

## Activity Fees Collection Process in Infinite Campus

To maximize efficiency, parents at all schools, except for Title 1 schools, will be required to utilize Infinite Campus for online payment of extracurricular activity fees via debit, credit card or e-check.

1. Once the fees have been entered into the system, you can begin to mass assign.



- a. Pathway: Index > Fees > Fees Wizard
- b. Create Fees Assignments > Next

Select Wizard Mode

- Create Fee Assignments
- Exempt/Unexempt Fee Assignments
- Adjust Fee Assignments
- Void Fee Assignments
- Mark Fee Assignments Unconnectible

< Back Next > Preview Run Wizard

Create New Fees

Due Date [ ]

Select Andersen Elementary School Fees

ANDE 1st Grade Fee \$50.00
COA Summer School Course Fee \$180.00*

CTRL-click and SHIFT-click for multiple

Exempt

Select Calendars

2012 - ANDE - 5 AM DAY M-F
2012 - ANDE - 5 PM DAY M-F
2012 - ANDE - AM KINDERGARTEN
2012 - ANDE - REGULAR
2012 - ANDE - TRI Tam,Wpm,THa
2013 - ANDE - REGULAR
2014 - ANDE - REGULAR
2015 - ANDE - REGULAR
2016 - ANDE - REGULAR

Select Students

Grade

All Students
KG
01
02
03

Ad Hoc Filter

Comments:

< Back Next > Preview Run Wizard

Annotations:

- Choose grade level fee
- Make sure it is on 2016 Calendar
- Choose appropriate grade level
- Optional, but can add Field Trips...parents can see this

- c.
- d. PDF will list all the students in that specific grade level that the fee was applied to for that school year. *You can do daily mass assigns for new students as it will not reassign fees to students who are previously enrolled.*

## 2. For Junior High or Club activity Fees

- Create the AdHoc for the students that will need this fee
- Pathway: Index > Fees > Fees Wizard
- Create Fees Assignments > Next

The screenshot shows the 'Create New Fees' wizard interface. It includes several sections: 'Select Wizard Mode' with radio buttons for 'Create Fee Assignments', 'Exempt/Unexempt Fee Assignments', 'Adjust Fee Assignments', 'Void Fee Assignments', and 'Mark Fee Assignments Uncollectible'. Below this are navigation buttons: '< Back', 'Next >', 'Preview', and 'Run Wizard'. The 'Create New Fees' section has a 'Due Date' field. The 'Select Andersen Elementary School Fees' section shows a list with 'ANDE Student Council \$10.00' selected. The 'Select Calendars' section shows a list with '2016 - ANDE - REGULAR' selected. The 'Select Students' section has 'Ad Hoc Filter' selected and 'Copy of Janeen Test' chosen from a dropdown. A 'Comments' text area is at the bottom. Green arrows and callout boxes highlight: 'Choose specific fee' (pointing to the fee list), 'Choose the correct calendar' (pointing to the calendar list), 'Parents will see your comments' (pointing to the comments field), 'Choose your AdHoc' (pointing to the Ad Hoc dropdown), and the 'Next >' button.

- PDF will list all the students in that specific grade level or club that the fee was applied to for that school year.

### 3. Individual Assignment

- a. Search for the student
- b. Click on Fees Tab
- c. Click on New Fee Assignment

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior

IEP 504 ICS ICS Community Service COA Attendance CUSD Gifted CogATs School Boundaries COA Summer School Reg

Transportation **Fees** Lockers Graduation Athletics AdHoc Letters Waiver SAIS TX Records Transfer Report Comments

New Fee Assignment Make Payment Make Adjustment Make Deposit Void Print Filter By: 14-15 Hide Voids

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
Subtotals					0.00	0.00	0.00

Total Due (All Years): \$0.00

- d. Choose the fee you would like to assign to the individual student and click SAVE

