

# Dragonfly Fund Transfer Form

SPORT \_\_\_\_\_

ACTIVITY # \_\_\_\_\_

Official's fees (season total) \$ \_\_\_\_\_

Booking Fee/Coaching Cards \$ \_\_\_\_\_

Conference/PD Registration \$ \_\_\_\_\_

CAT Insurance \$ \_\_\_\_\_

Cushion (for possible game changes) \$ \_\_\_\_\_

**TOTAL of transfer** \$ \_\_\_\_\_

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
COACH

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
BOOKKEEPER

## BOOKKEEPER USE ONLY:

**NextGen:** Create a journal entry using a "J/E" code with the following codes based upon the transfers listed above.

Official's Fees	Debit -ACTV#-12-5-1100-397-CCTR-7101-0-4500-0000
Booking Fee/Coaching Cards	Debit -ACTV#-Fd-5-2190-629-CCTR-Sfund-0-4500-0000
Conference/PD Registration	Debit -ACTV#-Fd-5-2215-623-CCTR-Sfund-0-4500-0000
CAT Insurance	Debit- ACTV#-Fd-5-1100-395-CCTR-Sfund-0-4500-0000
<b>Total of transfer</b>	Credit- 0000-Fd-1-0111-000-CCTR-Sfund-0-0000-0000

J/E post date \_\_\_\_\_

**Dragonfly:** Transfer the funds by going to "School Funds", "Accounts", then "Transfer Funds". You will transfer the **total** from your bank account to the sport.

Dragonfly post date \_\_\_\_\_