

## SECTION 13.1 – FUNDRAISING

### **INTRODUCTION**

[RCW 28A.325.030 ASB fund – Fund-raising activities](#), governs ASB fundraising. All moneys generated through the programs and activities (including any fundraising activities) of any ASB group shall be deposited in the ASB fund. ASB advisors or groups cannot direct fundraiser activities to go through an outside school support organization such as a parent booster group. There are certain specific criteria that must be in place in order for a fundraiser to be legitimately handled by or through an outside school support organization such as a parent support/booster group. (See [Section 16 – School Support Organizations](#)) If other outside school support organizations wish to be involved in a fundraiser, their involvement should be carefully scrutinized to ensure that the separation between an ASB groups' fundraising activity and a school support organization's activity, is not compromised.

The following procedures for fundraising are provided as a guideline to help schools design internal controls to protect all individuals involved in a fundraiser. The forms provided at the end of this section are those that were provided by the [WASBO ASB Procedures Manual](#) and are meant to serve as an illustration of the types of documentation/forms that can be used to facilitate proper internal controls and accountability for fundraising activities. You may wish to adapt these forms or create new ones to suit your school's needs.

### **PROCEDURES**

#### **Procedures Prior to Sale**

- The student body and the school principal or their designee(s) must pre-approve all fundraising. The fundraiser must be a type approved by the school board. (*Please Note: Raffles and "Games of Chance" are not allowed.*)
- ASB budget capacity should be determined.
- A timetable should be established for the starting and ending dates of the fundraiser.
- A selling price should be established for the merchandise.
- A request for purchase order must be established by the students/advisors involved with the fundraiser and an official PO entered into BusinessPlus for the order.
- Consideration should be given to whether or not bid laws apply.
- A written agreement should be made with the vendor to ensure that unsold merchandise can be returned for credit.
- Negotiate with the vendor for a more favorable commission rate rather than allowing prizes and awards for incentives. (See [Section 15](#) for cautions regarding prizes, awards and incentives during a fundraiser.)
- At the time merchandise is received from the vendor, it should be counted, signed for, and secured until it is checked out to the students.
- The quantity received should be checked against the quantity billed from the vendor.

- The students should be informed that they are responsible for all merchandise checked out to them. A parent approval letter may be recommended.
- Signed inventory check-out forms specifying what merchandise inventory has been assigned to each student should be maintained.
- Students who do not return unsold merchandise may be assessed a fine. This fine should be equivalent to the retail value of the merchandise.
- A timeframe during which money can be turned in to the school office and verified each day should be established with the ASB treasurer.
- Anticipated revenue for the fundraiser should be projected.

### **Procedures During the Sale**

- All merchandise should be stored in a secure area throughout the sale. The club advisor or designee should be 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 should be performed.
- Individual student record sheets should be maintained. (See forms A and B for examples)
  - The students should sign their record sheets each time he/she receive merchandise.
  - The students should sign their record sheets each time he/she turns in money for merchandise sold.
- The individual responsible for the fundraiser should perform an instantaneous reconciliation between what the student signed for and what they are returning.
- The use of POS Receipting system is required, when applicable, so that the students will receive an individual receipt for the money turned in.
- The student should not be allowed to check out any additional merchandise if they have not successfully reconciled their previous sales money.
- The advisor in charge of the fundraiser is not to keep money in the classroom or at home. The money is to be turned into the ASB treasurer on a daily basis or as soon as possible for storage in the school safe. The ASB Treasurer will issue a receipt to the advisor for money turned in.

### **Procedures After the Sale**

- All student record sheets should be verified each time the student turns in money or merchandise and for accuracy after the fundraiser has ended.
  - If students neglect to turn in merchandise, prepare a listing of the student names, the quantity, and the amount due from each student.
  - Submit a list of students to the ASB treasurer for collection.
- All unsold merchandise should be counted and placed in a secure location. The unsold merchandise should be returned to the vendor for credit or may be sold to the student store for resale.
- A file should be kept on each fund-raising activity. The file may include (depending on the type of fundraiser):
  - Copies of vendor invoices, references to district purchase order(s), and receipts, student record sheets and any other backup documents.

- A record of the physical inventory of any unsold merchandise.
- A copy of the vendor's credit memo for any merchandise returned.
- A copy of the ASB transfer for the unsold merchandise transferred to the student store (as a possibility for unsold merchandise)
- A final reconciliation of the fundraiser. (See Forms C and D for examples.)
- All invoices received at the school should be reconciled to documentation of what was ordered (order lists, or packing slip) and then given to the ASB treasurer for payment.
- Total revenue less the value of merchandise not sold should be compared to projected revenue and amount deposited with the district.