New Fee Assignment

\*Fee  
ANDE 1st Grade Fee 50.00  
ANDE Student Council 10.00  
COA Summer School Course Fee 180.00\*

\*Amount  
10.00

Due Date  
05/05/2015

Exempt

\*Calendar  
2016 - ANDE - REGULAR

Comments (255 characters remaining)

Defaults to the day you assign it to a student

Cancel Save

### 4. Making Adjustments

## 5A. Exempting a Fee

Usually performed when a student has a fee waived in full by the Principal. Request for Financial Assistance (Appendix 1) Form must be submitted and approved by the Principal before completing this step. This is not to be used if a partial fee waiver needs to be done (see section on Adjusting a Fee).

Fees Editor								
	Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
<input type="checkbox"/>	CARL CHOIR		Tax Credit		✓	0.00		0.00
<input type="checkbox"/>	CARL DRAMA	05/12/2015	Tax Credit			15.00		0.00

### Edit Fee Assignment

Fee: CARL CHOIR  
Amount: \$15.00  
Due Date:   
Exempt:   
Assessed Only Once  
Comments (255 characters remaining)

Calendar: 2015 - CARL - REGULAR  
Created By: Nelson, Ryan 05/12/2015 01:00 PM  
Modified By: Nelson, Ryan 05/12/2015 01:03 PM  
Marked Exempt On: 05/12/2015

**NOTE:** Any comments entered can be seen by staff and parents. Please use discretion but be specific with your description.

Example for Comments:

- Per Principal waiver signed mm/dd/yy
- Club Discontinued
- Wrong club fee charged

## 5B. Adjusting a Fee

Usually done when a student's fee needs to be reduced. Partial fee waivers or club fees that are prorated for partial year participation must be approved by the Principal. Fees may be reduced by any amount but may not be increased.

Transportation   **Fees**   Lockers   Graduation   SAIS TX   Records Transfer   Rep

New Fee Assignment   Make Payment   Make Adjustment   **Step 2: Click on Make Adjustment**

<input type="checkbox"/>	Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
<input checked="" type="checkbox"/>	COA Summer School Course Fee		Community Ed			180.00		180.00
<b>Subtotals</b>						<b>180.00</b>	<b>0.00</b>	<b>180.00</b>

**Step 1: Click the checkbox next to the fee that needs to be adjusted.**

Total Due (All Years): \$180.00

**Make Adjustment** [X]

**Fee Assignment** COA Summer School Course Fee (\$180.00)

**\*Adjustment Date** 03/19/2015

**\*Subtract Amount**

Fixed Amount 50.00

Percentage

**Type** [v]

**Comments : (232 characters remaining)**

Enter comments here....

Calendar: 2015 - COA - REGULAR

Cancel   Save

Enter the amount that needs to be adjusted by here.

Enter Comments.

Click Save

## 5C. Voiding a Fee

Usually done when the fee should not have been assigned. You should never void a fee if there is any type of payment already attached to the fee. If there is a payment, then see refund process.

**NOTE:** If a student/parent needs a refund, see Refund Process.

The screenshot shows the 'Fees Editor' interface. At the top, there are navigation tabs: Transportation, **Fees**, Lockers, Graduation, Athletics, SAIS TX, and Records Transfer. Below these are action buttons: New Fee Assignment, Make Payment, Make Adjustment, Make Deposit, Void, and Filter. A red arrow points from the 'Void' button to a callout box that says 'Step 2: Click on Void.' Below the buttons is a table with the following data:

<input type="checkbox"/>	Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance	
<input checked="" type="checkbox"/>	COA Summer School Course Fee		Community Ed			180.00		180.00	
						<b>Subtotals</b>	<b>180.00</b>	<b>0.00</b>	<b>180.00</b>

At the bottom right, a grey box displays 'Total Due (All Years): \$180.00'. A red arrow points from the checkbox in the first row of the table to a callout box that says 'Step 1: Click on the checkbox next to the fee that you want to void.'

