



**Mayor Mike Spano**

**CITY OF YONKERS**

**John A. Liszewski**  
Commissioner of Finance

**DEPARTMENT OF FINANCE AND MANAGEMENT SERVICES**

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**TO:** Principals and Central Treasurers – Extra Classroom Activities Program

**FROM:** John Liszewski, Commissioner of Finance

**DATE:** October 23, 2017

**SUBJECT:** Extra Classroom Activities

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The intent of this memo is to follow up on the training given on Tuesday, October 10th, 2017 on the Extra Classroom Activities.

**Guidance:**

Use the Checklists below to ensure backup documentation for both Deposits and Disbursements sent to Central Finance is complete.

**Checklist for Deposits:**

- Completed Deposit Form
- Receipts for Checks
- Receipts for Cash (excluding GO stores)
- Copies of Checks Received
- Bank Deposit Slip
- Fund Raising Activity Request
- Fund Raising Profit and Loss
- Inventory Control Form (excluding GO stores)
- Letter or Copy of Minutes of the Activity for Donated Funds
- Sales Tax Paid or Collected, when applicable
- Deposit made within three days of Funds Receipts

**Checklist for Disbursement:**

- Completed Purchase Order Form
- Copy of Invoice(s)
- Completed Charter/Trip Request Form (refer to the October Superintendent memo regarding *Protocols for Procuring Charter Transportation for YPS Sponsored Trips*)
- Copy of Check
- Completed Payment Order to The Central Treasurer Form (with the Rolling Balance)
- Approval Form from Students for Purchases by Teacher/ Advisor
- Delivery Location of Purchases is the School

The guidelines communicated to you during the training on disbursement processing and record keeping are effective immediately in compliance with the Regulation of the Commissioner of Education and the external auditors' recommendations. We are currently working on making fillable forms, currently found in the Extra Classroom Policy, available.. In addition, the *NEW* **Extra Classroom Activity Deposit Form** is attached to this memo and is required for all future deposits. This form must replace any "school" version previously used. Be advised that the total for Deposit must be equal to **Gross Sales. No payments may be made directly from money collected.**

As discussed in the training, documentation supporting both deposits and disbursements is to be sent to the Central Finance Department. The documentation can be sent electronically via email, brought in-person, or delivered via the daily courier. If you choose to use the daily courier, the backup documentation must be given to the secretary in your school who sends the daily cash to the Central Finance Department. The envelope must be addressed to Raquel Lopez and Hazem Al-Hijazin in the Central Finance Department. **Please refrain from using inter-office mail to avoid risks of lost documents.** The Central Finance Department will return any original documents thru the same daily courier. **When original checks are sent to Central Finance, the only person authorized to pick them up in person is the School Treasurer.**

Working together we can avoid repeat negative auditor observations and fraud. Thank you for your cooperation.

Cc:

Dr. Edwin Quezada

Roseanne Collins-Judon

Cristina Jarufe

Central Finance Department