

Airport Community Schools

Fundraiser Packet & Student Activity (Internal Account) Guidelines

(To be given to advisors
at the start of each school year)

AIRPORT COMMUNITY SCHOOLS
STUDENT ACTIVITY / INTERNAL ACCOUNTS
GUIDELINES

Student activity funds, though not a part of the general fund operating budget, are the responsibility of the Board of Education. The Board recognizes the existence of many worthwhile community and student activities that require the raising of funds either by the sale of merchandise, tickets, or perhaps direct request for money. Because of the need to safeguard students in the educational program, the Board limits participation of students to those activities that have the Superintendent's approval.

It is the responsibility of the Board to provide the necessary basic texts, materials, supplies, equipment, uniforms, buildings and outdoor facilities to conduct the approved educational and co curricular programs of the District. Community and school fund raising organizations may contribute to the enrichment of these basic programs through the contribution of funds and/or items considered to be non-necessities as long as those contributions have been determined consistent with the above and approved by the Superintendent through the appropriate building or program administrator.

This policy is not to affect those regular school programs such as drama or musical concerts, etc., as those students will be selling tickets for an activity in which they are taking part. Elementary students will not be asked to sell tickets for middle school and senior high school activities.

If a fund raising project is conducted to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fund raising effort. This shall apply to school related groups as well as to school organizations.

Every attempt shall be made to coordinate fund raising activities among buildings and various organizations in order that excessive demands are not made upon members of the community. Such coordination is especially important at Christmas or other holiday times when innumerable items are available for sale by the students.

All participation in fund raising activities shall be voluntary. Elementary students shall not take part in door-to-door sales unless accompanied by a parent/guardian. Middle School students are discouraged from participating in door-to-door sales, but may do so with individual parental consent.

Fund raising projects should take very little, if any, class time and should not make an excessive burden on classroom teachers. Class or organization sponsors must assume the responsibility for supervising the project, accounting for funds, making reports and any other details involved in the project.

Organizations allowing K-5 students to take part in door-to-door sales without being directly accompanied by a parent/guardian shall forfeit their right to conduct fund raising activities the following year.

Door to door solicitation may require obtaining local municipality licensing/permits.

General Principals

1. Student activity funds are to be used to finance a program of non-curricular school activities, augmenting but not replacing the activities provided by the school district.
2. Projects for raising student activity funds shall, in general, contribute to the educational experience of pupils and shall not conflict with the instructional program.
3. Fund derived from the student body as a whole shall be so expended as to benefit the student body as a whole.
4. Student activity funds shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds.
5. Student body representation is an important factor in the democratic management of funds raised by the student body and expended for its benefit and should be required wherever possible.
6. The management of student activity funds shall be in accordance with sound accounting practices, and is subject to audits in the same manner as regular school funds.
7. Activity funds associated with graduating classes will have 30 days after graduation to determine how funds left in their account may be used. Failure to do so, will automatically allow for the transfer of funds to the student council account.
8. The Superintendent shall develop rules and procedures for the proper management and accounting of these funds.

AIRPORT COMMUNITY SCHOOLS
ACTIVITY FUND PROCEDURES
Advisor Instructions and Responsibilities

Activity Funds are used by Airport Community Schools to report revenues received and funds disbursed for various student groups. The school district acts as the receiving and paying agent for these groups. Any group wishing to set up a new fund should work with the Chief Financial Officer to establish the fund. Each activity account advisor/treasurer will turn in to the Business Office, a completed student activity ledger annually for audit purposes. Activity ledgers may be subject to internal audits by the business office during the school year.

In no event shall cash be used to pay for goods and/or services. All monies collected will be deposited. Check requests or payment vouchers must be filled out for all payments.

Each activity account **must** keep a ledger of all receipts and disbursements.