The screenshot shows the 'Void Fee Assignment' dialog box. It contains the following information:

- Fee:** COA Summer School Course Fee\*
- Amount:** \$180.00
- Due Date:** N/A
- Fee Assignment Comments:** N/A

Below this information, a red warning message states: 'All payments and adjustments to this fee will also be voided.' There are three input fields:

- \*Void Date:** 03/19/2015
- \*Void Reason:** Cancellation Related
- Comments:** (235 characters remaining) Enter comments here.

At the bottom of the dialog are 'Cancel' and 'Save' buttons. A callout box with three red arrows points to the 'Void Reason' field, the 'Comments' field, and the 'Save' button. The callout box contains the following instructions:

- Select a Void Reason.
- Enter in comments.
- Click on Save.

## 5D. Refund Process

The Administrative Assistant should fill out the ECA Fee Refund form (Appendix 3) and submit with the student's payment history from Infinite Campus.

Refunds for cash, check or money order payments will be processed through Accounts Payable. Refunds for credit, debit card or e-check payments will be made back to the original credit, debit or checking account.

- a. In the Infinite Campus search bar type in the student's name and select "Go" to find the student's record.

- b. Once you are in the student's record go to the Fees tab and verify that you are in the correct school year.

- c. Under the Fees tab you will see the student's payment history. Select the "Print" button to print the statement showing that a payment for the fee being refunded has been made.

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
<input type="checkbox"/> <input type="checkbox"/> COA Summer School Course Fee		Community Ed			180.00		0.00
└─ Payment		Online	06/01/2015			180.00	
<input type="checkbox"/> <input type="checkbox"/> COA Summer School Course Fee		Community Ed			180.00		0.00
└─ Payment		Online	06/01/2015			180.00	
<b>Subtotals</b>					<b>360.00</b>	<b>360.00</b>	<b>0.00</b>

**Total Due (All Years): \$0.00**

- d. The Fee Billing Statement will appear in a separate window in PDF format. Print the statement and attach to the ECA Refund Form.
- e. Send the completed ECA Refund Form and Fee Billing Statement to the following:
  - Accounts Payable – cash, check or money order refunds
  - Lisa Knox – credit, debit card or e-check refunds

**5. Payments by money order, cash or checks (Title 1 ONLY)**

Payments **MUST** be accompanied by a Tax Credit Contribution Form (Appendix 2) and Cash Collection Report (Appendix 4).

- a. Search for Student
- b. Click on Fees Tab
- c. Click box next to the fee that is being paid and click Make Payment

The screenshot shows the 'Fees Editor' window with a table of fees. A green arrow points to the 'Make Payment' button in the top navigation bar. Another green arrow points to the checkbox next to the 'ANDE 1st Grade Fee' row. A third green arrow points to the 'Tax Credit' type in the same row.

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
<input checked="" type="checkbox"/> ANDE 1st Grade Fee		Tax Credit			50.00		50.00
<b>Subtotals</b>					50.00	0.00	50.00

**Total Due (All Years): \$50.00**

- d. Select payment method (Cash or check). Please follow the appropriate money handling guidelines when cash or checks are received.

The screenshot shows a dropdown menu for the 'Payment Method' field. The options are: Cash, Check/eCheck, and Credit/Debit Card. A red asterisk is next to the label '\*Payment Method'.

- e. Enter payment date, amount, and (if applicable) check or money order number.
 

**NOTE:** The parent’s legal name **MUST** be entered in the comments field.

  - i. Put the check # in the appropriate box
  - ii. Money orders should be entered like checks with “MO” followed by the last 4 digits of the money order # (ex: MO1234)

The screenshot shows the 'Make Payment' dialog box. It contains fields for:
 

- \*Payment Date: 04/29/2015
- \*Amount: 50.00
- \*Payment Method: Check/eCheck
- \*Check #: MO1234
- Comments: (255 characters remaining)
- Parent's First name Last name

 A table at the bottom shows the fee details:
 

Fee	Due Date	Amount	Balance	Payment Amount
ANDE 1st Grade Fee		\$50.00	\$50.00	50
		<b>Total</b>	\$50	

 A callout box points to the 'MO1234' entry with the text: 'MO=Money Order Last 4 digits of the money order'. The 'Save' button is highlighted with a green arrow.

