



SAF Activity Advisor Tips

Thank you for being an important part of our students' educational experience! Below are reminders for handling your Student Activity Funds Account.

The full manual, with all required policies and procedures, is available on the WCSD SAF Department website.

Activity Fees

- Fees charged **may not** generate a profit.
- Class/activity fees must be spent on the students who raise the fees. Fee based accounts may not carry a balance of over \$100 at the end of the school year.
- Any fee charged must be approved by the school principal on the Approval of Class Fees Form (AF 3502).
- Any money collected must be turned into the school's bookkeeper **daily**, with a completed Cash Count Slip (AF 3504) and Individual Receipt Log (AF 3512). The bookkeeper will provide a receipt from the point-of-sale system.
- Activity advisors must receive a monthly Account Analysis Report-Detail from the school bookkeeper. This is the account statement and should be reviewed for inaccuracies.
- Any donations must have an accompanying letter, detailing how the funds can be spent. Donations for 'general use' or at the 'discretion' of the school, may not be spent on staff.

Purchases

- Only funds donated or raised **explicitly for staff**, and stating as such, may be spent on staff and staff incentives.
- All purchases must comply with WCSD policies and procedures.
- Any payments for services performed on WCSD property must be submitted through the district office and have an ICA. For example, DJs, photographers, music editors, food trucks, etc.
- Purchases made with the school PCard or by check must have a completed request form before the purchase is made. These forms are available on the SAF website or from the school bookkeeper (AF 3516, AF 3506).
- If an advisor purchases items and intends to be reimbursed, the purchase must be approved beforehand, through the Check Request Form (AF 3506). WCSD is sales tax exempt, so no sales tax should be paid, and will not be reimbursed.

Fundraisers

- All fundraisers must be approved by the principal **before** the fundraiser begins, by using the Fundraiser Request and Profit Analysis Form (AF 3511).
- Profits from fundraisers may be carried over to subsequent years when prior approval to accumulate funds for a purpose has been received.

If you have any questions, please contact your school bookkeeper or SAF@WashoeSchools.net. All forms, policies, and contact information are available on the WCSD SAF Department website and on the WCSD Insight SAF Department page.