



Haverhill High School
Advisors, Instructors, Coordinators Annual Report
2018-2019

Meeting/Event Dates:

Month	Date(s)	Time(s)	Basic information about the meeting.
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			



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Statement of Accomplishments for the Year

Financial Statement

1. *The advisor from each club must keep a ledger of all money received and deposited. This can be done electronically or in hard copy. At minimum please log: Date, Function, Amount Received and Initials.*
2. *Money received must be delivered to the Main Office at the end of the function or when received. Please be sure to have your Student Activity Deposit Slip completed prior to arriving in main office.*
3. *Money is never to be left in the classroom.*
4. *No HHS clubs can have an outside bank account.*
5. *No payments can be given to vendors or a business directly from cash received.*
6. *There is a **MINIMUM of fifteen business days** lead time for all requests for funds from your account. Please plan accordingly. Please be sure to complete the Student Activity Account Payments and Reimbursements form.*
7. *The Financial Statement for your club will be available to you at any time in the Google Drive.*
8. *To review or if you have any questions about your financial statement, please see Eileen Spero in the Main Office. Thanking you in advance.*

Plans and recommendations for 2019-2020

Signature of Advisor

Signature of the Secretary

*Please complete and submit to Glenn Burns by **Friday, May 31, 2019.***