

FUNDRAISING HANDBOOK

6110 F2

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INTRODUCTION

Booster Clubs are organized to enhance the extracurricular activities of the schools in Provo City School District. School Administration is responsible and accountable for the booster clubs and parent groups in their school and must insure that that all procedures are followed. School administration shall regularly meet with all Booster Clubs and parent groups to review reports, audit, train and monitor all activity. Since the Booster Clubs also represent the school, it is necessary for them to follow the guidelines set forth in this procedure.

FUND RAISING

It is important that all funds collected through fund raising efforts are spent for the purposes they were collected. To ensure the taxability and appropriateness of all fund raisers, they must be approved in writing by the school administrator.

Extreme care must be used when choosing a fund raising activity. The District is liable for any activity which appears to have the district's endorsement. Fund raisers should not obligate the school without prior approval from the school administrator. Fund raisers should not put children at risk (please refer to section 4 of the District Donation and Fundraising Policy). Proper supervision is always necessary. All donations (grants, gifts, contributions, etc.) should be processed through the school, District, or Provo City Foundation. The District encourages large donations to be made the Provo City School District Foundation to assure proper recognition and that a tax-deductible receipt for donations is provided.

When cash is involved in fund raising, it is the responsibility of the administration to ensure proper controls are in place. Money should always be counted by more than one person. Activities involving ticket or product sales must be reconciled. A copy of these accounting and reconciliation forms must be kept with the copy of the receipt. All cash should be deposited immediately in school accounts. To meet the state guidelines money received must be deposited at least every three business days.

All fund raisers that meet the Utah State Tax Commission's guidelines and those approved by district and/or school policies are considered non-taxable. Fund raisers that involve providing labor are not subject to sales tax (Car Washes, Walk-a-thons, etc.). The sale of coupon books is also not subject to sales tax because the tax is collected and charged at the time the coupon is redeemed.

In Summary:

- Fundraising activities must be in accordance with school and district policies.
- Fundraising activities must be approved by a school administrator.
- Funds from a fund raiser cannot be used to compensate an individual teacher or other personnel.
- All funds received from the fund raiser must be deposited in the school account.
- Activities specifically designated as taxable by the Utah State Tax Commission cannot be classified as a non-taxable fund raiser.

Tracking of finances by the school is required by the District. School financial secretaries are trained to provide financial tracking. Donations will be maintained in the school program account for which the funds were donated. Funds held in the account are considered school funds and will not be used for purposes other than those specified at the time of donation. Patrons may make tax free donations directly to the school, District, or District Foundation to support the program or purpose of their choice. The school, District, or District Foundation may provide the donor with an official tax exempt receipt.

District bidding processes and purchase order guidelines shall be followed for any purchases. Funds should never be personal funds. Personal checking accounts must not be used. All funds must be processed through the school. Equipment purchases which will be donated to the school should be processed by the district purchasing department. The money for the purchase should be given to the school, District, or District Foundation. The District will be responsible to ensure all purchase guidelines are followed. Fee waiver rules also apply in regards to student participation. See the school administrator for more information regarding fee waivers.

Financial Records Maintained by School

Once funds are deposited to the school program account they are considered a donation to the school program and are no longer considered private funds. Booster clubs do not have access to school accounts and therefore cannot authorize uses of the funds.

Tens of thousands of dollars are received by all of our extracurricular activity groups (Athletics, clubs, drama, arts, booster clubs, etc.) each year. It is the sponsor's responsibility to complete the Request for Fund Raiser form and obtain school Administration's approval. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

Separate cash change boxes are to be used for each fund-raising activity or a central cashiering station is to be setup to receive all money. If separate cash change boxes are used, the cashiers must be responsible for receipting, reconciling and turning in their funds to the designated school administrator. The funds from the separate cash change boxes should not be combined. If a cash register is used, the keys will need to be programmed to record separately each fund-raising activity. The cash register tape would be the receipt and serve as the proof of payment. The fundraising sponsor should contact the school financial secretary to obtain the cash register and have it programmed.

