

STUDENT ACTIVITIES FUND RAISING MANAGEMENT ADMINISTRATION PROCEDURE

The accounting system for managing student funds shall be designed to yield the largest possible educational return to pupils without sacrificing the safety of funds or exposing pupils to undue responsibility or unnecessary routine.

The administration is charged with the responsibility for making rules, regulation and procedures for the conduct, operation and maintenance of extracurricular accounts and for the safeguarding, accounting and audit of all monies received and derived from fund raising.

All advisory/coaches that collect money during fund raising activities and/or athletic contests must turn the money in with a deposit slip into the main office **no later than the close of business** the next school day. Advisors and coaches will keep an accurate accounting of all receipts and expenditures of all fund raising activities and athletic contests and will report this information to the Administrator/designee after/following each event or activity.

The main office in each school is the designated location for the temporary storage of money originating from fund raising activities and athletic contests. All other locations are unauthorized to store fund raising money and cannot be covered by school insurance in the event of loss. All lost funds that were stored in an unauthorized location at the time of the loss are the sole responsibility of the person/advisory responsible for the fund raising activity.

If there are any questions about fund raising and the storage of the fund raising money contact the building administration for clarification and direction.

Administrative Procedure Adopted: 6/17/10

Fundraising “Annual” Summary Sheet

(Refer to Policy JJE)

Please complete this form and submit to the Building Administrator when all of your fundraising activities are done for the event.

Please be advised that in the event that money is stolen from desks or cabinets or elsewhere in the school buildings, the Board cannot be held liable for the loss.
School funds left in designated depositories will be insured.

Name of Project Coordinator: _____

Address: _____

Phone Number Work: _____ Home: _____

Name of Group/Organization: _____

Event	Date	Money Earned	Expenses*	Total

GRAND TOTAL \$ _____

*Please attach a copy of your expense receipts to this form.

DATE SUBMITTED TO ADMINISTRATOR: _____
Date

Administrative Procedure Adopted: 6/17/10