### **Restrictions on Raffles/Gambling/Bingo/Carnivals**

Due to the State Gambling Commission's licensing requirements and strict detailed guidelines governing raffles and "games of chance" as fundraisers, the district does not allow ASB's to conduct raffles and other games of chance as fundraisers.

### **Training for Advisors Assisting Students With Fundraising:**

School ASB administrators and primary advisors should set clear expectations for activity advisors involved with fundraising about the importance of communicating and coordinating a desired or planned fundraiser with the ASB treasurer, as well as adherence to the record-keeping requirements. These requirements are in place to protect all individuals involved as well as to facilitate the learning experiences that can be obtained for students involved with fundraising. It is a good idea to develop a structure under which activity advisors can each be informed of the requirements through a short training given at the school. If advisors do not take the time to attend the training, then limitations may be applied to their ASB group's ability to conduct any fundraising activities. This can be enforced when the principal pre-authorizes a fundraiser.

### **Timing and Coordination of Various Fundraisers:**

There are often many groups within the school community who wish to conduct fundraisers for many different reasons. It is important to try to coordinate on the timing of the different fundraisers keeping in mind that each student group is often approaching the same or similar community group as purchasers/customers for their fundraiser.

**SCHOOL DISTRICT NAME**  
Fund Raiser Check-Out Sheets

Club and Teacher Name \_\_\_\_\_ Student Name \_\_\_\_\_

Date	Student Signature	Type of Merchandise	Quantity Checked Out	Quantity Checked In	Merchandise Balance	Money Turned In

Student's Signature \_\_\_\_\_ Total Items Sold \_\_\_\_\_  
Teacher's Signature \_\_\_\_\_ Total Money Turned In \$ \_\_\_\_\_  
Date \_\_\_\_\_ Amount Owing \$ \_\_\_\_\_

**SCHOOL DISTRICT NAME**  
Fund Raiser Check-Out Sheets

Club and Teacher Name \_\_\_\_\_ Student Name \_\_\_\_\_

Date	Student Signature	Type of Merchandise	Quantity Checked Out	Quantity Checked In	Merchandise Balance	Money Turned In

Student's Signature \_\_\_\_\_ Total Items Sold \_\_\_\_\_  
Teacher's Signature \_\_\_\_\_ Total Money Turned In \$ \_\_\_\_\_  
Date \_\_\_\_\_ Amount Owing \$ \_\_\_\_\_

## FUND-RAISING DEPOSIT

Purchase Order Number \_\_\_\_\_

Account Number \_\_\_\_\_ Receipt No. \_\_\_\_\_ to \_\_\_\_\_

Vendor is \_\_\_\_\_ selling \_\_\_\_\_

### Cash Count

1's \_\_\_\_\_ **Checks Total** \_\_\_\_\_

5's \_\_\_\_\_ Halves \_\_\_\_\_

10's \_\_\_\_\_ Quarters \_\_\_\_\_

20's \_\_\_\_\_ Dimes \_\_\_\_\_

50's \_\_\_\_\_ Nickels \_\_\_\_\_

100's \_\_\_\_\_ Pennies \_\_\_\_\_

**TOTAL** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

**DEPOSIT TOTAL \$** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Treasurer** \_\_\_\_\_ **Date** \_\_\_\_\_

## ASB FUND RAISING PROFIT ANALYSIS

Activity \_\_\_\_\_ Date \_\_\_\_\_

1. Total Units of Merchandise Purchased \_\_\_\_\_
2. Less: Units of Merchandise Returned \_\_\_\_\_
3. Net Units of Merchandise Available for Sale \_\_\_\_\_  
(Item 1 - Item 2)
4. Selling Price \_\_\_\_\_
5. Projected Sales Volume (Item 3 x Item 4) \_\_\_\_\_
6. Revenue Receipts (Attached Receipts) \$ \_\_\_\_\_
7. Variance (Item 5 - Item 6)  
(Variance Requires an Explanation if it exceeds  
3% of Item 5) \$ \_\_\_\_\_
8. Miscellaneous Expenses \$ \_\_\_\_\_
9. NET PROFIT (Item 6 - Item 8) \$ \_\_\_\_\_

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by \_\_\_\_\_ Activity Advisor Date \_\_\_\_\_  
Reviewed & Approved by \_\_\_\_\_ Building Administrator Date \_\_\_\_\_  
ASB Bookkeeper \_\_\_\_\_ Date \_\_\_\_\_  
ASB Treasurer \_\_\_\_\_ Date \_\_\_\_\_

FUNDRAISING  
ATTACHMENT C

# FUND-RAISER FINAL RECONCILIATION

Fill out this form and the ASB Fund-raising Profit Analysis.