Fundraising expenses must not be taken from the cash change boxes or cash registers. These expenditures must be kept separate. They should be paid by check through the school.

A cash tally sheet must be used to count all money (see the forms section at the end of this manual). It must be signed by two individuals involved in counting the money. Each fund-raising activity must be recorded and reconciled separately (banquet dinner tickets, auction proceeds, product sales, etc.). If a cash register is used, the cash register tape will summarize each fund raising activity. A bank bag should be obtained from the school when fund-raising proceeds cannot be given to the school financial secretary to deposit immediately. The bank bag in such instances will be used to store the fund-raising money and then be taken to the school safe or bank's night deposit drop. If a cash register is not used, the money from each event must be handled separately and separate deposit slips made. This means a cash change box will be needed for each fund raising activity.

Change Box Dos and Don'ts

Do

- Set up the box as petty cash with the district office
- Keep the box in a secure place
- Count the cash in the box
- Have a school administrator issue the box and initial that it was issued
- Have the person receiving the box count the cash and initial receiving the box
- Control and safeguard the box at all times
- Have only the person issued the box place money in or take money out of the box
- Have at least two people count the box after the event, using the proper form
- Turn the box and count sheet into a school administrator and both initial turning in the box
- Place the box in the safe
- Deposit the money over the cash box balance

Don't

- Pay expenses out of the box
- Make concession or inventory purchases out of the box
- Allow control of the cash box to fall outside of the person the box was issued to
- Hold the box overnight
- Take the box home

AUCTIONS

As part of their fund-raising efforts, many of these groups will conduct auctions. Often they will be held in conjunction with a banquet. At these banquets, dinner tickets and product sales can also be made. Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value. A raffle or lottery which requires the purchase of a ticket with no purchase of a product required is illegal. (Utah Criminal Code 76-10-1101, 76-10-1102) The purpose of these guidelines is to provide direction and procedures for conducting auctions and other sales activities that may occur at the same time.

CONCESSIONS

Concessions sales are taxable and must follow the Utah State Tax Commission's guidelines. Sales tax should not be paid at the time supplies are bought for resale. All inventory purchases

are to be made through the school secretary and district purchasing. A wholesale provider will be selected according to District policy. Merchandise is to be delivered to the school by the wholesale provider. The merchandise is to be counted and received by two or more employees designated by the school administrator. The receiving documents are to be signed by the employees counting the merchandise and given to the school secretary.

The merchandise is to be secured in a locked room with only school administrator access. An inventory of all merchandise, food, etc. is to be kept at all times.

The inventory is to be issued by a school administrator, and an inventory control sheet (see the forms section at the end of this manual) is to be signed by the person receiving the merchandise.

It is recommended that all product sales (clothing, concessions, etc.) be handled by the central station cashiers. Sales must be tracked in a manner that allow for all issued merchandise to be accounted for.

The following guidelines should be followed for concession sales:

1. A separate school program should be set up to record concession activity.
2. Periodically the concession account activity should be reviewed by school administration.
3. A cash tally sheet for all concession proceeds must be completed and signed.
4. It is recommended that cash registers be used for concession stand activity.
5. Sales tax must be remitted to the state. This will be done through the school.
6. It is recommended a night deposit bag be used if necessary to protect the funds and volunteers. Two individuals should accompany the deposit to the bank or the school's safe. All concession proceeds must be given to the school business secretary, a school administrator, or deposited into the bank immediately after the event.
7. Volunteers are not to purchase supplies for resale.
8. All proceeds from concession activity must be deposited no later than the next business day.
9. Concession proceeds should not be used to purchase more concession products for resale or used for any other activity. These activities should be run through the school accounting system separately. Running the cost through the school accounting system will provide a better audit trail of proceeds and product cost.

Reconciliations

Non Cash Register Usage (cash change boxes)

If cash registers are not used, then it will be necessary to reconcile each fund raising event (auction, product sales, and tickets) separately. It will be necessary to have a separate cash change box for each event. The Cash Tally Sheet must be used to count all the money (see the forms section at the end of this manual). The money should be reconciled and a separate deposit slip made for each event. For product sales the proceeds would be checked against the units

sold. The funds from each event should be put in a separate bank deposit bag and given to the school financial secretary, school administrator, or put in the banks, night deposit drop.