- f. When complete you will see the payment as a credit on the student’s record and “In Office” as the type.

Fees Editor								
<input type="checkbox"/>	Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
<input type="checkbox"/>	ANDE 1st Grade Fee		Tax Credit			50.00		0.00
<input type="checkbox"/>	Payment		In Office	04/29/2015			50.00	
					<b>Subtotals</b>	50.00	50.00	0.00

**Total Due (All Years): \$0.00**

- g. Send the completed Tax Credit Contribution Form and Cash Collection Report to Evelyn Valle at the Business Office.

## 6. How to Run Reports in IC

### a. Assignments

Index Search Help < Fee Audit Report

Fee Audit Report  
The Fee Audit report is a collection of wizards that can...

Select Wizard Mode

Assignments  
 Adjustments  
 Payments  
 Surplus  
 Refunds  
 Deposits

< Back Next > Run Report

Janeen Scaringelli  
ADE Connect  
School Dude (CSR)  
Test Page  
Student Information  
Instruction  
Census  
Behavior  
Health  
Attendance  
Scheduling  
Fees  
Fees  
Fee Maximums  
Fees Wizard  
Course Fee Wizard  
Reports  
Fee Audit  
Fee Billing Batch  
Fee Receivable Summary

i.

Select Carlson Elementary School Fees

CARL BATTLE OF BOOKS \$10.00  
CARL CHOIR \$15.00  
CARL DRAMA \$15.00  
CARL EQUINE \$10.00  
CARL GENERAL DONATION \$200.00\*  
CARL GRADE 1 \$25.00  
CARL GRADE 1 OPTIONAL DONATION \$200.00  
CARL GRADE 2 \$25.00  
CARL GRADE 2 OPTIONAL DONATION \$200.00  
CTRL-click and SHIFT-click for multiple

Select Calendars

2016 - CARL - REGULAR  
2015 - CARL - REGULAR  
2014 - CARL - REGULAR  
2014 - CARL - 5 DAY ALL DAY  
2014 - CARL - 3 DAY AM M,W,F  
2014 - CARL - 3 DAY PM M,T,TH  
2014 - CARL - TRI Ta,Wp,Tha  
2014 - CARL - 3 DAY PM M,W,F  
2014 - CARL - 5 DAY PM

Select Students

Grade  
All Students  
KG  
01  
02  
03

Ad Hoc Filter

Select the transactions to report on.

Current Unbalanced Fee Assignments  
 Current Balanced Fee Assignments  
 Current Overdue Fee Assignments  
 Voided Fee Assignments  
to  
 Exempted Fee Assignments  
to

Sort By

Fee Assignment Due Date  
 Fee  
 Student

< Back Next > Run Report

Choose a specific fee or multiple fees

Current year needs to be selected

Run by grade or AdHoc filter

Keep all checked

Normally sorted by fee, but can be run by due date or student

ii.

b. Adjustments

**Select Wizard Mode**

Assignments

Adjustments

Payments

Surplus

Refunds

Deposits

< Back   Next >   Run Report

i.

