort:		
Deposit Descriptio	n:				
Budget Code:					
		CHECKS			
Group checks by amount ar	nd include below.		<u>.</u>		
X	=		Х	=	
X	<u> </u>		Х	=	
X	<u> </u>		Χ	=	
X	<u> </u>		Х	<u> </u>	
Х	=		Χ	= <u></u>	
X	_ =		Х	=	
X	_ =	_	х	=	
X	_ =		Х	=	
X	<u> </u>	<u> </u>	х	=	
				TOTAL	. CHECKS
		CURRENCY			
\$1.00 x	=	\$20.00	х	= <u></u>	
\$2.00 x	=	\$50.00	х	=	
\$5.00 x	=	\$100.00	Χ	=	
\$10.00 x	=				
				TOTAL C	URRENCY
COIN - WRA	PPED (ROLLS)	CO	DIN - U	INWRAPPED	
NO. OF	ROLLS	\$0.01	х	<u> </u>	
		\$0.05	х	= <u></u>	
\$0.01 x	=	\$0.10	х	= <u></u>	
\$0.05 x	=	\$0.25	Х	=	
\$0.10 x	=	\$0.50	Х	=	
\$0.25 x	=	\$1.00	Х	=	
				TOT	AL COIN
				TOTAL DEF	POSIT



Received By: Lauren Whitham

Orcutt Academy High School

		Fundraisir	ng Tally Shee	et	
	Sport:				
Event or	Fundraiser:				
	Dates:				
Item	Talli	es	Total Tallies	Price	Collected
	To	otal Tallies:		Total Sales:	
Total Cash:			Total	Money Collect:	
Total Checks:				Difference:	
Total:					
		_			
		CII	RRENCY		
\$1.00 x	=		\$20.00	х	=
\$2.00 x	=	-	\$50.00	х	=
\$5.00 x	=		\$100.00	x	=
\$10.00 x	=				
			T	OTAL CURRENC	:Y:
COIN -	WRAPPED (RO	OLLS)		OIN - UNWRAI	PPED
	NO. OF ROLLS		\$0.01	х	=
			\$0.05	x	=
\$0.01 x	=		\$0.10	_ x	=
\$0.05 x	=		\$0.25	_ x	=
\$0.10 x	=		\$0.50	- X	=
\$0.25 x	=		\$1.00	×	=
				TOTAL CO	N:
				TOTAL CAS	SH:
Submitted By:				Coach	

OAHS Business Office



Orcutt Academy High School

Fundraising Tally Sheet

	Sport:	
Event or Fund	draiser:	
	Dates:	
		CHECKS
Group checks by dollar	amount and include	de below.
X	=	# of Cks:
x	=	TOTAL CHECKS:
x	=	
Х	=	
х	=	
x	=	
x	=	
x	=	
х	=	



Sport:

Orcutt Academy High School CASH BOX RECONCILIATION

Date:

Event:				Co	ach's Initial:	
Coach:				Starting Cash:		
Tally Marks:						
		·				
TOTAL Tallies			х		= \$	(A)
			х		= \$	(A)
			x		= \$	(A)
				Do	nations: \$	(A)
				Total I	Deposit: \$	(A)
				Total Cash C	ounted: \$	(C)
				Diff	erence: \$	
TOTAL 0.40U	IN DOV			(difference be	etween A & C, should be	starting cash)
TOTAL CASH		RRENCY		C	COIN	
\$1.00	Х	=		\$0.01 x	=	
\$2.00	x —		<u> </u>	\$0.05 x		<u>_</u>
\$5.00	X		<u></u>	\$0.10 x		
\$10.00	X			\$0.25 x		
\$20.00	Χ	 =		\$0.50 x	 =	
\$50.00	Χ	=	<u></u>	\$1.00 x	=	
\$100.00	х	=	 _			
	TOTAL	CURRENCY		Т	OTAL COIN	
				Add: Total Che	ecks (if any)	
				ODAND TOTAL O	ACILINI DOV	(0)
				GRAND TOTAL C	A2H IN BOX	(C)
Submitted by	y Coach	/Athletic Director:		GRAND IOIAL C	A2H III BOX	(C)



Orcutt Academy High School CASH BOX RECONCILIATION

Sport:				Dat	e:
Event:				Coach's Initia	al:
Coach:				Starting Cas	h:
Check #	CK Amt	Check #	CK Amt	Check #	CK Amt
-					
Total Checks:		(B)			



Orcutt Union School District

Employee Reimbursement Form

Employee Name:		
Mailing Adress:	OAHS Business Office	
School Site/Sport:	Orcutt Academy High School /	
NOT TO EXCEED \$200	- ITEMIZATION OF PURCHASES AND CERTIFICA	TION FOR REIMBURSEMENT
<u>Vendor</u>	Description of Purchased Item(s)	<u>Amount</u>
	<u> </u>	
		Total \$
**************************************	ITACH ORIGINAL RECEIPTS TO AN 8½" x 11" SH	IEET OF PAPER *********
	e receipts being reimbursed to me, the employee n ses only and are located at my work site. (Education	
		, , , , , , , , , , , , , , , , , , , ,
	Employee Signature	Date
	Employee Signature APPROVAL	
Budget Code(s) to Charg	APPROVAL	
Budget Code(s) to Charg	APPROVAL	
Budget Code(s) to Charg	APPROVAL	·
	APPROVAL	·
	APPROVAL ge	Date
	APPROVAL ge incipal/Supervisor Signature	Date