

FUND-RAISING PROCEDURES

A. GENERAL

1. In all circumstances, you should be familiar with all procedures outlined in the most current edition of the Business Office Administrative Procedures Manual.
2. Fund-raising activities are not confined to regular school hours but are considered an extension of the school program. When fund-raising activities are in the name of the school, all funds raised become school funds, belonging to the school-sponsored group responsible for raising the money.
3. In August of each year, each principal shall submit to the Business Manager an annual fund-raising plan on the Fund Raising Request Form listing the organizations, which will engage in fund-raising activities with the intended use of the funds specified.
4. Each organization is limited to a maximum of two fund-raising activities.
5. To request permission to conduct a fund raising activity, the club sponsor should complete the application portion of the Activity Fund Request Form.
6. At the end of each school year, fund raising event, or each six weeks, whichever is shorter, each organization shall report to the principal regarding the outcome of each fund-raising activity and how these funds were used.
7. At the elementary level, door-to-door fund-raising by students in activities sponsored by the school or by a school related organization is prohibited.

B. BAKE SALES – CAUTION

Bake Sales are strongly discouraged even though they are an approved fundraiser. They are **STRONGLY DISCOURGED** due to the fact we cannot control food contamination or what substances could be added to the food. If you decide to do a bake sale please keep this in mind.

C. RAFFLES

Raffles are not allowed for any fundraiser. As quoted by the Texas Attorney General Website www.oag.state.tx.us/AG_Publications/txts/raffle.shtml “ An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor. If you have any questions regarding this please contact the Attorney General at 800-252-8011 or go to their website www.oag.state.tx.us.

D. ACCOUNTING FOR FUND-RAISING ACTIVITIES

1. Collections and Disbursements:
 - a. All collections and disbursements associated with any fund-raising activity coordinated by the school or a school-recognized student group shall be transacted through a District Activity Fund.
2. A report should indicate gross collections and list any expenses incurred relative to the activity merchandise (advertising, sales tax, prizes, etc.). Disposition of the net proceeds (profits) should also be

disclosed if funds were collected for a specific purpose. The Sponsor is ultimately responsible for the actual preparation and submission of the Summary Sheet; however, the person requesting permission to conduct the fund-raising activity should prepare the report.

3. Such records should include at minimum:

4.
 - a. Distribution Lists
 - b. Daily Collection Reports
 - c. Tabulation of sales tax collections (as reported by the business office)
 - d. Original cash receipts received for money turned in to the financial clerk

1. **At the conclusion of the fund raising activity, all records should be turned into the Business Office with the completed Fund Raising Application and retained for audit purposes.**

STUDENT GROUP NAME _____ FUNDRAISER ____#1 ____#2

SABINAL INDEPENDENT SCHOOL DISTRICT

FUND RAISER REQUEST FORM

In order to receive permission for a fund-raising activity, please complete the following information and return to your campus principal. It will be necessary to secure the permission of the Principal and then Business Manager prior to making a commitment to a fund-raising activity.

Please note that the law permits TWO tax-exempt fund-raisers per organization in a calendar year. It is the responsibility of the sponsor to include and collect taxes with your activity. Take this into account when establishing prices. Service activities such as a car wash or bake sale are not included in tax collection. However, a special project made in the instruction of the classroom that is sold and becomes the possessions of an individual is taxable.

Please consult with a permanent employee of the sales tax division at 1-800-252-5555 if you have a question about an exempt/non-exempt sale.

Description of the fund raising activity: _____

Nature of the activity: _____

Company Name: _____

Purpose of the fund raising activity: _____

_____ Expected net income: _____

Profits will be used for: _____

Date(s) of the planned activity: _____

Location of the planned activity: _____

Who will do the selling? _____ Where? _____

Will door-to-door solicitation be involved? _____

By signing and submitting this request, I accept responsibility for the Sales Tax collection and cash collections involved.

Sponsor signature: _____ Date: _____

Principal approval: _____ Date: _____

<u>Business Office use only:</u>		
Status of fund raising activity (Circle one):	EXEMPT	NONEXEMPT
Reviewed by: _____	Date: _____	

Business Manager approval: _____ Date: _____

SABINAL INDEPENDENT SCHOOL DISTRICT

FUND RAISING FINANCIAL RECAP

Organization: _____ Account Number: _____

Campus: _____ Activity: _____

Beginning sale date: _____ Ending Sale date: _____

Description of product(s) or services: _____

Vendor name: _____ Phone: _____

Vendor address: _____

A. Total Sales: _____

B. Expenses: _____

C. Actual Income (A minus B) _____

Status of any remaining inventory: _____

Sponsor signature: _____ Date: _____

Principal approval: _____ Date: _____

Business Office verification: _____ Date: _____

DO NOT COMBINE DEPOSITS WITH OTHER TYPES OF DEPOSITS.

DEPOSIT REPORT

DATE _____ RECEIPT # _____

Please put your activity number in the memo section of all checks deposited. You must also record exactly what you have sold or collected money for. This report is used to process the sales tax report that is sent to the IRS. The Business Office cannot credit your account without this report, deposit slip and receipt.

TOTAL DEPOSIT \$ _____

SPONSOR _____ ORGANIZATION _____

REASON FOR DEPOSIT _____

ACCOUNT CODE # _____

FUNDRAISER #1 _____ FUNDRAISER #2 _____

REMINDER: YOU ARE ONLY ALLOTTED 2 FUNDRAISERS PER SCHOOL YEAR. THIS FORM MUST BE FILLED OUT COMPLETELY OR IT WILL BE RETURNED TO YOU.

DO NOT COMBINE DEPOSITS WITH OTHER TYPES OF DEPOSITS.

DEPOSIT REPORT

DATE _____ RECEIPT # _____

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