Cash Receipts (procedures for Principals, Advisors, and Treasurers)

- There shall be no commingling of activity fund monies and personal monies.
- All checks collected must be made out to “Airport Community Schools”.
- No cash shall be sent through the interoffice mail.
- Money will not be left overnight in desks, lockers, etc, but turned into the building office daily with the appropriate paperwork, even if the event/fundraiser is not over.
- Cash from fundraisers will be counted and recorded on deposit worksheet by two (2) persons (teacher/advisor), immediately after an event.
- A Deposit Worksheet will be filled out by the advisor/treasurer in charge of the monies, and signed by both individuals that counted the money.
- The deposit worksheet and money should be placed in a bank bag and taken by the advisor/treasurer to the building office. The advisor/treasurer will receive a receipt from the office to ensure that the monies were properly dropped off at the office and the building secretary/principal will place the monies in a locked safe in the building office. Three (3) copies of this worksheet should be made; one for the advisor, one for the building, and one copy for the Business Office.
- The building secretary will recount the monies and prepare the bank deposit slips and deposit the monies at the bank. Any discrepancies between the funds and the deposit worksheet will be immediately reported to the Advisor for the student account. The deposit slip along with a copy of the deposit worksheet will be submitted to the Business Office in a timely manner.
- Deposit worksheets will identify each check and currency type separately.

Cash Disbursements (procedures for Principals, Advisors, and Treasurers)

- Goldenrod payment vouchers must be filled out completely for checks to be issued. Invoices (not statements) and/or original store receipts should be reviewed for accuracy and must be attached to the voucher.
- All vouchers presented for payment must contain the approval signature of two (2) individuals; 1) the advisor/treasurer of the student account, and 2) an immediate supervisor (principal, director, athletic director, etc). No checks will be issued without two signatures.
- All vouchers to individuals or employees (except reimbursements for supplies) must have social security numbers listed so that the Business Office can properly report this income to the IRS at year end.
- It is the responsibility of the Teacher-Advisor of the student account to maintain adequate financial records.
- Accounts/activity ledgers must be reconciled annually to the Business Office records.
- Principals will provide the Business Office with a list of approved Advisors/student treasurers at the beginning of each school year or whenever a change occurs during the school year.

AIRPORT COMMUNITY SCHOOLS NEW PROCEDURES FOR FUND RAISERS

This procedure involves all fund raising activity in any building, PTO or any outside organization which cares to benefit Airport Community Schools.

To have a building fund raiser, two main forms will be required. These are:

1. Request for Fund Raiser ACTIVITY FORM (Included in packet)

This form is to be signed by the ***Building Principal*** and two copies made.

One copy goes to the ***Building Principal***.

One copy is sent to the ***CFO*** in the business office.

2. FUND RAISER PROFIT FORM appropriate to the type of activity.

Form A-1: For any Product / Magazine Sales

Form A-2: For Non-Product Sales Activity (Spaghetti Dinners etc)

Form A-3: Product Shipped before the Sale (candy)

Form A-4: Events that tickets are sold for (Ex. Athletic event)

Please note that there is an **additional form included in this packet** for any product that is given out before the sale. This is an inventory control sheet to keep track of your product. **THIS FORM SHOULD BE USED FOR ALL PRODUCT SALES THAT CAN BE INVENTORIED.**

Upon completion of the Fund Raiser, Forms A-1, A-2, A-3, or A-4 **must be returned** to the ***Building Principal*** and signed by the person responsible for the fund raiser.

The ***Building Principal*** is then to sign the form (if in agreement) and return the form to the Business Office along with a copy of the original REQUEST FOR Fund Raiser ACTIVITY FORM. **If there are any problems or discrepancies, these should be noted on the form.**

REQUEST FOR FUND RAISER ACTIVITY _____ **Log #** _____

(Must be completed three (3) weeks prior to the Start of the Activity)

SCHOOL: _____ DATE SUBMITTED: _____

NAME OF GROUP CONDUCTING FUND RAISER: _____

SUBMITTED BY: _____ TITLE: _____

INTERNAL FUND(S) TO PROFITS (IF DISTRICT ACCOUNT: _____

DATE(s) OF ACTIVITY: START DATE: _____ END DATE: _____

ADVANCEMENT OF FUNDS TO BUY PRODUCT (IF ANY):\$ _____ Expected Profit:\$ _____

NAME OF PERSONS DIRECTLY RESPONSIBLE FOR FUNDRAISING ACTIVITY AND COLLECTION OF FUNDS:

