

SPORT/ACTIVITY CAMPS FINANCIAL PROCEDURES

District 51 Board Policies require that all revenues and disbursements must be accounted for through the SBA accounts established for this purpose. If the school does not have an SBA secretary on staff during the summer months, the following alternative procedures may be followed to account for financial transactions related to summer sports and activities camps.

PROCEDURES FOR SPORTS CAMPS:

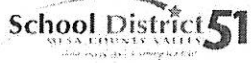
1. Coach completes form "SPORT/ACTIVITY CAMP PROPOSAL"
2. School Athletic Director reviews proposal and approves
3. School Athletic Director forwards proposal to District Athletic Director
4. District Athletic Director reviews and approves
5. Upon completion of camp, Coach completes "FINAL FINANCIAL REPORT FORM" and submits with net revenue to school SBA secretary or District Athletic Director
6. Net revenues must be deposited with school SBA secretary or District Athletic Director within one week of completion of camp

RECORD KEEPING REQUIREMENTS:

1. Camp Fees collected must be supported with a camp roster, camp registration forms, or carbon copies of receipts written to participant.
2. All expenditures must be supported with a paid invoice or receipt.
3. All payments to volunteers must be supported with signed "Physical Activities Volunteer" or "Non-employee compensation" forms.

ADDITIONAL INFORMATION:

- All advertisements for camps must state the following: "Accident insurance is not provided. All students must enroll in accident insurance program available through District 51 OR have adequate personal health and accident insurance."
- All registrations for camps must include an "Insurance Acknowledgement" and an "Emergency Medical Treatment" release signed by parent or guardian of student participant. (See District's Athletic Clearance Information form.)
- Pay rates for District 51 coaches cannot exceed summer school teacher pay rates: currently \$26.35 per hour. All hours worked for camps must be documented on the following forms.



SPORT/ACTIVITY CAMP PROPOSAL

Principal Name/School

Camp Director (Coach):

Dates/Times:

Age/Grade of Participants

SBA Account Camp will Benefit:

Proposed Site/Facility:

Equipment Needs:

Proposed budget for camp:

Fee per participant

Number of participants

Total expected income

Expenses (List Separately):

Equipment

Supplies

Payments to coaches:

Payments cannot exceed summer school teacher pay currently \$26.35 per hour

(Please use Physical Activities Volunteer Forms OR Non-Employee Compensation Forms)

Food/Drink

Clothing

Awards

Other (list):

Blank lines for listing other expenses

Total expected expenses

Expected Net Income (to be deposited to SBA)

NOTE: ALL EXPENSES MUST BE SUPPORTED WITH INVOICES/RECEIPTS

Coach's Signature

Date

School AD's Signature

Date

District AD's Signature

Date

Horizontal lines for providing details for the first five categories.

Vertical lines for budget figures: Fee per participant, Number of participants, Total expected income.

Vertical lines for expense categories: Equipment, Supplies, Payments to coaches, Food/Drink, Clothing, Awards, Other.

Vertical lines for Total expected expenses and Expected Net Income.

Horizontal lines for signatures of Coach, School AD, and District AD.

Horizontal lines for dates corresponding to each signature.



SPORT/ACTIVITY CAMP FINAL FINANCIAL REPORT

DATE OF CAMP: _____

SCHOOL/CAMP NAME _____

COACH _____

INCOME:

FEE PER PARTICIPANT \$ _____

NUMBER OF PARTICIPANTS (estimate) _____

TOTAL EXPECTED INCOME (fee x participants) _____

LESS: FEES NOT COLLECTED (_____)

TOTAL INCOME COLLECTED (Submit roster, registration forms, or receipt copies) \$ _____

EXPENSES (LIST SEPERATELY):

NOTE: ALL EXPENSES MUST BE SUPPORTED WITH PAID INVOICES/RECEIPTS

EQUIPMENT \$ _____

SUPPLIES _____

PAYMENTS TO COACHES:

List each coach with specific hours worked for each day/pay rates cannot exceed summer school teacher pay currently \$26.35 per hour (use Physical Activities Volunteer Forms OR Non-Employee Compensation Forms)

FOOD/DRINK _____

CLOTHING _____

AWARDS _____

OTHER (LIST):

TOTAL EXPENSES \$ _____

NET INCOME (total income collected less total expenses) \$ _____

(Net income should be turned in to SBA account or District Athletic Office within one week of last camp day)

COACH'S SIGNATURE

DATE

SCHOOL OR DISTRICT AD'S SIGNATURE

DATE