

SCHOOL ACTIVITY FUND
FUND RAISER WORKSHEET

F-SA-2B

School
Activity Fund
Date
Fund Raiser

1. Total Count of Items to be sold

2. Item Count x Sales Price = Budgeted Sales

Total count must equal Line 1.

Total Budgeted Sales

3. Receipts

Date	Amount	Date	Amount

Total Receipts

4. Expenses

Date	Check #	Amount	Date	Check #	Amount

Total Expenses

5. Total Count of Unsold Items

6. Item Count x Sales Price = Unsold Items

Total count must equal Line 5.

Total Value
of Unsold Items

7. Anticipated Profit (Line 2 - Line 4)	
8. Value of Unsold Items (Line 6)	
9. Subtotal (Line 7 - Line 8)	
10. Actual Profit (Line 3 - Line 4)	
11. Cash Over/Short (Line 9 - Line 10)	

Disposition of Unsold Items:

<input type="checkbox"/>	Returned
<input type="checkbox"/>	Held for Next Fund Raiser
<input type="checkbox"/>	Other (Please explain)

Investigate significant differences immediately.

Sponsor

Principal

ACCOUNTING GUIDELINES, SAFEGUARDS, AND PROCEDURES

1. All monies collected for club membership fees, student fees, fundraising projects, donations, etc., should be turned in to the office, by the sponsor, to the Central Fund Treasurer (Lori) by 1:30 on the day collected or no later than 1:30 the following day. A multiple receipt form (from Lori) with student signatures, amounts collected, and teacher signature should always accompany this collection. All monies should be counted by the Central Fund Treasurer in the presence of the sponsor responsible for said monies. **Please do not leave money on Lori's desk unattended. Please do not send money to the office by students. Sponsors are responsible for all monies collected from students for any purpose, and for proper accounting, collection and protection of money until turned in to Lori.**
2. All monies should be under dual supervision and control at all times.
3. All monies should be under lock and key in a fire proof holding area between collection and deposit.
4. No school monies should be taken off school grounds except for in transfer to the Central Fund Treasurer and/or bank.
5. All fundraisers should be a part of an account budget and be approved at a designated board meeting. All fundraisers should be publicized in advance with purpose and intended use of profits indicated. A "fundraiser worksheet" is to be completed on all fundraisers. It is best to try and pre-collect when possible on all fundraisers. If money cannot be collected from students for items sold, their names should be turned in on the IOU list as soon as possible. The fundraiser form should be completed and turned in to Lori within one week after the fundraiser ends.
6. The club sponsor is responsible for preparing a budget for the next school year for their club, which is to be approved by the principal. A copy will be sent to and reviewed by the Finance Director at the central office.

1. Before making any purchase for any item, you must first obtain approval of that purchase from the Principal. Next, a purchase order must be obtained from Lori. It is very important that a purchase order be obtained **BEFORE** any purchase is made.
2. Anyone who purchases an item without a purchase order, will be responsible for those items because of strict guidelines set forth by our Auditors. This will be strictly enforced – If there is no purchase order in place, then the school is not responsible for payment!
3. Our school is tax exempt. State sales tax cannot be paid or reimbursed on any item. Please make sure you are not charged for sales tax when making a purchase. You will be responsible for the tax if you are charged.
4. Purchases should be made through companies on the school bid list. Only under special circumstances can purchases be made through other companies.
5. Meals are no longer a reimbursable item, except on an overnight trip.
6. If you need to request reimbursement for travel expenses, you must fill out a travel request form and this must be approved **before** your trip. Upon return you must fill out a travel expense voucher, attach all **itemized** receipts and turn in to Lori. **Receipts showing only the amount will not be accepted, it must be itemized.** No one will be reimbursed for travel unless this procedure is followed. Forms are available from Lori.
7. No employee shall make personal purchases through the school activity fund.
8. We cannot cash personal checks. The school is not a bank. We will strictly adhere to this guideline.

SCHOOL ACTIVITY FUND FUNDRAISER APPROVAL

School
Activity Account
External Support/Booster Organization
Name of Fundraiser
Sponsor
Date Submitted

Purpose of fundraising activity:

Items to be sold:

Beneficiary of fundraising activity:

Date(s) scheduled:

Names of adult supervisors of activity (chaperones, custodians, etc.):

Athletic Fundraiser	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, sport involved:		
Corresponding sport participating in fundraiser?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Coaches signature (corresponding sport)	Date	

Circle One: Approved Disapproved Date: _____

Principal

Date

SBDM Council (If council policy)

Date

Superintendent as directed by Board
(If School-Wide fundraiser)

Date

SCHOOL ACTIVITY FUND FUNDRAISER WORKSHEET

School
Activity Account
Fundraiser
Date

1. Total Count of Items to be sold

2. Item	Count x	Sales Price =	Budget Sales
Total count must equal line 1.			

Total Budgeted Sales

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">3. Receipts Date</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	3. Receipts Date	Amount							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Receipts Date</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Receipts Date	Amount						
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11. Cash Over/Short (Line 9 - Line 10)	
12. Explain Over/Short _____	

Disposition of Unsold Items:

	Returned
	Held for Next Fund Raiser
	Other (Please explain)

Investigate significant differences immediately.

Sponsor

Principal

* - Must be turned in to principal within one week of the termination of fundraising event.

SCHOOL ACTIVITY FUND MULTIPLE RECEIPT FORM

School <u>Monroe County High School</u>
Activity Fund

Fundraiser
Teacher

#	Student Signature	Cash	Check	#	Student Signature	Cash	Check
1.				16.			
2.				17.			
3.				18.			
4.				19.			
5.				20.			
6.				21.			
7.				22.			
8.				23.			
9.				24.			
10.				25.			
11.				26.			
12.				27.			
13.				28.			
14.				29.			
15.				30.			

Total Cash	
Total Checks	
Total	

Students in third grade and above must sign form as they turn in money. The form and collected money must be given to the school treasurer daily. The school treasurer will complete the Recapitulation section and issue a receipt.

Recapitulation: # of Students

Total Amount Remitted

Person Remitting Money

School Treasurer

Date

Date