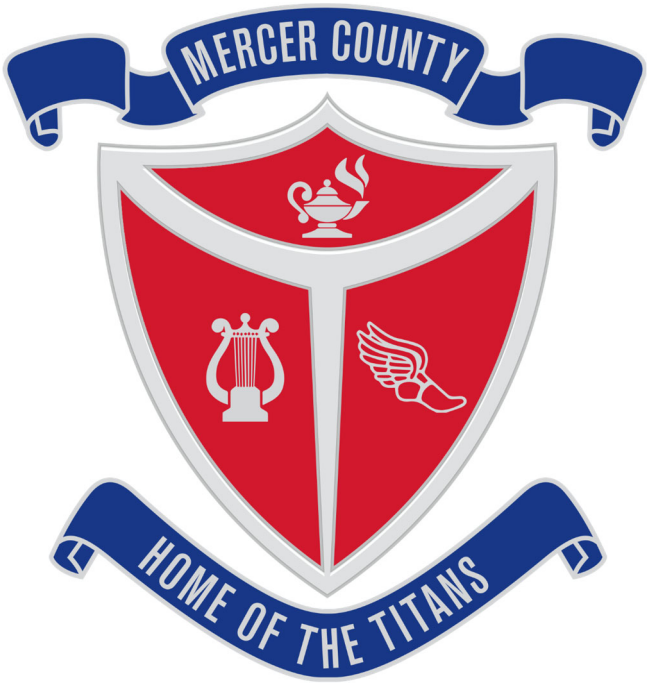


BOOSTER CLUB REFERENCE GUIDE

Updated April 2026

INTRODUCTION

Thank you for dedicating your time to assist and support extra-curricular activities at Mercer County Schools. Booster Clubs play an integral part in strengthening the programs for our students. This guide has been created to help assist Booster Clubs with compliance to Kentucky Department of Education policies and procedures, KRS statutes, and district policies. Booster Clubs are considered a separate legal entity and must comply with IRS regulations in addition to Title IX compliance, and are required to meet all guidelines and remain compliant with the Mercer County Board of Education, Kentucky Department of Education and Kentucky Administrative Regulations.

Booster Clubs may be offered training by Mercer County Schools when available. **This reference guide is intended as a supplement to the information contained in the links below.**

Mercer County Schools District Policies and Procedures

http://policy.ksba.org/Chapter.aspx?distid=87

Mercer County Schools Purchasing Guidelines

https://www.mercer.kyschools.us/userfiles/2/my%20files/mercer%20county%20schools%20purchasing%20manual%202021-22.docx.pdf?id=240

Kentucky Department of Education Redbook - see attached

Internal Revenue Service

http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Life-Cycle-of-a-Public-Charity

FORMATION OF A PARENT GROUP OR BOOSTER CLUB

1. Meet with the school administrator to discuss the organization of the group or club and obtain approval to proceed with organization.
2. Obtain all necessary forms, instructions, policies and guidelines pertaining to the development or organization of parent groups, or booster clubs from the school administrator.
3. Obtain a Federal Employer Identification Number (FEIN).
4. Develop by-laws which state:
    a. Purpose of club or group
    b. Qualifications for membership
    c. Officers (Note: Each Booster Group shall at least elect the following: President, Vice President, Treasurer, and Secretary. Terms should only last one year and elections should take place in June. Terms should begin July 1st and run through June 30th aligning with the financial year of the district. All minutes from each meeting shall be recorded and submitted to the Principal and Athletic Director.
    d. Duties and term of officers
    e. Time and place of regular meetings and conditions for calling special meetings
    f. Method of amending by-laws

    g. An effective date
5. Submit a request to the school administrator to be recognized by the Board for the upcoming fiscal year.
6. Submit the by-laws to the school administrator for board approval.
7. Submit Booster Group Information Form (included in reference guide) to school administrator for board approval, this form includes:
    a. Names of officers, title, address, phone numbers and email.
    b. FEIN
    c. Statement of Objectives
    d. Designated Representative for communicating to Board and school administrator
8. Develop and submit a budget to the school administrator.
9. Comply with all applicable board policy, rules, regulations, procedures and Athletic Agreement.
10. Complete and sign the booster club agreement to be submitted to the school board for approval during the regularly scheduled board meeting.
11. Submit an Annual Proposed Schedule of Events to the school administrator.
12. Proof of General Liability Insurance (prior to fundraising) to the school administrator.
13. Fundraising approval and worksheet forms (if fundraising) to the school administrator.

After the Close of the Fiscal Year

1. Prepare and present an annual report to the district no later than July 25th for the fiscal year ending June 30th.
2. Determine how remaining funds will be disbursed. (They do not need to be spent, they can be carried forward into the new year.)
3. Elect new officers for the following year.

DOCUMENT CHECKLIST

The below documents are due to the district on or before July 25th or within 30 days of the first transaction of the group.

1. Request to be recognized by the Board
2. Annual Budget
3. Signed Athletic Booster Club Agreement
4. By-laws
5. Booster Group Information Form **(OR)**
6. Names of Officers (with phone #s, addresses, and email)
    a. Designated representative for communication to Board/Principal
    b. FEIN #
    c. Statement of Objectives
7. Annual proposed schedule of events to school administrator
8. Proof of General Liability Insurance (due **prior** to fundraising)
9. Fundraising Approval Form (due **30 days prior** to event)
10. Annual Financial Report (including all monies raised and expended)

MCSH Booster Club Fundraising and Reporting Policy (effective 7/1/2026)

FUNDRAISER REQUEST FORM

All booster clubs must submit for approval to the principal a fundraising request form from Redbook (F—SA-ZA) prior to any fundraising. Booster clubs may not begin fundraising until the request form has been approved by the principal and/or SBDM council.

BOOSTER CLUB FINANCIAL ACCOUNT REPORTING

All MCSHS Booster clubs must submit a monthly bank statement to school administration by the last day of each month. These statements shall be uploaded through a Google Form Link that will be submitted to each booster club president at the beginning of the fiscal year.

Penalty to comply could result in the insolvency of the booster club.

Document Submission

Booster club documents should be submitted using the Google Form linked on the district website's "Booster Club Information" page. It is located here: https://www.mercer.kyschools.us/booster-clubinformation . Additionally all forms can be emailed to Jay.Anderson@mercer.kyschools.us . Reminder that all documents are due not later than July 25th.

Booster Club Reporting Procedures

All Booster Club documentation is due to representatives of the Mercer County School District no later than July 25th. Failure to do so will result in the following late fee schedule when reports are submitted in full:

- September 1st and September 30th: $100 late fee
- October 1st and October 31st: $200 late fee
- November 1st and November 30th: $300 late fee
- December 1st and December 31st: $400 late fee
- Reports in full submitted after January 1, will adhere to following:
    - An additional $100 a month late fee will be assessed for every month reporting is late.
    - Booster Club will be placed on probation for the remainder of the fiscal year.
    - Penalty to comply could result in the insolvency of the booster club.

BOOSTER GROUP INFORMATION FORM

Please fill in the name, address and phone number of all newly elected or returning officers of your Mercer County School Support Group. Please send this information as soon as your officers have been elected. The deadline for having this information to the school principal is on or before July 1 of each school year. If the booster is formed after July 1, this information is due within thirty days of the first transaction of the group. You should keep a copy for the Association's records as well. **Please attach a copy of your External Support Organization's proof of liability insurance coverage.**

NAME OF GROUP _____

STATEMENT OF OBJECTIVES _____

LIABILITY INSURANCE CARRIER _____ (attach proof of coverage)

SCHOOL YEAR _____

FEIN # _____-_____

Name of School and Principal _____

School Address _____

Name of President _____

Address _____

Phone (___) _____ E-mail _____

Name of Vice President_____

Address_____

Phone (___) _____ E-mail_____

Name of Secretary_____

Address_____

Phone (___) _____ E-mail_____

Name of Treasurer_____

Address_____

Phone (___) _____ E-mail_____

Designated Representative for communication: _____

(Additional officers and board members may be attached or listed on the back of this sheet)

If your organization president changes any time during the year, please notify the Principal in writing at once.

Athletic Booster Club Agreement

This Agreement is entered into by and between the Mercer County Board of Education (hereafter referred to as "Board") and an entity known as _____ (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at _____ school.

TERMS AND CONDITIONS

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Mercer County Public Schools. In addition, the Booster Club acknowledges that the Board has control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). The Board and Booster Club acknowledge that the purpose of Booster Clubs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, or athletic programs.

2. The Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. §§ 1681-1687, et seq.) by _____ school and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of _____ school and the Board must verify that the school complies with Title IX (702 KAR 007:065, Section 2[13]). Accordingly, the Booster Club agrees to provide all information requested by _____ school, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director of _____ school or the Superintendent of the Mercer County Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.

3. Booster Clubs shall submit to the Principal a request to be recognized by the Board for the upcoming fiscal year. This request shall include by-laws, list of officers with their phone numbers and addresses, the Federal Employer Identification Number (FEIN), statement of objectives, and designated representatives for purposes of communicating with and providing true and accurate information to the Board and school Principal. The above information will be furnished within thirty (30) days of the first transaction of the group.

4. Upon request of the Principal or Athletic Director of _____ school or upon the request of the Superintendent, the Booster Club shall make available a full and complete list of its members.

5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, the Booster Club shall provide, upon the request of the Principal or Athletic Director of _____ school or upon the request of the Superintendent/designee, a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended and shall provide an annual report to the Principal no later than July 25 for the fiscal year ended June 30. In addition, if requested to do so, the Booster Club shall also provide audited financial records concerning its activities.

6. Requests for fund-raising activities shall be directed in writing to the school Principal for his/her approval within the first thirty (30) days of school. These requests should be planned and approved by the Booster Club as reflected in the Booster Club minutes submitted with the requests. Additional requests during the year must be submitted to the school Principal for approval a minimum of thirty (30) days prior to the fund-raising activity.

7. No solicitation of funds or requests for donations shall be conducted by a Booster Club without approval of the school Principal. All receipts, and invoices related to approved fund-raising activities must be made available upon request for review by the school Principal and/or Superintendent/designee. A fund-raising report must be made available to the school Principal at the close of each activity.

The Booster Club shall submit an annual proposed schedule of events to the school Principal at the start of each school year. Events that require school personnel for supervision or custodial work are the responsibility of the Booster Club and must be compensated according to school policy.

Athletic Booster Club Agreement

The Principal and Athletic Director of _____ School and the Superintendent of the Mercer County Public Schools expressly reserve the right to reject any fund-raising activity for any reason. The Booster Club agrees that it shall not engage in any fund-raising activity which has not been approved or which has been rejected by the Principal or Athletic Director of the Superintendent. Participation in Booster Club activities by parents/guardians/relatives of student athletes is not required for participation in Mercer County School Athletics. No special considerations or restrictions can/will be placed on student athletes related to Booster groups. Coaches shall not participate in voting on Booster Club activities.

7. A Booster Club organization using external accounts shall not use the state tax exempt or federal identification number of the school or District but shall obtain a state tax exempt or federal identification number specifically and only for the use of the Booster organization.

8. The Board of Education does not assume any financial responsibility for a Booster Club.

9. By executing this document through its designated representative, all members, officers and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions that may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this Agreement to all members of the Booster Club.

10. All Booster Clubs shall follow all Board policies set forth by the Mercer Co. School Board including, but not limited to, the School Color Policy (09.427), MCSH Athletic Booster handbook, etc.

11. All Booster Clubs shall understand that they are a subsidiary of the Mercer Co. School Board and are granted permission by said Board to raise funds in the name of Titan Athletics, (Booster group is limited to raise funds in the name of their specific sport). Therefore, all policies and procedures must be followed if booster acknowledgement is to be granted by such Board. Failure to follow such policies and procedures will result in removal of booster status and fundraising will not be allowed.

** ** ** **

I hereby acknowledge that I am a representative of the _____ Booster Club and that I am authorized to act on its behalf. I further agree that this Booster Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Principal and Athletic Director of _____ school and to the Superintendent any violation or breach of this agreement. I understand that failure to comply with this agreement can result in the termination of the Board's approval for sanction of the Booster Club and that it will no longer be able to participate in fund-raising activities or make purchases on behalf of school athletic teams.

_____ BY _____ TITLE _____

Name of Booster Club

****

STATE OF KENTUCKY, COUNTY OF _____

Subscribed and sworn to before me on this the ____ day of _____, _____, by _____.

_____
NOTARY PUBLIC
My commission expires: _____

Review/Revised:7/16/2020

School Activity Funds

School activity funds may be expended only for purposes which contribute generally to the benefit of the students and all activity funds shall be administered in accordance with state regulations. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system[1] and activity fund accounting procedures set out in Kentucky Administrative Regulation.[2] No sale shall be authorized or may originate from the school unless such sale is properly recorded in the accounting system and the school group receives a fair percentage of the sale for its work.

TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds (Redbook).

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

FINANCIAL REPORTS

Each month the Principal shall provide the District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the District Finance Officer an annual financial report for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities and Board approved fees sponsored under the auspices of the school by student clubs or student organizations. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered school activity funds.

DEFINITION OF DISTRICT ACTIVITY FUNDS

Non-student generated funds collected at the school level to be used for operating costs. Operating costs are the expenses which are related to the operation of a District, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a District just to maintain its existence.[1]

Funds carry over at year end subject to board policy.

DONATIONS

With the Principal's approval, schools may receive donations, including gifts of personal property, for the benefit of the school or for the students of the school, that are valued at an amount as determined by the Board in Policy 04.61 and hold and use as requested. Donations valued at more than that amount must be approved by the Board.

Donations specifically for instructional materials or operating expenses must be sent to the District as District Activity Funds.

Donations valued at $250 or more require a Donation Acceptance Form be completed.

A listing of all donations shall be submitted to the Board at the end of each fiscal year.

AUDIT OF FUNDS

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.[1]

SUPPORT/BOOSTER CLUBS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.[3] However, each year the Principal shall be provided the following from all support/booster club organizations as required by state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:

a. Names of club officers;

b. Federal Employer Identification Number (FEIN); and

c. A copy of the annual budget.

2. An annual financial report by July 25 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;[1] and

3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

External support/booster organization officers are solely responsible for ensuring that their group is in compliance with District policies, external support/booster organization guidelines in the Redbook, and state and federal regulations. The District, including any District employee, shall not be held responsible for any deficiencies by the external support/booster organization.

All support/booster organizations wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and

- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student.

Each year the Superintendent shall report to the Board when all support/booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

All funds expended by a support/booster organization shall be from their fund-raising activities and donations. No dues, fees, or charges shall be assessed to students or parents, except for the PTA forwarding membership fees to national/state/district/local chapters.

External support/booster organizations cannot reimburse District employees for personal and booster club purchases.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

FUND-RAISING PROJECTS

All school-wide fund-raising projects conducted by the schools must have prior Board approval.[4] All fund-raising projects conducted by school-related groups that use school facilities and/or employ students or school personnel during school time shall have prior approval of the Principal.

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

REFERENCES:

[1]702 KAR 003:130; Accounting Procedures for Kentucky School Activity Funds
[2]702 KAR 003:120
[3]OAG 79-556
[4]KRS 158.290
KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

RELATED POLICIES:

04.61; 09.33

Adopted/Amended: 7/16/2020
Order #: 202137

Fund-Raising Activities

DEFINITION

Fund-raising is an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fund-raising activities shall be deposited in the school's activity fund bank account or the District bank account.[4]

APPROVAL REQUIRED

All school-wide fund-raising activities, including the proposed use of the funds, must be approved by the Board.[4] Requests must be channeled through the Principal and Superintendent.

All other fundraising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose.

All funds raised must be recorded in the school's internal accounting system.

DOOR-TO DOOR SALES

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;

2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and

3. Community members and businesses shall not be overburdened by continual appeals.

SUBSCRIPTION SALE OF PRINTED MATERIALS

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.[2]

GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.[3]

WELFARE AGENCIES

The Board shall not permit the collection or solicitation of funds by welfare agencies during school hours.

