

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
Total of transfer	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 _____