HCS Accounting

Fundraising/Special Event Manual

Last Revised 9/22/2025

This manual is provided to give you guidance on what we expect as far as receipting methods and inventory controls with fundraisers/special events. The Accounting Office does not approve the fundraiser itself; that is the principal's decision and is unique to each school as to how that is handled.

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Miscellaneous Fundraiser/Special Events Information

- Sponsor Notes: On several of the forms, we have a section for Sponsor Notes. This is for the sponsor to make notes of things that may have contributed to the inventory/expected sales to be over/short. An example of a note that a sponsor might include on the Concession Sales Report or Concession Stand Inventory Report for Athletic Concessions is that # officials are given a free water and bag of chips at each home basketball game; this could help to explain what would appear to be a deposit shortage when comparing it to inventory counts.
- Bookkeeper Notes: On several of the forms, we have a section for Bookkeeper Notes. If you receive a receipt form and the money you have received does not match the amount that is listed on the form, this is where you should note this. You should also include what you did to figure out/look into the discrepancy.
- Unused admission tickets and raffle tickets should be returned to the bookkeeper on the next working day for verification of ending ticket number and for safekeeping until needed again.
- When keying in deposits for School Store, Concessions, or Multi-Day Inventory event, make sure you pay attention to how you key in the receipt to make it easier for you to pull the deposit data. Using a fee code will make this much simpler.
- We know there are going to be instances where a fundraiser/special event is over/short on the amount of money. You've got to use good judgement on what seems reasonable; discuss it with your principal if you have concerns, and then contact the Accounting Office if needed.
- While many of these forms are provided in Excel, handwritten signatures are required.

Inventory Fundraisers

Does not include School Stores & Athletic Concessions

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

If you are selling items to students where the person collecting the funds is also giving the purchased item to the student at that same time, you may use a Miscellaneous Receipt Form to document the funds. One line of "Daily Sales" may be documented (by student is not necessary). The funds and the Miscellaneous Receipt Form need to be given to the bookkeeper immediately after the sale. Examples of these type of items are lollipops, pencils, spirit wristbands, t-shirts (not pre-sales), donuts (not pre-sales), etc. If more than $50 is collected from a student, a three-part receipt should also be used with the original going to the student, one copy to the bookkeeper with the Miscellaneous Receipt Form, and the last one remaining in the receipt book. An example of this could be when students are selling coupon books.

If the expected sales are more than $250, a beginning inventory and ending inventory (after the final sale is complete) should be used to calculate the total items sold, which can then be multiplied by the sale price to calculate what your total money deposited should be. This can be compared to all deposits to make sure the amount actually collected & deposited is in line with what should have been collected based on inventory counts/verifications. Your initial purchase of the items to be sold can be used as documentation for the beginning inventory.

Example #1: Multi-Day Event with Expected Sales Greater Than $250

*The PE department purchased 750 spirit bracelets to sell during lunch each day for a week. Each bracelet is being sold for $5. Because the expected sales are $3,750 (750 * $5), you need to document inventory.*

Immediately after lunch each day, the PE department should count the money and complete the Miscellaneous Receipt Form with one line for "daily sales."

While funds must be turned in daily for deposit, what we don't expect in this situation is for an inventory to be kept each day. At the end of the week-long sale, the PE department should give the bookkeeper the Multi-Day Event Inventory Counts Form. Let's say, in this case, there are 50 bracelets left that did not sell.

Based on this, we would expect that total deposits should be $3,500. A comparison should be made to the actual deposits to make certain the actual deposits are in line with what is expected based on the inventory count. See the following pages for an example of documenting this.

Example #2: Single Day Event with Expected Sales Over $250

*The Art Club has purchased 50 boxes of donuts to sell at the exits at dismissal on Friday afternoon; they are selling them for $1/donut. The expected sales would be $600 (50 boxes * 12 donuts/box * $1).*

One staff member has 25 boxes at the Bus Exit and another staff member has 25 boxes at the Student Parking Lot Exit. You may use the Single Day Inventory Counts/Receipt for this as it incorporates both

inventory and cash, and it's only being sold on one date. Each staff member should complete his own receipt for the donuts he is selling.

See the following pages for an example of what each receipt might look like.

Example #3: Multi-Day Event with Expected Sales Less Than $250

The Science Club is selling Candy Cane Cards (Candy Grams) for $1 during the week of December 17. You purchased 10 boxes of candy canes from Walmart for the fundraising event; each box contains 12 candy canes, so your expected sales would be $120. The club sponsor may use the Miscellaneous Receipt Form with one line for "daily collections." The Miscellaneous Receipt Form and funds must be turned into the bookkeeper daily. See the following pages for an example of this receipt.

In this example, you don't have to keep up with the inventory on a form or anything due to the expected sales amount, but the bookkeeper and the club sponsor should be cognizant of it and the deposits. If your total deposits for that week are only $40, but there are no candy canes left, you know you had an issue.

Example #4: Donated Items

During a Family Art Night, the school plans to have a bake sale. All items for the bake sale are donated by the parents and are delivered just prior to the event.

In this example, you don't have to keep up with inventory. A Miscellaneous Receipt Form with one line for "night's collections" is sufficient. The sponsor should make a note on the Miscellaneous Receipt Form that the items were donated. See the following pages for an example of this receipt.

ABC Middle School

MULTI-DAY EVENT
INVENTORY COUNTS

Club Sponsor:	Kelly Shelton	**Dates of Event:**	3/19-22/2019
Club/Fund Event:	PE Club selling spirit bracelets at lunch		
Fund Number/Fund Name:	7504.000.001790.00xx.9999 PE Club		
Description of Item:	Spirit Bracelets		
Beginning Quantity:	750	**Date:**	3/19/2019
- Ending Quanity:	-50	**Date:**	3/22/2019
Total Quantity Sold:	700		
x Sale Price:	$5.00		
Total Expected Sales:	$3,500.00		

Sponsor Notes: A bracelet was damaged and not able to be sold.