(PRINTED)

(PHONE NUMBER IF PARENT)

(PRINTED)

(PHONE NUMBER IF PARENT)

DESCRIPTION OF ACTIVITY:

SPECIFIC PURPOSE FOR FUNDRAISER:

WHAT LINK TO CURRICULAR OR EXTRA-CURRICULAR ACTIVITIES:

GRADE LEVEL(S) THAT WILL BENEFIT FROM FUNDRAISER: _____

APPROVED: _____ NOT APPROVED: _____ REASON: _____ DATE: _____

PRINCIPAL/DIRECTOR: _____ DATE: _____

SUPERINTENDENT APPROVAL: _____ DATE: _____

BUSINESS OFFICE STAMP RECEIVED _____ DATE: _____

ROUTE COPY TO : CHIEF FINANCIAL OFFICER, BUSINESS OFFICE, PH 734.654.3420, FX 734.654.3424

1. Three (3) weeks prior to the start of any fund raiser, this form must be completed by the group conducting the fund raiser, signed by the **Building Principal** and forwarded to the **Chief Financial Officer** in the Business Office.
2. At the end of the fund raiser, this form is to be returned to the Business Office along with the appropriate "FUND RAISER PROFIT SHEET" (A-1, A-2, A-3, A-4).

AIRPORT COMMUNITY SCHOOLS
 FUND RAISER PROFIT SHEET
PRODUCT / MAGAZINE SALES

This report is to be returned to the **Building Principal** and **Chief Financial Officer** with a copy of the "REQUEST FOR FUND RAISER ACTIVITY" form.

Name of Fund Raiser _____ **Log#** _____
 Date(s) of Fund Raiser _____
 Fund Raiser location-Building _____
 Funds Deposited to _____ Date of Deposit _____

Total Sales: (Money taken in) \$ _____
 Less Sales Tax: (if applicable)* \$ _____
 Net Sales: (Sales minus taxes) \$ _____

	<u>Vendor Name</u>	<u>Invoice \$\$\$</u>	<u>Invoice #</u>	<u>Date</u>	<u>Check #</u>
Invoices for Product:					
Invoice #1					
Invoice #2					

Total Cost of Product \$ _____ (Add all invoices paid here)

Net Profit Deposited ** \$ _____ (Net sales less cost of product)

*Please see Appendix on Sales Tax for Schools

** This figure should agree to total amount deposited.

Explanation of Variances _____

Prepared by (print name) _____

Signature _____ Date _____

School Principal Signature _____ Date _____

Date sent to Business Office _____ Date Received in Business Office _____

AIRPORT COMMUNITY SCHOOLS
 FUND RAISER PROFIT SHEET
NON-PRODUCT SALES ACTIVITY

(Use this form for-Spaghetti Dinners, etc.)

This report is to be returned to the **Building Principal** and **Chief Financial Officer** with a copy of the "REQUEST FOR FUND RAISER ACTIVITY" form.

Name of Fund Raiser _____ **Log#** _____
 Date(s) of Fund Raiser _____
 Fund Raiser location-Building _____
 Funds Deposited to _____ Date of Deposit _____

Total Sales: (Money taken in) \$ _____
 Less Sales Tax: (if applicable)* \$ _____
 Net Sales: (Sales minus taxes) \$ _____

Cost of Event:

Labor Expense (if any)	\$ _____	
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Supplies & Materials	\$ _____	Check # _____
Miscellaneous	\$ _____	Check # _____
Miscellaneous	\$ _____	Check # _____
Miscellaneous	\$ _____	Check # _____

Total Cost of Event \$ _____ (Add all expenses here)

Net Profit Deposited ** \$ _____ (Net sales less cost of event)

*Please see Appendix on Sales Tax for Schools ** This figure should agree to total amount deposited.

Explanation of Variances _____

Prepared by (print name) _____

Signature _____ Date _____

School Principal Signature _____ Date _____

Date sent to Business Office _____ Date Received in Business Office _____

AIRPORT COMMUNITY SCHOOLS
 FUND RAISER PROFIT SHEET
MERCHANDISE SALES PROFIT AND LOSS REPORT

(Use this form when unit cost is the same and product is shipped before the sale, candy bars, etc)

This report is to be returned to the **Building Principal** and **Chief Financial Officer** with a copy of the "REQUEST FOR FUND RAISER ACTIVITY" form.

