

In-County Sports Camps

effective June 10, 2003

All receipts and expenditures for sports camps must be administered through the school activity fund at the school hosting the camp. Enrollment fees should be made payable to the school, not the individual coach. When all camp related expenses are paid, the balance can be sent to the Central Office for deposit with the County Trustee. The Finance Department must receive a copy of the camp reconciliation sheet and will then make payment to the coach through the payroll process for the balance in the reserve. Any question regarding this change in procedure should be directed to Cindy Latham (967-1279).