

Running Start/Registration Checklist

Running Start Date: _____ Campus: _____

Bookkeepers, please review the following items. Make certain that these items have been completed by you and your sponsors before, during and after running start. Please check the following.

1. Have all sponsors selling items during running start completed the Fundraising Approval Form (SAF-112) in Eduphoria? Y/N _____ Date Completed _____
2. Have all sponsors selling items during running start completed a check request ordering items to be sold? Y/N _____ Date Completed _____
3. Have all sponsors selling items during running start requested a check for change if needed? Y/N _____ Date Completed _____
4. Has the bookkeeper made a list of those sponsors selling items or collecting fees? Y/N _____ Date Completed _____
5. Has the bookkeeper issued receipt books to sponsors selling items or collecting fees during running start? Items that are sold for less than \$5.00 use Tabulation of Moneys Collected from Students (SAF-103). Y/N _____ Date Completed _____
6. Sponsors are allowed two tax free sales days per year. Will the sponsor be using one of the two tax free days allowed? Y/N _____ Date Completed _____
7. Has the bookkeeper reminded sponsors that they are to turn in money to the bookkeeper at the end of each day along with yellow receipt copies or tabulation form and Internal Deposit Slip? Y/N _____ Date Completed _____
8. Has the bookkeeper prepared a deposit of all funds turned in by sponsors daily during running start? Y/N _____ Date Completed _____
9. Has the bookkeeper contacted the BISD Police dispatch to arrange for the pickup of deposits daily during running start? Y/N _____ Date Completed _____
10. At the end of running start, has the bookkeeper made certain that all sponsors have turned in all money collected? Use list prepared on #4. If you do not receive a deposit, contact the person and make a deposit immediately. Y/N _____ Date Completed _____
11. Has the bookkeeper collected all change funds issued during running start? Y/N _____
12. Have all sponsors selling items during running start completed the Fundraising Financial Report (SAF-114)? Y/N _____

Signature _____
(Bookkeeper or person completing checklist)

Date _____

Note: File this checklist with your cash receipts for August.