

## Miscellaneous Fundraiser Guidance

The Principal must approve each school fundraising activity conducted by students, teachers, and school employees. School-related organizations should consult Principal prior to all fundraisers. Elementary school students must not be involved in any door-to-door solicitations or sales. **No fundraisers may sell foods of minimal nutritional value during the school day.**

A form requesting authorization for a fundraising activity must be approved by the Principal prior to the start of the fundraising activity. Before approving a fundraising activity, a Principal should consider the safety of students involved in the activity. For example, the cheerleader sponsor should supervise events such as a “Car Wash for Cheerleader Camp”. The potential profitability for the efforts expended on a fundraising activity should also be considered.

Approved fundraising activities must comply with financial procedures for school funds, including:

1. All funds collected must be delivered to the bookkeeper’s office for a Master Receipt. Do not cash checks from collections.
2. Income from fundraisers must be deposited on a timely basis. Teachers and sponsors of fundraisers should be reminded not to hold fundraiser income until the fundraising project is complete.
3. All fundraising expenses, including sales awards to students, must be presented to the Principal for payment by check.
4. A school employee cannot receive a gift or gratuity from the fundraising vendor.

Within a reasonable time after completion of the fundraising activity, a form should be submitted to the Principal that documents the result of activity. Completed fundraising documentation should be reviewed and approved by the Principal. Copies of all documentation should be filed by event in the bookkeeper’s office. All ending inventory should be accounted for and turned into the bookkeeper. If an additional fundraiser is scheduled, the ending inventory from previous sale should be transferred to beginning inventory

### **Silent Auctions**

Silent Auction fundraising activities are becoming more and more common in the local schools. In most cases the items received for auction are donated by parents or various businesses. It is the responsibility of the school to be accountable for all donated items that are received.

Local schools are governmental-education entities and do **not** qualify as a non-profit, 501(c) (3) organizations. However, a donor may be eligible to claim a tax deduction for any single contribution of \$250.00 or more if written acknowledgement from the school or recipient organization is received. Although it is the donor’s responsibility to obtain a written acknowledgment, the school or organization can assist the donor by providing a timely, written statement containing the following information:

1. Name of School
2. Date donation was received
3. Description (but not value) of non-cash contribution
4. Statement that no goods or services were provided by the school in return for the contribution, if that was the case.

## Miscellaneous Fundraiser Guidance

The following accountability records for silent auction items donated should be recorded using the Fund-Raising Retail Accountability Form:

1. A Fundraiser permission form should be completed prior to the event and approved by the Principal.
2. An itemized inventory listing of all donated and/or purchased items received must be maintained. These items should be labeled with an identifying number.

ITEM	BEGIN INVENTORY	UNITS RECEIVED	TOTAL MERCHANDISE	ENDING INVENTORY	UNITS SOLD	SELLING PRICE	EXPECTED RECEIPTS
Floral Wall Art Item#1		1	1	0	1	\$ 25.00	\$ 25.00
Clock Item#2		1	1	1			\$ -
Table Item#3		1	1	0	1	\$250.00	\$ 250.00

3. An ending inventory list must be documented for all unsold items.
4. All items sold must be receipted. The item description/item number should be referenced on the receipt. (Code as Fundraiser 7340 Public/7710 Non-Public)
5. The master receipt section of the retail accountability form must be completed to reference the sale of the items to determine total receipts Over/Under.
6. The bookkeeper should verify all documentation is completed correctly and maintain accountability for audit purposes.

### **Doughnut, Coupon Book Fundraisers**

Fundraisers such as Doughnut or Coupon book sales, where students sell items off campus to the public, may be processed as a public or non-public activity. If any items are sold on campus, the fundraiser must be maintained as a public fundraiser. A Fundraiser permission form should be completed prior to the event. These fundraisers should have a sponsor (should not be the bookkeeper or principal) that is responsible for organizing, receipting, and completing all accountability documentation.

The following accountability documentation is required for fundraisers that consist of single item sales:

1. The student should submit all funds collected along with an order form to the fundraiser sponsor.
2. The sponsor should verify total amount submitted by the student balances to the order form and receipt each individual student that turns in money. A copy of the order forms should be retained for accountability purposes.
3. The sponsor should tally all orders and request a PO from the bookkeeper to place order from the vendor.
4. If top-sales awards are presented to the students, the sponsor should request a PO from the bookkeeper.
5. The Fund-Raising Retail Accountability Form should be completed by the sponsor. All sections of the form should be completed including Expected and Actual Receipts.
6. Ending inventory, if any, should be documented.
7. The bookkeeper should verify all documentation is completed correctly and maintain accountability for audit purposes.