**Select Carlson Elementary School Fees**

CARL BATTLE OF BOOKS \$10.00  
CARL CHOIR \$15.00  
CARL DRAMA \$15.00  
CARL EQUINE \$10.00  
CARL GENERAL DONATION \$200.00\*  
CARL GRADE 1 \$25.00  
CARL GRADE 1 OPTIONAL DONATION \$200.00  
CARL GRADE 2 \$25.00  
CARL GRADE 2 OPTIONAL DONATION \$200.00  
CTRL-click and SHIFT-click for multiple

**Select Calendars**

2016 - CARL - REGULAR  
2015 - CARL - REGULAR  
2014 - CARL - REGULAR  
2014 - CARL - 5 DAY ALL DAY  
2014 - CARL - 3 DAY AM M,W,F  
2014 - CARL - 3 DAY PM M,T,TH  
2014 - CARL - TRI Ta,Wp,Tha  
2014 - CARL - 3 DAY PM M,W,F  
2014 - CARL - 5 DAY PM

**Select Students**

Grade   All Students  
KG  
01  
02  
03

Ad Hoc Filter

**Select the transactions to report on.**

All Fee Adjustments  
 Voiced Fee Adjustments  
 Uncollectible Fee Adjustments

**Select fee adjustment date range.**

to

**Sort By**

Adjustment Date  
 Fee  
 Student

< Back   Next >   Run Report

ii.

c. Payments

**Select Wizard Mode**

Assignments

Adjustments

Payments

Surplus

Refunds

Deposits

< Back   Next >   Run Report

Report to run for deposits

i.

**Select Carlson Elementary School Fees**

CARL BATTLE OF BOOKS \$10.00  
CARL CHOIR \$15.00  
CARL DRAMA \$15.00  
CARL EQUINE \$10.00  
CARL GENERAL DONATION \$200.00\*  
CARL GRADE 1 \$25.00  
CARL GRADE 1 OPTIONAL DONATION \$200.00  
CARL GRADE 2 \$25.00

CTRL-click and SHIFT-click for multiple

**Select Calendars**

2016 - CARL - REGULAR  
2015 - CARL - REGULAR  
2014 - CARL - REGULAR  
2014 - CARL - 5 DAY ALL DAY  
2014 - CARL - 3 DAY AM M,W,F  
2014 - CARL - 3 DAY PM M,T,TH  
2014 - CARL - TRI Ta,Wp,Tha  
2014 - CARL - 3 DAY PM M,W,F  
2014 - CARL - 5 DAY PM

**Select Students**

Grade

All Students  
KG  
01  
02  
03

Ad Hoc Filter

**Select the transactions to report on.**

All Payments (Excluding voids)

Voided Fee Payments

Always a Thursday

**Select fee payment date range**

05/14/2015 to 05/20/2015

**Sort By**

Payment Date

Payment Amount

Payment Method

Student Name

Fee

ONLY

Always the following Wednesday

< Back   Next >   Run Report

ii.

## 7. How to Run Business Plus Reports

1. **Tax Credit Contributions Report**– to see all tax credit contributions made

- A. Open IFAS
- B. Reports > Admin Assistant > Budget > Tax Credit Report
- C. Enter the Start and End Date for donations
- D. Fund = 526

Budget Control = 3 Digit School Number

Course = % for ALL or 4 digit course code for specific activity or grade level

Tax Credit Report  
 No Criteria; Select All  
 Date and Budget Control Selection  
 ? Fund:  
 ? Budget Control:  
 ? Course:  
 ? Start Date  
 ? End Date

526
116
6000
07/01/2015
06/30/2016

- E. Submit
- F. Click on the PDF icon to make a printable report.
- G. Click on the Printer icon to Print

**To Export the Tax Credit Contributions Report to Excel:**

- F. Follow steps A-E above
- G. Click on the second to last icon on the blue toolbar.



- H. Select Export from the drop down menu
- I. Click Excel
- J. The file will automatically generate in excel format.

