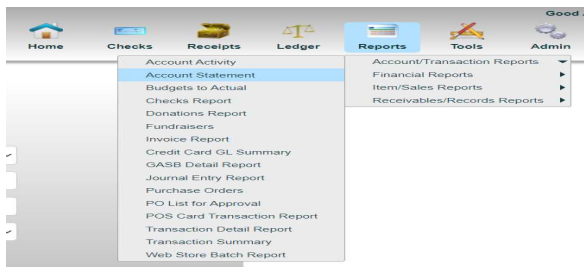


The Dynamic Duo

- Ways Activities Directors can help students and Bookkeepers keep clean accounting and be FCMAT compliant.
- Reports that are beneficial to Activities Directors
 - Account balances vs. Transactions→ what each report provides you and which are the best for Activities Directors
 - Vendor Reports- see what vendors we used for past fundraisers etc.
 - Open Invoices/PO so they can check in with students.

Cleaning up your account

- ✓ Balance Sheet.
 - How read your Account Balance Sheet?
 - What are undisposed Funds?
 - What is your Fund Balance?
 - Why would you use a Trust account?
 - Are you using income and expense accounts?
- ✓ Account Statement
 - Reports > Account/Transaction Report > Account Statement

A screenshot of the 'Account Statement' report generation form. The form is titled 'Account Statement' and contains several fields and options. The 'Report By' field has radio buttons for 'Account' (selected) and 'Group'. The 'Account' field has two input boxes for 'Account Number' and 'Account Name'. The 'Date Range' field is set to 'This Fiscal Year'. The 'Start' date is '07/01/2023' and the 'End' date is '06/30/2024'. The 'Sort By' field is set to 'Account Name'. There are two sets of radio buttons for 'Include Encumbrances?' and 'Include Budget Amounts?', both with 'Yes' selected. The 'Reporting Style' field has radio buttons for 'Basic' (selected) and 'Accounting'. The 'Report Format' field is set to 'PDF'. At the bottom, there are three buttons: 'Create Report' (green), 'PDF' (red), 'HTML' (red), and 'Excel' (red).

Stuber Middle & High School

Balance Sheet
As Of: September 25, 2023

Assets			
1001	Checking	Bank	373,924.52
3003	Undeposited Fund Other Assets	Other Asset	8,597.38
1201	Undeposited Funds	Undeposited Funds	19,109.07
Total Assets			\$ 401,630.97
Liabilities			
7010	10th Grade	Trust	5,240.58
7011	11th Grade Class of 2022	Trust	15,574.00
7012	12th Grade Class of 2021	Trust	77,556.17
7006	6th Grade	Trust	15,200.00
7007	7th Grade	Trust	15,210.00
7008	8th Grade	Trust	17,300.00
7009	9th Grade	Trust	15,190.00
2001	Accounts Payable	Accounts Payable	1,997.00
8006	ASB Card	Trust	1,206.00
1055	Athletic	Trust	(500.00)
8002	Band	Trust	87,317.00
6001	Basketball Tickets	Trust	116.00
8011	Cheerleading	Trust	10,320.00
8010	Clearing Free and Reduced Items	Trust	175.00
213	Coffee Shop	Trust	12.00
8001	Drama	Trust	16,424.00
5003	Gate Ticket Income	Trust	112.00
1500	Girls Aquatic	Trust	200.00
9995	Holding Account for Destiny	Trust	2,886.25
7000	HOSA Medical Tech	Trust	725.00
8000	Leadership	Trust	85,022.42
8004	Lost Books	Trust	1,120.00
9000	Return Account	Trust	244.00
2101	Sales Tax Payable	Sales Tax Payable	29.63
5500	Sports Donation	Trust	1,053.01
8003	Student Store	Trust	325.00
100	Temp Clearing	Other Liability	400.00
8007	Test	Trust	3,700.74
5500	Urgent Care Sports Med	Trust	25.00
1221	Web Store Convenience Fee - Trust	Trust	(24.01)
8012	West Contra Food Services	Trust	22.00
8005	Yearbook	Trust	6,202.50
Total Liabilities			\$ 380,381.29
Fund Balance			
3001	Fund Balance	Fund Balance	21,249.68
Change in Fund Balance			0.00
Total Fund Balance			\$ 21,249.68
Total Liabilities and Fund Balance			\$ 401,630.97

Transaction Report

- ✓ Transaction Summary Report
 - This will show you the income and outflows.

