

FUNDRAISING

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

Merchandise Sales

A. Prior to sale

1. Fill out a Request to Hold a Fundraiser (3530F1). The fundraiser must be a type approved by the Business Office. Final approval must be obtained by the club advisor's direct supervisor, Financial Operations Administrator (FOA) and the Superintendent.
2. A timetable shall be established for the starting and ending dates of the fundraiser.
3. A selling price shall be established for the merchandise.
4. A Club Requisition (3530F2) must be filled out to order merchandise and given to the Business Office Supply Officer for ordering. A Fundraising Project Forecast (3530F3) must accompany the club request form.
 - a. A written agreement must be made with the vendor to ensure that unsold merchandise can be returned for credit.
5. At the time merchandise is received from the vendor, the club advisor must count, sign for and secure all merchandise until it is checked out to the students.
 - a. The quantity received shall be checked against the quantity billed from the vendor.
6. The students shall be informed that they are responsible for all merchandise checked out to them. A Parental Permission for Fundraising (3530F4) form must be signed by the parent/guardian (or student if over 18).
 - a. Students who do not return the unsold merchandise or cash received from sale of merchandise will be assessed a fine. This fine will be equivalent to the retail value of the merchandise.

B. During the sale

1. All merchandise is to be stored in a secure area throughout the sale. The club advisor or designee is responsible for securing the merchandise and for checking all merchandise in and out. For

fundraisers exceeding one month, a monthly inventory count and a monthly reconciliation must be performed.

2. Individual student record forms must be maintained.
 - a. The students must sign their Fundraiser Check-Out Sheet (3530F5) form each time he/she receives merchandise.
 - b. The students must sign their check-out 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-numbered receipt books with the school name is required so that the students will receive an individual receipt for the money turned in. The receipt book may be obtained from the Business Office Fiscal Tech.
 3. The student should not be allowed to check out any additional merchandise if they have not successfully reconciled their previous sales money.
 4. The advisor in charge of the fundraiser must not keep money in the classroom or at home. The money along with a completed Pupil's Fund/Club Fund Deposit (3530F6) form must be turned into the Business Office Fiscal Tech each day for storage in the safe. The Fiscal Tech will issue a receipt to the advisor every time money is turned in.
- C. After the sale
1. All student check-out sheets are to be verified each time the student turns in money or merchandise and 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 Business Office Fiscal Tech for collection.
 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 snack bar for resale.
 3. The Club Advisor is responsible for keeping a file on each fundraising activity. The file should include:
 - a. Copies of all vendor invoices, club request forms, receipts, student record sheets and any other backup documents.
 - b. A record of physical inventory on unsold merchandise.
 - c. A copy of the vendor's credit memo for merchandise returned.
 - d. A Fundraiser Final Reconciliation (3530F7) for the fundraiser must be completed.

4. All invoices received by the Club Advisor must be reconciled to the file. Complete a Club Requisition form and turn it into the Business Office Fiscal Tech for payment.
5. Total revenue less the value of merchandise not sold will be compared to revenue and amount deposited the Fundraising Project Forecast form with the Business Office Fiscal Tech.

Raffles/Carnivals

WSD may conduct drawings and carnivals as fundraisers without applying for a permit from the State Gambling Commission provided they follow these guidelines:

- A. Each club fund may conduct no more than two raffle/carnival events each calendar year (January 1 – December 31)
- B. Each event may last no more than 12 consecutive days, except drawings, which may last longer.
- C. Total gross revenue for all raffle/carnival events for a school club fund may not exceed \$5,000 during each calendar year. If that amount is reached during the event, then sales must cease immediately.
- D. Only the club advisor may participate in the management of the event. School advisory staff may help, but parents are excluded. Only staff/students of WSD may sell tickets.
- E. Records of each event must be kept for at least one year after the event. Records must include:
 1. Gross revenue
 2. Details of expenses related to the activity
 3. Details of the use of profits from the activity.
- F. Drawing tickets may have a maximum price of \$5.00. There can be no discounts for quantity and no complimentary tickets.
- G. The following information must be printed on any and all drawing tickets:
 1. School name
 2. Date, time and place of drawing
 3. Tickets must be consecutively numbered
 4. If you must be present to win, this information must be printed on the ticket
 5. Prize(s) to be awarded

If any of the items 1-3 above are to be exceeded, a lengthy application process must be initiated with the Washington State Gambling Commission prior to the event. *Allow plenty of time for processing of your application.*

Ticket Sales

- A. Safeguarding tickets
 1. Tickets represent cash and must be safeguarded accordingly
 2. They must be secured in a locked safe or cabinet until issued to a ticket seller.
 3. Use Pre-numbered Tickets

- a. Pre-numbered tickets must be used for all activities for which admission is charged.
- b. Different colored tickets must be used for different admission fees.

Ticket Sales and Admissions

- A. Two individuals must control admissions. One collects money and issues tickets, the other individual collects and tears tickets. If students are collecting money, adult supervision is required for the duration of sales.
- B. Tickets must be sold in number sequence
- C. The ticket collector will tear in half, place the numbered half in a box and give the other half to the purchaser. Tearing prevents tickets from being reused and the numbered half of the ticket provides a way to reconcile receipts.
- D. Daily sales reports
 1. Count money and complete a Pupil's Fund/Club Fund Deposit form daily
 2. Ticket value should equal deposit total. Any difference must be explained.
 3. To calculate the number of tickets sold, take the ending ticket number minus the beginning ticket number plus one and multiply by the selling price. Return the completed Daily Ticket Sales (3530F8) form and your daily deposit to the Business Office Fiscal Tech.
- E. Completion of event
 1. Return all unused tickets and petty cash to the Business Office Fiscal Tech with the Daily Ticket Sales form.
 2. The Business Office Fiscal Tech will log in all tickets sold on a Ticket Log (3530F9) and verify that the petty cash has been returned intact.

Garage Sales/Car Washes

- A. Adult supervision is required at all times.
- B. Two individuals must take money.

Safety

All safety procedures generally applicable to the Washington School for the Deaf are applicable to fundraising activities.

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