2. **Tax Credit Donation Lookup Report** – to search for a specific donor

- A. Open IFAS
- B. Reports > Admin Assistant > Budget > Tax Credit Donation Lookup
- C. Enter the Start and End Date for donations
- D. PE Name = donor's last name in the following format %LASTNAME%
- E. PE ID = %
- F. Submit

Tax Credit Donation Lookup

No Criteria; Select All

PE Name Selection

? Enter the Start Date:

? Enter the End Date:

? PE Name:

? PE ID:

Submit

07/01/2015	▼
06/30/2016	▼
%LASTNAME%	⋮
%	⋮

G. Click on the PDF icon to make a printable report.

H. Click on the Printer icon to Print

**3. Cash Fund Summary Report**– to find Tax Credit balances

A. Open IFAS

B. Reports > Admin Assistant > Budget > School Cash Fund Summary Report

C. Enter the Start and End Date

D. Fund = 526

Budget Control = 3 Digit School Number

Course = % for ALL or 4 digit course code for specific activity or grade level

E. Submit

School Cash Fund Summary Report

No Criteria; Select All

Default School Cash Criteria

? Enter the Start Date:

? Enter the Last Months End Date:

? Enter the Default Ledger:

? Enter the value for FUND:

? Enter the value for Course:

? Enter the value for Budget Control Number

Submit

07/01/2015	▼
06/30/2016	▼
GL	▼
526	
6000	
116	

F. Click on the PDF icon to make a printable report.

G. Click on the Printer icon to Print

Appendix 1: Request for Financial Assistance Form



**REQUEST FOR FINANCIAL ASSISTANCE  
FOR EXTRACURRICULAR ACTIVITIES**

STUDENT NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ OCCUPATION : \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**REQUEST INFORMATION**

**Extracurricular activity(s) you are requesting assistance for:**

\_\_\_\_\_

**Please explain why the fee should be waived or reduced:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SITE/DISTRICT ADMINISTRATION**

**FEE SCHEDULE:**

Amount of fee(s) to be waived: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Balance due: \_\_\_\_\_

TOTAL AMOUNT TO BE PAID: \_\_\_\_\_

Site/District Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2: ECA Fee/Tax Credit Contribution Form

### Chandler Unified School District

Extracurricular Activity Fee / Tax Credit Contribution Form  
 Complete this form and return the completed form with your contribution to:  
 Chandler Unified School District  
 C/O Tax Credits  
 1525 W Frye Road  
 Chandler, AZ 85225

#### Contributor Information

First Name \_\_\_\_\_ LastName \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

#### Method of Payment

If you would like to make a tax credit contribution using a credit card, debit card or e-check, please make your contribution on the Infinite Campus Parent Portal.  To contribute online navigate to: <a href="https://campus.cusd80.com/campus/portal/chandler.jsp">https://campus.cusd80.com/campus/portal/chandler.jsp</a>	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order  <b>Payable to:</b> Chandler Unified School District  <b>Total Contribution Amount:</b> \$ _____
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#### Contribution Designation

- Please direct my contribution as needed.
- Please direct my contribution to support the following specific extracurricular activities at Your School Name:
- |                                |  |   |
|--------------------------------|--|---|
| \$ _____ General Education     | \$ _____ Strings                                   | \$ _____ 5 <sup>th</sup> Grade Space Center         |
| \$ _____ Preschool             | \$ _____ Art Club                                  | \$ _____ 6 <sup>th</sup> Grade Science Camp         |
| \$ _____ Kindergarten          | \$ _____ Drama Club                                | \$ _____ 6 <sup>th</sup> Grade Renaissance Festival |
| \$ _____ 1 <sup>st</sup> Grade | \$ _____ Reading Club                              | \$ _____ 6 <sup>th</sup> Grade Biosphere Trip       |
| \$ _____ 2 <sup>nd</sup> Grade | \$ _____ Robotics Club                             | \$ _____ Other:                                     |
| \$ _____ 3 <sup>rd</sup> Grade | \$ _____ Safety Patrol                             | \$ _____ Other:                                     |
| \$ _____ 4 <sup>th</sup> Grade | \$ _____ Service Club                              | \$ _____ Other:                                     |
| \$ _____ 5 <sup>th</sup> Grade | \$ _____ Student Council                           | \$ _____ Other:                                     |
| \$ _____ 6 <sup>th</sup> Grade | \$ _____ Technology Club                           | \$ _____ Other:                                     |
| \$ _____ Special Education     | \$ _____ Yearbook Club                             |   |
| \$ _____ General Music         | \$ _____ 3 <sup>rd</sup> Grade Kartchner Caverns   |   |
| \$ _____ Band                  | \$ _____ 4 <sup>th</sup> Grade Grand Canyon        |   |
| \$ _____ Choir                 | \$ _____ 5 <sup>th</sup> Grade Space Center        |   |
| \$ _____ Orchestra             | \$ _____ 5 <sup>th</sup> Grade Sonoran Desert Trip |   |

