

## **DATES, TIMES, AND TOPICS SUBJECT TO CHANGE**

### **ACTIVITY FUND CLERK AGENDA**

#### **Activity Fund Clerk Agenda #1 – September 25, 2024**

##### **10:00 a.m. – 11:00 a.m. – Duties**

- An overview of Activity Fund Clerk
  - Receipts Deposits PO's
  - OCAS codes
  - Sanctioning
  - Concessions
  - Source – Use of Funds approvals
- Questions & Answers

##### **11:05 a.m. – 12:05 p.m. – Setting up Your Calendar**

- Know Your Deadlines
  - To Do's
    - What to do first?
    - What comes next?
- Questions & Answers

#### **Activity Fund Clerk Agenda #2 – October 16, 2024**

##### **10:00 a.m. – 11:00 a.m. – OCAS Codes – Deeper Dive**

- Communicating with sites
- Questions & Answers

##### **11:10 a.m. – 12:10 a.m. – Setting up Officials and Vendors**

- Officials and Vendors
- OSSAA Certification
- W9
- Declaration
- Liability Insurance/Bonding
- Closing out first semester
- Ordered received payments made
- Questions & Answers

#### **Activity Fund Clerk Agenda #3 – November 13, 2024**

##### **10:00 a.m. – 11:00 a.m.– Auditing Site Procedures**

- Frequency
- Procedures
- What to look for
- Questions & Answers

## Activity Fund Clerk Agenda #4 – December 11, 2024

### 10:00 a.m. – 11:00 a.m. – 1099s

- Review Vendor Accounts
- Preparation
- Questions & Answers

## Activity Fund Clerk Agenda #5 – January 15, 2025

### 10:00 a.m. – 11:00 a.m. – Sporting Events

- OSSAA Pay Schedule
- Concession
- Transportation
- Questions & Answers

## Activity Fund Clerk Agenda #6 – February 12, 2025

### 10:00 a.m. – 11:00 a.m. – Field Trips

- Vendor Entry Fees
- Transportation
- Money from Parents (if applicable)
- Questions & Answers

## Activity Fund Clerk Agenda #7 – March 12, 2025

### 10:00 a.m. to 11:00 a.m. – Reporting

- Board Report
  - New Activities, new fundraisers
  - Source
  - Use of Funds
  - Donations
- Questions & Answers

## Activity Fund Clerk Agenda #8 – April 9, 2025

### 10:00 a.m. – 11:00 a.m. – Sanctioning

- Sanctioning Booster Clubs
- Closing out first semester
  - Ordered received payments made
- Questions & Answers

## Activity Fund Clerk Agenda #9 – May 14, 2025

### 10:00 a.m. to 11:00 a.m. – Best Practices: End of the Year Tasks

- Teacher supply list to principal for next school year
- Fund Raiser Forms completed by the teacher and turned in for the next year
- Classroom inventory
- Closing out budgets and POs
- Auditing school activity funds
- Making sure all officials are paid
- Making sure all items received and paid

DRAFT