Inventory Verification Sponsor Signature: Kelly Shelton

To be Completed with/by Bookkeeper:

Total of Actual Deposits:	$3,495.00
Variance (Short/Over):	($5.00)

Deposit(s) Verification (Bookkeeper) Signature: Tracy Suggs

Bookkeeper Notes:

EXAMPLE #1

ABC Middle School

SINGLE DAY INVENTORY COUNTS/RECEIPT

Club Sponsor:	Kelly Shelton	**Dates of Event:**	4/29/2019
Club/Fund Event:	Art Club selling donuts during dismissal on April 29 - Bus Exit		
Fund Number/Fund Name:	7015.000.001790.00xx.9999 Art Club		
Description of Item:	Donuts		
Beginning Quantity:	300	**Date:**	4/29/2019
- Ending Quanity:	-5	**Date:**	4/29/2019
Total Quantity Sold:	295		
x Sale Price:	$1.00		
Total Expected Sales:	$295.00		
Total of Cash on Hand:	$293.00		
Variance (Short/Over):	($2.00)		

EXAMPLE #2a

Sponsor Notes:

Verification Signature #1:	Kelly Shelton
Verification Signature #2: **(if more than $500)**	

Bookkeeper Notes:

ABC Middle School

SINGLE DAY INVENTORY COUNTS/RECEIPT

Club Sponsor:	Kelly Shelton	**Dates of Event:**	4/29/2019
Club/Fund Event:	Art Club selling donuts during dismissal on April 29 - Student Parking Lot Exit		
Fund Number/Fund Name:	7015.000.001790.00xx.9999 Art Club		
Description of Item:	Donuts		
Beginning Quantity:	300	**Date:**	4/29/2019
- Ending Quanity:	-23	**Date:**	4/29/2019
Total Quantity Sold:	277		
x Sale Price:	$1.00		
Total Expected Sales:	$277.00		
Total of Cash on Hand:	$278.00		
Variance (Short/Over):	$1.00		

EXAMPLE #2b

Sponsor Notes:

Verification Signature #1:	*Kelly Shelton*
Verification Signature #2: (if more than $500)	

Bookkeeper Notes:

School Name

MISCELLANEOUS RECEIPT FORM

Club Sponsor: Kelly Shelton

Today's Date: 12/17/2018

Club/Fund Event: Science Club selling Candy Grams for $1

Date of Event: 12/17-21/2019

Fund Number/Fund Name: 7613.000.001790.xxxx.9999 Science Club

Student Name/Student ID *(if available)* *List three-part receipt # range if applicable.*	Check Number	Check Amount	Cash Amount	TOTAL
Daily Collection			$ 56.00	$ 56.00
	TOTALS	**$ -**	**$ 56.00**	**$ 56.00**

EXAMPLE #3

Breakdown of Deposit
(use at bookkeeper's discretion)

Coins	$	12.00
Ones	$	44.00
Fives		
Tens		
Twenties		
Fifties		
Hundreds		
***TOTAL:**	**$**	**56.00**

**Should agree with total indicated above*

Verification Signature #1: Kelly Shelton

Verification Signature #2:
(if more than $500)

Bookkeeper Notes:

ABC Middle School

MISCELLANEOUS RECEIPT FORM

Club Sponsor:	Kelly Shelton	**Today's Date:**	5/17/2019
Club/Fund Event:	Family Art Night - Bake Sale (parents donated items)	**Date of Event:**	5/17/2019
Fund Number/Fund Name:	7613.000.001790.xxxx.9999 Art Club		

Student Name/Student ID ***(if available)*** ***List three-part receipt # range if applicable.***	**Check Number**	**Check Amount**	**Cash Amount**	**TOTAL**
Night's Collections			$ 147.50	$ 147.50
	TOTALS	**$ -**	**$ 147.50**	**$ 147.50**

EXAMPLE #4

Breakdown of Deposit
(use at bookkeeper's discretion)

Coins	$ 0.50
Ones	$ 122.00
Fives	$ 25.00
Tens	
Twenties	
Fifties	
Hundreds	
***TOTAL:**	**$ 147.50**

**Should agree with total indicated above*

Verification Signature #1: Kelly Shelton

Verification Signature #2:
(if more than $500)

Bookkeeper Notes:

Raffle Guidelines:
50/50 Exempt Raffle Guidelines

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

- Must use pre-numbered tickets.
- Must use the 50/50 Raffle Receipt.
- Must use single-priced tickets; no tiered pricing. For example, you CANNOT offer $1/ticket or 6 tickets for $5; in this example, you can only offer $1/ticket.
- Raffles must benefit a student PAF, not the Faculty Fund, Sunshine Club, etc.
- **Total proceeds cannot exceed $950 for each raffle, meaning the maximum payout to the raffle winner cannot exceed $475. Please make certain that you do not sell more tickets than what is allowed to stay within this limit.
- **No more than one raffle every seven days for each school. This includes any raffle of donated items.
- **Participants are limited to the members of the nonprofit organization and their guests. This means you can only sell at school-sanctioned events. As an example, you can sell raffle tickets at a school baseball game to the attendees; however, you cannot go house-to-house selling raffle tickets.
- You cannot pay out the winnings at the event; the bottom of the Raffle Receipt form must be completed at the event and given to the bookkeeper. Once the bookkeeper makes the deposit, the Raffle Receipt form & PeopleSoft receipt need to be emailed to the Accounting Officer for approval to issue an imprest check to the winner. The Raffle Receipt form, PeopleSoft receipt, and the approval email need to be attached as back-up to the imprest check voucher. The imprest check is to be mailed to the winner.
- If you follow the above guidelines, you do not have to file the raffle registration form or the annual raffle financial report with the Secretary of State. If your raffle does not meet these criteria, then you MUST file a raffle registration form and an annual raffle financial report; in addition, there is a limit on non-exempt raffles of 4/year per school.