If applicable, please specify which student(s) the contributions above will benefit:

\$ _____	Activity/Grade Level	Student First Name	Student Last Name
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____

#### For Chandler Unified School District Use Only

Received By: \_\_\_\_\_ Total Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

*This contribution is eligible for the Arizona State income tax credit as allowed by ARS § 43-1089.01. Up to \$200 per individual and up to \$400 for married couples filing jointly can be claimed on personal income taxes. An official receipt will be mailed to the address provided by Jan 31. Contributions are non-refundable by the Chandler Unified School District. Please consult with your tax advisor to determine the application of the credit.*



**Appendix 4: Cash Collection Form**

**CASH COLLECTION REPORT**

\_\_\_\_\_ STUDENT ACTIVITY \_\_\_\_\_ AUXILIARY \_\_\_\_\_ DISTRICT SERVICES  
 SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_  
 ACCOUNT NAME \_\_\_\_\_ ACCOUNT CODE \_\_\_\_\_  
 EVENT/SOURCE OF FUNDS \_\_\_\_\_  
 CLUB SPONSOR \_\_\_\_\_

**INVENTORY SALES**

DESCRIPTION OF ITEM SOLD	BEGINNING INVENTORY QUANTITY	ENDING INVENTORY QUANTITY	QUANTITY SOLD	SELLING PRICE	SALES AMOUNT (QTY SOLD X PRICE)
				<b>Total Sales</b>	<b>_____</b>

INVENTORY VERIFIED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 \_\_\_\_\_  
 SPONSOR SIGNATURE

**OTHER REVENUE**

DESCRIPTION	AMOUNT
Tax Credit	
All-Day Kindergarten	
Preschool	
Kids Express	
Summer School	
Lost Textbooks / Lost Library Books (circle one)	
Instrument Rental	
Other:	
<b>Total Other Revenue</b>	<b>_____</b>

DENOMINATION	CHANGE FUND ISSUED	CASH/CHECKS RETURNED	Reconciliation	
Checks			Total Deposit (A)	\$ _____
100.00			Total Sales / Other Revenue (B)	\$ _____
50.00			Cash Overage / (Shortage) (A)-(B)	\$ _____
20.00			Reason for Overage / (Shortage):	_____
10.00				
5.00				
2.00				
1.00			Sponsor / Other Depositor	Date
.50			Club Officer	Date
.25			Note: Two counts / two signatures required when making Student Activities deposits.	
.10				
.05				
.01				
<b>TOTALS</b>				
LESS CHANGE FUND ISSUED		( _____ )		
<b>TOTAL DEPOSIT (A)</b>		<b>_____</b>		

CHANGE FUND ISSUED TO: \_\_\_\_\_ DEPOSIT RECEIVED BY: \_\_\_\_\_

CLUB OFFICER / SPONSOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ BOOKSTORE MANAGER / DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_  
 CHANGE FUND AND CASH COLLECTION VERIFIED BY: \_\_\_\_\_

BOOKSTORE MANAGER / DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COPY 1-ACCOUNTING    COPY 2-BOOKSTORE / FRONT OFFICE    COPY 3-CLUB / DEPOSITOR    COPY 4-BOOKSTORE CHANGE RECEIPT