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.[1] Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.[4]

Fund-Raising Activities

CONDUCT OF ACTIVITIES

- All school-sponsored groups shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

- Any support/booster organization wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student. No dues, fees, or charges shall be assessed to students or parents.

REFERENCES:

[1]KRS 158.290
[2]KRS 367.515 (3)
[3]KRS 238.505; KRS 238.535; KRS 238.540
[4]Accounting Procedures for Kentucky School Activity Funds
KRS 156.160; KRS 158.854
OAG 78-508; OAG 79-330; OAG 79-556

RELATED POLICY:

04.312

Adopted/Amended: 7/16/2020
Order #: 202137

ADVERTISING IN THE SCHOOLS

PROHIBITION

No commercial advertising nor distribution of advertising materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent or Principal.

EXCEPTION

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups.

SOLICITATIONS

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

REFERENCE:

OAG 68-452

RELATED POLICIES:

03.1323
03.2323

Adopted/Amended: 05/13/1996
Order #: I

ATHLETICS AND SPORTS ACTIVITIES

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

AGE RESTRICTION/REQUIRED RECORD CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.[1]

MIDDLE SCHOOL RULES AND LIMITATIONS

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any post season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not exceed the limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

REFERENCES:

[1]KRS 156.070; KRS 160.380; KRS 161.185
School Athletic Association (KHSAA) Handbook
20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241; 09.3

Adopted/Amended: 07/17/2014
Order #: 15.011C

FAN/PARTICIPANT CONDUCT GUIDELINES

For the purpose of this procedure "spectators" are those individuals not employed by the Mercer County School District. All certified and classified personnel of the District shall be governed by 16 KAR 1:020, as well as applicable District policies and procedures.

These sportsmanship expectations and guidelines have been endorsed by the high school administration and SBDM Council.

The goal of the Mercer County Schools is to promote excellence in a positive academic, social and extracurricular environment that emphasizes equity, diversity, safety and respect.

These guidelines shall apply to students, parents, players, coaches, staff, and spectators of any event held at or sponsored by the Mercer County Schools, to include any academic, social, extracurricular and/or athletic activities.

No action by a parent, student, spectator, player, coach, staff member, administrator or official that downgrades, embarrasses or ridicules others shall be tolerated or encouraged. Persons employed by or affiliated with the school system shall conduct themselves as an exemplary role model for their peers and the community.

Failure to demonstrate acceptable behavior at academic, social, extracurricular and/or athletic activities, and/or cooperate and comply with school administration shall result in a request to leave the school premises. If there are repeated instances of unacceptable behavior, a permanent exclusion from school events may be enforced. The following behaviors are considered unacceptable;

- Verbally berating others including, but not limited to, players, coaches or officials.
- Disrespectable or derogatory gestures, yells, chants, songs, etc.
- Use of profane or obscene language, displays of anger or gestures and/or racial/cultural slurs.
- Any use of physical violence or the threat of physical violence directed at players, coaches, officials or spectators.
- Yells and actions that antagonize the opponent's players or spectators.
- The use of any noisemaker.
- The use of unacceptable items such as signs, confetti or streamers.
- Any contact with game officials and support staff (i.e. timekeeper, scorekeeper, etc.)
- Entering the playing area while occupied by the teams, which also includes sidelines and team bench areas.

Failure to follow these guidelines may result in a reprimand or warning as well as temporary or an indefinite ban from any academic, social, extracurricular or athletic activity held at or sponsored by the District.

Review/Revised:4/8/08

DRESS AND APPEARANCE

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline.

SCHOOL COLORS

Red, white and royal blue shall be the school colors for the District and used on athletic uniforms and other school related clothing following guidelines listed in procedures 09.427 AP.1 and any rules and regulations set forth by KHSAA governing team uniforms. All uniform and apparel purchases shall be approved before purchasing. All schools in the Mercer County School District shall incorporate red, white and royal blue.

References:

Tinker v. Des Moines Independent School District, 393 U.S. 502 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
KRS 160.345
OAG 73233
OAG 73284
KHSAA (Kentucky High School Athletic Association)

Adopted/Amended: 08/07/2007

Order #: XII.II

Dress and Appearance

When purchasing apparel such as athletic uniforms or other clothing to represent the District, the following guidelines shall be followed:

1. Red(Hex Code cf142b or Pantone #185c), white and royal blue (Hex code 0032A0 or Pantone 286C) are the school colors.

2. Uniforms must incorporate all three (3) colors (red, royal and white) and be approved by the Athletic Director, Building Principal, Coach.

3. Teams are permitted to wear alternate color uniforms for up to ten (10) percent of their total games in a given season. The purchase of alternate color uniforms shall be the responsibility of booster clubs associated with the respective teams. Alternate color uniforms are not considered part of the District's standard uniform rotation. All alternate uniforms must be approved by Principal and/or Athletic Director.

4. Football teams may wear gray pants. Baseball and Softball teams may wear gray uniforms. The Volleyball team may wear black shorts.

5. Solid colored apparel bought with school money by sports teams must incorporate all three (3) colors: red, white and royal blue.

6. Any individual, club, sports team or school group incorporating the Board approved district logo must not alter the graphic in any way other than stated in approved minutes, March 8, 2005. The text font of the district logo is Bookman Demi and must be used at all times when duplicating this logo.

"County Schools" section of the logo may be interchanged with titles of a club, sport or group identified with the District. The logo is the property of the Mercer County Schools and cannot be used by an individual or group outside of the Mercer County Schools. A copy of the logo is filed in the Superintendent's office.

7. Any individual, club, sports team or school group using school funds to purchase any of the above items shall follow board policy and procedure. Failure to do so may be at the expense of the individual or group.

8. Any individual, club, sports team or school group incorporating the Board approved Titans graphic must not alter the graphic in any way unless previously approved by Principal or Athletic Director.

9. Any individual, club, sports team or school group wanting to use a different logo other than the Titans graphics already approved by the Board, must submit the proposed logo/design to the Board for approval prior to its use. Logo must be previously approved by Building Principal and/or Athletic Director.

10. The "M" used in the District's logo is the official "M" of the school district. The "M" may be used as a stand-alone graphic without any text written through the letter (see the District logo design). There can, however, be text around, above or beneath the "M" as desired as long as it does not resemble the District's logo in any way.

Note: Cheerleading, Dance team and band are not held to the specific guidelines of school colors as these programs fall under a different category for competition and performance standards.

Dress and Appearance

UNIFORM DEFINITION BY SPORT

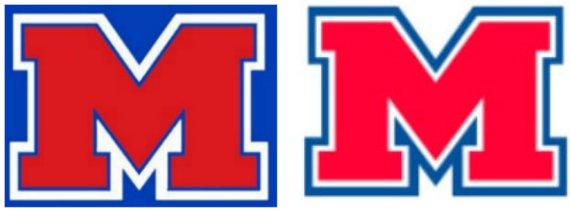
- Archery: Top
- Baseball: Top, Pants, and Hat/Helmet
- Basketball: Top and Shorts
- Bass Fishing: Top
- Cheerleading: Top and Bottom
- Dance: Top and Bottom
- Cross Country(B/G): Top and Shorts
- Football: Top, Pants, and Helmet
- Golf Top
- Soccer: Top and Shorts
- Softball: Top, Pants, and Hat/Helmet
- Track and Field (B/G): Top and Shorts
- Tennis (B/G): Top and Bottom
- Volleyball: Top and Shorts

DISTRICT APPROVED LOGOS

"M" with Titans in Center (1.1)



Block "M" (1.2)



Dress and Appearance

DISTRICT APPROVED LOGOS (CONTINUED)

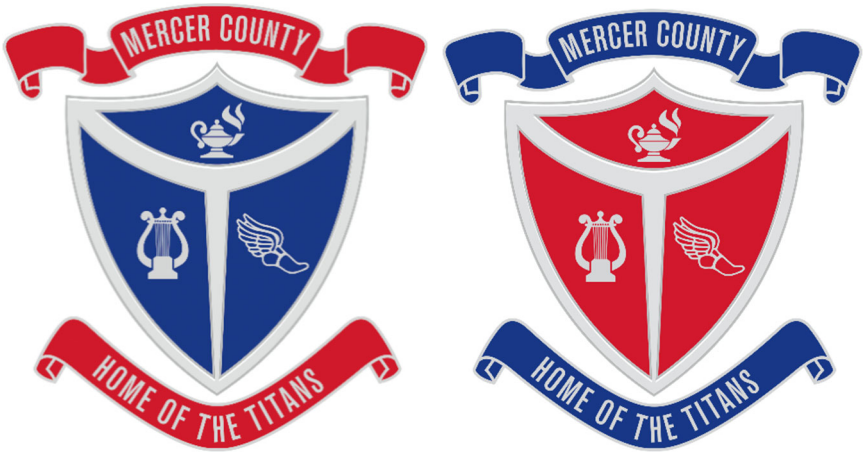
Mercer County Schools (1.3)

Titans Shield with Block "M" (1.4)

Titan Sword with Block "M" (1.5)

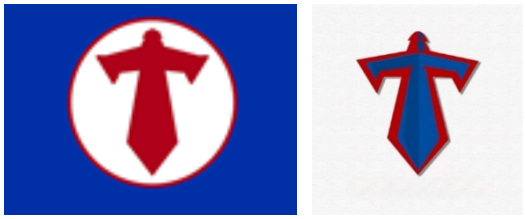
Mercer County "Titans" (1.6)

Crest Logos (1.7)



SPORT SPECIFIC LOGOS

Football



Baseball, Soccer, Softball Specific



Dress and Appearance

DISTRICT APPROVED LOGOS (CONTINUED)

Golf





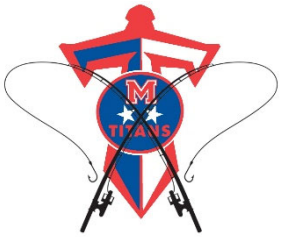




Archery



Bass Fishing



Dress and Appearance

DISTRICT APPROVED LOGOS (CONTINUED)

Cheer







RELATED POLICY:

09.427

Review/Revised:1/22/2024

KENTUCKY STATE TAX EXEMPT STATUS

Information regarding how to obtain Kentucky State Tax Exempt Status can be found at the following url: http://revenue.ky.gov/forms/cursalefrm.htm or by contacting the Kentucky Department of Revenue at the below contact information.

Kentucky Department of Revenue
501 High Street
Frankfort, Kentucky 40601-2103

Phone Number: (502) 564-4581
Fax Number: (502) 564-3875

KENTUCKY DEPARTMENT OF EDUCATION

Accounting Procedures for Kentucky School Activity Funds

"Redbook"

Incorporated by Reference 702 KAR 3:130

Effective August 1, 2019

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INTRODUCTION

The Kentucky Department of Education (KDE) introduces the *Accounting Procedures for Kentucky School Activity Funds ("Redbook")* as mandated and referenced in 702 KAR 3:130, Section 2 and KRS 156.070. It is incorporated by reference and becomes a part of the Kentucky Administrative Regulation (KAR) cited. The guidance presented in the *"Redbook"* will enable districts to provide necessary reporting of monies received and expended through a method of uniform accounting for school activity funds as required in 702 KAR 3:130 (3). After incorporating the guidance provided in the *"Redbook"*, all schools will be able to present to the public an efficient system of accounting for all monies received and expended through school activity funds.

District compliance with the guidance provided in the *"Redbook"* must hold to its minimum standard, however districts through their local board of education may strengthen and add to any document or procedure that is within the scope of their authority and their responsibility of insuring an accurate accounting for all financial records, as well as insuring school activity funds are expended as intended. The system of safeguarding and accounting for school activity funds is dependent on the soundness and effectiveness of board of education policies and guidelines.

Why do schools have school activities? School activities are provided by the local board of education. The local board of education is obligated to provide its students with activity programs that are attractive, meaningful, worthwhile, and within the framework of the educational and organizational policies of the local board of education. Students will be enriched through a well-designed activity program, increased quality of the curriculum, new learning experiences, encouragement to be interested in classroom work, and strengthening morale and discipline with the opportunity to participate in the planning and execution of club activities as a life-preparation experience. Through student participation in school activities, there may be fees collected and fundraisers held for their group to participate in selected activities producing a need to track what is done, thus the need for the *Accounting Procedures for Kentucky School Activity Funds ("Redbook")*.

BUDGETS

Budget development for the school activity accounts is similar to the budget cycle for the school district. Information provided in the budget shall include estimated beginning balance; anticipated receipts from all sources, including fundraising; anticipated expenditures by category; and estimated ending balance.

1) Each club, organization and activity account shall prepare a tentative budget for the next school year on the Individual Activity Account Budget Worksheet (Form F-SA-4A).
   a) The Individual Activity Account Budget Worksheets are due to the principal by April 15.
   b) The sponsor shall work with the officers of the club in this process to assure continuity of programs.
   c) The principal or designee shall prepare budgets for activity accounts without sponsors for SBDM approval.

2) The principal shall prepare the Principal's Combining Budget (Form F-SA-3).
   a) The Principal's Combining Budget will list the summary budget information for each activity account in the school activity fund.
   b) The Principal's Combining Budget is due to the district finance officer by May 1.
   c) The district finance officer will work with the superintendent to submit all school budgets to the local board for approval by the end of May.
   d) Within 30 days of the beginning of the school year, the principal shall adopt the board approved tentative activity fund budget for the current year.

DISTRICT ACTIVITY FUNDS

What is considered an operating expense?
Operating costs are the expenses which are related to the operation of a school district, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a school district just to maintain its existence.

- Textbooks, required technology, instructional materials, office supplies, school forms, postage, copy paper, copiers (lease or purchase), furniture, cell phones, software, software agreements, hand held radios, carpet, scoreboards, school signs, etc. *(there are exceptions)
- Safety related equipment and supplies *(there are exceptions)
- Repairs and maintenance to the building and grounds, or gym floor, and fields
- Structural additions or improvements to the building and grounds
- Items permanently attached to a structure or a school facility
- Professional development and staff development expenses

Funds that **<u>are not raised by students or parents</u>** can be sent (swept within 60 days of receipt) to the district finance department, and recorded as District Activity Funds. This money can be spent on operating expenses listed above.

*What funds **<u>must be sent to the district</u>** as District Activity Funds?*

- Locker/parking fees, class fees, textbook rental fee, lab fee, technology fee, or any other fee that is collected for general instruction
- Lost textbook fees
- Donations, if donated specifically for instructional materials, or an operating expense
- Staff generated fundraiser for operating expenses

*What funds **<u>can</u>** be sent to the district as District Activity Funds?*

- School store/Bookstore (if not operated by students or student group)

- Gate receipts
- Picture profits
- Disability determination checks
- Advertising revenue in the gym or on fields (if not solicited by students or parents)
- Any other funds that are not generated by students or parents selling or soliciting

Funds that are generated by students or parents that are for student/group/club/team activity, shall stay in the school activity fund account and spent for the purpose it was raised for, and benefit the group that raised the funds.

*What funds **shall stay** in the School Activity Fund?*

- All student fundraisers, if the students or parents are involved by selling or soliciting
- Field trip, class trip, athletic trip money
- Club dues or money designated for a student group/team/class or club to support their activity

Hospitality funds – these funds may be raised by staff contributions, staff lounge vending, or donations received specifically for the staff account.

District Activity Fund Procedures

All money can still be collected at the school level and deposited into the school activity fund. Follow all internal controls as required in the Redbook.

All money will be receipted into the existing activity account where you normally receipt the money.

1. School must have at least one activity account specified as a district activity fund Sweep account.

   Example Account Description
   - DAF Instruction
   - DAF Athletics
   - DAF Professional Development
   - DAF Library
   - DAF Building/Grounds M&R

2. Within 60 days of receipting funds, the principal designates the District Activity Fund (DAF) amount needing to be transferred out of the receipted activity fund account, to the appropriate DAF activity fund account.

