

**Deerfield Community School District
300 Simonson Boulevard
Deerfield, WI 53531**

**Ad Hoc Activity Account Meeting
HS IMC
November 2, 2010
6:00 pm**

Members Present: Lindsey Chamberlain, Rhonda Gulbranson, Brad Johnsrud, Doreen Treuden, Julie Jacobson

1. Discuss revisions, additions, deletions to the draft Activity Acct Procedures:

Changes/edits to student Activity Acct Statement of purpose & budget. Using purchase orders – not always accepted – so credit card may be used in some instances. New ticket reconciliation forms.

Future Action to be Taken: Doreen making changes to draft guidelines. Invent Activity Account Deposit form. Review past practices for activity account expenditures.

Set next meeting for November 16 @ 6:30 pm.

Finish/respond/comments and send to Doreen online. Will accept changes until Nov. 12.

Doreen will use track changes so we can review all final changes at next meeting.