Cash Registers

If cash registers are used, the money in the till must be matched against the cash register tape (see the forms section at the end of this manual). Each activity subtotaled by the cash register must be reconciled back to the event. For product sales, where practical, the units sold times their price should match the cash register subtotal. The same is true for ticket sales. All reconciliations must be attached to the Cash Reconciliation for Cash Registers form.

After the proceeds have been counted, the deposit slip, signed Cash Tally Sheet, and the money should be put in a bank deposit bag. If it cannot be given to the school financial secretary immediately, the bank bag should be put in the school safe or bank's night deposit drop.

FORMS

Beginning Cash Box

Date: _____

Function: _____

Cash Box _____

Coin:

_____	X	\$0.01	=	\$	_____
_____	X	\$0.05	=	\$	_____
_____	X	\$0.10	=	\$	_____
_____	X	\$0.25	=	\$	_____
_____	X	\$0.50	=	\$	_____
Total Coins					_____

Currency:

_____	X	\$1	=	\$	_____
_____	X	\$2	=	\$	_____
_____	X	\$5	=	\$	_____
_____	X	\$10	=	\$	_____
_____	X	\$20	=	\$	_____
Total Currency					_____

Beg. Cash Box Total _____

Signatures:

Rec'd by: _____

Rec'd by: _____

Beginning Cash Box

Date: _____

Function: _____

Cash Box _____

Coin:

_____	X	\$0.01	=	\$	_____
_____	X	\$0.05	=	\$	_____
_____	X	\$0.10	=	\$	_____
_____	X	\$0.25	=	\$	_____
_____	X	\$0.50	=	\$	_____
Total Coins					_____

Currency:

_____	X	\$1	=	\$	_____
_____	X	\$2	=	\$	_____
_____	X	\$5	=	\$	_____
_____	X	\$10	=	\$	_____
_____	X	\$20	=	\$	_____
Total Currency					_____

Beg. Cash Box Total _____

Signatures:

Rec'd by: _____

Rec'd by: _____

Event Proceeds

Date: _____

Function: _____

Coin:

_____	X	\$0.01 = \$	_____
_____	X	\$0.05 = \$	_____
_____	X	\$0.10 = \$	_____
_____	X	\$0.25 = \$	_____
_____	X	\$0.50 = \$	_____
Total Coins			_____

Currency:

_____	X	\$1 = \$	_____
_____	X	\$2 = \$	_____
_____	X	\$5 = \$	_____
_____	X	\$10 = \$	_____
_____	X	\$20 = \$	_____
Total Currency			_____

Checks

Total Cash & Checks

* Less Beg. Cash Box

Net Proceeds

Signature

Signature

* This amount remains in cash box until event is completed.

Event Proceeds

Date: _____

Function: _____

Coin:

_____	X	\$0.01 = \$	_____
_____	X	\$0.05 = \$	_____
_____	X	\$0.10 = \$	_____
_____	X	\$0.25 = \$	_____
_____	X	\$0.50 = \$	_____
Total Coins			_____

Currency:

_____	X	\$1 = \$	_____
_____	X	\$2 = \$	_____
_____	X	\$5 = \$	_____
_____	X	\$10 = \$	_____
_____	X	\$20 = \$	_____
Total Currency			_____

Checks

Total Cash & Checks

* Less Beg. Cash Box

Net Proceeds

Signature

Signature

* This amount remains in cash box until event is completed.

Fund Raiser Approval

School Year _____

School _____

Organization _____

Advisor/Coach _____

Describe the fund raising activity purpose:

Total amount needed: \$_____

List the fund raising activities:

Activity	Date	Projected Adm. Revenue	Approval
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value. A raffle or lottery which requires the purchase of a ticket with no purchase or a product required is illegal. All appearances of a raffle or lottery must be avoided. (Utah Criminal Code 76-10-11-01, 76-10-1102)

I understand that I must provide an accounting with school administration concerning all receipt of funds and provide a reconciliation after the event. I also understand that all fund raisers must have administrative approval before any contracts are signed or the fund raiser initiated.