3. At the end of each month, the school treasurer will write one check to the district office for the total monies transferred into a DAF activity fund account. The check will zero out any balance that was initially transferred to the DAF activity fund account; this is known as "sweeping" your funds to the district.

4. The "District Activity Fund Monthly Submission Form" shall be submitted to the district office along with the check (F-SA-16).

5. A District Purchase Order will be created to expend the DAF money. Payment of DAF invoices will be paid at the district level.

6. District Activity Fund monies carried over at year end, are subject to board policy.

RECEIPTS

General guidelines

1) All money collected by a teacher or sponsor shall be given to the school treasurer on the day collected or, if the money is collected after school business hours for evening or weekend events, on the next business day.
   ~~a)~~ The school treasurer shall not collect money directly from a student or parent.
   b) The school treasurer shall not open the mail; any checks that come through the mail shall be annotated on the Multiple Receipt Form (Form F-SA-6) by the person opening the mail and then submitted to the school treasurer.
   c) The school treasurer and the person turning in the money shall jointly count the money.

2) A pre-numbered receipt shall be issued to the payer immediately any time money is received, and all receipt numbers shall be accounted for (if electronic receipts are issued, print a copy for the payer).

3) Teachers, sponsors, and coaches shall use the Multiple Receipt Form (Form F-SA-6) or pre-numbered receipts when collecting money.
   a) Students sixth grade and above must sign the Multiple Receipt Form, unless physically unable to sign.
   b) A copy of the Multiple Receipt Form (Form F-SA-6) and a copy of the pre-numbered receipt shall be retained by the teacher or sponsor and the original shall be given to the school treasurer.
   c) A two part (carbonless) Multiple Receipt Form is recommended, with the white copy given to the bookkeeper and the yellow copy remaining with the person turning in the money.

4) Immediately upon receipt, the school treasurer shall endorse all checks: "For Deposit Only".

5) Each school shall have one interest earning (if available) checking account at a board approved bank and one school treasurer for all school activity accounts, which will be designated as the school activity fund bank account.
   a) The only exception to having one checking account shall be when a school participates in charitable gaming.
   b) A separate bank account is required for depositing gross receipts from charitable gaming. See Charitable Gaming section.

6) Receipts shall be filed monthly in numerical order with supporting documentation attached to the receipt stub.

7) All investments must be reported on the Monthly/Annual Financial Report Form (F-SA-15A).

8) The school treasurer shall prepare deposit slips containing the issuer's name and the amount of each check or retain a copy of all checks to be deposited. The deposit slip shall note the receipt numbers in the deposit.

9) An employee, other than the treasurer shall verify the daily deposit.
   a) Verify the total deposit amount equals the total receipts written since the last deposit
   b) Verify the bank validation matches the deposit slip amount

10) All monies collected shall be deposited on a daily basis except for:
   a) A deposit shall be made on any day in which at least $100 is on hand to deposit. In the event that less than $100 is on hand to deposit, smaller amounts may be held in a secure location until the earlier of when $100 is collected or the weekly deposit is made as required by paragraph c) of this item. If not deposited the day the money is collected, the treasurer still must write the receipt the day the money is collected.
   b) Money collected after school business hours shall be placed in a night depository or night drop at a bank or in the locked school safe and processed for deposit the following business day by the school treasurer.
   c) At a minimum, deposits shall be made on the last workday of the week, even if the deposit amount is less than $100.

11) Personal checks shall not be cashed using cash on hand for deposit. The school is not a bank.

12) The school treasurer shall record receipts in the Principal's Combined Activity Fund Ledger (Form F-SA-11), as well as in the appropriate Individual Activity Account Ledger (Form F-SA-12) or in their accounting software.

13) Charging a fee for checks returned for insufficient funds is permissible if such policy is clearly posted in a conspicuous location where funds are collected. Districts may use collection agencies to collect checks deemed uncollectible.

14) Checks returned for insufficient funds shall be re-deposited on a separate deposit slip indicating negative and positive entries in order to prevent receipts from being overstated. Documentation relating to returned checks shall be filed with the bank statements for audit trail.

15) Schools are not authorized to borrow money from nor loan money to anyone, including district employees.

16) No grant monies, day care fees, adult education fees, or tuition fees shall be deposited in the school activity fund as they must be handled through the central office bank account.

17) All student fees and charges shall be adopted by the board. All student fees and charges adopted by the board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose, and shall be deposited into the school activity fund account or directly into the district activity fund. **No dues, fees, or charges are allowed by external account/booster organizations**.

18) Proper segregation of duties shall be maintained. An example of proper segregation of duties among school staff is provided in Appendix A- Segregation of Duties.

Fundraising

1) Fundraising is defined as an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fundraising activities shall be deposited in the school's activity fund bank account or district bank account. For example, schools can accept promotional items from companies for giveaways, i.e. t-shirts to be thrown into the stands at basketball games.

2) The local board shall approve all school-wide fundraisers, including the proposed use of funds. The Fundraiser & Crowdfunding Approval (Form F-SA-2A) shall be completed before the fundraiser begins.

3) The principal or a designee shall approve all other fundraisers in the school, including the proposed use of funds. The same Fundraiser & Crowdfunding Approval (Form F-SA-2A) shall be completed before the fundraiser begins.

4) Income from a fundraiser must be used for the purpose indicated on the Fundraiser & Crowdfunding Approval (Form F-SA-2A).

5) Fundraising activities are to benefit students. Fundraisers to cover staff payroll and other operating costs are not permitted. Fundraisers cannot be used to supplement a staff account in the school activity fund. However, the following three ways are allowed to supplement staff accounts:

   a) Profits from vending machines used only by staff
   b) Donations from the staff for this purpose
   c) Donations from a third party specified for the staff account (must be in writing)

6) Fundraising shall be administratively efficient or else have an important instructional purpose. Fundraising activities shall require less effort (cost less) than the expected revenue to be generated, including the effort required to administer the fundraiser (record-keeping, counting money, making bank deposits, etc.), unless the value of the instructional purpose outweighs the cost of administration.

7) Fundraising proceeds must benefit the entire group of students involved, regardless of participation in the fundraising activity. There will be no fundraisers tracked by individual students. Vendor tracking by individual student for the purpose of offering sales rewards from the vendor is permissible.

8) KRS 367.515 requires magazine sales be approved in writing by the superintendent.
   a) The approval shall identify the product or products being sold, solicitors involved, and duration of sales.
   b) The approval letter must be filed with the county clerk as a Miscellaneous Recording.

9) Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Summary (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle.

10) The activity sponsor shall complete the Fundraiser Summary (Form F-SA-2B) and forward the report to the principal for review and filing within one week of the completion of the fundraising period or event.

11) Fundraiser activities such as concessions, bookstores, pencil machines, and other activities involving inventory require the Fundraiser & Crowdfunding Approval Form (Form F-SA-2A) but are not required to complete the Fundraiser Summary (F-SA-2B). For these activities the Monthly Inventory Control Worksheet (Form SA-5) is required. The Monthly Inventory Control Worksheet recaps the flow of inventory monthly and identifies overages or shortages; it is not designed to measure profits. The person filling out this form cannot be the same person that collects monies and completes the Sales From Concessions/Bookstore/School Store/Pencil Machine Form (Form F-SA-17).
12) The Sales from Concessions/Bookstore/School Store/Pencil Machine Form (Form F-SA-17) is to be used each time money is collected from these activities and turned in with the money to the school treasurer.
   a) The form must be completed for each event and each time the machine is serviced or money from these activities is collected. There shall be two different individuals involved: one individual to collect and count the monies from sales and a separate individual to complete the Monthly Inventory Control Worksheet (F-SA-5).
   b) The original form shall be given to the school treasurer with the money and a copy kept with the Inventory Control Worksheet.
   c) The form shall be signed by the individual preparing the form and by the school treasurer.

13) Appendix B – Fundraiser Types and Corresponding Forms Needed lists types of fundraisers and the forms necessary to account for the activity.

Ticket sales

1) Pre-numbered tickets shall be used with **ALL** events for which admission is charged (including athletic events, dances, concerts, plays, prom, or season passes). Change or rotate ticket colors with each event. (Not necessary if there are two games played back to back).

2) Unused tickets shall be stored in a secure location.

3) The Requisition and Report of Ticket Sales (Form F-SA-1) is to be used to report and reconcile the number of tickets sold and the funds collected.

4) The school treasurer, who shall not be the person in charge of sales, is to have safekeeping of the pre-numbered tickets (be the ticket controller). The school treasurer shall not sell tickets either.

5) The person in charge of sales requests one or more rolls of tickets (more than one color if there are to be different adult and student ticket prices) from the ticket controller. The first ticket from each roll is attached to the Requisition and Report of Ticket Sales (Form F-SA-1) as the tickets are picked up.

6) The person in charge of sales verifies the beginning ticket numbers and notes the amount of change received or “none” if none is received, and signs the Ticket Requisition section of Form F-SA-1.

7) Two people (ticket seller, ticket taker) are required to work the gate. The ticket seller gives the entire ticket to the customer and collects the entrance fee.

8) The customer gives the entire ticket to the ticket taker. The ticket taker tears the ticket in half, gives half back to the customer and retains half until after the Report of Sales section of Form F-SA-1 is completed. Non-paying customers should not receive a ticket (for reconciliation purposes).

9) The number of tickets collected is reconciled with the number of tickets sold on Requisition and Report of Ticket Sales (Form F-SA-1). The amount of cash collected and the total sales amount is compared to the amount to be deposited. The total amount of cash and checks collected is compared to the number of tickets sold with any Cash Over/Short identified before turning the form and money into the school treasurer.

10) The person in charge of sales is responsible for the safekeeping of the ticket sales money collected until it is given to the school treasurer.

11) The person in charge of sales, the ticket taker, and the school treasurer sign the Requisition and Report of Ticket Sales (Form F-SA-1).

12) The money and the report are to be given to the school treasurer the first business day following the event.

13) The school treasurer will retrieve or confirm with the bank amounts placed in the night deposit or night drop, if applicable.

14) The person in charge of sales and the school treasurer shall verify the beginning and ending numbers of tickets and account for money collected Discrepancies must be resolved immediately.

15) The school treasurer prepares a receipt and attaches a copy to the Requisition and Report of Ticket Sales (Form F-SA-1) and the original signed receipt is given to the person in charge of sales.

16) Money collected shall be deposited in accordance with the requirements in Receipts, General Guidelines, and Section 9). If collected after business hours, the money for deposit shall be placed in a night depository or night drop at a bank or in the locked school safe.

17) A change fund shall be initiated with a check written to the Athletic Director or responsible person. The change fund money shall be kept in a secure location between games and redeposited at the end of the season on a separate receipt and not commingled with gate or concession receipts.

18) An activity account (titled Start-up or Change Fund) shall be created to track all change issued for athletic gate, concessions, and any other events that require start-up change. Activity Fund transfers are not allowed from this account.

Donations

1) Donations are defined as gifts of real or personal property to the school from persons or entities outside the school system for use at the school or for the students of the school.

2) Local boards shall comply with KRS 160.580, which states that local boards shall receive any gift for the benefit of schools in the district and hold and use them as requested, provided that the purpose for which it is used shall be in harmony with the aims and general program of public education in this state. Schools receive contributions and donations from a variety of sources, including external support/booster organizations. Boards shall ensure the purpose of the contributions and donations is clear and the donor and school staff all understand and agree upon the purpose for which the funds will be used.

3) However, the local board may give the responsibility for the donations to the schools by establishing a policy allowing schools to maintain their own donations. If the board allows donations to be kept at the school level, the principal or bookkeeper shall produce a listing of donations for submission to the school board at year-end using the Donation Acknowledgement Form (F-SA-18).

4) The Donation Acknowledgment Form (Form F-SA-18), when the monetary value is at least $250 according to IRS guidelines, shall be completed stating the purpose of and any restrictions on the donation received. A copy of the donation acceptance form may be sent to the donor. A donation acceptance form may also be used to monitor the acceptance of non-monetary items.

5) Cash donations to the school for a specific purpose (restricted purpose), when value is at least $250 according to IRS guidelines, shall be maintained in a separate activity account and expended as indicated by the donor as long as the board has approved a policy for the donation to be maintained at the school level. Tracking this balance as a separate account with proper supporting documentation for expenditures will reflect that the donor's wishes were met.

6) Cash donations to the school for general use (unrestricted purpose) shall be deposited in a general account as long as the board has approved a policy for donations to be maintained at the school level. The principal and SBDM council will decide the use of these donations. These donations must be used to support student activity.

7) Donated gift cards shall be accounted for on Form F-SA-19 (one form for school and one for staff/students)

8) Equipment or other property donations to the school will remain at the school and be included on school inventory records and become the property of the local board. These donated items shall be reported at year-end along with cash donations to the school board.

Charitable Gaming

1) Charitable gaming is defined as fundraisers that involve games of chance for a charitable purpose.

2) The Department of Charitable Gaming regulates all charitable gaming in the state. These activities must be in compliance with KRS Chapter 238 and KAR Title 820.

3) Schools and external support/booster organizations must each abide by the requirements issued by the Department of Charitable Gaming.

4) Any organization participating in charitable gaming that is regulated by the Department of Charitable Gaming must have one (1) checking account devoted exclusively to charitable gaming receipts as stated in KRS 238.550 (2).

5) Below is a table of gaming activities (not inclusive of all possibilities) and the licensing requirements:

No Exemption or License Necessary **(deposited in school activity fund bank account)**	**Exempt Charitable Gaming License** **(Combined gross receipts cannot exceed $25,000 per calendar year and must be deposited in a charitable gaming bank account)**	**Charitable Gaming License** **(Combined gross receipts exceed $25,000 per calendar year and must be deposited in a charitable gaming bank account)**
Three or less raffles held per calendar year with none of the raffles	Bingo Raffles including Split the Pot Wheel Games	Bingo Raffles Pull-Tabs

having gross receipts over $150 each	Cow-pie Bingo Ker-Plunk Pre-Recorded Horse Races Horse Race Bingo Golf Ball Drop Other Charity Fundraising Games of Chance	Wheel Games

6) The following activities **are not** considered charitable gaming and do not require a license or exemption: sale of items and games of skill such as Dart Throw, Basketball Shot, Golf Putt, Bean Bag Toss, Bean Count, Milk Bottle Throw, Ring Toss, Cake Walk, Duck Pond (all players win prize equal to or greater than cost to play), and Auctions (individuals bid - high bid wins).

7) It is imperative that any organization conducting charitable gaming activities be knowledgeable of all requirements and regulations pertaining to gaming. The requirements apply to any organization participating in charitable gaming as a fundraising tool.

8) A school's exemption or license covers actions of the internal activity accounts, not the external support/booster organizations. The external support/booster organization's exemption or license covers actions of the external support/booster organization and not the school.

9) The Department of Charitable Gaming offers training courses that may be utilized by personnel engaged in charitable gaming.

10) The licensing requirements for charitable organizations are found in KRS 238.535 and applications are available at the Department of Charitable Gaming website. Any questions concerning charitable gaming, licensing, or recordkeeping for these activities may be directed to the Department of Charitable Gaming.

EXPENDITURES

General Guidelines

1) The use of pre-numbered checks is required for all disbursements.

2) Signature stamps are not permitted to be used for indicating approval of school activity fund checks or any other financial documents. All school level checks should contain the signatures of an authorized school administrator and the school treasurer. If the school administrator or the school treasurer are out for an extended period of time, a central office administrator with check signing authority may sign school level checks. All central office checks should contain the signatures of board approved signatories.

3) The school treasurer shall be bonded.

4) Checks should be mailed the same day as written. Checks cannot be held for more than three business days prior to mailing or delivering the check.

5) Checks **shall not** be made payable to "CASH", to the "School" or to the "Bank." Petty cash or change fund checks shall be made payable to the sponsor or to the responsible person. The only exception is when closing a bank account, at which point the check should be made payable to the school.

