

FUND-RAISING ACTIVITIES

- 1 Complete application and send a copy to finance.
- 2 Deposit daily.
- 3 Send a copy Recap 1 to finance within four weeks after fundraiser.
- 4 Please read the tab on money handling
- 5 Finance will keep a folder on each fundraiser.
- 6 Please finance if you have any questions.

**ALVARADO INDEPENDENT SCHOOL DISTRICT
ACTIVITY FUND
FUND RAISING APPLICATION**

School _____ Club _____ *Date* : _____

Beginning Sale Date: _____ Ending Sale Date: _____

Will door-to-door solicitations be involved? _____

Who did the selling? _____

For what purpose's) will the proceeds be used? _____

Description of the product's) to be sold: _____

Estimated of students participating: _____

Cost per item: \$ _____

Percentage Profit: _____

Vendor Name: _____ Vendor Phone: _____

Vendor Address: _____

Vendor Number _____

Representative: _____

***** Check if this is a tax-free sales day: *****

This is the 1st__2nd__3rd__4th__5th__ Money raising activity this year for this organization or club.

Sponsor _____ Date _____
Signature

Principal _____ Date _____
Approval of Fund Raiser

FUND-RAISING ACTIVITY RECAP

Due into Finance within 4 weeks of ending sale date

Campus _____

CLUB: _____

SPONSOR: _____

YES NO

Tax Free Sales Day: If yes, 1st or 2nd Tax Free Day? _____

Type of Activity	Source of Merchandise	Purpose of Funds	Goal (\$)

Fundraiser Number _____

FINAL REPORT

DEPOSITS			EXPENSES			
DATE	RECEIPT #	AMOUNT	DATE	CHECK #	PAID TO	AMOUNT
		0.00				0.00
TOTAL		0.00	TOTAL			0.00

Principal's Signature _____ Date _____

Sponsor's Signature _____ Date _____

FUND-RAISING ACTIVITY RECAP

Campus 0

Club 0

Sponsor 0

Total Deposits 0.00

Total Invoices 0.00

Net Profit #DIV/0!

Beginning Inventory 0

Inventory Sold 0

Inventory Giveaway 0

Remaining Inventory 0

		Number	Cost	Total
1	Inventory on Hand	0	\$ -	\$ -
2	Breakage	0	\$ -	\$ -
3	Spoilage	0	\$ -	\$ -
4	Other List	0	\$ -	\$ -
5	Other List	0	\$ -	\$ -
6	Other List	0	\$ -	\$ -

MONEY HANDLING AND PURCHASING PROCEDURES

Money Handling Procedures

- **ALL** exchanges of money (cash, checks, money orders & cashier's checks) require that a receipt be given by the person receiving money to the person delivering the money.
- **ALL money must be deposited DAILY.**
- Copies of receipts given should be retained by both parties.
- Receipts should be reconciled with all money turned in and deposited.
- Cash received **MUST NOT** be used for purchases, check cashing, loans, advances, reimbursements, or for any other purposes and must not be co-mingled with other money.
- Petty cash is to remain in the building overnight, and no money is to be taken home for safekeeping.

Purchasing Procedures

- **ALL** purchases whether by purchase order or petty cash require approval *in advance* .
- Where possible, petty cash is to be used for Activity Fund expenditures up to \$50.00. These purchases must be supported by receipts for the exact money spent.
- Any purchase of \$5,000.00 – 10,000 must be approved by the Superintendent.
- Purchases over \$10,000.00 must be approved in advance by the Board.
- Purchase orders in payment of fund-raiser merchandise sold does not require a bid or quote but should have a contract with percentages for net profit.
- No purchase is to be made from money collected awaiting deposit.

RECAP OF FUND-RAISER

- A recap of the fund-raiser must be completed before payment.