

**INDEPENDENT ACTIVITY FUNDS
 SPONSOR'S RECORD**
 (To Be Returned To School Financial
 Agent At End of School Year)

Sponsor Name _____ Page Number _____
 Account Name and Number _____
 School Name and Number _____

1 Date of Cash Receipt, Check Req. or Cash Transfer (Month, Day, Year)	2 Name of Person or Organization Received From or Paid To or Account Transferred From or To	3 Purpose	4 School Receipt No., Check No. or Transfer No.	7 AMOUNT OF				9 Balance	
				5 Cash Receipt (+)	6 Check Request (-)	Transfer In (+)	8 Transfer Out (-)		
Balance Brought Forward → → → → → → → → → →				\$	\$	\$	\$	\$	
1	/ / /								1
2	/ / /								2
3	/ / /								3
4	/ / /								4
5	/ / /								5
6	/ / /								6
7	/ / /								7
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28	/ / /								28
29	/ / /								29
30	/ / /								30
31	/ / /								31
32	/ / /								32
33	/ / /								33
34	/ / /								34
35	/ / /								35

INSTRUCTIONS

Explanation of Column Numbers

1. Enter the date the cash (a) was received, or *Independent Activity Funds Request for a Purchase*, MCPS Form 280-54, was prepared, or the *Independent Activity Funds-Transfer*, MCPS Form 281-46, was completed.
2. Identify the name of the individual or organization from which the cash was received, or to which the check should be made payable, or the name and number of the account from or to which the cash was transferred.
3. Insert the purpose for which the cash was received, or the disbursement (b) was requested, or the cash was transferred. Sale or purchase of merchandise should show quantity, unit sales price, unit cost, etc., notations, not details.
4. Note the school receipt number, or the school check number, or the school transfer number, at the time these numbers are assigned by the school financial agent (c).
5. Record the amount of the cash received. Amounts in this column will increase the balance of the account as shown in Column 9.
6. Show the amount of the *Independent Activity Funds Request for a Purchase*. Amounts in this column will decrease the balance of the account as shown in Column 9.
7. State the amount of the cash transferred in. Amounts in this column will increase the balance of the account as shown in Column 9.
8. Write the amount of the cash transferred out. Amounts in this column will decrease the balance of the account as shown in Column 9.
9. Compute the continuous balance of the account in Column 9 of each line, as follows:
 - Continuous balance on last line, in Column 9
 - + Amount on next line, in Column 5 or 7, whichever is applicable, or
 - Amount on next line, in Column 6 or 8, whichever is applicable
 - = New continuous balance, to be entered on this line in Column 9.If a deficit occurs in the account, it should be shown in brackets (\$xx.xx).

End of Month Balancing, To Be Done Each Month

Compare the entries on this form each month with the corresponding entries in the Activity Account Reconciliation report of the Independent Activity Funds records provided by the school financial agent. Differences in these figures should be brought to the attention of the financial agent and any needed adjustment(s) should be made.

Document Control

Collateral documents, such as inventory listings, insurance policies, sales reports, vouchers, invoices, contracts, etc., should be submitted with the relevant cash deposit, or check request, or transfer form and kept on file in the school financial agent's office. These documents shall serve as evidentiary material for the sources of the receipts, and for the propriety and the correctness of the disbursements and of the transfers.

Definitions

- (a) **Cash** – Currency, coin, check, postal and express money order, and banker draft received.
- (b) **Disbursement** – Payment usually by school check, occasionally by school petty cash.
- (c) **School financial agent** – Elementary administrative secretary, financial assistant, or business manager.