6) Schools are exempt from the payment of sales tax in Kentucky. The only exception is reimbursing tax on meals and hotel expenses for employees and students during travel for school activity fund purposes. Employees purchasing items for the school cannot be reimbursed for sales tax. A copy of the Tax Exemption Certificate is to be sent to any vendor requesting one for a school activity fund purchase. Support/booster organizations shall not make tax-free purchases using the school's tax exemption, unless their funds are maintained in the school activity fund.

7) The vendor invoice or Standard Invoice (Form F-SA-8) must have a confirmation signature of the person receiving the goods or services. In the case of refunding a student or parent, the bookkeeper can write "check mailed" on the vendor signature line of the person receiving the goods or services.

8) The school treasurer shall match up the purchase order, shipping document (if applicable), and vendor or standard invoice and verify that all items ordered have been received, services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained. Any problems or discrepancies shall be resolved before a check is written.

9) If the activity fund bookkeeping is not automated, then the school treasurer shall post the disbursement to the Principal's Combined Activity Fund Ledger (Form F-SA-11), as well as to the appropriate Individual Activity Account Ledger (Form F-SA-12) or to their accounting software.

10) The check number and date paid shall be noted on the invoice, or the invoice shall be stapled to the purchase order and check stub.

11) The school treasurer shall file all documents for a disbursement together by month, in check numerical order.

12) To void checks, print the word VOID across the face of the check and tear the signature portion off. If the check was entered in the account ledgers, the entry shall be marked VOID or alternatively, post an entry reversing the payment. Amounts shall be recorded as negative expenses, NOT RECEIPTS. Void checks or Stop Payment Orders must be filed with the monthly records.

13) Outstanding checks shall not be carried longer than 12 months.

14) If there is a need to reimburse or refund cash monies to multiple students, use the Student Refund/Cash Disbursement Form (F-SA-14) and have students sign as they receive their refund. Return the form to the school treasurer to be included as documentation for the expenditures. If you are going to issue a check for a refund, you must use a standard invoice (F-SA-8).

15) Proper segregation of duties shall be maintained. An example of proper segregation of duties among school staff is provided in Appendix A – Segregation of Duties.

Purchasing

1) School activity fund purchases shall comply with Kentucky Revised Statutes (KRS), Kentucky Administrative Regulations (KAR), and local board policies.

2) Bidding and purchasing is a local board's responsibility. Individual schools do not have the authority to advertise and award bids. A school does not operate as a separate entity, but as a part of the school district. The local board is accountable for funds maintained and expended at the school level. Aggregate expenditures of the district are examined for adherence to bid laws.

3) Schools may legally purchase items from the central office bid list, the cooperative bid list, the Governmental Services Administration (GSA) bid list, or the Kentucky state bid list. All purchases shall be made in accordance with the board's purchasing policies.

4) Use the district's purchasing procedures to make any school activity fund purchase. Use requisitions if required by the district, but always use a Purchase Order (Form F-SA-7) to initiate a purchase, including for independent contractors and reimbursements to district employees. The purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated. The principal shall not be the vendor on a purchase order,

with the only exception being for authorized travel expenses. The sponsor's signature indicates there are funds available to pay for the purchase in the specific activity account. The purchase order is filed with the school treasurer after the order is placed. The employee requesting the purchase shall also retain a copy of the purchase order.

5) Shipping tickets for merchandise ordered shall be compared to the purchase order, initialed and dated by the receiver.

6) Before being processed, each disbursement shall be documented by a completed purchase order and an original vendor invoice. If a vendor invoice is not available, the disbursement shall be supported by a Standard Invoice (Form F-SA-8), which must be signed by the payee.

Cash Advances & Travel Reimbursements

1) Cash Advances - A club sponsor/teacher may receive cash advances only if there are **students** participating in a class trip or club outing.
    a) Cash advances shall be supported by the Advance Report (Form F-SA-9).
    b) The completed form, related receipts, other support documents, and unused cash shall be returned by close of the next business day after the trip.

2) Travel Reimbursements - Reimbursement of travel expenses incurred by employees performing special duty, such as attending a Beta Club convention, shall be consistent with local board policy.
    a) Reimbursement may be made from the school activity fund with submission of a District Travel Voucher approved by the principal.
    b) Travel Vouchers shall be submitted within one week of the travel and shall follow the local board's and school's policies. Employees may be reimbursed for sales tax on food and hotel expenses.
    c) District and school administrators cannot be reimbursed expenses for travel from the activity fund unless students are on the trip.

Payment for Services

A determination of worker status must be made by the principal and approved by the district finance officer as to whether individuals performing work for the school are acting as employees of the district or as independent contractors. The Internal Revenue Service (IRS) provides guidance for making this determination on its website. Publication 15-A, Employer's Supplemental Tax Guide, provides additional guidance and can be accessed at http://www.irs.gov/pub/irs-pdf/p15a.pdf. The IRS developed a list of twenty common law factors to aid in determining whether an employer-employee relationship exists.

The twenty factors are:

1) **Instructions:** If the person for whom the services are performed has the right to require compliance with instructions, this indicates employee status.

2) **Training:** Worker training (e.g., by requiring attendance at training sessions) indicates that the person for whom services are performed wants the services performed in a particular manner (which indicates employee status).

3) **Integration:** Integration of the worker's services into the business operations of the person for whom services are performed is an indication of employee status.

4) **Services rendered personally:** If the services are required to be performed personally, this is an indication that the person for whom services are performed is interested in the methods used to accomplish the work (which indicates employee status).

5) **Hiring, supervision, and paying assistants:** If the person for whom services are performed hires, supervises or pays assistants, this generally indicates employee status. However, if the worker hires and supervises others under a contract pursuant to which the worker agrees to provide material and labor and is only responsible for the result, this indicates independent contractor status.

6) **Continuing relationship:** A continuing relationship between the worker and the person for whom the services are performed indicates employee status.

7) **Set hours of work:** The establishment of set hours for the worker indicates employee status.

8) **Full time required:** If the worker must devote substantially full time to the business of the person for whom services are performed, this indicates employee status. An independent contractor is free to work when and for whom he or she chooses.

9) **Doing work on employer's premises:** If the work is performed on the premises of the person for whom the services are performed, this indicates employee status, especially if the work could be done elsewhere.

10) **Order or sequence test:** If a worker must perform services in the order or sequence set by the person for whom services are performed, that shows the worker is not free to follow his or her own pattern of work, and indicates employee status.

11) **Oral or written reports:** A requirement that the worker submit regular reports indicates employee status.

12) **Payment by the hour, week, or month:** Payment by the hour, week, or month generally points to employment status; payment by the job or a commission indicates independent contractor status.

13) **Payment of business and/or traveling expenses.** If the person for whom the services are performed pays expenses, this indicates employee status. An employer, to control expenses, generally retains the right to direct the worker.

14) **Furnishing tools and materials:** The provision of significant tools and materials to the worker indicates employee status.

15) **Significant investment:** Investment in facilities used by the worker indicates independent contractor status.

16) **Realization of profit or loss:** A worker who can realize a profit or suffer a loss as a result of the services (in addition to profit or loss ordinarily realized by employees) is generally an independent contractor.

17) **Working for more than one entity at a time:** If a worker performs more than de Minimis services for multiple entities at the same time, that generally indicates independent contractor status.

18) **Making service available to the general public:** If a worker makes his or her services available to the public on a regular and consistent basis that indicates independent contractor status.

19) **Right to discharge:** The right to discharge a worker is a factor indicating that the worker is an employee.

20) **Right to terminate:** If a worker has the right to terminate the relationship with the person for whom services are performed at any time he or she wishes without incurring liability that indicates employee status.

A determination must consider the degree of control and independence in the relationship between worker and school. Facts that provide evidence of the degree of control and independence fall into the following three categories:

1) **Behavioral:** Does the school control or have the right to control what the worker does and how the worker does his or her job?

2) **Financial:** Are the business aspects of the worker's job controlled by the payer? (These include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
3) **Type of Relationship:** Are there written contracts or employee type benefits (i.e., pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

All factors must be considered and a determination made based on the entire set of evidence. The determination is made on a job-by-job basis. For example, if an individual performs more than one job for the school, evaluate each job separately. This includes situations in which the individual is a regular employee of the school district. It is permissible for a single individual to receive both a W-2 and a 1099 from the same issuer.

If the evidence does not clearly point to one status over the other, an IRS *Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding* may be completed and filed with the IRS. The IRS will review the facts and circumstances and make an official determination upon which the school can rely. The form and instructions may be found on the IRS website.

The IRS, not the *Redbook*, is the authoritative source regarding worker status.

Independent Contractors

Payments to persons who are independent contractors, not employees, may be made by school check from the school activity fund bank account with an accompanying invoice or Standard Invoice (Form F-SA-8) signed by the payee. A copy of the invoice with the independent contractor's federal employer identification number (FEIN) or social security number shall be submitted to the board office for the purpose of issuing IRS Form 1099. An IRS *Form W-9, Request for Taxpayer Identification Number and Certification* must be on file at the school for each independent contractor prior to making payment.

Employees

Payments to any employee for extra duties or extra services must be made from the central office, not the school. Documentation of services rendered must be submitted to the central office payroll staff to initiate payment to district employees (for example, timesheet). Reimbursement to the central office, if applicable, shall be made from the school activity fund bank account for all payroll related costs incurred for extra duty work performed to be paid at the school level from the school activity fund. Base pay, contracted salary, and pay for district created positions, including stipends, shall not be paid from school activity funds.

Petty Cash

1) With local board approval, a petty cash account may be maintained for miscellaneous small purchases, such as stamps, and making change.

2) The board policy shall establish the maximum amount of the petty cash account.

3) The principal shall select the person to be in charge of the petty cash account.

4) To first establish the account, a Standard Invoice (Form F-SA-8) shall be prepared and a check written to the person responsible for the petty cash account in the amount agreed upon. The general activity subaccount shall be charged.

5) The cash obtained shall be safeguarded at all times. It must be stored in a secure location.

6) All cash disbursed from petty cash requires a receipt stating the amount and reason. The receipts are stored with the cash. At any time, the amount of cash and receipts shall total the established account balance.

7) When the cash in the account must be replenished, the receipts are totaled and a Standard Invoice (Form F-SA-8) is prepared for the amount of the receipts. All receipts are attached to the Standard Invoice.

8) A check made payable to the responsible person is written for the total amount of the receipts on hand to replenish the petty cash.

9) Reconciliation of the account shall be done before and after replenishment. The reconciliation shall be filed with the Standard Invoice (Form F-SA-8).

10) Personal checks shall not be cashed using the petty cash account.

11) The petty cash account shall not be used to loan money to anyone for any reason.

12) The petty cash account shall be closed at the end of the fiscal year (June 30). The cash is deposited and an entry is made to the general activity account originally charged when the petty cash account was created.

13) The petty cash account shall appear on the Monthly/Annual Financial Report (Form F-SA-15A).

Credit Cards

1) Credit cards (including store cards) may be used only if allowed by board policy.

2) An employee shall not make personal purchases using the school credit cards.

3) Credit cards must be safeguarded and kept under lock and key to protect against unauthorized use.

4) Cards shall be checked out to individual employees (each card has different last four digits) using Credit/ Procurement Card Sign-In/Out Log (Form F-SA-13). There shall be separate identification for each type of credit card. Each card shall have a separate Credit/Procurememt Card Sign-In/Out Log (Form F-SA-13).

5) All charges on the card require a prior-approved purchase order and a signed itemized store receipt. Employees shall be responsible for reimbursing any charges made without prior approval.

6) The card, approved purchase orders and itemized store receipts shall be submitted no later than the close of the next business day.

7) Loss of cards shall be reported immediately to the appropriate district office and the district finance officer.

Fixed Assets

1) Fixed assets are defined as real or personal, stand-alone property that has an estimated life of greater than one year and an original cost equal to or greater than the capitalization level set by the local board. KDE recommends a threshold of $5,000.

2) Each district's board may set the threshold for tracking fixed assets at any amount up to $5,000.

3) Workstations/Laptops are not required to be capitalized, unless they meet the district's threshold, but may be tracked for control purposes. Any technology purchases may be approved by the Chief Information Officer or District Technology Coordinator.

4) Purchases of fixed assets with school activity funds require notification of the district finance officer, who will give the proper procedures for each fixed asset purchase. Direction shall be given by the district finance officer to do one of the following:
    a) Fixed assets are purchased with school activity funds and then detailed information about the item is sent by the school treasurer to the appropriate person tracking fixed assets in the district.
    b) The school treasurer remits school activity funds for the purchase of the asset to the central office so the acquisition can be recorded in the same manner as other fixed asset purchases in the district and pulled directly into the fixed asset module for reporting.

5) Any equipment purchased with school activity funds shall become the property of the school district and assets over the threshold set by the local board must be included in the inventory of the district.

Allowable Expenditures (This is a guideline and not all inclusive of allowable expenditures.)

1) Emblems of membership for students who are members of an organization;

2) Awards such as merit certificates, trophies, plaques, or other means of recognition for behavior, athletic, or academic achievement for students;

3) Student incentives for scholarship, athletics, specialized area performance, school spirit, involvement, academics, and other achievements;

4) Equipment, playground equipment, supplies, band instruments, and materials used by a student organization;

5) Athletic field striping, quick dry materials; staff meals from staff generated funds;

6) Expenditures for student activities approved on the Fundraiser Approval Form (F-SA-2A);

7) Entry fees and other expenses associated with competitions and meetings for student groups;

8) Travel expenses and meals consumed by the student members and their adult sponsors and bus drivers during an official school trip;

9) Membership in related organizations for student groups;

10) Charitable contributions and donations made with funds collected specifically for that purpose;

11) Parent/student functions such as open house, back to school bash, parent night, or orientation;

12) Other allowable expenditures approved by members of the student organization or by the principal and SBDM council for accounts without student involvement; and

13) Expenses for trainings which are required for sponsors/coaches of a student group. For example, CPR training required for coaches would be an allowable purchase.

14) Coach's cards purchased for district employees who are specifically paid for coaching duties.

15) Promotional Credits from vendors for purchasing equipment and attire must benefit students, not adult coaches and sponsors.

Disallowed Expenditures (This is a guideline and not all inclusive of disallowed expenditures.)

1) Cash awards, gift cards, or prepaid credit cards;

2) Personal purchases for staff members even with a reimbursement agreement;

3) Renovation or maintenance of school facilities or buildings; regular care and upkeep of school property.

4) Attendance incentives for the compulsory instructional day, unless the incentives are considered instructional, (i.e., instructional field trips, books, magazines, or other instructional materials); attendance incentives such as t-shirts, parties, or non-instructional field trips shall be funded by non-tax, non-board controlled dollars such as donations from local businesses, external support/booster organizations such as the PTA or PTO.

5) Gifts, services, or donations to district employees or external support/booster organizations, unless using staff generated funds, such as proceeds from snack machines in staff areas (not used by students at any time of the day) or money donated by staff for this purpose;

6) Loans to employees, parents, students, or sponsors or organizations for any reason;

7) Any purchase that benefits the adult sponsors or district personnel and not the student organization;

8) Payment of an individual's organization dues or fees that do not provide a direct benefit to the student, or group of students;

9) Extra compensation or bonuses to district employees whether in the form of cash or gifts;

10) Alcoholic beverages, tobacco products, controlled substances;

11) Furniture for administrative offices;

12) Structural additions or improvements to the buildings or grounds;

13) Books, magazines, and memberships not benefiting the students;

14) Expenditures related to professional development or staff development;

15) Any expenditure prohibited by federal or state law or regulations.

16) Payment or reimbursement of costs associated with parents, volunteers, or chaperones participating on school trips (unless the chaperone is required by district policy due to adult/student ratio for out of district field trips).

17) State tournament tickets and associated expenses for non-students; unless the school's student or team is participating in the tournament (only for coaches participating in the tournament and administrative oversight).

18) Fund raising or crowdfunding for an individual's or families personal benefit (bereavement, illness, injury, natural disaster, extreme loss, etc.).

Title IX

1) Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education programs that receive federal funds.

2) It is the responsibility of all district staff, volunteers, and external support/booster organizations to report and be aware of any purchases from any source on Title IX compliance.

3) All school activity fund expenditures for athletics must be reported to the district personnel responsible for preparing the Annual Verification of Title IX Procedures report (Title IX Report). The Title IX report must include all expenditures for student athletics including external support/booster organizations, school activity fund monies, SBDM allocations, and grants.

4) Ensure appropriate administrative oversight of booster activities. Ensure that written procedures provide for athletic director/principal/ board approval for booster organization fundraising and expenditures that benefit all teams.

5) Include at least one representative from a booster organization as well as the other required members on the Gender Equity Review Committee.

6) Meet with booster organizations and other community groups periodically. Provide information for all interested parties that clearly delineates your school's commitment to equitable funding of boys' athletics and girls' athletics.

Inactive Account Balances

1) An inactive student organization, club, or activity account may be closed at any time. The principal shall be notified of the termination by the student organization's sponsor.
    a) The student organization shall vote on the distribution of the remaining funds.
    b) After the vote, the student organization's leadership or the sponsor may designate in writing to the principal how the unobligated funds shall be disposed.
    c) Under no circumstance may the funds from an inactive account be transferred to an entity or bank account outside the school.
    d) If the student organization did not designate in writing how the unobligated remaining funds shall be disposed, then the funds shall be transferred to the school activity general account and used for the general benefit of all students attending that school.
    e) Graduating senior class accounts cease to exist at graduation since the graduated students are no longer part of the student body and, therefore, cannot have an account in the school activity fund.
        i. Senior class accounts become inactive on commencement day.
        ii. The members of the senior class must decide how to distribute their remaining funds before commencement day.
        iii. If no decision is documented in an official class meeting, the remaining funds will be transferred to the school activity general account and used for the general benefit of all students.
    f) The sponsor and principal shall sign the Transfer Form (Form F-SA-10) to distribute the remaining funds of the inactive account.

2) An activity account will be considered inactive if there has been no activity during the preceding 12 months.
    a) If the student organization did not designate in writing how the unobligated remaining funds shall be disposed, then the funds shall be transferred to the school activity general account and used for the general benefit of all students.
    b) The sponsor and principal shall sign the Transfer Form (Form F-SA-10) to distribute the remaining funds of the inactive account.

3) If an inactive account has a negative (deficit) balance, the school activity general account shall be used to cover the deficit prior to the inactive account being terminated. The sponsor and the principal shall sign the Transfer Form (Form F-SA-10) and have it completed by June 30.

ELECTRONIC RECEIPTS AND PAYMENTS

Increasingly electronic banking is being used by school districts to be able to collect fees for lunch room fees. This process can also be used to collect school activity fees. Banks also offer many electronic payment options.

1) Before you begin processing transactions electronically, you shall have detailed policies and procedures in place that specify online banking activities and electronic fund transactions in which your organization is authorized to engage and proof of the local board of education's approval. The policy shall include or the software package that is selected shall handle the following:
    a) What online banking and electronic activities will be used;
    b) Who is authorized to accept electronic transactions;
    c) Who will approve electronic transactions;

d) Who will transmit electronic transactions;
e) Who will record electronic transactions;
f) Who will review and reconcile electronic transactions.

2) This policy must be consistent with statutory and other legal responsibilities of the officers and employees involved.

3) Proper segregation of duties shall be maintained for electronic receipts and payments whenever possible. An example of proper segregation of duties among school staff is provided in Appendix A – Segregation of Duties

TRANSFERS

1) Transfers Between Activity Accounts - Amounts may be transferred between activity accounts only by proper completion of a Transfer Form (Form F-SA-10). If, for example, a portion of athletic receipts is given to the band for its participation, an entry is made to reduce one account balance and increase the other. Such a transfer does not affect the school activity fund as a whole nor the bank account balance. The sponsor of the remitting (paying) activity account and the principal shall sign the Transfer Form. The explanation on the Individual Activity Account Ledger (Form F-SA-12) shall state which account is affected and why.

2) Transfers from the Local Board - While transfer of local board monies to the school for any purpose is highly discouraged, the practice is a local issue. If a transfer is made, it shall be clearly described in the Principal's Combined Activity Fund Ledger (F-SA-11). If the money is restricted to a specific use, it shall be posted to a new Individual Activity Account Ledger (F-SA-12) or their accounting software for audit trail purposes.

3) No transfers or reimbursements are allowed from the school activity fund:
a) To external support/booster organizations
b) To staff accounts.

4) If staff or sponsor separates from their school, whether by transferring to another school, retirement, or any other cause, any goods, capital assets, donations or other items received during the staff or sponsor's tenure, shall remain at the departing school for the benefit of that activity.

REPORTING

Proper segregation of duties shall be maintained for reporting. An example of proper segregation of duties among school staff is provided in Appendix A – Segregation of Duties.

Account Balances

Prior year balances shall be entered at the beginning of each fiscal year (July 1). The ledger and checkbook shall be maintained on a daily basis to ensure current balances.

1) School activity funds are raised for a specific function or purpose during a specific fiscal year and must be used for that specific function during that period.

2) Due to timing of fundraiser activities, a school may have to carry forward funds from year to year. Two reasons for carry forward funds are: funds raised for a specific future purpose or funds needed at the beginning of a fiscal year.

3) The school principal or designee shall review the school activity account balances monthly for excessive amounts and evaluate if specific student organizations shall be prohibited from fundraising, until the excessive balances have decreased appropriately.

4) Individual school activity accounts and the school activity fund bank account as a whole shall not end the fiscal year with a negative (deficit) balance.

5) If an activity account ends the year with a negative balance (after taking receivable and accounts payable into consideration), then the general activity account must cover the deficit by June 30.
    a) If the school activity fund bank account ends the year with a negative balance (after taking receivable and accounts payable into consideration), then the district's general fund shall cover any deficit by June 30.
    b) A written request signed by the principal requesting to have general funds cover the deficit in the school activity fund bank account shall be submitted to the district's finance officer. The written request and finance officer's signature to transfer general fund monies shall be maintained at the school.

Bank Statement Reconciliation (used on Monthly/Annual Financial Report Form F-SA-15A):

The bank statement of the school activity fund bank account must be reviewed by the school principal and the school treasurer.

Principal

1) Each month the bank statement shall be e-mailed directly (if electronically) or opened (if mailed or picked up) by the principal prior to the treasurer having access to it.

2) Review the bank statement, sign and date the front page after review. See the recommended review steps in Appendix D – Recommended Report Review Procedures.

3) Give the reviewed bank statement to the school treasurer for account reconciliation and financial report preparation.

School Treasurer

1) The school treasurer shall prepare the Monthly/Annual Financial Report (Form F-SA-15A) or equivalent software generated financial report at the close of each month or as directed by local board policy.

2) Upon receipt of the monthly school activity fund account bank statement (after principal review), the statement balance is to be reconciled to the monthly report. The school treasurer may use the reconciliation section on the Monthly/Annual Financial Report (Form F-SA-15A). See Appendix D – Recommended Report Review Procedures for the recommended steps in performing the reconciliation.

3) The original Monthly/Annual Financial Report (Form F-SA-15A) shall be signed and reviewed for accuracy and reasonableness by the principal.

4) The Monthly/Annual Financial Report (Form F-SA-15A), or electronic copies shall be submitted to the district finance officer and a copy retained in the school files.

Several reports are filled out by the treasurer and will be submitted to the principal and then forwarded to the district finance officer.

Reports to Submit to the District Finance Officer

Monthly Reports

1) Monthly Financial Report (Form F-SA-15A);

2) Copy of bank statement;

3) List of expenditures;

4) List of receipts;

5) List of journal adjustments;

6) List of activity account transfers;

Annual Reports

7) Annual Financial Report (Form F-SA-15A);

8) Accounts Receivable and Accounts Payable (Form F-SA-15B);

9) List of payments made to non-employees for federal compliance (calendar year);

10) List of donations.

Other Reporting Requirements

1) Copies of the Monthly/Annual Financial Report (Form F-SA-15A) shall be sent to each club, class, team sponsor, or coach along with the Individual Activity Account Ledger (Form F-SA-12) showing all activity during that month.

2) The school treasurer shall prepare the June Monthly/Annual Financial Report (Form F-SA-15A) and the June Accounts Receivable and Accounts Payable (Form F-SA-15B) by July 25.

Financial Records

1) The school activity fund shall be audited by a certified public accountant (CPA) annually.
    a) The audit report shall be reviewed and accepted by the local board and appropriate action taken.
    b) A copy of the school's report shall be on file in the office of the principal and the superintendent.

2) School activity fund financial records are to be retained for three (3) years.

EXTERNAL SUPPORT/BOOSTER ORGANIZATIONS

External support/booster organizations are adult/parent organizations established to promote school programs or complement student groups or activities, (i.e., PTA, PTO, booster organizations, etc.). An external support/booster organization's purpose may be to support a student group or program at a particular school or various student groups or programs at various schools. Even though an external support/booster organization works very closely with the district, it is a separate legal entity and is responsible for adherence to IRS guidelines and Title IX regulations.

General Guidelines

1) Created by the parents, external support/booster organizations provide support for school programs. Generally, fundraising efforts are planned and carried out by the parents.

2) External support/booster organizations must receive local board approval to establish, lend support, seek assistance, or fundraise in the name of the district, school, students, or a district or school program.

3) All funds expended by a support/booster organization shall be from their fundraising activities and donations. No dues, fees, or charges shall be assessed to students or parents. However, PTA's can charge dues per member to cover membership fees they have to pay forward to national/state/district/local chapters.

4) An external support/booster organization must use external bank accounts and shall obtain its own Federal Employer Identification Number (FEIN) specifically and only for its use. External support/booster organizations shall not use the FEIN of the school or district.

5) An external support/booster organization is exempt from state sales tax on purchases only if it obtains its own state tax exempt number. External support/booster organizations shall not use the state tax exempt number of the school or district. Sales made by external support/booster organizations may be subject to the collection and remittance of sales tax.

6) An external support/booster organization is exempt from federal tax, and donations made to the organization are tax-deductible to donors, only if it obtains its own federal tax exempt status.

7) It is recommended that each external support/booster organization have written by-laws which include the offices and their terms.

8) Each external support/booster organization must submit the FEIN and the names of the organization's officers to the principal at the beginning of the school year or within thirty days of the first transaction of the organization.

9) External support/booster organization officers are solely responsible for ensuring that their group is in compliance with district policies, external support/booster organization guidelines in the *Redbook*, and state and federal regulations. A district, including any district employee, shall not be held responsible for any deficiencies by the external support/booster organization.

10) District employees may serve external support/booster organizations as a general member or as a member of its executive board. However, local board members may only serve external support/booster organizations as a general member and shall not serve as an officer of the organization.

11) Neither local board members nor district employees shall serve external support/booster organizations as the treasurer or any other officer with check signing authority on the external support/booster organization's bank account.

12) The school activity fund shall not reimburse external support/booster organizations for any purchases.

13) No booster club shall pay the fee for any referees or officials of athletic events regulated by KHSAA and counted on the school's record. External support/booster organizations may, however, donate to the district/school for these purposes.

14) Booster clubs shall not pay or enhance salaries or stipends for any district employee, nor can they create paid positions. External support/booster organizations may, however, donate to the district/school for these

purposes as long as the salaries paid are under the district's salary or stipend schedule. External accounts cannot reimburse district employees for personal and booster club purchases.

15) Anything purchased by an external support/booster organization for the school, in the name of the school or for the athletic group it supports, becomes the property of the school district. If the district accepts the item, then the district will be responsible for maintaining and repairing it.

16) The school or district, with approval of the local board of education, may establish additional guidelines/requirements for the external support/booster organizations.

17) The school may disassociate with any external support/booster organization that does not comply with the External Support/Booster Organization section in the *Redbook*. If the school disassociates with the external organization, the external organization shall not use the school name for its activities, conduct any fundraising in the name of the school or athletic group within the school and shall not use the school facilities to conduct such activities.

18) Additional resources for external support/booster organizations can be found in Appendix C – External Support/Booster Organization Resources.

Insurance

1) It is recommended that treasurers of external support/booster organizations be bonded.

2) All external support/booster organizations are required to carry separate insurance for general liability with the appropriate coverage to operate their organization. External support/booster organizations are not covered by the district liability insurance.

3) Proof of liability insurance coverage must be submitted to the principal prior to commencing any fundraising activities.

Fundraising

1) The local board's approval of all school-wide fundraisers proposed by external support/booster organizations, including the use of funds, is required. The Fundraiser & Crowdfunding Approval (Form F-SA-2A) shall be completed and approved before the fundraiser begins.

2) The principal or a designee's approval of all other fundraisers proposed by external support/booster organizations, including the use of funds, is required. The Fundraiser & Crowdfunding Approval (Form F-SA-2A) shall be completed and approved before the fundraiser begins.

3) The external support/booster organization must ensure funds are expended in accordance with only the purpose and intended use stated on the Fundraiser & Crowdfunding Approval (Form F-SA-2A). The Fundraiser approval shall be obtained prior to commencing the fundraising activity.

4) External support/booster organization fundraising must benefit the members of the group as a whole; no fundraising monies shall be applied to individual student accounts. Accounting by student places the external support/booster organization tax status in jeopardy as stated in the Internal Revenue Service document called Compliance Guide for 501(c)(3) Public Charities, on Page 2 under the heading "Private Benefit and Inurement". The document can be found at http://www.irs.gov/pub/irs-pdf/p4221pc.pdf.

5) The IRS prohibits tax-exempt organizations from **requiring** participation in fundraisers. Likewise, support/booster organizations **shall not** require an amount be "donated" in lieu of participating in a fundraiser.

6) Individuals choosing not to participate in a fundraiser shall not be excluded from benefitting from the fundraiser and shall not be penalized in any way.

7) District employees shall not be involved with an external support/booster organization by ordering or receiving goods, receipting, depositing funds, paying vendors, or otherwise disbursing funds. External support/booster organization funds remaining on school property must be kept in a secure location which cannot be accessed by any school personnel.

8) Students may handle funds during a fundraiser conducted by an external support/booster organization.

9) If a fundraiser involves stations (carnival or fall festival, for example), tickets shall be sold at a central ticket booth. Patrons purchase tickets from the central ticket booth and remit a ticket at each station.

10) External support/booster organizations may provide financial support to student groups by donating funds to the school for expenditure or by expending the funds directly.

11) If the external support/booster organization donates funds to the school for expenditure, the external support/booster organization writes a check to the school where the student group is located. The school deposits the funds into the student group's activity account, as long as the board has given the school authority to maintain donations at the school level. The funds then belong to the members of the student group, to be spent at their discretion (under the supervision of the sponsor). All accounting and safeguarding of the funds is the responsibility of the school, once the school has received the funds and all *"Redbook"* guidelines must be followed.

12) If the external support/booster organization expends the funds directly, the external support/booster organization writes checks to the individual vendors for the expenses related to the student group through the organization's bank account. All accounting and safeguarding of the funds is the responsibility of the external support/booster organization.

Reporting

1) Each external support/booster organization must submit an annual External Support/Booster Organization Budget worksheet (Form F-SA-4B) to the principal within the first thirty days of the school year or within thirty days of the first transaction of the group. The budget shall contain, at a minimum, estimated revenues from admissions, fundraisers, dues, concession sales, and other categories and estimated expenditures by category.

2) Each external support/booster organization must submit an annual financial report for the fiscal year ending June 30 to the principal by **July 25.** The annual financial report shall contain, at a minimum, cash beginning balance, cash ending balance, and revenues and expenditures by category (i.e. admission revenues, concession revenues, items for resale, supplies).

Title IX

1) External support/booster organizations must ensure compliance with Title IX. Title IX of the Educational Amendments of 1972 is a federal law that prohibits sex discrimination in educational programs which receive federal funding. Since all public schools in Kentucky receive federal funding, Title IX applies to all programs in the public schools.

2) Benefits provided by boosters are viewed under Title IX as being provided by the school and the school's administration is responsible for ensuring equity.

3) Expenditures made by external support/booster organizations must be reported to the principal annually by **July 25**.

SCHOOL BANKS

School banks may be used as a learning tool for students where they will be taught the fundamentals of banking. It is a positive and valuable experience for students. The following are general guidelines for the school banks which are usually located at the high school.

1) Supporters will be an important component of a school bank. District level supporters shall include the local board of education, high school principal and Education to Career Program Leader (sponsor).

2) The Financial Supporter of the school bank may be a bank or credit union. Ask federal and state regulatory agencies for suggestions on institutions that meet the criteria you have established. Federal regulators can give you a list of local institutions that have "outstanding" Community Reinvestment Act (CRA) ratings and a reputation for being active in the community. (A bank's location near the school facilities would be ideal.)

3) A financial institution that participates in school banking shall be licensed to conduct banking, investment, and other financial business in the Commonwealth of Kentucky.

4) All school banks are to be created and operated under the federal employer identification number (FEIN) of the supporter bank or credit union.

5) The necessary applications to apply for an additional branch must be submitted by the Financial Supporter. Banks must follow the branching requirements of both their federal regulatory authorities and of the state where the bank is chartered and where the in-school bank branch will be located.

6) Any dividends/interest for school bank accounts shall be subject to IRS Form 1099 reporting requirements.

7) Before opening a school bank, a written partnership agreement must be obtained between the Financial Supporter and the local board.

8) The school must obtain written permission forms from the parent or guardian of each student before the student may participate in the school bank. Parents must agree to be responsible for any financial obligations incurred by the student through the student's participation in the school bank.

9) Account balances and cash must be reconciled daily.

10) School activity fund money shall not be deposited into a school bank.

11) School bank sponsors shall not have a personal account in the school bank.

12) The school bank is not included in the district's annual financial audit.

DEFINITIONS

Accounts Payable - Goods or services that have been received but that have not been paid for by month or year-end.

Bank Reconciliation – A schedule prepared at the end of each month explaining any differences between the bank's and the school's records of cash. The bank statement balance is to be reconciled to the school's monthly report.

Change Fund- An amount of money obtained by issuing a check to a designated individual for the purpose of making change for a specific event or series of events where an admission fee is charged or goods are sold. No expenditures are to be made from these monies.

Club (Student Organization) - Group of students organized into a single body for the purpose of pursuing common goals and objectives including various types of student clubs and class organizations, which are under the direct supervision of authorized personnel.

Deficit - The excess of the liabilities of a fund over its assets.

District Finance Officer - The district finance officer, under the control of the superintendent, manages the control of all receipts and expenditures flowing in the school activity fund, except as otherwise directed by the superintendent or board policy. The finance officer's control of the funds **shall not** be construed as authority to sign checks. Check signing must be performed by the school treasurer, principal or delegates, but the finance officer may be used as an alternate endorser, if the school treasurer, principal or delegates are not present.

District Activity Funds – Non-student generated funds collected at the school level to be used for operating costs. Operating costs are the expenses which are related to the operation of a school district, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a school district just to maintain its existence.

Excessive Balance – Due to the nature of activity accounts, an excessive amount shall be determined by the school principal and district finance officer and the excessive balance may vary according to the type and timing of student activities.

External support/booster organization account –Accounts for funds derived from external support/booster organizations. The state tax exempt or federal employer identification number of the district shall not be used in conjunction with an external support/booster organization account.

Fees and Charges - An amount charged to a student that is board approved and in return will receive like-kind services or goods offered to the student group.

Fiscal Year – A consecutive 12-month period for which financial statements are prepared to detail results of operations. Schools and school districts operate on a July 1 – June 30 fiscal year.

Fundraiser - An organized activity of soliciting and collecting money for school or student organizations.

Fundraiser & Crowdfunding Approval (Form F-SA-2A) - Approval form for each individual fundraising activity, including charitable gaming. The approval form must be signed to indicate approval. The signature necessary depends on the fundraiser.

Gift - Something of value received for which no repayment or special service to the contributor is expected.

Gift Cards/ Prepaid Cards – Prepaid credit/merchant card or gift certificate that enables the recipient to purchase goods or services up to the value of the card. Gift cards or prepaid credit cards are not permitted to be purchased with school activity fund money.

Individual Activity Account Budget Worksheet (Form F-SA-4A) – An internal budget report of individual activity accounts including beginning balance, receipts, expenditures and ending balance for next school year. The budget is completed by an internal club or organization sponsor or designated officer to be submitted to the principal by April 15 each year. This will ensure that the internal student activity program is continued.

Individual Activity Account Ledger (Form F-SA-12) –A daily transaction list for each activity account prepared by the school treasurer, which is then combined on the Principal's Combined Activity Fund Ledger (Form F-SA-11). The total of all individual activity account ledger balances must equal the balance in the Principal's Combined Activity Fund Ledger (Form F-SA-11).

Insufficient Funds (NSF Check) - Check returned by the bank because sufficient funds are not available in the payor's bank account to process the payment. Refer to the appropriate procedures for recording and collecting NSF checks.

Internal Control - A plan of organization under which employees' duties are arranged, and records and procedures are designed, to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Internal control procedures which call for proper authorizations by designated officials for all actions performed must be specified and followed. For example, work must be subdivided so that no one employee performs a complete cycle of operations in a transaction class.

Inventory - A detailed list or record showing quantities, descriptions, and values of property on hand at a given time. A physical inventory is the actual count of the items.

Inventory Control Worksheet (Form F-SA-5) -An inventory control report detailing the beginning and ending inventories, quantities, descriptions, values, units of measure, and unit selling prices for each individual activity involving concessions, vending machines sales, bookstore sales, and any other stocked items held for resale.

Investment - Securities or other property held for the production of revenue in the form of interest, dividends, rentals, or lease payments; funds placed in interest earning accounts to be used to offset expenses for maintaining school activity funds and accounts payable **or** in accordance with board investment policy.

Invoice - An itemized statement of goods or services sold to a purchaser, listing the quantity, price, order number, order date, date of delivery or shipping, and terms of payment. In the case of the credit card purchases, the cash register receipt is considered the invoice. The statement is used to record the formal accounts payable or disbursement transaction in the financial system of the school.

Ledger – An accounting of bookkeeping entries in which transactions are recorded. If the school has an automated accounting system, manual ledgers are not required as long as the computer program is capable of printing this information out in numerical/chronological order.

Maintenance—Activities concerned with keeping the physical plant open, comfortable, and safe for use and with keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the school vicinity.

Monthly/Annual Financial Report (Form F-SA-15A) - A report completed by the school treasurer monthly, signed by the principal and submitted to the finance officer or as directed by local board policy, which details each school activity account. The report includes the beginning balances, receipts, expenditures, and ending balances as well as reconciliation to the bank statement and accounts receivable and accounts payable monthly. The June monthly report is considered the annual report for the fiscal year.

Multiple Receipt Form (Form F-SA-6) – Form used to record monies collected for a particular event by teachers or sponsors from a group of students. This form is used as documentation of the receipt of funds in lieu

of individual receipts. This form will be given to the school treasurer by the teacher or sponsor collecting the funds and a receipt will be written for the total on the form to the teacher or sponsor.

Operational Expenses – Operating costs are the expenses which are required to implement and carry out the essential functions of a schools mission. I.e. Base pay, contracted salary, and pay for district-created positions, including stipends.

Outstanding Checks - Checks issued and recorded which have not yet been recorded ("cleared") by the bank.

Principal - The principal is the school administrator and acts as the school activity fund "supervisor". As supervisor of the school activity fund, the principal has an overall responsibility to ensure compliance of all school activity fund requirements, which includes supervising the collection and deposit of school activity fund monies, approving disbursements of school activity fund monies, and supervising selected designees who handle the bookkeeping responsibilities.

Principal's Combined Activity Fund Ledger (Form F-SA-11) - A combined listing of all daily transactions prepared by the school treasurer, which are posted to the appropriate activity account ledgers. The form is used to reconcile monthly the school activity fund with the bank statement.

Principal's Combining Budget (Form F-SA-3) – A report compiling all budget information from each Form F-SA-4A in order for it to be submitted to the district finance officer. The report details the receipts and expenditures of each activity and their beginning and ending balances. The finance officer will work with the superintendent to present these reports to the board by the end of May.

Procurement - The purchasing, buying, renting, leasing, or otherwise obtaining any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any public procurement, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Professional Development—Includes such activities as seminars and conferences, continuing professional education, courses for college credit, and other activities related to the ongoing growth and development of personnel.

PTA/Parent-Teacher Association – A parent group affiliated with the state's PTA. PTA is an external support/booster organization of the school. PTA is a separate legal entity that has a cooperative agreement between the school and the PTA which must be approved by the superintendent and all projects and plans must be carried out in cooperation with the principal.

PTO/Parent Teacher Organization - A parent/teacher organization that promotes the welfare of children in the school. PTO is an external support/booster organization. PTO is a separate legal entity that has a cooperative agreement between the school and the PTO which must be approved by the superintendent and all projects and plans must be carried out in cooperation with the principal.

Purchase Order (Form F-SA-7) - A document, approved by the sponsor and principal, issued to an authorized vendor approving the delivery of goods or services which indicates funds have been obligated.

Receipt – A written acknowledgement of having received a specified amount of money.

Receivable - An asset created when goods or services are delivered prior to the end of the accounting reporting period, but for which payment has not yet been received.

Reconciliation - Process of explaining, usually with the preparation of a schedule, the differences in financial balances.

Reimbursement - Repayment of authorized expenditures made on behalf of another party.

Requisition and Report of Ticket Sales (Form F-SA-1) - Form used by person in charge to record the issuance of tickets for sale at an event, and the ticket sales realized. The form is reconciled and signed with explanation of shortages/overages and is turned in by the person in charge to the school treasurer the first work day following the event. The money shall be placed in a night depository or night drop if collected after business hours.

School Activity Accounts or Activity Accounts – Individual accounts that as a whole make up the school activity fund are called school activity accounts or activity accounts. These monies support endeavors for the students' benefit. The receipts and expenditures are maintained separately for each activity account. Examples of school activity accounts include: Beta Club, Cheerleader's Club, Marching Band, Library, Class of 2015, etc. Students not only participate in the activities of organizations, but also are involved in managing and directing the organization's activities.

School Activity Fund –All school funds derived from fundraising activities and board approved fees sponsored under the auspices of the school by student clubs or student organizations are defined as student activity funds and must be accounted for in the school activity fund bank account. The school activity fund is reported on the district financial statements as required by GASB. Examples of revenues that are student activity funds and therefore must be accounted for in the school activity bank account include: fees collected and expended by student groups (band, FFA, photography club); fundraising activities for student groups. The school activity fund does not include funds raised or received by organizations which do not come under the direct supervision of school authorities, such as legally separate external support/booster organizations. (702 KAR 3:130)

School Activity Fund Bank Account –One centralized interest bearing bank account used for all school activity fund money representing all student clubs and student organizations. All monies received are deposited into this account and all expenditures are made by a check drawn on this account.

School Bank - A centralized bank used for educational purposes only. This bank will be with the depository bank selected by the local board of education and high school principal. The school bank must have a sponsor at the high school at which it is located.

School Based Decision Making Council (SBDM) -A body comprised of educators and parents who make decisions regarding instruction, curriculum, extracurricular programs, personnel, and other aspects of school management.

School Treasurer – The school treasurer is responsible for maintaining the financial records of the school activity fund.

School-wide Fundraiser – A fundraiser benefiting all students of a school.

Secure Location – A secure, locked location designated to house cash, until deposited, or other valuable items. Unlocked desk drawers or file cabinets are NOT secure locations. Money is to be deposited according to *Redbook* guidelines or those established by the local board if more stringent.

Segregation of duties - Organizational structure and alignment of job duties that provide adequate separation of duties to prevent a single individual from controlling or processing transactions from beginning to end. This will reduce the opportunities for any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of the duties.

Sponsor -The individual responsible for supervising, planning, and implementing activities of the student organization or activity to ensure compliance. The sponsor may be a teacher or an administrative employee of the district. The sponsor will work with the principal and school treasurer to maintain financial records in a timely and accurate manner.

Standard Invoice (Form F-SA-8) - A form which serves as an invoice if one is not provided or is not available, to be used as supporting documentation for disbursement. This form must have a confirmation signature of the person receiving the goods or services before the payment can be processed.

Student Generated – Any fundraising money generated by students or parents working, selling, or soliciting and the proceeds are received and deposited into the school activity fund checking account.

Superintendent - The superintendent is responsible for administering all board policies, ensuring compliance and school activity fund budget submission to the board.

Supplier – A person or business used to furnish goods or services.

Support/Booster Organizations –An organization of parents or community members that support a school activity financially or by other means. Examples of external support/booster organizations include PTA, PTO, band boosters, cheer boosters and athletic boosters**.** The principal must approve all activities of the external support/booster organization.

Supporting Documentation – Evidence to attest to the authenticity, accuracy, and authority of a financial transaction.

Tax Exempt Status – Designation granted to entities with state sales tax exemption status; could also indicate exemption from federal tax when 501 (c) (3) status is granted by the Internal Revenue Service. External support/booster organizations shall **not** use the school district sales tax exemption or federal employer identification number unless their funds are deposited in the school activity fund bank account.

Tickets - Pre-numbered tickets used at school functions where an admission price is charged and all tickets acquired must be accounted for by perpetual inventory records.

Transfer Form (Form F-SA-10) - Authorized transfer of monies between activity accounts. Transfers are not receipts or expenditures. No transfers are allowed to staff accounts.

FORMS

All transactions shall, at a minimum, be in accordance within the guidelines of this document, Accounting Procedures for Kentucky School Activity Funds *(Redbook),* and using the forms contained in this Forms section or the equivalent of a form specified in this section. The equivalent must contain, at a minimum, the information listed on the forms, however, additional information may be added, if desired. If the school is using an automated accounting program for its school activity fund money, manual ledgers are not required as long as they contain at least the information included on the *Redbook* forms.

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F-SA-1

SCHOOL ACTIVITY FUND
REQUISITION AND REPORT OF TICKET SALES

School	Event
Activity Account/Sport	Date
Boys Girls Grade_____Varsity JV Fresh	Receipt #

TICKET REQUISITION

This is to acknowledge receipt of the tickets to be sold for the event listed above. The first ticket number sold (not the one attached to this form) is recorded in Column B. The unsold end ticket number will be recorded in Column C on completion of ticket sales.

Receipt of start up $ _____(I) for change is also acknowledged.

Attach full unsold start tickets here

Attach full unsold end tickets here (C)

_____
Acknowledge Receipt of tickets and change fund

REPORT OF SALES

		A	B	C	D	E	F
		Ticket Color	Beginning Ticket Number	Next Available Ticket Number	Number of Tickets Sold (C-B)	Price Each ($)	Total (D x E)
Advance Sales	Adults						
	Students						
	Other						
GATE #_____	Adults						
	Students						
	Other						
						Total Sales	(G)

Checks	
Currency	(+)
Coin	(+)
Total of all money	(=)
Less Start Up money (I)	(-)
Money Collected (H)	(=)

Money Collected (H)	
Total Sales (G)	(-)
Cash Over/Short (H-G)	(+ or -)
Amount to Receipt (H)	

Ticket Seller: _____ Date: _____

Ticket Taker: _____ Date: _____

Person in Charge of Sales: _____ Date: _____

RECEIVED BY: _____ Date: _____
School Treasurer

* Form and money must be turned in to school treasurer the first work day following the event.
*Money is to be locked in school safe or taken to bank. Use one Form F-SA-1 per gate.

