

# FUNDRAISING INSTRUCTIONS

**Under no circumstances should ASB money be taken home for safekeeping neither by students, parents or staff nor deposited to a private bank account!**

**When money is being submitted to the ASB Bookkeeper, the transmittal form and cash count form will need to be completed. When turning in the money please allow enough time to verify the deposit with the ASB Bookkeeper! DO NOT DROP OFF THE MONEY AND LEAVE!**

**DETAILED back-up on how every figure has been calculated will be REQUIRED! Keep accurate records, ask questions frequently!**

**All of the information below and any other information that may affect the fundraiser must be included in this folder and returned to the ASB Activities Coordinator to review and retain for AUDIT purposes.**

## Fundraising

Whenever possible, conduct pre-orders of merchandise. Usually a vendor will provide a sample of the merchandise. The item is paid for, selections made and then ordered.

**If merchandise is being sold: *be sure to include shipping costs + mark-up.* Periodic or one time ASB fundraisers are tax exempt when purchased and no tax is charged when the items are sold.**

### Prior to the Sale

- Obtain written approval from the student council and administrator
- The Activity being conducted must be of a type approved by the School Board
- Establish a time table for the sale (5 to 10 days)
- Set the selling price (cost + tax + shipping + % mark up = sale price)
- Complete any required contracts, follow district instructions, contracts require an administrator's signature (consult the School Bookkeeper)
- Requisition a purchase order (PO) or a district procurement card so that the order can be placed
- When merchandise is received, be sure to:
  - Count and Verify (color, quantity, sizes, etc.)
  - Sign your name and date received on the invoice or packing slip
  - Forward invoice to the School Bookkeeper
  - Keep in a secure area (locked room or cupboard)
- Arrange to make daily deposits to the School Bookkeeper

### During the Sale

- Store and secure merchandise in a locked area with limited access whenever sales are not being conducted

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- Maintain individual student record sheets
- Make daily deposits to the School Bookkeeper – be sure to deposit funds exactly as collected (in tact) – Required detailed ‘transmittal form’ must be included!
- OR arrange sales through the School Bookkeeper’s point of sale (POS) system
- Only distribute merchandise after proof payment is provided.
- School districts cannot extend credit; everything must be paid for in advance.
- Maintain control over cash receipts and inventory by reconciling the cash drawer whenever cashier functions change (such as shift changes, reassignment of duties, etc.)

## After the Sale

- Verify record sheets (reconcile money collected and the unsold merchandise)
- Inventory merchandise remaining & record
- Secure the unsold merchandise (keep in a locked closet or cabinet)
- Return unsold merchandise to the vendor for credit
- Maintain a fundraiser file containing:
  1. Copy of the approval form
  2. Copy of the ASB Minutes showing approval of the fundraiser
  3. Copies of all vendor invoices/packing slips
  4. Copy of Requisitions (ASB Order Request Form)
  5. Copy of Purchase orders or procurement card receipt
  6. Receipts
  7. Student *checkout* (record) sheets
  8. Deposit records and deposit receipts
  9. Any other back-up documents
  10. A record of physical inventory of unsold merchandise
  11. Copy of receipt from UPS or post office for return of product
  12. A copy of the vendors credit memo for returned merchandise OR a copy of the interactivity transfer if another activity ‘purchases’ your unsold inventory
  13. Copy of InTouch Revenue receipted – (please work with the ASB Bookkeeper in verifying revenue collected)
  14. Completed ‘final reconciliation’ form
  15. Completed ‘Profit Analysis’ form
  16. Completed evaluation form.

**Fundraisers must show reasonable profit.  
Activity Clubs should not have to absorb losses due to negligence!**

Reviewed by:

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Advisor:

Date:

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Activities Coordinator:

Date: