

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 necessary to ensure accounting controls in accordance with generally accepted accounting principles and a good internal control system to protect all individuals involved in the 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 shall be established for the starting and ending dates of the fundraiser.
- A selling price shall 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 shall be counted, signed for, and secured until it is checked out to the students.
- The quantity received shall be checked against the quantity billed from the vendor.

- The students shall 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 shall be maintained. (See forms A and B)
 - The students must sign their record sheets each time he/she receives merchandise.
 - The students must 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 official district pre-numbered receipt books with either district or school name is required 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 each day for storage in the school safe. The ASB Treasurer will issue a receipt to the advisor each time the money is turned in.

Procedures After the Sale

- All student record sheets are to 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 is to be counted and placed in a secure location. The unsold merchandise is to be returned to the vendor for credit or sold to the student store for resale.
- A file is to be kept on each fund-raising activity. The file may include:
 - 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 is required to be completed. (See Forms C and D.)
- 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 strict 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 should 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 _____	Date _____
Activity Advisor	
Reviewed & Approved by _____	Date _____
Building Administrator	
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 _____

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

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: *Outstanding* *Good* *Needs Improvement*

How would the students rate this project? *Outstanding* *Good* *Needs Improvement*

How would the faculty rate this project? *Outstanding* *Good* *Needs Improvement*

• 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: _____

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)