F-SA-2A

SCHOOL ACTIVITY FUND

FUNDRAISER & CROWDFUNDING APPROVAL

School	
Activity Account	
External Support/Booster Organization	
Name of Fundraiser	
Website (if applicable)	
Sponsor	
Date Submitted	

Purpose of fundraising activity:

Items to be sold or items requested for donation:

Beneficiary/sport of fundraising activity:

Anticipated profit and plans for excess funds:

Date(s) scheduled:

Names of adult supervisors at activity (chaperones, custodians, etc.):

Sponsor **Date**

Circle One: **Approved** **Not Approved**

Principal **Date**

SBDM Council (If Council Policy) **Date**

Board Approval Date (if applicable)

F-SA-2B

SCHOOL ACTIVITY FUND
FUNDRAISER SUMMARY

_____ **Pre-Number**

School

_____ **Location No.**

Activity Account: _____ **Fundraiser:** _____

Sponsor's Signature: _____ **Date(s):** _____

Bookkeeper's Signature: _____ **Principal's Signature:** _____

Inventory Summary

1. Total Starting Inventory (Retail Value) (A)	$ -
2. Total Ending Inventory (Retail Value) (B)	$ -
3. Expected Cash Receipts (1) Minus (2) =	$ -
4. Actual Cash Receipts (C)	$ -
5. Cash Over/Short (4) Minus (3) = (Explain shortage on back of sheet)	$ -

Starting Inventory

Item	Quantity Received	Sales Price Per Unit	Total Price

(A) Total $ -

Ending Inventory

Quantity Not Sold	Total Price

(B) Total $ -

Profit Summary

Cash Receipts

Date	Receipt No.	Amount	Date	Receipt No.	Amount

(C) Total Receipts $ -

Expenditures

Date	Check No.	Amount	Date	Check No.	Amount

(D) Total Expenditures $ -

Net Profit/(Loss) (C) Minus (D) $ -

SCHOOL ACTIVITY FUND **F-SA-3**

PRINCIPAL'S COMBINING BUDGET

School	**Year**

Activity Accounts	Beginning Balance	Estimated Receipts	Estimated Expenditures	Balance
Totals				

Principal **School Treasurer**

Date **Date**

Submit to District Finance Office by May 1

SCHOOL ACTIVITY FUND F-SA-4A

INDIVIDUAL ACTIVITY ACCOUNT BUDGET WORKSHEET

School		**Year**	
Activity Account			

Description	**Estimated Receipts**	**Estimated Expenditures**
Beginning Cash Balance		
Totals		

Sponsor/Club Treasurer **Principal**

Date **Date**

Submit to Principal By April 15

F-SA-4-B

SCHOOL ACTIVITY FUND SUPPORT/BOOSTER ORGANIZATION BUDGET

School		**Year**
Organization Name		
Organization Address		

Description	Receipts Budget	Expenditures Budget
Beginning Cash Balance		
Totals		

Organization Treasurer **Principal**

Organization President **Date**

BOOSTER GROUP OFFICER INFORMATION

Year:	FEIN#	-

Please fill in the name, address and phone number of all newly elected or returning officers of your booster group. Please send this information as soon as your officers have been elected, deadline for having this information to the school principal is September 1st or within the first thirty days of the first transaction of the organization. You should keep a copy for the Booster Group records as well.

Name of Group _____

Name of School and Principal_____

School Address_____

Name of Organization_____

Organization President_____

Address_____

Phone (___) _____ E-mail_____

Name of Vice President_____

Address_____

Phone (___) _____ E-mail_____

Name of Secretary_____

Address_____

Phone (___) _____ E-mail_____

Name of Treasurer_____

Address_____

Phone (___) _____ E-mail_____

If your organization President changes any time during the year, please notify the Principal at once.

**** Please attach a copy of your External Support Organization's proof of liability insurance coverage. ****

SCHOOL ACTIVITY FUND **F-SA-5**

MONTHLY INVENTORY CONTROL WORKSHEET

School	
Activity Account	
Type of Inventory	
Vendors	
Reporting Period	

1. Beginning Inventory (What you start with)

Item	Count x	Sales Price	= Total

Cash in machine or on hand.

Total Value Beginning Inventory

2. Deliveries (What you purchase and receive to sell)

Date	Item	Count x	Sales Price	= Total

Total Value Deliveries

Subtotal A

3. Collections (Collected to turn in to Bookkeeper/Treasurer)

Date	Initials	Amount	Date	Initials	Amount

Total Value Collections

4. Ending Inventory (What you end with)

Item	Count x	Sales Price	= Total

Cash in machine or on hand.

Total Value Ending Inventory

Subtotal B

If Subtotal A > Subtotal B, there is a shortage. Explain if significant.

List retail value of items lost, damaged, or given away.

Must be completed monthly

If Subtotal B > Subtotal A, there is an overage. Explain if significant.

Signature of Person Completing Inventory **Date**

SCHOOL ACTIVITY FUND **F-SA-6**
MULTIPLE RECEIPT FORM

School	**Receipt #**
Activity Account	**Purpose**
Grade (Circle one) K-5 6 7 8 9 10 11 12 Multiple	**Teacher/Sponsor**

#	Signature or Printed Name	Cash Amount	Check Amount	Check #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

#	Signature or Printed Name	Cash Amount	Check Amount	Check #
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Total Cash	
Total Checks	
Total	

Students 6th grade and above must sign form as they turn in money. K-5th grade: Teacher/sponsor may print names.The form and collected money must be given to the school treasurer daily. The school treasurer will complete the Recapitualtion section and issue a receipt. Printed name acceptable for any student unable to sign.

Office Use Only **Recapitulation Section:**	**Total Amount Remitted**

Person Remitting Money **School Treasurer**

Date **Date**

White copy: School Treasurer

Yellow copy: for Teacher or Sponsor

School Activitv Fund Purchase Order Form F-SA-7

Request Date:	
School:	
Activity Account:	
Vendor Name:	
Vendor Address:	
(Street Address):	
(City, State):	
(Zip):	

Purchase Request Payment Details:	
Check #:	
Check Date:	
Amount Paid:	**$**
PO #	

MODEL PROCUREMENT

Bid Law		**Non-Competitive D&F**		**Small Purchase D&F**		**Intergovernmental**		**N/A**	
Bid Law #		**(ATTACHED)**		**(ATTACHED)**					

PURCHASES

Quantity	**Item(s)**	**Unit Cost ($)**	**Total ($)**
		Total:	

APPROVALS

By signing below, I authorize this order and have verified there are sufficient funds available for this purchase.
Hand-written signatures and date ONLY (not typed)

Requested By: _____
(Sponsor Requesting Purchase)

Bookkeeper Review: _____
(Certifies funds are available/being collected)

Principal Signature: _____ **Date Approved:** _____

Updated January 2019

F-SA-8

SCHOOL ACTIVITY FUND
STANDARD INVOICE

School	
Activity Account	

Date	

Vendor's Name		**Are you an employee of this school district** **Y N**
Address		
Phone		
Fax		
FEIN or Social Security No.		

Quantity	Item Description	Unit Cost	Total Cost
		Total	

Vendor's Certification

I hereby certify that the above is a correct statement of amount due from the above named school for articles furnished or services rendered as itemized.

Vendor Signature

Approval for Payment

Sponsor

Principal

Amount Paid:

Date Paid:

Check No.:

***Form to be used any time invoice not provided**
For use with check refunds

SCHOOL ACTIVITY FUND
ADVANCE REPORT

F-SA-9

Date

School	
Activity Account	

Function Description:

Date	Advance Description	Amount

Total Allowed Advances

Attach Receipts	
	Amount Advanced (Check No. _____)
	Other Adjustments (please explain):
	Amount Returned (Receipt No. _____)
	Amount Reimbursed (Check No. _____)

Approval

Sponsor

Principal

School Treasurer

Must be submitted by close of the next business day after the trip.

F-SA-10

SCHOOL ACTIVITY FUND
TRANSFER FORM

School:	

Transfer No.	
Date	

Transfer Amount	Transfer Account	
	From	To
$		
$		
$		

Explanation

Approval **** Form must be completed prior to the transfer**

Transfer-From Sponsor (If Applicable)

Principal **Date Approved**

F-SA-11

SCHOOL ACTIVITY FUND
PRINCIPAL'S COMBINED ACTIVITY FUND LEDGER

School	

Date	Check No.	Receipt No.	Acct. Posted	Item Description	Receipts	Expenditures	Balance
				Balance Forward			

F-SA-12

SCHOOL ACTIVITY FUND
INDIVIDUAL ACTIVITY ACCOUNT LEDGER

School	
Activity Account	

Date	Check No.	Receipt No.	Item Description	Receipts	Expenditures	Balance
			Balance Forward			

F-SA-13

SCHOOL ACTIVITY FUND
CREDIT/PROCUREMENT CARD SIGN IN/OUT FORM

School	
Credit Card Type	
Credit Card Account No.	

I request permission to use the credit card identified above to procure supplies or pay for travel expenses as approved by separate documentation, which is in my possession. I understand that disciplinary action may result from my use of the credit card when its use violates board policy or purchasing procedures.

I agree to be personally liable for any charges on the card for which I have not obtained prior approval before making said charges.

I further agree I will promptly reimburse the school district upon notification that a charge made by me has been determined to be inappropriate, made without prior approval, or otherwise determined to be my responsibility. The school district may withhold said funds from my paycheck at its option

Employee's Name Checking Out Credit Card (Please Print)	Employee's Signature	Date & Time of Issuance	Date & Time of Return	Purchase Order No.	Employee Witnessing Return of Credit Card

F-SA-14

SCHOOL ACTIVITY FUND
STUDENT REFUND / CASH DISBURSEMENT FORM

School	
Activity Fund	
Purpose	
Teacher or Sponsor	

	Student Signature	Amount		Student Signature	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.		

Students in 6th grade and above must sign form as they receive the refund. K-5th grade: Teacher/sponsor may print names
The form must be returned to the school treasurer after all funds are disbursed.

Office Use Only	**Total Amount Disbursed $**
Recapitulation:	

Person Distributing Money

Date

School Treasurer

Date

White copy to School Treasurer

Yellow Copy for Teacher or Sponsor

This completed document serves as supporting documentation for the expenditure

F-SA-15A

SCHOOL ACTIVITY FUND
MONTHLY/ ANNUAL FINANCIAL REPORT

School		Month	
		Year	

Activity Accounts	Beginning Balance	Receipts	Expenditures	Ending Balance

		Reconciliation	
Beginning Balance		**Balance Per Bank Statement**	
Add: Receipts	**0**	**Add: Investment Balance**	
Subtotal:	**0**	**Add: Deposits in Transit**	
Less: Expenditures	**0**	**Subtotal**	**0**
Ending Ledger Balance	**0**	**Less: Outstanding Checks**	
		Other Adjustments (Explain)	
		Actual Cash Balanc *	0
		Add: Accounts Receivable	
June Report is considered the Annual		**Less: Accounts Payable**	
Financial Report		**Add: Petty Cash**	
		Total Balance	0

*** These three numbers must agree.** **June Report is considered the Annual Financial Report**

The above information is a true statement of the financial condition of the various activity fund accounts of this school.

Principal **School Treasurer**

Date **Date**

F-SA-15B

SCHOOL ACTIVITY FUND
ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE

School		Month	
		Year	

Accounts Receivable	Purpose	Activity Account	Amount
Total			

Accounts Payable	Purpose	Activity Account	Amount
Total			

Due with Annual Financial Report

F-SA-16

DISTRICT ACTIVITY FUNDS - MONTHLY SUBMISSION FORM

School: _____ Month: _____

MUNIS OBJ	*ORIGINAL SOURCE OF REVENUE TO TRANSFER TO DAF*	DOLLAR AMOUNT
(District Use)		
1740	Student Fees (Instruction, Locker, Class, Parking)	
1740T	Textbook Fees (includes lost textbook charges)	
1720	Library (technology or supplies)	
1750	Donations (if donated specifically for operating)	
1790F	Fundraiser (Operating - students not involved)	
1790S	School Store (daily sales non-student generated)	
1790C	Concession (Athletic/Special Event Sales)	
1710	Gate Receipts	
1790P	Picture Profits	
1790A	Advertising Revenue (if not be sold by students)	
1790	Other (Itemize Below)	
	TOTAL REVENUE TO TRANSFER TO DAF	**(A)**
EPES Acct#	***INTENDED USE OF DAF REVENUE***	
2818	INSTRUCTION	
2825	ATHLETICS	
2835	PROFESSIONAL DEVELOPMENT	
2859	LIBRARY/TECHNOLOGY	
2887	BUILDING/GROUNDS MAINT & REPAIRS	
	TOTAL: INTENDED USE OF DAF REVENUE	**(B)**
	(A & B MUST MATCH)	

ATTACH CHECK EQUAL TO (B) AND MADE PAYABLE TO THE DISTRICT BOARD OF ED
SUBMIT MONTHLY WITH MONTHLY REPORT
KEEP COPY FOR YOUR RECORDS

_____

PRINCIPAL'S SIGNATURE **DATE**

FOR FINANCE USE ONLY:

Date Received: _____ Check #:_____ Amount: _____

Form verified for accuracy by: _____

Any funds remaining in school DAF funds on 06/30 will be handled per board policy.

Money swept up to the district must be swept up within 60 days of collecting the funds

F-SA-17

SCHOOL ACTIVITY FUND
SALES FROM CONCESSIONS/BOOKSTORE/PENCIL MACHINE FORM

Receipt # _____

School		**Date**	
Activity Account		**Turned in By**	

Activity Fund	Start-up Change	Ending Balances
COINS		
CURRENCY		
CHECKS		
TOTAL		
	Less Start Up	
	Total Sales	

Explanation:

_____

_____

School Treasurer **Preparer**

Original to school treasurer

Tally Sheet

Ones:	
Fives:	
Tens:	
Twenties:	
Fifties:	
Hundreds:	
Change:	
Checks:	
TOTAL:	

Concession stand worker:

1) Count all money

2) Complete tally sheet

3) Sign and date tally sheet

Counted by: _____

Date: _____

F-SA-18

SCHOOL ACTIVITY FUND
DONATION ACKNOWLEDGEMENT FORM

School:

School Address:

RECEIPT #

Fiscal Year Ending:

School Federal ID #

Date of gift:

Donor Name:

Donor Address:

street address

street address (continued)

city **state** **zip code**

Donor Phone Number:

Type of donation: (Circle one) **Cash** **Check** **Amount:** **Other**

Other gift description including purpose and restrictions on donation:

Was anything of value received in exchange for donation? **Ye** ☐ **N** ☐

If yes, description and dollar value:

Federal ID # (if applicable)

Person accepting donation

Principal

Date

Date

***Form shall be filled out for all donations valued at $250 or more**

F-SA-19

Donated Gift Card Log

If gift card donation is for school purposes, retain recepts on file for audit

Store/Description	Amount	Received By	Received Date	Given to or used for school purpose

Total:

Appendix A - Segregation of Duties

The segregation of duties demands that more than one person be involved in satisfying accounting procedures. The following are recommendations for achieving proper segregation of duties and do not represent requirements of the Redbook. Per KRS 160.345(3)(a)), precautions must be taken to protect school activity fund money from loss and limit the liability of persons handling the money.

Reasons for Segregation of Duties

1) Because significant amounts of school activity fund cash receipts are collected as currency.
2) Internal control procedures designed to safeguard monies collected should be especially emphasized.
3) Although the foregoing general principles are helpful in addressing concerns about monetary safety, additional attention should be given to segregating the duties related to school activity funds.
4) Specifically, three critical duties should be segregated for internal control purposes:
    a) Signing checks
    b) Maintaining fund accounting records
    c) Reconciling bank statements.

Responsible Parties for Segregation of Duties

Principal

1) Designated administrator of the school activity fund.
2) Important to identify, describe, and monitor the duties of the school treasurer in relation to the segregation of duties.

School treasurer

1) Typically assigned the task of collecting school activity fund monies from other school staff
    a. Associated financial tasks include
        i. Preparing the deposit slip
        ii. Depositing monies
        iii. Preparing checks for disbursements.
    b. Associated reporting tasks include
        i. Bank reconciliation as used on the monthly/annual report
        ii. Monthly/Annual financial reporting for all school activity accounts
        iii. Yearly financial reporting for all actions in the school activity fund.
2) Same person generally maintains the school activity fund accounting records
    a. These tasks demand adequate training and require the school treasurer to have a thorough knowledge of the process of accounting, auditing, and reporting.
    b. Work of any person handling money should be subject to appropriate checks and balances.
3) Signature controls are an important aspect of accounting procedures, therefore two signatures should be required on all checks that result in a disbursement from the school activity fund.

Third Person (someone other than the school treasurer and principal)

1) Responsible for reconciling bank statements.
2) Verifying receipts and expenditures.

Segregation of Duties Detailed

Essential to the process of segregation of duties are internal accounting controls over the school activity fund cash collections.

1) Adequate procedures should be established for completing an audit trail that creates sufficient documentary (physical) evidence for each step in the flow of transactions within the school activity fund.

2) These procedures include:
    a) Using pre-numbered forms and receipts
    b) Using purchase orders
    c) Issuing receipts and tickets
    d) Depositing receipts intact
    e) Making timely deposits.

Precautions must be taken to protect school activity fund money from loss and limit the liability of persons handling the money.

Appendix B - Fundraiser Types and Corresponding Forms Needed

Any activity used as a fundraiser **must** be approved and documented on Fundraiser Approval (F-SA-2A)

Description of Fundraiser or Collection of Funds	***Form Required**	****Additional Form Required**
Field Trip	Multiple Receipt Form F-SA-6	
Pictures	Multiple Receipt Form F-SA-6	
Trip Collections	Multiple Receipt Form F-SA-6	
Uniform/Shoe etc. Collections	Multiple Receipt Form F-SA-6	
Misc. Fee Collections	Multiple Receipt Form F-SA-6	
Checks for Fees (that come through the mail)	Multiple Receipt Form F-SA-6	
Library Fee Collections (Late/Lost Books)	Multiple Receipt Form F-SA-6	
Assembly (collected in classroom)	Multiple Receipt Form F-SA-6	
Yearbook Sales	Multiple Receipt Form F-SA-6	
Vendor Bookfair (ie. Scholastic)	Multiple Receipt Form F-SA-17	Fundraiser Summary F-SA-2B
Fundraiser Money Collected from Students	Multiple Receipt Form F-SA-6	Fundraiser Summary F-SA-2B
Collections for Specific Donations (i.e. Red Cross)	Multiple Receipt Form F-SA-6	Fundraiser Summary F-SA-2B
Penny War	Sales Collection Form F-SA-17	Fundraiser Summary F-SA-2B
Hat Day, Candy Grams, etc.	Multiple Receipt Form F-SA-6	Fundraiser Summary F-SA-2B
Fundraiser Checks (that come through the mail)	Multiple Receipt Form F-SA-6	Fundraiser Summary F-SA-2B
Sale of Purchased Merchandise	Sales Collection Form F-SA-17	Fundraiser Summary F-SA-2B
Sale of Donated Items	Sales Collection Form F-SA-17	Fundraiser Summary F-SA-2B
Fall Festivals	Report of Ticket Sales Form F-SA-1	Fundraiser Summary F-SA-2B
Prom/Dance (must be pre-numbered tickets)	Report of Ticket Sales Form F-SA-1	Fundraiser Summary F-SA-2B
Gate Receipts	Report of Ticket Sales Form F-SA-1	
Season Tickets (must be pre-numbered tickets)	Report of Ticket Sales Form F-SA-1	
Assembly (collected at the door)	Report of Ticket Sales Form F-SA-1	
Concession/Snack Sales	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5
Pencil/Paper Machine	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5
Green House Sales	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5

Description of Fundraiser or Collection of Funds	***Form Required**	****Additional Form Required**
School Store/Bookstore	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5
Vending Machine Collections (not full service)	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5
Program Sales (at ballgames)	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5
T-Shirt/Clothing Sales (at ballgames)	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5
Ice Cream, Slush Puppy, Popcorn Sales	Sales Collection Form F-SA-17	Inventory Control WS F-SA-5

*These Forms required at the time the money is collected

**Fundraiser Worksheet Form F-SA-2B due at the completion of the fundraiser event

**Inventory Control Worksheet F-SA-5 due monthly

Appendix C - External Support/Booster Organization Resources

Life Cycle of a Public Charity

The following excerpts have been copied from the IRS website. The information documented below is subject to change by the IRS. Therefore, for the most up-to-date version of this information, please go to http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Life-Cycle-of-a-Public-Charity.

Organizations that meet the requirements of Internal Revenue Code section 501(c)(3) are exempt from federal income tax as charitable organizations. In addition, contributions made to charitable organizations by individuals and corporations are deductible under Code section 170 (26 U.S.C. 170).

During its existence, a public charity has numerous interactions with the IRS – from filing an application for recognition of tax-exempt status, to filing the required annual information returns, to making changes in its mission and purpose. The IRS provides information, explanations, guides, forms and publications on all of these subjects – they are available through this IRS web site. The illustration below provides an easy-to-use way of linking to the documents most charities will need as they proceed though the phases of their "life cycle."

The IRS web site includes examples of various documents found in the following sections.

Starting Out

1) Organizing Documents
    a) Required Provisions
    b) Sample Organizing Documents
    c) Governance and related topics

2) Bylaws
    State law requirements

3) Employer Identification Number
    a) Application Form
    b) Online EIN Application

4) Charitable Solicitation
    a) Initial State Registration
    b) Periodic State Reporting
    c) State Charity Offices

5) Help from the IRS

Applying to IRS

1) Requirements for Exemption

2) Application Forms
    a) Exemption Application
        i) Group exemption
    b) User Fee
    c) Power of Attorney
    d) Disclosure of Applications

3) IRS Processing

a) While You Wait
b) Rulings and Determination Letters

4) Help from the IRS
   a) Application Process Step by Step
   b) Customer Account Services
   c) Publication 4220, *Applying for 501(c)(3) Tax-Exempt Status*
   d) Publication 557, *Tax-Exempt Status for Your Organization*

Required Filings

1) Annual Exempt Organization Return
   Requirements for Filing

2) e-File for Exempt Organizations
   e-Postcard for Small Exempt Organizations

3) Unrelated Business Income Tax
   a) Requirements for Filing
      i. Form 990-T
      ii. Form 990-T instructions
      iii. Form 990-W
      iv. Estimated Tax
   b) Exceptions and Exclusions
   c) Publication 598, *Tax on Unrelated Business Income for Exempt Organizations*

4) Help from the IRS
   a) Customer Account Services
   b) Publication 4221-PC, *Compliance Guide for 501(c)(3) Public Charities*
   c) Publication 557, *Tax-Exempt Status for Your Organization*

Ongoing Compliance

1) Jeopardizing Exemption
   a) Inurement/Private Benefit
   b) Intermediate Sanctions
   c) Lobbying/Political Activity
   d) Not Filing Annual Return or Notice

2) Employment Taxes
   a) Requirement to Pay
   b) Exceptions and Exclusions
   c) Worker Classification
   d) Forms and Publications

3) Retirement Plan Compliance

4) Substantiation and Disclosure

   Charitable Contributions
   a) Publication 1771, *Charitable Contributions Substantiation and Disclosure Requirements*
   b) Written acknowledgments

c) Quid pro quo contributions
d) Charity auctions

5) Noncash Contributions
   a) Donor (Form 8283)
   b) Donee (Form 8282)
   c) Publication 561, *Determining the Value of Donated Property*

6) Public Disclosure Requirements

7) Help from the IRS
   a) Customer Account Services
   b) Publication 4221-PC, *Compliance Guide for 501(c)(3) Public Charities*
   c) Publication 557, *Tax-Exempt Status for Your Organization*

Significant Events

1) Reporting Changes to IRS
   a) Termination of an Exempt Organization

1) Private Letter Rulings and Determination Letters

2) Audits of Exempt Organizations
   a) Potential Examination Consequences
   b) Examination Procedures
   c) Power of Attorney

3) Help from the IRS

(This ends the information copied from the IRS website.)

Record Retention

Booster Clubs should establish a record file that is passed to the new officers each year. Some items need to be kept indefinitely while other items only need to be kept for a certain length of time. The record file should contain at least the following items on a permanent basis:

Permanent Record

1) Internal Records
   a) Booster Club Registration & Approval Form
   b) Articles of Incorporation/Articles of Association
   c) Bylaws/Charter/Constitution
   d) Minutes from meetings

2) State Records
   a) Sales Tax Permit Application
   b) Sales Tax Permit
   c) Certificate of Incorporation from State of Kentucky (if applicable)
   d) State Sales Tax Exemption Notification
   e) State Franchise Tax Exemption Notification (if incorporated)

Federal Records

1) Copy of IRS Form SS-4, Application for Employer Identification Number

2) Copy of IRS Form 1023, Application for Recognition of Exemption, with all attachments

3) Copy of IRS Form 8718, User Fee for Exempt Organization

4) Determination Letter Request, and copy of check sent to IRS with this form

5) Acknowledgement of Your Request

6) Determination Letter

7) Copy of IRS Form 8734, Support Schedule for Advance Ruling Period

8) IRS's notice granting a permanent exempt status to the organization, if applicable

According to the IRS, Booster Clubs must keep each annual information return (i.e., Form 990, Form 990-EZ, or Form 990-N) for 3 years from the date the form is required to be filed or from the date the form is actually filed, whichever is later. However, if fraud is suspected or if returns have not been filed as applicable, the IRS could request information prior to the 3-year period discussed above.

Non-permanent Records

1) Internal Records
    a) Financial Reports and Review Committee Reports
    b) All financial backup including checkbook and banks records
    c) Information related to contributions received by a Booster Club from individuals or businesses
    d) Financial Aid Guidelines

2) State Records
    a) Sales Tax Forms Filed
    b) Copy of correspondence with the Kentucky Department of Revenue

3) Federal Records
    a) Copy of IRS Forms 990, 990-EZ, or 990-N filed
    b) Copy of correspondence with the IRS

Before discarding any records, confirm with the Kentucky Department of Revenue and the IRS that your organization is in good-standing and that there are no open items or issues.

Appendix D - Recommended Report Review Procedures

The following includes recommendations for report review procedures and do not necessarily represent requirements of the Redbook.

Bank Statement Reconciliation (used on the F-SA-15A):

Principal

1) Each month the bank statement shall be e-mailed directly (if electronically) to the principal or opened (if mailed or picked up) by the principal prior to the treasurer having access to it.

2) Review the bank statement, signing and dating the front page after review.

3) Review deposit dates and amounts (usually on the front page of bank statement).
   a) Look at dates and amounts deposited (this will show deposit activity and will help make a determination if money is being held and not deposited timely).
   b) Review photo images of deposit slips.

4) Look for checks deposited being line listed on deposit slips (each check must be line listed or photo copied).
   a) Look to see if cash is being deposited.
   b) Look at the date on deposit slips to see if it matches the date deposited.

5) Review photo images of checks.
   a) Verify the "principal signature."
   b) Review payee (should not see checks written to vendors you do not recognize).
   c) If any checks are questionable, review the supporting documentation for the check.

6) Familiarize yourself with other debits and credits.
   a) Bank interest.
   b) Returned checks – Insufficient Funds (NSF).
   c) Adjustments to deposits.
   d) Any fees listed.

7) After reviewing, sign and date the front page of the bank statement as required in step #2 and give the reviewed bank statement to the school treasurer for account reconciliation and financial report preparation.

School Treasurer

1) The school treasurer shall prepare the Monthly/Annual Financial Report (Form F-SA-15A) at the close of each month or as directed by local board policy.

2) The original shall be signed and reviewed for accuracy and reasonableness by the principal.

3) The Monthly/Annual Financial Report (Form F-SA-15A) shall be submitted to the finance officer and a copy retained in the school files.

4) Upon receipt of the monthly school activity fund checking account bank statement (after principal review), the statement balance is to be reconciled to the monthly report. The school treasurer should use the reconciliation section on Form F-SA-15A.

a) Arrange the canceled checks in numerical order and determine outstanding checks including outstanding checks from prior months.
b) Arrange the deposit slips in chronological order and determine whether all deposits have been recorded accurately on the statement.

5) In the proper spaces in the reconciliation section, complete the following information:
   a) Beginning ledger balance (ending balance from the prior month's reconciliation).
   b) Total monthly deposits (receipts) and disbursements (expenditures) (from the month-to-date columns of the journal or from the computer generated monthly detailed transaction summary).
   c) Other reconciling items (record any transactions that the bank handled, but were not entered in school books; such as interest, returned checks, re-deposits, service charges, etc.).
   d) Outstanding checks and deposits.
   e) Ending balance (complete steps in reconciliation process).

6) Compare and reconcile the ending balance per the reconciliation with the ending balance stated by the bank.

7) All items returned by the bank should be filed with the checking account statement on which they appear.

Monthly Reports

Several reports are filled out by the treasurer each month and will be submitted to the principal and then forwarded to the district finance officer.

Review Procedures for the Reports Submitted to the District Finance Officer (steps for reviewing the reports)

1) Monthly/Annual Financial Report (Form F-SA-15A)
   a) Make sure report shows the bank reconciliation, if using software generated financial reports (original signed copy).
   b) List of outstanding checks.
   c) Complete copy of the bank statement (original stays at the school).
   d) Verify "Outstanding Checks" entry on the Monthly/Annual Financial Report (Form F-SA-15A) to the list of outstanding checks report, the two totals should match.
   e) List of outstanding checks.
      i. The total amount of this list of outstanding checks should be reflected on the Monthly/Annual Financial Report (Form F-SA-15A).
      ii. Write off any outstanding check with an issuance date older than one year (refer to district guidance).
   f) This report should show adjustments for investments, interest, NSF checks, fees, or any other adjustments.
   g) Verify each adjustment to the bank statement. If the matching entry is not found on the bank statement, then the bookkeeper should annotate on the Monthly/Annual Financial Report (Form F-SA-15A) why the adjusting entry was made.
   h) Compare "Balance per Bank Statement" on the report to the month ending balance on the actual bank statement.

2) Accounts Receivable and Accounts Payable (Form F-SA-15B)
   a) For payables, this report should only list unpaid invoices dated on or before the end of the month.
   b) For receivables, any reimbursements submitted to the district office not reimbursed, or commissions/credits from vendors earned but not received by the end of the month.
   c) Open purchase orders where the product/service has not been provided/received are "not" account payables.

3) List of expenditures
   a) Review to see if the school is purchasing from the appropriate vendors (refer to board policy).
   b) Review to see if there are technology or fixed asset purchases that should have been purchased through the district central office.
   c) Review to see if expenditures are being paid out of the appropriate activity account.

4) List of Receipts
   a) Review concession, pencil machine, store/bookstore sales, etc.
      i. Look at the amount of the receipt to see if there are patterns or consistent amounts receipted.
      ii. Check the frequency of the receipts being written to see if money is being held and receipted in on a certain day or at the end of the week.
   b) Randomly check receipt dates to deposit dates on the bank statement. This will also identify funds being held and not deposited timely.

5) List of journal adjustments.

6) List of activity account transfers. Make sure no student generated funds are being transferred into staff/faculty accounts.

7) List of 1099 payments (at the end of each calendar year) (annual only).

8) List of donations (at the end of each fiscal year) (annual only).

9) Look for deficit balances and resolve these before the end of the fiscal year.

10) Look for activity (receipts/expenses) in accounts that are active during the current month (i.e., sports accounts during the season, clubs currently conducting fundraisers). If there is no activity, then where is the money going?

11) Research any "Deposits in Transit" or "Other Adjustments". These entries need to be verified. This is one area that entries are made to "force balance."

12) Make sure if the school has any investment money (CD's) that they are accounted for on the Monthly/Annual Financial Report.