Stuber Middle & High School

Transaction Summary
From July 1, 2023 to September 25, 2023

Account Num	Account Name	Beg Balance	Inflows	Outflows	End Balance	Encumbered Balance
Assets						
1101	Accounts Receivable	0.00	0.00	0.00	0.00	
1001	Checking	379,880.52	3,789.00	9,745.00	373,924.52	
1301	Fixed Assets	0.00	0.00	0.00	0.00	
1401	Inventory	0.00	0.00	0.00	0.00	
100000	Saving	0.00	0.00	0.00	0.00	
3003	Undeposited Fund Other Assets	7,560.90	1,036.48	0.00	8,597.38	
1201	Undeposited Funds	(2,087.24)	25,095.31	3,899.00	19,109.07	
		\$ 385,354.18	\$ 29,920.79	\$ 13,644.00	\$ 401,630.97	\$ 0.00
Liabilities and Equity						
7010	10th Grade	3,354.41	2,586.17	700.00	5,240.58	10.00
7010a	10th grade sub account	0.00	0.00	0.00	0.00	
7011	11th Grade Class of 2022	15,450.00	124.00	0.00	15,574.00	
7012	12th Grade Class of 2021	77,496.17	60.00	0.00	77,556.17	
7006	6th Grade	15,100.00	100.00	0.00	15,200.00	
7007	7th Grade	15,210.00	0.00	0.00	15,210.00	
7008	8th Grade	16,300.00	1,000.00	0.00	17,300.00	
7009	9th Grade	15,190.00	50.00	50.00	15,190.00	
2001	Accounts Payable	1,997.00	0.00	0.00	1,997.00	
8006	ASB Card	1,106.00	100.00	0.00	1,206.00	
1055	Athletic	0.00	0.00	500.00	(500.00)	

Vendor Report

- ✓ See what Vendors you have used in the pass.
- ✓ Who you used for Entertainment.
- ✓ Ordering supplies
- ✓ Speakers for rallies

Date	Type	Num	Memo	Amount
Coke 12 Main St Lafayette, CA 94549 (12-5555555)				
7/18/2023	CHECK	35	supplies	\$ 125.00
Total Coke				\$ 125.00
costco 1 main st lafayette, CA 94549 (11-1111111)				
7/18/2023	CHECK	0	PO#32: Supplies	\$ 98.50
7/19/2023	CHECK	0	PO#5: supplies	20.00
7/19/2023	CHECK	0	supplies	100.00
7/25/2023	CHECK	0	PO #7: supplies	600.00
7/25/2023	CHECK	0	PO #38: Blanket PO for \$500.00 - Leadership Food and Drinks	200.00
7/28/2023	CHECK	113	PO #39: supplies	39.00
8/4/2023	CHECK	44	Invoice#12: PO #6: supplies	50.00
9/25/2023	CHECK	0	Inv #6712: Supplies	50.00
Total costco				\$ 1,157.50
store 1 main our town, CT 12001 (12-8888888)				
7/19/2023	CHECK	0	PO#34: supplies for school	\$ 19.50
7/20/2023	CHECK	0	PO#36: supplies	119.00
7/20/2023	CHECK	0	Food Fall Eevent	5,000.00
Total store				\$ 5,138.50

Fundraising

- ✓ Fundraising Reports > Reports > Account/Transaction Report
 - All Fundraisers
 - Club
 - Fundraiser

Fundraisers

Date Range: All Dates

Start:

End: 09/25/2023

Report On: All Fundraisers

Report Type: Detail Summary

Active Only?

Report Format: PDF

[Generate Report](#)

- ✓ All Fundraisers
 - This will show all the fundraisers for all clubs.

Stuber Middle & High School **Fundraisers Summary**

Through September 25, 2023

Name	Revenue	Expense	Net
Leadership			
Blake Light Dance	\$ 0.00	\$ 0.00	\$ 0.00
candy Gram DEMO	1,500.00	10.00	1,490.00
Fall Event	0.00	5,000.00	(5,000.00)
Grams	0.00	0.00	0.00
Homecoming	60.00	200.00	(140.00)
Valentine Grams	8.00	0.00	8.00
Year Budget	0.00	0.00	0.00
	<u>\$ 1,568.00</u>	<u>\$ 5,210.00</u>	<u>\$ (3,642.00)</u>
Soccer Girls			
Candy Gram	0.00	125.00	(125.00)
Movie Night	286.00	114.21	171.79
Refs	0.00	100.00	(100.00)
	<u>\$ 286.00</u>	<u>\$ 339.21</u>	<u>\$ (53.21)</u>
student store			
Candy Sales	100.00	0.00	100.00
swaetshirt	0.00	0.00	0.00
	<u>\$ 100.00</u>	<u>\$ 0.00</u>	<u>\$ 100.00</u>

- ✓ Clubs
 - This will print each club's fundraiser.