School Name

50/50 RAFFLE RECEIPT

As a reminder, no more than $950 can be collected, meaning the maximum payout to the raffle winner cannot exceed $475.

Club Sponsor: Kelly Shelton

Club/Fund Event: Student Council Raffle @ B-Team Football vs. Aynor

Date of Event: 9/17/2018

Fund Number/Fund Name: 7643.000.001999.00xx.99 Student Council

A	B	C = B - A	D	C * D
Beginning Ticket #	**Ending Ticket #**	**Total Tickets Sold**	**Price Per Ticket**	**Total Sales Expected**
24398	25002	604	$ 1.00	$ 604.00

Sponsor Notes:

Actual Money Collected:	$ 604.00
Over/(Short):	$ -

Verification Signature #1: Kelly Shelton

Date: 9/17/2018

Verification Signature #2:
(if over $500 collected) Barbara Bellamy

Date: 9/17/2018

Winner Information

Winning Ticket #: 24501

Winner Printed Name: Bob Simmons

Winner Address: 123 Memory Lane

Winner City, State Zip: Galivants Ferry, SC 29544

Winner Phone Number: 843-123-4567

Amount To Be Disbursed to the Winner via Imprest Check: $302

Winner Signature:

I am acknowledging that I understand an imprest check will be mailed to the address above. Bob Simmons

Bookkeeper Notes:

Raffle Guidelines:
<u>Donated Items</u> Exempt Raffle Guidelines

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**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

- Must use pre-numbered tickets.
- Must use the 50/50 Raffle Receipt.
- Must use single-priced tickets; no tiered pricing. For example, you CANNOT offer $1/ticket or 6 tickets for $5; in this example, you can only offer $1/ticket.
- Raffles must benefit a student PAF, not the Faculty Fund, Sunshine Club, etc.
- **Items raffled off must be donated; the school <u>cannot</u> purchase items to be raffled off.
- **<u>Total</u> retail value of donated prizes for a single raffle cannot exceed $950.
- **No limit on total raffle proceeds for donated items.
- **No more than one raffle every seven days for each school. This includes any 50/50 raffles.
- **Participants are limited to the members of the nonprofit organization and their guests. This means you can only sell at school-sanctioned events. As an example, you can sell raffle tickets at a school baseball game to the attendees; however, you cannot go house-to-house selling raffle tickets.
- The donated item can be released to the raffle winner on the day of the event; the raffle winner will need to sign the DONATED ITEM RAFFLE RECEIPT acknowledging that they have received the prize.
- If you follow the above guidelines, you do not have to file the raffle registration form or the annual raffle financial report with the Secretary of State. If your raffle does not meet these criteria, then you MUST file a raffle registration form and an annual raffle financial report; in addition, there is a limit on non-exempt raffles of 4/year per school.

School Name

DONATED ITEM RAFFLE RECEIPT

Club Sponsor: Kelly Shelton

Club/Fund Event: Student Council Raffle @ B-Team Football vs. Aynor

Date of Event: 9/17/2018

Fund Number/Fund Name: 7643.000.001999.00xx.99 Student Council

A	B	C = B - A	D	C * D
Beginning Ticket #	**Ending Ticket #**	**Total Tickets Sold**	**Price Per Ticket**	**Total Sales Expected**
24398	25002	604	$ 1.00	$ 604.00

Sponsor Notes:

Actual Money Collected:	$ 604.00
Over/(Short):	$ -

Verification Signature #1: *Kelly Shelton* **Date:** *9/17/2018*

Verification Signature #2:
(if over $500 collected) *Barbara Bellamy* **Date:** *9/17/2018*

Winner Information

Winning Ticket #: 24501

Winner Printed Name: Bob Simmons

Winner Phone Number: 843-123-4567

Item Disbursed to the Winner: 42" Vizio TV

Donated by:

Winner Signature Acknowledging Receipt of Raffle Prize Listed Above: *Bob Simmons*

Bookkeeper Notes:

At-the-Door Sales for Admission to Dance/Play/Concert/Athletic Game/Etc.
(when using pre-numbered tickets/wristbands)

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

For any event that you're using pre-numbered tickets/wristbands for at-the-door admission, you may use the Gatekeeper's Report.

School Name

GATEKEEPER'S REPORT

At-the-Door Sales for Admission to Dance/Play/Concert/Athletic Game/Etc.

(when using pre-numbered tickets/wristbands)

Event:	Student-Council Sponsored Dance
Date:	3/14/2019
Fund Number/Fund Name:	7643.000.001790.00xx.9999 Student Council

A. Beginning Cash on Hand	$ 100.00
B. Beginning Ticket #	659873
C. Ending Ticket #	660122
D. Total # of Tickets Sold (C - B)	249
E. Price Per Ticket	$ 6.00
F. Total Expected Ticket Sales (D * E)	$ 1,494.00
G. Total Actual Cash on Hand	$ 1,600.00
A. Less Beginning Cash on Hand	$ (100.00)
H. Total Sales	$ 1,500.00
Over/Short	$ 6.00

EXAMPLE

Breakdown of Deposit (use at bookkeeper's discretion)

Coins	$ 12.00
Ones	$ 308.00
Fives	$ 1,280.00
Tens	
Twenties	
Fifties	
Hundreds	
***TOTAL:**	**$ 1,600.00**

**Should agree with total indicated above*

Sponsor Notes:

Gatekeeper's Signature #1:	Kelly Shelton	Date:	3/14/2019
Verification Signature #2: (if more than $500)	Barbara Bellamy	Date:	3/14/2019

Bookkeeper Notes:

School Store & Concession

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

School Store

The same PAF that is used to purchase the supplies to sell in the School Store should be used to deposit the revenue from the sales; most schools use fund 7500 Paper and Pencil.

Bookkeepers need to be given a list of the sale items & sale prices at the beginning of each year along with a beginning inventory. At a minimum, the School Store sponsor needs to complete another inventory around mid-year (end of semester 1) and give it to the bookkeeper. A final inventory needs to be completed and given to the bookkeeper at the end of the school year. These inventories and the sale price list along with any additional purchases made throughout the year can be compared to the daily deposits to make certain deposits are in line with inventories. More frequent inventories will allow you to identify and correct potential problems sooner. Please see attached examples of beginning-of-year, mid-year, and end-of-year inventories.

As long as these inventory counts are completed and available if requested by the Accounting Office, a Miscellaneous Receipt Form with one line for "daily sales" can be used to receipt the daily sales.

Concession

The same PAF that is used to purchase the supplies to sell in the Concession Stand should be used to deposit the revenue from the sales; most schools use fund 7101 Canteen - Athletics.

There are two ways that the Concession Stand can be receipted; it is up to the principal and bookkeeper to decide what works best for them.

(1) The Concession Sales Report needs to be completed each night. If the deposit is for more than $500, two signatures are needed on the report.

    If it's after the bookkeeper has left for the day, the funds and the Concession Sales Report need to be sealed in an envelope with the signature and amount across the seal. If it's more than $500, there also needs to be that second signature on the Concession Sales Report and over the seal on the envelope. The sealed envelope then needs to be put in the district-installed lockbox for the bookkeeper to retrieve, enter into PeopleSoft, and deposit on the next business day.

(2) The other option is similar to that of a School Store. Bookkeepers need to be given a list of the sale items & sale prices at the beginning of each athletic season along with a beginning inventory. At a minimum, the Concession Stand sponsor needs to complete another inventory around mid-season and give it to the bookkeeper. A final inventory needs to be completed and

given to the bookkeeper at the end of the athletic season. These inventories and the sale price list along with any additional purchases made throughout the year can be compared to the daily deposits to make certain deposits are in line with inventories. More frequent inventories will allow you to identify and correct potential problems sooner. Please see attached examples of beginning-of-season, mid-season, and end-of-season inventories.

As long as these inventory counts are completed and available if requested by the Accounting Office, a Miscellaneous Receipt Form with one line for "daily sales" can be used to receipt the daily sales.

If it's after the bookkeeper has left for the day, the funds and the Miscellaneous Receipt Form need to be sealed in an envelope with the signature and amount across the seal. If it's more than $500, there also needs to be that second signature on the Miscellaneous Receipt Form and over the seal on the envelope. The sealed envelope then needs to be put in the district-installed lockbox for the bookkeeper to retrieve, enter into PeopleSoft, and deposit on the next business day.

For inventory of items such as nachos and popcorn, you should inventory the containers that they are sold in (trays/bags).

ABC Middle School

SCHOOL STORE INVENTORY

Date: 8/22/2018

Event: Beginning of Year School Store Inventory

Inventory Verification Signature: *Kelly Shelton*

Item Description	Price	Beginning of Year Inventory	+Additional Purchases Made 1st Semester	-Mid-Year Inventory	+Additional Purchases Made 2nd Semester	-End-of-Year Inventory	Total Sold	Amount $
Pencil	$ 0.25	500	NA	NA	NA	NA	NA	NA
Notebook Paper	$ 1.00	100	NA	NA	NA	NA	NA	NA
Notebook	$ 1.00	100	NA	NA	NA	NA	NA	NA
Flash Drive	$ 5.00	100	NA	NA	NA	NA	NA	NA
TOTAL EXPECTED SALES								NA
Actual Total of Fiscal Year-to-Date Deposits in fund 7500								NA
Over/Short								NA

BEG.-OF-YR.
EXAMPLE

Notes:

Deposit(s) Verification (Bookkeeper) Signature: NA - No Deposits Yet

ABC Middle School

SCHOOL STORE INVENTORY

Date: 1/25/2019

Event: Mid-Year School Store Inventory

Inventory Verification Signature: Kelly Shelton

Item Description	Price	Beginning of Year Inventory	+Additional Purchases Made 1st Semester	-Mid-Year Inventory	+Additional Purchases Made 2nd Semester	-End-of-Year Inventory	Total Sold	Amount $
Pencil	$ 0.25	500	250	125			625	$ 156.25
Notebook Paper	$ 1.00	100	50	83			67	$ 67.00
Notebook	$ 1.00	100	50	49			101	$ 101.00
Flash Drive	$ 5.00	100	100	23			177	$ 885.00
Pens	$ 0.50	-	100	47			53	$ 26.50
TOTAL EXPECTED SALES								$ 1,235.75
Actual Total of Fiscal Year-to-Date Deposits in fund 7500								$ 1,237.00
Over/Short								$1.25

MID-YEAR EXAMPLE

Notes:

Deposit(s) Verification (Bookkeeper) Signature: Tracy M. Suggs

ABC Middle School

SCHOOL STORE INVENTORY

Date: 6/6/2019

Event: End-of-Year School Store Inventory

Inventory Verification Signature: Kelly Shelton

Item Description	Price	Beginning of Year Inventory	+Additional Purchases Made 1st Semester	-Mid-Year Inventory	+Additional Purchases Made 2nd Semester	-End-of-Year Inventory	Total Sold	Amount $
Pencil	$ 0.25	500	250	NA	250	375	625	$ 156.25
Notebook Paper	$ 1.00	100	50	NA	100	53	197	$ 197.00
Notebook	$ 1.00	100	50	NA	100	26	224	$ 224.00
Flash Drive	$ 5.00	100	100	NA	50	7	243	$ 1,215.00
Pens	$ 0.50	-	100	NA	50	25	125	$ 62.50
TOTAL EXPECTED SALES								$ 1,854.75
Actual Total of Fiscal Year-to-Date Deposits in fund 7500								$ 1,852.00
Over/Short								($2.75)

END-OF-YEAR EXAMPLE

Notes:

Deposit(s) Verification (Bookkeeper) Signature: Tracy M. Saggs

ABC Middle School

CONCESSION DAILY SALES REPORT

Date: 3/25/2019

Event: Basketball Game

Fund Number/Fund Name 7101.000.001790.xxxx.9999 Canteen Athletics

Beginning Change Fund: $ 100.00

Inventory	Price	Start Count	- End Count	Total Sold	Amount $
Gatorade	$ 2.00	50	17	33	$ 66.00
Can Drink	$ 1.00	100	24	76	$ 76.00
Water Bottle	$ 1.00	50	7	43	$ 43.00
Snickers	$ 1.00	50	37	13	$ 13.00
Skittles	$ 1.00	50	14	36	$ 36.00
M & M	$ 1.00	50	25	25	$ 25.00
Chips	$ 1.00	100	37	63	$ 63.00
Blow Pop	$ 0.25	50	41	9	$ 2.25
Airheads	$ 0.25	100	29	71	$ 17.75
TOTAL EXPECTED SALES					$ 342.00
Total Cash on Hand for Deposit					$ 430.00
-Change Fund					$ (100.00)
TOTAL ACTUAL SALES					$ 330.00
Over/Short					$ (12.00)

EXAMPLE

Sponsor Notes: Officials were provided with a free Gatorade and chips.

Verification Signature #1: Kelly Shelton Date: 3/25/2019

Verification Signature #2: (if more than $500) Date:

Bookkeeper Notes:

ABC Middle School

CONCESSION STAND INVENTORY

Date: 11/27/2018

Event: Beginning-of-Season Basketball Concession Stand Inventory

Inventory Verification Signature: *Kelly Shelton*

Item Description	Price	Beginning of Season Inventory	+Additional Purchases Made	-Mid-Season Inventory	+Additional Purchases Made	-End-of-Season Inventory	Total Sold	Amount $
Canned Drinks	$ 0.50	500	NA	NA	NA	NA	NA	NA
Chips	$ 0.50	250	NA	NA	NA	NA	NA	NA
Popcorn Bags	$ 1.00	400	NA	NA	NA	NA	NA	NA
Nacho Trays	$ 2.00	250	NA	NA	NA	NA	NA	NA
Candy Bars	$ 1.00	100	NA	NA	NA	NA	NA	NA
TOTAL EXPECTED SALES								NA
Actual Total of Fiscal Year-to-Date Deposits in fund 7101								NA
Over/Short								NA

BEG.-OF-SEASON EXAMPLE

Sponsor Notes:

Deposit(s) Verification (Bookkeeper) Signature: NA - No Deposits Yet

Bookkeeper Notes:

ABC Middle School

CONCESSION STAND INVENTORY

Date: 12/21/2018

Event: Mid-Season Basketball Concession Stand Inventory

Inventory Verification Signature: Kelly Shelton

Item Description	Price	Beginning of Season Inventory	+Additional Purchases Made	-Mid-Season Inventory	+Additional Purchases Made	-End-of-Season Inventory	Total Sold	Amount $
Canned Drinks	$ 0.50	500	250	136			614	$ 307.00
Chips	$ 0.50	250	150	94			306	$ 153.00
Popcorn Bags	$ 1.00	400	-	23			377	$ 377.00
Nacho Trays	$ 2.00	250	250	194			306	$ 612.00
Candy Bars	$ 1.00	100	100	1			184	$ 184.00
TOTAL EXPECTED SALES								$ 1,633.00
Actual Total of Fiscal Year-to-Date Deposits in fund 7101								$ 1,509.00
Over/Short								($124.00)

MID-SEASON EXAMPLE

Sponsor Notes: Five home games so far. Officials are given a free Gatorade and chips at each game. On average, we have to throw away about 5-10 trays/bags of wasted nachos/popcorn each game.

Deposit(s) Verification (Bookkeeper) Signature: Tracy M. Suggs

Bookkeeper Notes:

ABC Middle School

CONCESSION STAND INVENTORY

Date: 2/7/2019

Event: End-of-Season Basketball Concession Stand Inventory

Inventory Verification Signature: *Kelly Shelton*

Item Description	Price	Beginning of Season Inventory	+Additional Purchases Made	-Mid-Season Inventory	+Additional Purchases Made	-End-of-Season Inventory	Total Sold	Amount $
Canned Drinks	$ 0.50	500	250	NA	250	375	625	$ 312.50
Chips	$ 0.50	250	50	NA	100	53	347	$ 173.50
Popcorn Bags	$ 1.00	400	50	NA	100	26	524	$ 524.00
Nacho Trays	$ 2.00	250	100	NA	50	7	393	$ 786.00
Candy Bars	$ 1.00	100	100	NA	50	25	225	$ 225.00
TOTAL EXPECTED SALES								$ 2,021.00
Actual Total of Fiscal Year-to-Date Deposits in fund 7101								$ 1,852.00
Over/Short								($169.00)

END-OF-SEASON EXAMPLE

Sponsor Notes: Nine home games this season. Officials are given a free Gatorade and chips at each game. On average, we have to throw away about 5-10 trays/bags of wasted nachos/popcorn each game.

Deposit(s) Verification (Bookkeeper) Signature: *Tracy M. Suggs*

Bookkeeper Notes:

Approved Book Fair Alternate Receipting Method

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

1. Bookkeeper should enter a requisition to get a PO in place prior to start of the book fair.
2. Cash registers and credit card machines provided by the Book Fair Vendor are used during the sale of merchandise each day.
3. After closing each afternoon, the media specialist will print the daily sales report from each cash register terminal. She will total the cash and checks in each register to verify that the totals[1] match the daily sales report. Upon finding any discrepancies, she will immediately notify the principal and bookkeeper, and contact the Book Fair Vendor help line for support if needed.
4. The media specialist will complete a Miscellaneous Receipt Form for each register. She will sign as verification signature #1 and if the daily sales are more than $500, she will also obtain another signature for verification signature #2.
5. She will place the funds from each register, the cash register daily sales report, and the Miscellaneous Receipt Form in an envelope. There will also be a separate envelope that contains the change fund[2]. The media specialist and the person who signed as verification signature #2 (if applicable) will sign across the seal of each envelope.
6. The envelopes will be given directly to the bookkeeper. If the book fair closes after the bookkeeper has left for the day, the media specialist will drop the envelopes in the district-installed lockbox each evening.
7. The bookkeeper will retrieve the envelopes on the morning of the next business day, enter the receipt in PeopleSoft, and deposit the funds at the bank. The change fund envelope will be given back to the media specialist to use that day.
8. At the end of the book fair, the media specialist will complete the financial forms required by the Book Fair Vendor and give the invoice to the bookkeeper for receiving on the PO.

[1]Please remind the staff not to give change to a student from a check. Another school ran into this issue previously; a parent sent a $20 check, but the merchandise purchased was only $17, so the media specialist gave the child $3 cash back. When the bookkeeper was reviewing the back-up documentation, she noticed the cash/checks that she was depositing was off from the cash/checks shown on the cash register's daily sales report. Upon questioning the media specialist, it was determined that was the cause of the problem. Another reason this is not allowed is because if you give change from a check and the check comes back as Non-Sufficient Funds, not only are you out the amount of the check but also the amount of change you gave to the student.

[2]Because the possible need for a change fund would be for multiple days, please remember that prior approval from the Chief Financial Officer must be obtained to keep the change for the duration of the event.

ABC Middle School

MISCELLANEOUS RECEIPT FORM

Club Sponsor: Media Center

Today's Date: 5/6/2019

Club/Fund Event: Book Fair

Date of Event: 5/6-10/2019

Fund Number/Fund Name: 7062.000.001790.00xx.9999 Book Fair

Student Name/Student ID *(if available)* *List three-part receipt # range if applicable.*	Check Number	Check Amount	Cash Amount	TOTAL
Daily Sales		$ 150.00	$ 250.50	$ 400.50
	TOTALS	$ 150.00	$ 250.50	$ 400.50

EXAMPLE

Breakdown of Deposit
(use at bookkeeper's discretion)

Coins	$ 0.50
Ones	$ 25.00
Fives	$ 35.00
Tens	$ 90.00
Twenties	$ 100.00
Fifties	
Hundreds	
***TOTAL:**	**$ 250.50**

**Should agree with total indicated above*

Verification Signature #1: Barbara Bellamy

Verification Signature #2:
(if more than $500) _____

Bookkeeper Notes: _____

"Donation" Fundraisers
(simply collecting donations for a charitable organization – not selling anything)

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

If you have a fundraiser to make a donation to a charitable organization (i.e., American Cancer Society, American Heart Association, March of Dimes), all funds should be deposited into the school's PAF bank account (recorded to the appropriate PAF in PeopleSoft). Make certain you communicate to parents that the checks should be made payable to your school, not to the charity; often times, if you send home flyers from the charity itself, it instructs parents to make the checks to the charity.

Whether the classroom teacher or a club sponsor is collecting the funds, a Miscellaneous Receipt Form is sufficient (a three-part receipt is needed to record any payment of $50 or more). One line noting "daily collection" is sufficient on the Miscellaneous Receipt Form; however, if your school requires that classroom teachers record all funds by student, that format is accepted.

If change is being collected in a collection jar/wishing well, make certain that the collection jar/wishing well is in an area that can be closely monitored (within camera range is ideal). The jars should be placed in the area for a specified collection time (i.e. during arrival time, breakfast, or lunch…not all day). A specified staff member (preferably not the bookkeeper) should retrieve the funds for counting immediately after the collection time. When another staff member counts it, a Miscellaneous Receipt Form needs to be given to the bookkeeper with the funds; one line noting "daily collection" is sufficient on the form. If the bookkeeper counts it, it can be entered directly into PeopleSoft.

Because this is a fundraiser held specifically to donate to a charitable organization, we have confirmed with our external auditors that you do not need a PO in place prior to the fundraising event. Once the fundraiser is over, you can complete the Check Request Form (found on Accounts Payable's website https://www.horrycountyschools.net/Page/10668 or OPI http://dev2.hcs.k12.sc.us/apps/opi/index.cfm?fuseaction=Bookkeepers.Main) and submit it (along with back-up documentation substantiating the requested check amount) to Accounts Payable to get a check cut to the charitable organization. Examples of appropriate back-up documentation would be a copy of the cash receipts from the fundraiser, a listing from a Miscellaneous Receipt search, or a Fee Code report that totals the amount requested on the check. If you must subtract expenses from the cash receipts (for example, you sold t-shirts for the fundraiser but need to deduct the cost of the t-shirts), then you need to attach a copy of the budget transaction detail report with that expense highlighted. You CANNOT write an imprest check to a charity.

If you raise money for a specific charity, you are accountable to provide ALL proceeds to that charity when the fundraiser is over. You cannot hold funds in anticipation of a future fundraiser. For example, you have an annual fundraiser banquet for a specified charity. Each year, you have to put down a deposit on the rental space (restaurant). You cannot hold $500.00 from FY19's fundraiser to pay for FY20's deposit.

If a club has a balance in its PAF and chooses to donate a portion to a charity (rather than a specified fundraiser for the charity), a memo from the club sponsor indicating such should be attached to the Check Request Form.

Horry County Schools

ACCOUNTS PAYABLE OFFICE
335 Four Mile Road
Conway, SC 29528

Check Request Form

Date: _____ PO #: _____ Receipt #: _____

Check payable to: _____

Check amount: $_____

Mailing address: _____

_____

Reason for check: _____

☐ Donation* _____

Request check be available by: _____

☐ Mail to Payee ☐ Send to school bookkeeper

Bookkeeper Signature: _____

***Required for a Donation to a charitable organization:**

If this is for a donation (no PO#), the principal must also sign below:

Principal Signature: _____ Date: _____

Account string: _____ Supplier ID#: _____

Check requests for donations will not be processed without attached back-up documentation substantiating the requested check amount indicated above.

Miscellaneous

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID	begins with	HCSSC
School ID	begins with	
Receipt Number	=	
Received From	begins with	
Receipt Line Number	=	
Receipt Date	=	
Received For	begins with	
Fiscal Year	begins with	2019
Receipt Line Amount	=	
Receipt Line Description	begins with	
Fund Code	begins with	
Fee Code	begins with	RELAY
Payment Method	=	
Student ID	begins with	
School Year	begins with	

662. +
3,238. +
46.1 +
100. +
1,130. +
249. +
190. +
5,615.1G+ Relay for Life fundraiser donations

5,615.1 +
2,295. - (Relay for Life fundraiser expenses)
3,320.1G+ Amount donating to Relay for Life

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-7 of 7 Las

School ID	Receipt Number	Receipt Date	Received From	Received For	Fiscal Year	Receipt Line Number	Receipt Line Amount	Receipt Line Description	Fund Code	Fee Code	Payment Method	Student ID	Schoo Year
	39194	11/16/2018		RELAY FOR LIFE FUNDRAISER (KRISPY KREME)	2019	1	662	PAGE 1	7301	RELAY	Both	(blank)	2019
	39194	11/16/2018		RELAY FOR LIFE FUNDRAISER (KRISPY KREME)	2019	2	3238	PAGE 2	7301	RELAY	Both	(blank)	2019
	39213	11/21/2018		RELAY FOR LIFE	2019	1	46.1	JOGGING CLUB	7301	RELAY	Cash	(blank)	2019
	40165	04/11/2019		RELAY FOR LIFE DONATIONS	2019	1	100	JOGGING CLUB	7301	RELAY	Both	(blank)	2019
	40254	05/03/2019		RELAY FOR LIFE DONATIONS	2019	1	1130	JOGGING CLUB	7301	RELAY	Both	(blank)	2019
	40263	05/06/2019		RELAY FOR LIFE DONATIONS	2019	1	249	JOGGING CLUB	7301	RELAY	Both	(blank)	2019
	40277	05/08/2019		RELAY FOR LIFE DONATIONS	2019	1	190	JOGGING CLUB	7301	RELAY	Both	(blank)	2019

PeopleSoft GL

Report ID:	GLS8005	BUDGET TRANSACTION DETAIL	Page No.	1	
Bus. Unit:	HCSSC	--	Horry County Schools	Run Date	5/17/2019
Ledger Grp:	DETAIL	--	Detail of Budget Expenditures	Run Time	8:49:16
Post Date:	All Dates				
Tran Type: All Types					

Currency	Fund	Class	Account	Dept	Program	Project	Budget Period
USD	7301	271	660000		9999		2019

Post Date	Transaction	Document ID	Line	Reference	Budget Amount	Planned Amount	Pre Encumbere Amount	Encumbered Amount	Expended Amount	Override TR User	Override BD User
11/19/2018	PO_POENC		1	KRISPY KREME DOUGHNUTS		0	0	-2,295.00	0	0	
11/19/2018	PO_POENC		1	KRISPY KREME DOUGHNUTS		0	0	0	-2,478.60	0	
11/19/2018	PO_POENC		1	KRISPY KREME DOUGHNUTS		0	0	0	-183.6	0	
11/19/2018	PO_POENC		1	KRISPY KREME DOUGHNUTS		0	0	0	2,478.60	0	
11/19/2018	PO_POENC		1	KRISPY KREME DOUGHNUTS		0	0	0	2,478.60	0	
11/19/2018	REQ_PREENC		1	KRISPY KREME DOUGHNUTS		0	0	-2,295.00	0	0	
11/19/2018	REQ_PREENC		1	KRISPY KREME DOUGHNUTS		0	0	0	0	0	
11/19/2018	REQ_PREENC		1	KRISPY KREME DOUGHNUTS		0	0	2,295.00	0	0	
11/19/2018	REQ_PREENC		1	KRISPY KREME DOUGHNUTS		0	0	2,295.00	0	0	
11/22/2018	PO_PROCARD					0	0	0	0	0	
11/28/2018	AP_VOUCHER		16	WELLS FARGO BANK/KRISPY KREME		0	0	0	-2,295.00	0	
11/28/2018	AP_VOUCHER		16	WELLS FARGO BANK/KRISPY KREME		0	0	0	0	2,295.00	
5/15/2019	REQ_PREENC		1	AMERICAN CANCER SOCIETY/Relay		0	0	3,253.86	0	0	
5/16/2019	PO_POENC		1	AMERICAN CANCER SOCIETY/Relay		0	0	-3,253.86	0	0	
5/16/2019	PO_POENC		1	AMERICAN CANCER SOCIETY/Relay		0	0	0	3,514.17	0	
						0	0	0	3,514.17	2,295.00	

