

 <p data-bbox="228 247 456 352">ASB PROCEDURES MANUAL</p>	<p data-bbox="639 205 1000 247">FUNDRAISING</p>	<p data-bbox="1214 279 1360 352">REVISED 10/18</p>
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INTRODUCTION

The following procedures for fundraising are necessary to ensure accounting controls in accordance with Generally Accepted Accounting Principles and a good internal control system.

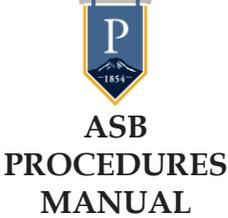
Advisors and staff should be trained on fundraising procedures prior to any fundraising activities taking place.

See the Appendix for Fundraising forms.

PROCEDURES

A. Procedures Prior to Sale

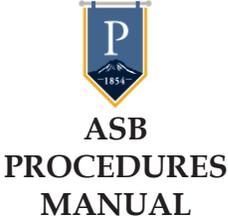
1. The student council and the school principal, assistant principal(s), or designee must approve all fundraising. The fundraiser must be a type approved by the School Board. Complete a Fundraiser Proposal Form (see attached) and submit it to the student council for approval. This form shows anticipated revenue, expenditures and projected profit for the fundraiser. Approval of the fundraiser must be noted in the student council minutes.
2. If the fundraiser is done on a “one time” basis or not considered a “regular” business operation, the fundraiser may be exempt from WA State Sales Tax. If so, a district re-sale certificate needs to be sent to the vendor.
3. Put the fundraiser on the master calendar. A timetable shall be established for the starting and ending dates of the fundraiser, preferably no longer than 2 weeks. Depending on the type of event, a shorter time frame may be more appropriate and successful.
4. A selling price shall be established for the merchandise.
5. A district approved purchasing method shall be issued to the vendor.
 - a. A written agreement should be made with the vendor to ensure that unsold merchandise can be returned for credit. If merchandise cannot be returned, have a plan in place for leftover merchandise.
 - b. Consideration should be given to whether or not bid laws apply. Contact the Purchasing Department for information on bid law.

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6. At the time merchandise is received from the vendor it shall be counted, signed for, and secured until it is checked out to the students.
 - a. The quantity received shall be checked against the quantity billed from the vendor.
7. The students shall be informed that they are responsible for all merchandise checked out to them. A Parent Permission Form (see attached) is required.
 - a. Students who do not return the unsold merchandise or cash received from sale of the merchandise will be assessed a fine.
 - b. This fine should be equivalent to the retail value of the merchandise.
 - c. If unpaid, the fine will be placed on the student's withdrawal card and will not be removed until paid in full.
8. A timetable should be established with the ASB bookkeeper or office manager for depositing money to the school office each day. If money will be collected at a site other than the bookkeeper's office and receipting is required, receipt books may be checked out to the advisor(s). A Receipt Book Log (see attached) shall be kept with a record of the person's name, receipt numbers issued, and date checked out.

B. Procedures During the Sale

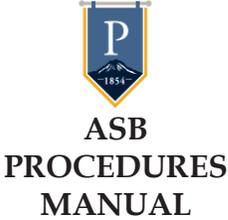
1. All merchandise should be stored in a secure area throughout the sale. The club advisor or designee should be responsible for securing the merchandise and for checking all merchandise in and out.
2. Inventory Check-Out Sheets (see attached) be maintained.
 - a. Students must sign their record sheets each time he/she receives merchandise.
 - b. Students must sign their record sheets each time he/she turns in money for merchandise sold.
 1. The individual responsible for the fundraiser should perform an instantaneous reconciliation between what the student signed for and what they are returning.
 2. The use of pre-printed, pre-numbered district receipt books is required.
 - c. Students should not be allowed to check out any additional merchandise if they have not successfully reconciled previous sales.

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3. If Tickets (in lieu of products) are sold, a Ticket Log, Ticket Sellers Report and Ticket Sales Reconciliation shall be completed. See Ticket Sales chapter for further information.
4. Money is to be turned into the ASB bookkeeper or office manager each day for deposit or storage in the school safe (see attached Deposit Record). The ASB bookkeeper or secretary will issue a receipt to the advisor each time money is turned in.
5. **Under no circumstances, should ASB club or group money be taken home for safekeeping either by students or staff, nor stored in a classroom, nor deposited to an individual's personal bank account.**

C. Procedures After the Sale

1. All student record sheets must be verified each time students turn in money or merchandise for accuracy after the fundraiser has ended.
 - a. If students have not turned in merchandise, prepare a schedule listing the names of the students, the quantity, and the amount due from each student.
 - b. Submit a list of students to the ASB bookkeeper or office manager for addition to a fine list.
2. All unsold merchandise is to be counted and placed in a secure location. The unsold merchandise is to be returned to the vendor for credit or sold to the student store for resale or retained for other appropriate ASB uses.
3. A file is to be kept on each fund-raising activity. The file should include:
 - a. The Fundraiser Proposal Form.
 - b. Copies of all vendor invoices, district purchase order(s), receipts, Inventory Check-Out Sheets, Parent Permission Forms, Ticket Sellers Report and any other backup documents.
 - c. A record of physical inventory of the unsold merchandise.
 - d. A copy of the vendor's credit memo for the merchandise returned.
 - e. A copy of the ASB interactivity transfer for the unsold merchandise transferred to the student store.
 - f. A Final Reconciliation showing the profit analysis of the fundraiser.
4. All invoices received by the activity advisor shall be reconciled to the file copy of the purchase order(s) and then given to the ASB bookkeeper or office manager to process for payment.

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5. Total revenue less the value of merchandise not sold should be compared to projected revenue and amount deposited with the district.

D. Raffles/Gambling/Bingo/Carnivals

Puyallup School District policy does not allow ASBs to conduct gambling activities including bingo, raffles or carnivals as fundraisers.

To help in determining whether a proposed activity is a “raffle”, please refer to this definition: a raffle has three components; cost, chance, and a prize. If all three of these components are present, the activity is considered a raffle and is not allowed.

It is suggested that all raffles, gambling, bingo or carnival activities be run by booster clubs or PTAs if they are willing to plan, manage and operate the activity.

For more information on gambling activities, and the very specific rules and regulations that must be followed for each event, please go to the following website: <https://www.wsgc.wa.gov/>

ASB FUNDRAISING

A Quick Checklist

Here is a general checklist for fundraising. You may customize it for your particular needs, and the requirements of your school's particular fundraiser.

- Be sure the type of fundraiser is approved by school board policy.
- Be sure school policies and procedures are reviewed.
- Fundraiser Proposal Form completed and filed in the bookkeeper/office manager's office.
- Approval received by Principal or Assistant Principal and Advisor.
- ASB meeting minutes indicate student approval.
- Selection of the vendor.
- Timeline established and scheduled on master school calendar.
- Group meeting to cover the details of the sale.
- Incentives determined. (Be sure no cash incentives or possible "risk management" issues).
- Vendor contract signed.
- Purchase order issued with student approval and Resale Certificate is attached Parent Permission Form completed, signed and collected for all participating students.
- Initial inventory received, counted and secured.
- Sale *kick-off* event
- Secure merchandise during delivery period.
- Inventory Check-Out Sheets completed.
- Verify student record sheets and money collected.
- Monies given to bookkeeper/office manager on a daily basis..
- Final inventory – secure & return unsold merchandise if contract allows.
- Final reconciliation of the funds raised.
- Final bill approved by Students, Advisor & Secretary/Bookkeepers.
- Fundraiser sale evaluated by students.