# Chapter 3 - Fiscal Management

**Approved 8/23/10** 

### 3.4 Miscellaneous

### 3.4.6 Organization Funds

### I. Fundraisers

- A. A school fundraiser is an organized activity or gathering of money or gifts by a school or school organization or school support organization for the purpose of benefitting students and/or their school. School-wide fundraiser is defined as an organized activity in which all of the students in the school are involved in the fundraising effort for the primary purpose of raising funds for the school.
- B. School organization or group is defined as a group whose finances are supervised by school administration.
- C. School support organization is defined as an organized nonprofit group that can prove membership through charter, by-laws, list of officers and/or board of directors. A list of all school support organizations must be approved by the board.
- D. The following represent activities that are not classified as school fundraisers. Money collected from such an activity must be handled according to the guidelines outlined in the "Accounting Procedures Manual for the Public Schools in the State of West Virginia" (1-19).
  - 1. Percent of receipts for school services (e.g. school pictures, yearbooks, school supply center, school spirit apparel/items, yards sales, and school vending machines in the staff workrooms)
  - 2. Charitable—Selling of goods or services in which all proceeds are donated to a specific charity (e.g. –Daffodils, Jump Rope for Heart, Relay for Life, etc.)
  - 3. Non-solicitous related activities (e.g. car wash, book fair, school dances, etc.)

- 4. Community business contribution involving no student sales (e.g. Spirit Night)
- 5. Voluntary charitable contributions from students (e.g. victims of local disasters, classmates with serious illnesses, March of Dimes, etc.).

#### E. "Door to Door" Solicitations/Sales

- 1. Elementary and middle school students are prohibited from participating in "door to door" solicitations unless accompanied by a parent or adult.
- 2. Students and parents need to be aware of and abide by the "No Solicitation Ordinances" in effect in various communities and business throughout the county.
- 3. Prior to the start of a fundraiser parents shall be notified in writing explaining the specifics and purpose of the fundraiser
- 4. School-wide fundraisers are limited to one per semester per school year per school.
- F. No school group or school support group (booster group) shall have more than **four (4)** fundraisers during a fiscal school year
- G. Fundraisers directly involving students selling directly to the community shall not last for more than two weeks.
- H. All non-concession fundraisers involving food items restricted for consumption during the school day per State guidelines (Policy 4321.1) shall also offer a "nutritious" choice. Fundraiser food items shall not be consumed during the school day. School day is the inclusive homeroom. time of class changes. breaks/recess. lunch and other non-instructional activities from the first designated assembly of the student body in groups (homeroom or first period) to the dismissal of the student body.
- I. All fundraisers involving the sale of food items that are not pre-packaged must be prepared by and packaged by a licensed food handler.
- J. No school group or school support group is allowed to participate in a "Road Toll" fundraiser.

- K. Students are not permitted to participate in gambling activities such as raffles.
- L. Group competition that puts pressure on individuals to participate is prohibited.
- M. Telephone solicitation by students for fundraising activities is prohibited. This is not intended to prohibit students from contacting friends and relatives by telephone to ask for their participation in a fundraising activity.
- N. Student grades, extra credit, or other academic indicators are prohibited from being linked to any fundraiser.
- O. Prizes and rewards for students who participate in fundraising activities may be provided as long as they do not interfere with the instructional programs.

### II. Procedures

- A. Any school group or school support group wanting to participate in a fundraising activity must complete a Fundraising Application and submit it to the school principal or his/her designee for approval at least 10 days prior to the tentative beginning date of the fundraiser. The form must be approved and returned before the fundraiser can begin.
- B. Fundraisers to pay for field trips and excursions cannot be submitted prior to board approval of the field trip or excursion. Fundraisers to pay for field trips or excursions must be approved by the Board of Education.
- C. Events taking place during the school day should not be used as fundraisers. Consequently, students shall not be charged for events taking place during the school day.
- D. All accounting procedures and policies (Accounting Procedures Manual for the Public Schools in the State of West Virginia (1224.1)) must be followed by both school groups and school support groups.
  - 1. All receipts for school groups should be recorded on a "Cash Receipt Summary" form and turned into the financial secretary intact for deposit into a depository account in a timely manner. The total amount of money collected should be reconciled to the detailed records that support the collections. To decrease the risk of

- theft, each check received by the organization should be stamped or marked on the back with a restrictive endorsement stating "for deposit only" at the time of receipt.
- 2. Before goods or services are ordered, an approved purchase order must be in place. If merchandise is purchased for resale, the check must be issued to the vendor. The purchase invoices are to be retained as supporting documentation for the disbursements.
- 3. Every account in which the organization funds are deposited should be insured or the bank should be required to provide adequate bond to cover the maximum amount that may be deposited at any one time.
- 4. The account should contain the name of the organization and the organization's Federal Employer Identification Number (FEIN).
- 5. The bank signature cards must be maintained current at all times. Two signatures must be required on every check issued by the organization. One of the signatures should be that of the organization's president.
- 6. All checks should have pre-printed on them the name of the organization, the name of the school, the organization's address, the check number, and two blank spaces for signatures. Current stocks of checks, however, could be used until exhausted.
- At the conclusion of 7. the fundraiser a Statement" showing "Profit/Loss gross proceeds, cost of goods sold, and net proceeds must be completed and submitted to the building principal. The building principal in turn shall forward a copy of the "Profit/Loss Statement" to the Assistant Superintendent of Curriculum and Instruction within two weeks of the fundraiser's conclusion. Significant discrepancies between profit/loss estimates and actual profit/loss statements will be reviewed at the county level by the Chief School Business Official.