### **Cookie Dough, Wrapping Paper, Magazine Fundraisers**

Magazine, Wrapping Paper and Cookie Dough fundraisers, where students sell multiple items off campus to the public, may be processed as a public or non-public activity. If any items are sold on campus, the fundraiser must be maintained as a public fundraiser. A Fundraiser permission form should be completed prior to the event. These fundraisers should have a sponsor (should not be the bookkeeper or principal) that is responsible for organizing, receipting, and completing all accountability documentation.

The following accountability documentation is required for fundraisers that consist of multiple item sales:

1. The student should submit all funds collected along with an order form to the fundraiser sponsor.
2. The sponsor should verify total amount submitted by the student balances to the order form and receipt each individual student that turns in money. A copy of the order forms should be retained for accountability purposes.
3. The sponsor should request a PO from the bookkeeper to place order from the vendor. An itemized breakdown of sales with expected receipts should be requested from the vendor when multiple items are ordered.
4. If top-sales awards are presented to the students, the sponsor should request a PO from the bookkeeper.
5. The Fund-Raising Retail Accountability Form should be completed by the sponsor. The itemized sales breakdown from the vendor may be used to determine the Expected Receipts. If itemized breakdown is acquired, expected receipts sections can reference attachment. All other sections of the form should be completed including Actual Receipts. Receipts Over/Under must be completed.
6. Ending inventory, if any, should be documented.
7. The bookkeeper should verify all documentation is completed correctly and maintain accountability for audit purposes.

### **Car Wash or Bagging Groceries**

A Fundraiser permission form should be completed prior to the event. These fundraisers should have a sponsor (should not be the bookkeeper or principal) that is responsible for organizing, receipting, and completing all accountability documentation.

The following accountability documentation is required for fundraisers that consist of multiple item sales:

1. The sponsor should submit all funds collected along with a currency count form to the bookkeeper.
2. The bookkeeper should verify total amount submitted by the sponsor balances to the currency count form and issue a master receipt to the sponsor.

## Miscellaneous Fundraiser Guidance

### **Walk-A-Thon or Fun Runs**

These fundraisers should have a sponsor (should not be the bookkeeper or principal) that is responsible for organizing, receipting, and completing all accountability documentation. There are several companies that organize Walk-a-thon and Fun Run events. These companies receive a profit from total participation. The event sponsor should request a contract stating all conditions and disclosures. A Fundraiser permission form should be completed prior to the event. Once approved by the Principal, the contract should be reviewed and approved by the Business Manager in the Business & Finance Division prior to submitting to the company.

The following accountability documentation is required for these fundraisers when students submit funds to school:

1. The student should submit all funds collected along with the event sponsor form to the fundraiser sponsor.
2. The fundraiser sponsor should verify total amount submitted by the student balances to the event sponsor form and receipt each individual student that turns in money. A copy of the event sponsor forms should be retained for accountability purposes.
3. The sponsor should tally all forms and request a PO from the bookkeeper for percentage due to the Fundraiser Company.
4. If student awards will be issued, the sponsor should request a PO from the bookkeeper.

If parents have the option to pay the Fundraiser Company directly online, the company should provide the school a copy of all payments submitted.

### **Spaghetti Dinners, Fish Fry's, etc...**

These fundraisers should have a sponsor (should not be the bookkeeper or principal) that is responsible for organizing, receipting, and completing all accountability documentation. A Fundraiser permission form should be completed prior to the event.

The following accountability documentation is required for these fundraisers:

1. Pre-Numbered tickets should be sold for each dinner.
2. Deposit funds daily and post as Fundraiser (7340 Public/7710 Non-Public)
3. Ticket Sales Accountability forms should be maintained for daily ticket sales.
4. A purchase order should be issued prior to the purchase of any food items being prepared. (Code food purchases as Item for resale 9800-478-9600)
5. A copy of all PO's/Invoices/Check Stubs should be placed in file with ticket sales accountability forms and master receipts. Include a copy of the detailed activity report that shows all revenues collected and expenses paid for the event. This will identify the profit.