

FUNDRAISING GUIDELINES

PRIOR TO SALE

- Approval of student body and administration
- Must be a type approved by the school board
- A time table needs to be established
- A selling price needs to be set
- Complete any required contracts
- Obtain a purchase order
- When merchandise is received, be sure it is:
 - Counted
Signed for
 - Kept in a secure place
- Establish a timetable for turning money in to Bookkeeper

DURING THE SALE

- Store and secure merchandise
- Maintain individual student record sheets
- Turn money in to Bookkeeper daily
- Maintain control over cash receipts and inventory by reconciling when cashier functions change (such as shift changes, the reassigning of duties, etc.)

AFTER THE SALE

- Verify record sheets (reconcile money and the unsold merchandise)
- Secure unsold merchandise (keep in a locked closet or cabinet)
- Return unsold merchandise to vendor for credit
- Maintain a file containing:
 - 1 Copies of all vendor invoices, purchase orders, receipts, student record sheets and any other backup documents.
 - 2 A record of physical inventory of unsold merchandise
 - 3 A copy of vendors credit memo for returned merchandise
 - 4 A final reconciliation form

Cash handling is especially important during fundraising activities

All cash received from school sanctioned activities must be secured in the school safe or in the night depository of the school district banking facility. This is done immediately following the activity by using a security-lock bag.

All cash must be receipted (by ticket sales, cash register or hand written receipts).

Under no circumstances should money be taken home for safekeeping, either by students or staff.

Under no circumstances should money placed in an employee's or parent's bank account.