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### **Jefferson County Schools Fundraising Application**

<u>Instructions</u>: Applicant shall complete #1 through #10 and submit to the principal. <u>Please print.</u> Application is to be submitted to the Assistant Superintendent of Curriculum and Instruction 10 working days before the event. Please press firmly. <u>Retain attachments for your records.</u>

Scho	ool':	Date:
1.	Name of Organization sponsoring fundraiser:  a. Administration of School  b. In-School group (class, club, etc.)  c. School support group (PTA/PTO, Band Booster, School support group)	
2.	Individual(s) responsible for the fundraiser: Address:	
3.	Time span of project: (Date) From:	
4.	Purpose of fundraisergive a brief explanation: (See Jefferson 6 Section 3.4.6, Organization Funds: Chapter 6, Section 1.8, Solid 5.4, Field Trips and Excursions.)	· · · · · · · · · · · · · · · · · · ·
5.	Total estimated profit? Funds de	posited inaccount.
6.	Project or product(s) to be sold (candy, etc.):	
7.	Approximate price range for items being sold:	
8.	All those participating in solicitations MUST HAVE identifications contacting the public.	•
9.	Geographical area involved:	
10.	Signature of individual making this request:	Date:
11.	Conditions or Comments:*    FOR PRINCIPAL	Not Recommended
Princ	cipal's Signature:	Date:
	FOR BOARD OF EDUCATION Approved Conditions or Comments: Follow all accounting procedures and Assistant Superintendent's office two weeks after the event.	Not Approved
Signa	ature of Assistant Superintendent:	Date:
Signa	ature of the Superintendent:**	Date:

Fundraising events cannot include any event that will violate state or Jefferson County Board of Education policies or procedures.

<sup>\*</sup> Individual schools may have additional guidelines for fundraising.

<sup>\*\*</sup>Requires Board approval and the Superintendent's signature if funds are to be used for field trips.

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School':	Date:		
1. School activity			
2. Individual(s) responsible for the activity			
3. Time span of project: (Date) From:	To:		
5. Signature of individual making this request:		Date:	
6. Recommender Follow all accounting			
Principal's Signature:		Date:	
7. Approved	F EDUCATION OFFICE USE ONLY  Not Approved		
Signature of Assistant Superintendent:		Date:	
	PART II		
Date activity completed			
2. Amount of money collected	Funds deposited in		account.
Principal's Signature:		Date:	

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# FUNDRAISER PROFIT/LOSS STATEMENT

For the Period		throughDate	
School Name:			
Club or Organization Name:			
Product to be Sold:			
Vendor Purchased From:			
Vendor's Address:			
School PO Number:		Invoice Number:	
Invoice Amount: \$	Date Paid:	Check N	Number:
Cost Per Item: \$			
SUMMARY O	F RECEIPTS A	AND DISBURSEMENTS	
Cash Receipts:			
Merchandise Sales	\$		
Donations			
Donations			
	•		
Cash Disbursements:		Total Cash Receipts: \$	<u> </u>
Cush Disoursements.			
Cost of Goods/Merchandise Sold Cost of Prizes Awarded	\$		
Cost of Trizes Awarded			
		Total Cash Disbursements: \$	
		Total Cash Disoursements. \$\psi\$	,
Gross Margin or Balance: Less: Sales Tax Collected (if applicable)			
Net Profit/Loss on this Activity:			5
Preparer's Signature D	Date	Principal's Signature	Date

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# **CASH RECEIPT SUMMARY**

School:				Date:		
Reason for money collection:						
Name of club or organization:						
<u>Name</u>	Cas	h Check	Number	Amount Collected		
1. <u> </u>				\$		
2				\$		
3				\$		
4				\$		
5				\$		
6.				\$		
7				\$		
8				\$		
9				\$		
10.				\$		
11				\$		
12				\$		
13	·			\$		
14				\$		
15				\$		
16				\$		
17				\$		
18.				\$		
19				\$		
20				\$		
		, .	Total Checks	\$		
			Total Cash	\$		
		То	tal Collected	\$		
I hereby certify that this is an accurate record of all transactions for the activity no						
Collector's Signature	Date Submitted Fi	nance Personnel	Signature	Receipt #		

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# **School Fundraiser Parental Permission Form**

	School
	Date
I give permission for	to participate in the school
	lent's Name
fundraiser listed below. I understand that	he/she is responsible for soliciting funds from the
community in a courteous, honest manner	. All student sales shall be accurately recorded on the
community in a courteous, nonest manner.	. This student suites shall be decarately recorded on the
appropriate form. Funds collected shall co	orrespond to the sales that have been recorded. Lost
or stolen money must be replaced by the st	tudant
of stolen money must be replaced by the si	tudent.
	Parent/Guardian
School Group or Organization	School Sponsor
Fundraiser	Dates of Fundraiser

# Bingo and Raffle Guidelines

- 1. If a school will be grossing less than \$15,000 per year and no one prize is valued over \$4,000 they are EXEMPT from applying for a Raffle Licenses.
- 2. A bingo license is required when sponsoring a bingo activity whether it be for money or merchandise prizes.