Signature _____

Date _____

Fund Raiser Reconciliations

At the end of each fund raiser, the reconciliation must be completed and sent to school administration to be reviewed and attached to the fund raiser request form. Fund raisers can involve ticket, coupon, product and service sales. Each will require a different reconciliation form be used. Listed below is a brief description of each type of sale and reconciliation necessary.

Ticket Sales

Any time tickets are use; they should be pre-numbered. A record must be kept of all tickets issued and used. Upon completion of the event the ticket sales reconciliation form should be used. See attached.

Coupon Sales

If the coupons or coupon books are sold and are numbered the ticket sales reconciliation form can be used. If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued to. See attached forms.

Product Sales

Product sales involving a limited number of products should use the product sales reconciliation form. It will be important to count the beginning and ending inventory. For product sales involving many products (concession, bake sales, etc.) the service sales reconciliation form should be used. See attached forms.

Service Sales

Service sales involve providing labor effort only. Examples are car washes, lawn care, waiter services, etc. The service sales reconciliation form should be used in these instances. See attached.

Ticket Sales Reconciliation Worksheet

Organization _____

Date _____

Ticket Sales

Last Number Sold	_____
Minus First Number Sold	- _____
Difference	_____
Add 1 to the difference	+ _____
Total Tickets Sold	_____

Sales

Admission Price of Ticket	_____
Sales (Tickets Sold X Admission Price)	_____

Total Cash Proceeds from Event _____

Variance (Sales minus Cash Proceeds) _____

Reason for Variance

Signature

Signature

Date

Product Sales Reconciliation Worksheet

Product _____

Date _____

Inventory

Beginning Inventory Issued (# of Units) _____

Minus Ending Inventory (# of Units) - _____

Product Sales (# of Units) _____

Unit Price X _____

Total Revenue _____

Sales

Total Receipts _____

Variance (Total Revenue minus Total Receipts) _____

Reason for Variance

Signature

Signature

Date

Service Sales Reconciliation Worksheet

Organization _____

Describe the service render to raise funds:

Describe the receipting and deposit process:

Signature

Signature

Date

Card/Packet Reconciliation

Date_____

Sales Price per unit _____

Total Cards received from vendor: _____

Less Total Cards returned from students: _____

Less _____:

Total Cards sold: _____

Unit Sales Price: _____

Total Sales: _____

Total Money Received: _____

Variance: _____

Reason for variance:

Signature: _____

Date: _____

Cash Reconciliation for Cash Registers

Event _____ Date _____

Workstation _____ Workstation Personnel _____

Beg Cash box Amount _____ Received by Initials _____

Cash Tally Sheet	
Checks	_____
\$100.00	_____
\$50.00	_____
\$20.00	_____
\$10.00	_____
\$5.00	_____
\$1.00	_____
\$0.50	_____
\$0.25	_____
\$0.10	_____
\$0.05	_____
\$0.01	_____
Other	_____
Other	_____
Total	_____
Less beginning Cash Box	_____
Total Event Proceeds	_____
Signature	_____
Signature	_____

Proceeds Reconciliation	
Total Cash Register Tape	_____
Total Event Proceeds	_____
Variance	_____
Reason for Variance	

Adm Signature	_____
Date	_____

Instructions:

1. Event cash reconciliation form must be completed for each workstation.
2. Count the event proceeds.
3. Subtract the beginning cash box amount to obtain the total event proceeds.
4. Record the cash register total in the proceeds reconciliation section.
5. Record the total event proceeds in the proceeds reconciliation section and calculate the variance.
6. Those counting the cash must sign the Cash Tally Sheet section.
7. An administrator must review and sign the form.
8. Attach the cash register tape to the form.

Note: The reimbursement must bring the physical petty cash fund to the original amount