

Accounting: Alexis Nichols 505-6940
 Alice Opie 505-6941
 E-Mail: anichols@havas.k12.az.us
aopie@havas.k12.az.us

Responsibilities for the District include revenue – clearing fund, student activities, auxiliary operations and cash balances.

If cash is received for Student Activities, the cash goes to the sponsor for the activity. (They are responsible for their own deposits.) Sponsors are listed in each school’s handbook.

If cash is received for Auxiliary, the cash goes to Lynnae Kross (High School) or Laura Moulton (Thunderbolt) . They are responsible for their own deposits.

Each school secretary keeps track of all other monies received for their school. When money is received at the District office, it is deposited and recorded in the general ledger. Month-end reports (except tax credit) are generated and sent to each school for their review.

If cash is received for:	Goes to:	Form:	Submit to:
Tax credit*	School Secretary	Tax Credit	Jackie Taylor
Gifts & Donations	School Secretary	Gifts & Donations	Mary Heronema
Lost Textbooks/Library Books	School Secretary	Revenue Receipt	Alice Opie
Vandalism	School Secretary	Revenue Receipt	Mary Heronema
Jury Duty	Payroll Dept.	Revenue Receipt	Alice Opie
Tuition	School Secretary	Revenue Receipt	Alice Opie

If you have questions on any of this, please see the administrative assistant at your school or feel free to contact Alexis or Alice at the number listed above.

*This can include qualifying kindergarten tuition payments.