

The Board of Education of Worcester County  
STEPHEN DECATUR MIDDLE  
Funds Collection Log

**Directions for use:**

- A. This form shall be completed and submitted by Fund Sponsor.
- B. Funds shall be submitted daily and intact to the finance department.
- C. All funds collected from students, parents, & staff on school premises and all money collected at school sponsored activities, on or off premises, shall be accounted for through the school finance office.

Date: \_\_\_\_\_  
 Account(s): \_\_\_\_\_ Total: \_\_\_\_\_  
 Activity: \_\_\_\_\_

	DATE	PAYOR	CHECK NUMBER	CHECK AMOUNT	CASH AMOUNT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
			Total:		

\_\_\_\_\_  
Fund Sponsor's Signature

\_\_\_\_\_  
Date

The sensitive nature of cash demands strong internal control procedures. Fund sponsors and other individuals with duties affecting the funds shall become familiar with and assume compliance with the portions of the Policy & Procedure Manuals which are pertinent to their duties. Such individuals shall deal with the finance department in a sincere spirit of cooperation, performing their functions in a complete, accurate and timely manner. These individuals are initially responsible for the solvency of the fund account and the propriety of the activity. Final responsibility lies with the Chief Financial Officer.