

## Field Day Fundraiser Procedures

### **Admission Options:**

1. Purchase Pre-numbered Tickets
2. Purchase Pre-Wrist Bands
3. Pre-Order T-Shirts

### **Required Accountability for Admission Options:**

1. Pre-Numbered Tickets – Ticket Sales Accountability report should be completed. A Ticket Currency Count form should be completed and submitted with each accountability report. If tickets are sold at the event, the ticket seller and ticket collector should be two different people.
2. Pre-Numbered Wrist Band – Ticket Sales Accountability report should be completed. A Ticket Currency Count form should be completed and submitted with each accountability report.
3. Pre-Order T-Shirt – Fundraiser Retail Accountability Report should be completed for the sale of t-shirts. If concessions (such as a pre-packaged meal) are included as a package purchase, the accountability must be itemized in a way to account for the additional items received.

ITEM	BEGIN INVENTORY	UNITS RECEIVED	TOTAL MERCHANDISE	ENDING INVENTORY	UNITS SOLD	SELLING PRICE	EXPECTED RECEIPTS
Package A T-Shirts		100	100	0	100	\$ 10.00	\$ 1,000.00
Package B T-Shirts		150	150	0	150	\$ 15.00	\$ 2,250.00

**Note: Copies of all invoices related to the purchase of wrist bands, t-shirts, and meals should be included in the accountability documentation.**

### **Concession Sale Options:**

1. Package Wrist Bands/T-Shirt Deals
2. Tickets
3. Cash

### **Required Accountability for Concession Options:**

1. Package Wrist Band/T-Shirt deals may be offered to students/parents with pre-packaged meals or predesignated items. Copies of all invoices related to package expense must be included in the Fundraiser Retail Accountability documentation to show a clear profit.
2. Tickets are a preferred method of payment options over cash. Canteen accountability forms should be used to document concessions sold. A beginning inventory and ending inventory of all items sold must be acquired. All tickets collected must be counted as would cash. Total tickets collected would be listed as “Actual Receipts” on form RA-1. Collected tickets should remain on file for audit.
3. Cash may be collected at school concessions. Canteen accountability forms should be completed for all concessions sold. Beginning and Ending Inventory counts are required.

**Note: All concessions sold on school campus are school funds and subject to the same financial requirements as Canteen operations.**

### **Coding:**

All field day funds raised on campus during school hours are considered public funds.

Revenue Code: ACTV 12-4-7340-000-CCtr-7101-0-0000-0000

Items for Resale Code: ACTV 12-5-9800-478-CCtr-7101-0-9600-0000

Rental of Inflatables: ACTV 12-5-3400-345-CCtr-7101-0-8340-0000