Wharton Independent School District
Fundraising Application and Financial Recap

This form is to be completed and approved by the Principal before planning any fundraising activity with students. *Keep a copy of this completed form for post-fundraising, financial recap submission (see below).*

Campus _____ Teacher/Sponsor _____

Club/Organization _____

Proposed beginning date _____ Proposed ending date _____

Description of Fundraising activity _____

_____

Anticipated net profit _____

Proceeds will be used for _____

Check one:

____ This is my ( )first ( )second one-day tax-free sale during this calendar year.

____ I will be responsible for collecting and reporting sales tax.

I certify that I will exercise strict control over all products in my possession and will remit all collections on a daily basis to the campus secretary. I further certify that I reviewed and read the Wharton ISD Financial Procedures Manual including the section on Activity/Agency Funds and my signed acknowledgement is on file with the Wharton ISD Business Office. I realize that any losses due to my failure to follow established rules and procedures may become my personal responsibility.

_____ _____ _____

Signature of Teacher/Sponsor | Approval of Principal | Superintendent

---

Financial Recap

(To be completed AFTER fundraiser)

Total collections: _____ **Expenses:** _____ **Net income:** _____

_____ _____ _____

Signature of Teacher/Sponsor | **Verification of Campus Secretary** | **Date**

Fundraising Activity Sponsor Responsibilities

1. Submit a Fundraising Application to the principal for approval.

2. Document merchandise distributed to students for sale.

3. Collect all applicable sales tax and report to campus secretary.

4. Maintain a daily receipts journal or collections list.

5. **Full payment must be made before Fundraising merchandise is delivered to purchaser.**

6. **Under no circumstances shall checks be held until a later date or post dated to accommodate a purchaser.**

7. Safeguard all collections in a locked, secured location.

8. Turn in collections daily to the campus secretary and obtain receipts.

9. If so designated, make bank deposits and submit deposit slips to the campus secretary.

10. All expenditures must be paid by check from the activity fund.
    NO EXPENDITURES SHALL BE MADE USING UNDEPOSITED CASH! Supporting documentation must be provided for all expenditures.

11. Within one week of the conclusion of the Fundraising activity, submit an Income/Expense Report to the campus secretary.

12. Maintain Fundraising activity records for 3 years after the conclusion of the current fiscal year. These records are subject to review by the independent auditor and campus and central office administration.

Wharton Independent School District
Fundraising Collection List

(See instructions on reverse side.)

Campus _____

Club/Organization _____

Fundraising Activity _____

NAMES	CHECK #	AMOUNT	NAMES	CHECK #	AMOUNT
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

Total Submitted $_____ **Receipt Number** _____

_____
Teacher/Sponsor Signature

_____ _____
Campus Secretary Signature **Date**

Instructions

All fundraiser sponsors must keep a cash receipts journal or Collection List to document cash/checks collected daily. Money collected must be given to the campus secretary daily and the sponsor shall receive a receipt. The total on the receipt must equal the total shown on the Collection List for that day.

This Collection List may be used by teachers/sponsors instead of individual cash receipts for multiple collections. All money turned in to the campus secretary must be accompanied by cash receipts or a Collection List.

Names must be legible. In elementary schools, teachers may enter the names of students from whom money is received. In secondary schools, students must, in the presence of the teacher, sign the form and enter the amount of money turned in. Check numbers must be shown for all checks received.

All money collected must be turned in to the campus secretary in the same form as collected. Employee's personal checks may not be substituted for cash collections.

An actual cash count by the campus secretary must be made in the presence of the person turning in the money before a cash receipt is issued. The teacher/sponsor and the campus secretary shall both sign in agreement that the count matches the total shown on the Collection List.

The campus secretary shall then issue a cash receipt to the sponsor and note the receipt number on the Collection List.

A copy of the Collection List shall be attached to the deposit slip.

Wharton Independent School District
Fund Raising Activity Income/Expense Report

Within one week of the conclusion of the fund raising activity, the sponsor must submit this form to the campus secretary. All collections and expenses must be included. If sales tax is collected, a check must be written to WISD for the appropriate amount.

Collections (May attach list if desired)

Receipt No.	Received From	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Collections _____

Expenses (May attach list if desired)

Check No.	Paid To	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	WISD (if sales tax is collected)	_____

Total Expenses _____

Net Income _____

_____ _____
Signature of Teacher/Sponsor Date

_____ _____
Signature of Principal Date

Wharton Independent School District
Internal Transfer of Activity/Agency Funds

This form should be completed whenever a transfer is made between Activity and Agency Funds or from one Agency Fund to another.

A transfer of funds in the amount of $_____ has been approved on

_____ (Transfer date).

From: _____ (Account Name)

To: _____ (Account Name)

The purpose of this transfer is _____

_____

_____

Approved by:

_____	_____
Sponsor of donor fund	Date
_____	_____
Sponsor of recipient fund	Date
_____	_____
Principal	Date