Name	Revenue	Expense	Net
Fundraisers			
Blake Light Dance	\$ 0.00	\$ 0.00	\$ 0.00
candy Gram DEMO	1,500.00	10.00	1,490.00
Fall Event	0.00	5,000.00	(5,000.00)
Grams	0.00	0.00	0.00
Homecoming	60.00	200.00	(140.00)
Valentine Grams	8.00	0.00	8.00
Year Budget	0.00	0.00	0.00
	\$ 1,568.00	\$ 5,210.00	\$ (3,642.00)

✓ Fundraiser

- This will give you a recap of the fundraiser.

Candy Gram Activity Recap

Summary			
Start Date:	07/01/2022	End Date:	10/07/2022
Item Sales			
Total Item Sales:	\$ 500.00		
Total Estimated Sales	\$ 500.00	Actual Sales:	\$ 0.00
Item Costs			
Total Item Costs:	\$ 80.00		
Total Fixed Items:	0.00		
Total Estimated Costs	\$ 80.00	Actual Costs:	\$ 125.00
Estimated Profit:	\$ 420.00	Actual Profit:	\$ (125.00)
Notes:			

Estimated

Item Costs

Item Name	Quantity	Amount	Subtotal
Candy	1	\$ 55.00	\$ 55.00
Paper	1	25.00	25.00
Total Estimated Item Costs			\$ 80.00

Fixed Items

Item Name	Quantity	Amount	Subtotal
Total Estimated Fixed Items			\$ 0.00

Item Sales


Item Name	Quantity	Amount	Subtotal
Grams	100	\$ 5.00	\$ 500.00
Total Estimated Item Sales			\$ 500.00

Actual

Open Invoices/ PO

✓ Create an Invoices

Invoices

From:  Number:

Memo: Date:

Item/Memo: Qty: Cost: \$

Account: Tax %: % Tax: \$

Freight: \$ Total: \$

Account	Item	Qty...	Cost	Subtotal ...	Tax	Freight ...	Total
Leadership	Food for Homecoming	1	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00

Total: \$1,000.00

Stuber Middle School
 Trish Stuber
 Please call or email for help, CA 94596
 Phone: (844)944-7798

INVOICE



5512

DATE	INVOICE NO
09/25/2023	5512

TITLE / DESCRIPTION
This is for Homecoming

Smart and Final
 1285 Mail Street
 Lafayette, CA 94549

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
Senior Homecoming Shirts	150	10.00	0.00	0.00	1,500.00
Homecoming Shirt for Sophomore	200	10.00	0.00	0.00	2,000.00
TOTALS:		\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 3,500.00

✓ Report > Account/Transaction > Invoice Report

- This can be run by All Vendors or Select a Vendor

Stuber Middle & High School

Invoice Report
From July 1, 2023 to September 25, 2023

Date	Status	Number	Vendor	Memo	Total	Balance
09/25/2023	Unpaid	5512	Smart and Final	This is for Homecoming	\$ 3,500.00	\$ 3,500.00
09/25/2023	Unpaid	6712	costco	Supplies	1,000.00	950.00

Purchase Orders (PO's)

✓ Creating PO's will encumber the trust accounts.

Date	Number	Type	Description	Name	Notes	Dr	Cr	Balance
08/01/2023			Balance Forward					\$ 85,197.42
08/04/2023	44	CHECK	Invoice#12: PO #6: supplies (Invoice# 12)	costco	Invoice#12: PO #6: supplies	50.00	0.00	85,147.42
08/04/2023	112	CHECK	Coffee	Smith, Liz	Coffee	150.00	0.00	84,997.42
08/30/2023	505	RECEIPT	Web Store Order	Trish Stuber	Football Ticket Acalanes / Mirmamonte	0.00	5.00	85,002.42
						\$ 200.00	\$ 5.00	\$ 85,002.42
Encumbrances for Leadership								
07/18/2023	33	Open PO	costco - open PO			950.00	0.00	84,052.42
07/20/2023	37	Open PO	store - Open PO for Fall Event			1,980.00	0.00	82,072.42
07/25/2023	38	Open PO	costco - Blanket PO for \$500.00 - Leadership			4,700.00	0.00	77,372.42
07/28/2023	40	Open PO	Official - Blanket PO for Officials Basketball			9,990.00	0.00	67,382.42
						\$ 17,620.00	\$ 0.00	\$ 67,382.42
						\$ 17,820.00	\$ 5.00	\$ 67,382.42