Number of Transactions 15

Totals

Relay for Life fundraisee expense

Staff Jean's Day Fundraiser

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

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You may use a variety of forms to document the receipt of funds for a staff Jean's Day fundraiser. You may use a Miscellaneous Receipt Form listing each faculty member who has paid. Another option is you may use some type of staff listing (i.e. either one you created or a staff listing from PeopleSoft). If you use one of these options, make sure that it includes all of the "extra" information that is on the Miscellaneous Receipt Form (today's date, date of event, fund event – what you're raising money for, account string, check number, check amount/cash amount, total, and signatures).

In addition, you can also setup an activity on MyPaymentsPlus (available to staff only).

Pre-Sales

(I.E. Donuts, Donut Certificates, Restaurant Discount Cards, T-Shirts, Etc.)

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

If you are only ordering the exact number of an item that are pre-sold, you may receipt them in one of the following ways:

(1) The club sponsor can write three-part receipts to all students. These individual receipts should be summarized on a Deposit Summary Form or Miscellaneous Receipt Form; one line of "daily collections" with the three-part receipt # range along with a cash total, check total, and grand total is needed. This form along with the individual yellow receipt copies & the funds should be given to the bookkeeper daily.

(2) If the club sponsor is using a special order form, so each student can keep up with who purchased what from him/her AND the bookkeeper is receiving a copy of those individual order forms, then the club sponsor can summarize the order forms on one line of a Miscellaneous Receipt Form with "Daily Collections." This Miscellaneous Receipt Form, a copy of the individual order forms, and the funds must be turned in daily to the bookkeeper. A three-part receipt is needed if a student turns in $50 or more.

(3) If the club sponsor is using a special order form, so each student can keep up with who purchased what from him/her, AND the bookkeeper is NOT receiving a copy of those individual order forms, then the club sponsor must record each student's sales on the Miscellaneous Receipt Form. This Miscellaneous Receipt Form and the funds must be turned in daily to the bookkeeper; in addition, the club sponsor needs to maintain a copy of the individual order forms should these be needed during an audit. A three-part receipt is needed if a student turns in $50 or more.

Candy Bar Sales

(I.E. World's Finest Chocolate)

**If you are following these instructions, you do not need to request approval from the Accounting Office; however, please be aware that the Accounting Office will periodically review your Revenue Summary back-up documentation for compliance.*

**If you need to make changes to these procedures, those will require prior approval from the Accounting Office.*

In this situation, students are usually given a box of 60 candy bars to sell, which means the club sponsor needs to keep up with which students receive candy bars and how many they receive to sell. In addition, they need to then keep up with how much money each student turns in and how many unsold candy bars the student turns back in. The "Candy Bar Inventory" form can be used to monitor this.

For receipting, the club sponsor may use one of the following methods:

(1) The club sponsor can write three-part receipts to all students. These individual receipts should be summarized on a Deposit Summary Form or Miscellaneous Receipt Form; one line of "daily collections" with the receipt # range along with a cash total, check total, and grand total is needed. This form along with the individual yellow receipt copies & the funds should be given to the bookkeeper daily.

(2) The club sponsor can receipt the funds by student on the Miscellaneous Receipt Form, and the funds must be turned in daily to the bookkeeper. A three-part receipt is needed if a student turns in $50 or more at a given time.

ABC Middle School

CANDY BAR INVENTORY RECONCILIATION

Club Sponsor: Kelly Shelton **Dates of Event:** 4/29/19-5/17/19

Club/Fund Event: Band selling candy bars

Fund Number/Fund Name: 7050.000.001790.00xx.9999

Description of Item: World's Finest Chocolate (60 candy bars/box) - Selling for $1 each

Student Name	# Candy Bars Received	Student Initials	Sponsor Initials	# Unsold Candy Bars Returned	Total Funds Collected	Amount Short	Student Initials	Sponsor Initials
Joni Kirton	60	jk	ks	0	$ 60.00	$ -	jk	ks
Alicia Calhoun	60	ac	ks	10	$ 50.00	$ -	ac	ks
Tommi Glover	60	tg	ks	0	$ 60.00	$ -	tg	ks
Tyler Strickland	60	ts	ks	0	$ 55.00	$ (5.00)	ts	ks
Zipporah Mishoe	60	zm	ks	5	$ 55.00	$ -	zm	ks
Callie Coyne	60	cc	ks	0	$ 60.00	$ -	cc	ks
Barbara Bellamy	60	bb	ks	30	$ 30.00	$ -	bb	ks
Tracy Suggs	60	ts	ks	7	$ 53.00	$ -	ts	ks

EXAMPLE

Sponsor Notes: Tyler had 5 candy bars with damaged packaging; we discarded those.