

# FUND RAISING PROCEDURES

The Fund Raising Approval Request is used for planning and projecting expected profits from a fundraiser. It is also designed to monitor actual receipts & expenditures and document the result of the fundraiser.

The Fund Raising Approval Request Form serves the following purposes:

- Indicates the organization/club that is sponsoring the sale
- Identifies the sale (i.e. selling candy bars, selling various catalog items, etc.)
- Indicates purpose of sale and expected profits as well as recipient of donation if applicable
- Supplies vendor/product information
- Establishes the time frame of the proposed sale (should be no more than two weeks)
- Indicates the Advisor, Principal/Director, & Superintendent have approved the sale (ensures that everyone is on the same page)

When the sales project/fundraiser is complete, the bottom portion of the Fund Raising Approval Request serves as a tool used to gauge profits or losses, referred to as “reconciling the fund raiser” in a summary report.

The Fund Raising Sales Completion Form serves the following purposes:

- Reconciles the fundraising event with event information originally approved
- Discloses total costs of event as well as total price charged per item
- Reports number of items sold and total revenue collected along with receipt number(s)
- Shows net profit

## **Steps to complete for fundraisers:**

1. Fill out a Fund Raising Approval Request Form and obtain principal approval. If the request includes selling items to the public, it must be approved by Superintendent (designee).
2. Create a purchase order to obtain the goods for resale if necessary.
3. All money collected must follow the proper collection and deposit of cash procedures outlined in the handbook, including ticket sales reports if applicable.
4. Upon completion of the fundraiser, Fund Raising Sales Completion Form is to be completed and signed by the principal or other administrator and maintained on file for audit purposes at the building.
5. Documentation must be kept for 4 years.

**Worthington Schools**  
**Fund Raising Approval Request**

**(To be completed by Advisor or Chairperson)**

**Date of Request** \_\_\_\_\_

School/Club/Organization: \_\_\_\_\_ Advisor in Charge: \_\_\_\_\_

Describe the fund raising project:

\_\_\_\_\_  
\_\_\_\_\_

Date Sale Begins: \_\_\_\_\_ Date Sale Ends: \_\_\_\_\_

Where and when will sales take place?

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Goods \_\_\_\_\_ Estimated Gross Sales of Goods \_\_\_\_\_

Total Estimated Profit \_\_\_\_\_

What is the purpose of raising the money? \_\_\_\_\_

Who will sales be targeted to? (check one): School Only \_\_\_\_\_ Community \_\_\_\_\_

Other \_\_\_\_\_ Describe \_\_\_\_\_

Name and address of company where supplies will be purchased:

\_\_\_\_\_

Name, Address, and Contact of Entity profit will be donated to (if applicable) (501c3 only)

\_\_\_\_\_

Can unsold quantities be returned? \_\_\_\_\_ If not, what will happen to unsold items?

\_\_\_\_\_

Please attach a copy of promotional materials, if available.

Approvals and Routing:

Advisor \_\_\_\_\_

Building Administrator \_\_\_\_\_

Supt. (Designee) \_\_\_\_\_

# Worthington City Schools

## Fund Raising Sales Completion Form

At the conclusion of your fundraising activity, this report must be completed and forwarded to the building principal. Please remember to keep a copy of this completed report for your files. Building secretaries should keep a copy of this report on file for audit. If admissions are charged, the ticket accountability form in this handbook must be used.

School: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Purchase Order #(s) (for supplies bought for fundraiser)	
Total Cost of goods or service	
Actual price school/club/organization charged per item	
Actual number of items sold	
Total revenue collected	
Receipt(s) number of deposit	
Fundraiser Profit	
Vendor # and Name for Donation, if applicable	
Number of items unsold	
Locations of unsold items	

### Approvals and Routing:

Advisor \_\_\_\_\_

Building Administrator \_\_\_\_\_

## COLLECTION AND DEPOSIT OF CASH

All money collected from a fundraiser or event must be counted, turned into your building secretary (or dropped in safe/escorted to bank in certain situations), and deposited in the bank within a reasonable amount of time (ideally daily, but by law within 3 days). For any cash collections, a pre-numbered receipt must be issued to the customer and the duplicate copy should be returned with the pay-in to the secretary. Receipt books can be obtained from the building secretary.

It is very important to have a paper trail any time funds change hands. This is accomplished through the use of a Pay-In form as well as a safe log form.

When funds are collected, the advisor completes all parts of the pay-in except the Bag #, Branch, Receipt Number and Account code, signs, and brings to the financial secretary with the funds. The secretary verifies the funds, initials on signature line, and gives the advisor the bottom copy of the pay-in as their receipt. The secretary then completes the remainder of the pay in, keeps the second copy, and forwards the top white copy to the treasurer's office. The secretary also completes a bank deposit ticket, places the white copy in the bank bag, attaches the second copy (pink) with the pay-in, and keeps the bottom copy (yellow) for their records. Funds and deposit slip are placed in a sealed bank bag, logged onto the safe log and dropped in the drop safe, later being picked up, logged out, and transported to the bank.

Under no circumstances may payments be made from receipts prior to their deposit into the activity fund. All proceeds from events are to be deposited and never kept for use as change funds. Change funds should be returned separately following the procedures in this document.

When selling tickets for an event (i.e. dances, plays, athletic events) the Auditor of State mandates cash control and ticket sale accountability for each building. The following forms have been established to adhere to these mandates.

### Ticket Sales Report

This form is used to account specifically for tickets sold/used by each ticket seller at each event and reconciles tickets sold to cash collected.

### Master Inventory Control

This form is maintained by the School office as the master ticket control. As tickets are issued for each event, the quantity is logged out on this form. After the even, the unsold tickets are returned and logged back in, thus keeping an accurate record of all tickets for the entire year.

Documentation must be kept for 4 years.