Name of Fund Raiser _____ **Log#** _____
 Date(s) of Fund Raiser _____
 Fund Raiser location-Building _____
 Funds Deposited to _____ Date of Deposit _____

Unit Cost: \$ _____ Selling Price: \$ _____ Description _____

Invoices for Product:	Vendor Name	Invoice \$\$\$	Invoice #	Date	Check #
Invoice #1	_____	_____	_____	_____	_____
Invoice #2	_____	_____	_____	_____	_____

	QUANTITY	DOLLAR VALUE	BUILDING
Beginning Inventory at Cost	_____	\$ _____	_____
Plus any Purchases at Cost	_____	\$ _____	
Less Returns at Cost	_____	\$ _____	
Adjustments (at cost) Free Goods, etc.	_____	\$ _____	
Less Ending Inventory @ Cost (unsold)	_____	\$ _____	
Available for Sale @Cost	* _____	\$ _____	

*these two numbers should be the same

Projected Sales @ Selling Price	* _____	\$ _____
Deposited Sales Total Project	_____	\$ _____
Variance (Over) Short	_____	\$ _____

Explain any vendor bonus programs (cash back for volume sales, free products, etc.)

Explanation of Variances _____

Prepared by (print name) _____

Signature _____ Date _____

School Principal Signature _____ Date _____

Date sent to Business Office _____ Date Received in Business Office _____

AIRPORT COMMUNITY SCHOOLS
FUND RAISER PROFIT SHEET

(Use this form for events that tickets are sold for, i.e., Athletic events)

This report is to be returned to the **Building Principal** and **Chief Financial Officer** with a copy of the "REQUEST FOR FUND RAISER ACTIVITY" form.

Name of Fund Raiser/Event _____ **Log#** _____
 Date(s) of Fund Raiser/Event _____
 Fund Raiser location-Building _____
 Funds Deposited to _____ Date of Deposit _____

General Admission:

Ticket #	Ticket #	# of Tickets	Ticket Price
_____ To _____	_____ X _____	= \$ _____	
_____ To _____	_____ X _____	= \$ _____	
_____ To _____	_____ X _____	= \$ _____	
_____ To _____	_____ X _____	= \$ _____	
			TOTAL: \$ _____

Other:

Ticket #	Ticket #	# of Tickets	Ticket Price
_____ To _____	_____ X _____	= \$ _____	
_____ To _____	_____ X _____	= \$ _____	
			TOTAL: \$ _____

Total Ticket Value \$ _____ *(Sum of all ticket sales value)
 Total Cash Deposited \$ _____ (Attach a sheet detailing all deposits relating to this event)
 Variance (Over) Short \$ _____

Explanation of Variances: _____

Ticket Seller _____ Ticket Taker _____

Verified by _____ Verified by _____

Prepared by (print name) _____

Signature _____ Date _____

School Principal Signature _____ Date _____

Date sent to Business Office _____ Date Received in Business Office _____

AIRPORT COMMUNITY SCHOOLS
OTHER SALES TAX NOTES:

RAFFLE LICENSES:

MUST BE OBTAINED TO HOLD ANY RAFFLE, ESPECIALLY A RAFFLE INVOLVING A
TICKET "PRE-SALE"

FUND RAISING ACTIVITIES:

While our non-profit Groups are allowed to perform Fund Raising Activities such as Bingo,
Las Vegas Nights, Raffles etc, the purchases of property used in this fund raising IS
taxable.

In all instances to be exempt the consideration for the purchase must move directly from the
funds of the exempt non-profit organization. (ACS would have to purchase the items under
the terms of our license.)

THESE ARE EXPERTS FROM THE REVENUE ADMINISTRATION BULLETIN 1995-3.

FOR FURTHER INFORMATION PLEASE CONTACT:

MICHIGAN DEPARTMENT OF THE TREASURY
TREASURY BLDG
LANSING, MI 48922
PHONE 517 373-3190