

FUNDRAISING PROCEDURES

The following procedures **MUST** be followed when fundraising:

STEP 1

Complete an *Application for Fundraising Activity* form (see sample A1)

Complete an *Access Center Approval for Fund-Raising Activity (for off campus sales)* form (sample A2)

§ This must be done for any item being sold off campus. This will include most food items.

§ Approval from the Region Center takes about 4 weeks; I **will not** send late forms.

§ These forms **MUST** be typed or the region will reject them.

Complete an *Internal Funds Purchase Order* (see sample B)

STEP 2

Turn in the completed *Application for Fundraising Activity*, *Access Center Approval for Fund-Raising Activity (Community Sales)* and the *Internal Funds Purchase Order* to the activities director.

§ The activities director is responsible for securing all required signatures from the treasurer and the principal.

STEP 3

WAIT to receive the *Fundraising Approval Packet* from the activities director **BEFORE ORDERING ITEMS OR BEGINNING SALE.**

A written reprimand from the principal will be placed in your permanent file if you fail to get approval prior to the start of your sale. You will also be held financially responsible for any items ordered without approval.

STEP 4

Order your merchandise using the Purchase Order and Activity Number that you received from the activities director.

STEP 5

When you receive your merchandise, compare it to the *INVOICE* to verify that the invoice is correct **BEFORE** signing it.

§ Make two copies of the signed invoice; one for your records and one for the Operating Report.

§ Give the original, signed invoice, along with a completed *Check Requisition* (see sample C), to the treasurer **immediately**. You must put your activity number on the check requisition. The treasurer will pay the invoice when the money is available.

STEP 6

Distribute your items using the *Distribution Sheets* (see sample D)

§ The *Distribution Sheets* must be turned in with your operating report.

§ Have **ALL** individuals (teachers & students) sign-out items on the distribution sheet.

§ Record all money turned in (**DAILY**) on these sheets.

§ **DO NOT** issue students more than \$10.00 worth of items at one time to sell, and **DO NOT** issue additional items to sell until they have turned in money from previous items.

STEP 7

Collection of Money

- § Turn money into the treasurer **DAILY**, along with a *Recap of Collections* (see sample E) and *Receipt Book* (see sample F).
- § Record the money collected on the *Recap of Collections* form (list the range of receipt numbers if collecting money from students). Also record the money collected on the *Distribution Sheets*.
- § Money must be counted, totaled and placed in denomination sequence. Coins should be separated and rolled).
- § If the treasurer is not available place the money in the drop box located in the safe.

Receipt Book (see sample F)

- § Complete a receipt for each person that turns in money (this includes turning in money for candy sales).
- § The white copy is given to the person turning in money.
- § The yellow and green copies **remain in the book** and are given to the treasurer **DAILY**, along with the money and the *Recap of Collections* form.
- § If you make a mistake or void a receipt, write **VOID** on the white copy and leave it in the book. **NEVER THROW VOIDED RECEIPTS AWAY; THEY MUST BE GIVEN TO THE TREASURER!**

STEP 8

Complete an *Operating Report* (see sample G)

- § Operating Reports are due no later than 10 business days from the end of the sale.
- § It is the sponsor's responsibility to complete the operating report. **According to the MDCPS Manual of Internal Accounting, operating reports must be completed by the employee responsible for the activity, NOT THE SCHOOL TREASURER.**
- § You cannot complete an operating report with more than \$100.00 outstanding (this includes unsold candy and money that students owe).

§ **The following items must accompany the Operating Report:**

- ✓ Operating Report Check List (sample H)
- ✓ Copy of signed invoice from vendor
- ✓ Yellow copy of Check Requisition **showing payment of bill**
- ✓ Distribution Sheets
- ✓ Yellow Recap of Collection Sheets
- ✓ Obligation cards for students who owe money (see sample I)
- ✓ Certificate of Loss (with names and IDs of students who owe money) (see sample J)
- ✓ Complimentary Receipt Form if applicable. (see sample K)
- ✓ Treasurer's signature on Operating Report Check List indicating that you have returned your receipt books

The above items will be returned to you. You must keep these items for 2 years for auditing purposes.