The \_\_\_\_\_ club of \_\_\_\_\_ school held a fund-raising activity by selling \_\_\_\_\_

purchased from \_\_\_\_\_ This fund-raising activity was held from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_. Sales were accomplished through \_\_\_\_\_

(example: door to door sales, before and after school) We had \_\_\_\_\_ members participate in the sale.

The completion of this form finalizes your sale. Attach a list of the students who have not fulfilled their sales obligation noting the merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the principal's secretary so that these names can be placed on the fine list. Your club account will be credited as these fines are paid. Be sure your account number is on the list.

**All shaded areas must be completed (if tangible items were sold)**

**A. Merchandise Purchased:** (You must attach a **Xerox copy** of the itemized invoice.)

_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
			Sub-total	=	_____
			WSST/SHPG	=	_____
			TOTAL COST	=	\$ _____

**B. Merchandise Sold:** (Include tax and shipping costs in your sale price per item).  
**Or Tickets Sold:**

_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
			TOTAL REC'D	=	\$ _____

This should equal the amount of your deposits.

**C. Merchandise Unsold:  
Or Tickets Unsold:**

_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
			WSST/SHPG	=	_____
			TOTAL UNSOLD	=	_____

The unsold merchandise has been returned to the vendor for credit \_\_\_\_\_ Y/N \_\_\_\_\_  
If not returned, please explain \_\_\_\_\_  
\_\_\_\_\_

**D. Merchandise Checked Out and Not Returned:**

_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
			Value of Goods Not Returned	=	_____

The unsold items have been placed in inventory and the inventory list submitted to the ASB Activities Coordinator \_\_\_\_\_ Y/N \_\_\_\_\_. Resold to the school store \_\_\_\_\_ Y/N \_\_\_\_\_

The list of students not returning merchandise has been turned in \_\_\_\_\_ Y/N \_\_\_\_\_

Please explain any discrepancies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Recap:</b>	<b>A.</b>	<b>Merchandise or Tickets Sold:</b>	_____
	<b>B.</b>	<b>Merchandise Pending Credit:</b>	+ _____
	<b>C.</b>	<b>Merchandise on Fines List:</b>	+ _____
	<b>Sub-Total</b>		= _____
	<b>D.</b>	<b>Merchandise Purchase Price:</b>	- _____
		<b>Profit Total</b>	= _____

Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Student Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**Sign where indicated and return to your school ASB Bookkeeper.**

This recap will be kept on file for state auditing purposes.

## PROJECT/SALES EVALUATION

Project: \_\_\_\_\_

Dates: \_\_\_\_\_

Evaluation completed by: \_\_\_\_\_

Project Chairperson(s): \_\_\_\_\_

How would you rate this project:	<i>Outstanding</i>	<i>Good</i>	<i>Needs Improvement</i>
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How would the students rate this project?	<i>Outstanding</i>	<i>Good</i>	<i>Needs Improvement</i>
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How would the faculty rate this project?	<i>Outstanding</i>	<i>Good</i>	<i>Needs Improvement</i>
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- List all the things about your project you would do again:

- List all the things about your project that should be changed next year.

- List any special recommendations or ideas for next year's committee.

- List all the people, businesses or groups that should be thanked for their part in this project.

## SAMPLE FUNDRAISING REQUEST & ACTIVITY FORM

### A. Request for Pre-Approval of Fundraiser

School: \_\_\_\_\_ Activity: \_\_\_\_\_ Account#: \_\_\_\_\_

Name of Fundraising Activity: \_\_\_\_\_

\_\_\_\_\_ Description/Purpose: \_\_\_\_\_

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Is the fundraiser for the benefit of an organization outside of the district?  
Yes? No? (Circle One) If yes, please include the name, address and  
phone number of the organization.

Dates of Fundraiser: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Team/Club Leader (student): \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Coach/Club Advisor (staff): \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Treasurer/Cashier (staff): \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Principal's Pre-Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

### B. Accounting Summary of Fundraiser

1. Total Actual Revenue Received \$ \_\_\_\_\_

2. Total Cost of Goods Sold (your cost for items:

\$ \_\_\_\_\_

3. Other Expenses (decorations, supplies, etc.)

\$ \_\_\_\_\_

4. Total Expenditures

\$ \_\_\_\_\_  
(line 2 plus line 3)

5. Net Profit (Loss)

\$ \_\_\_\_\_  
(line 1 less line 4)

### C. Final Approval of Reconciliation

I hereby certify that the accounting information submitted is  
complete and accurate:

Team/Club Leader (student): \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Coach/Club Advisor (staff): \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Treasurer/Cashier (staff): \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)