USD #233 Student Fundraiser Cash Management Guidelines & Procedures

General Statement of Cash Management Duties

The student fundraiser sponsor/group will organize, coordinate, and promote a program that meets the guidelines of the student activities and other agreed upon duties. Along with meeting the needs of the students, the fundraiser sponsor/group will demonstrate a high degree of competency, ethics, and professionalism when it comes to the handling of fundraiser monies. It becomes the responsibility of the adult sponsor to ensure cash management procedures are implemented and carried through in a responsible manner.

Fundraising activities are conducted for the District by groups that are operating as the USD #233 and by outside organizations that benefit the USD #233. We offer guidelines and procedures for cash management for groups operating as the USD #233 and encourage outside organizations to maintain similar guidelines and procedures for cash management to safeguard both organizations.

Cash Management Guidelines

- When your group is operating as the USD #233, ALL checks for student fundraising events or donations will be made payable to the USD #233, not the individual school name or group. When your group is operating outside the USD #233, ALL checks need to be made payable to your organization.
- When you are selling a product or providing a service as the USD #233 to raise funds for student activities, make sure to collect enough money to cover the sales tax that will be remitted to Kansas for the sale of the product or cost of the service. When you are selling a product or providing a service as a parent group or a booster club, please follow the state of Kansas rules for your group in remitting sales tax.
- When your group is operating as the USD #233, store the cash/checks received from fundraising in the school's safe. You can coordinate the safe usage with your secretary/bookkeeper.
- When your group is operating as the USD #233, ALL cash/checks need to be deposited in the District's bank account immediately. Your group's funds will be maintained in your corresponding student activity accounts.
- **No cash is to be maintained by the Fundraiser Sponsor. Cash collected for a student fundraiser activity may not be expended for fundraising needs prior to being deposited in the District bank account**.

Cash Management Procedures

- When your group is operating as USD #233, consult the school bookkeeper to properly setup the fundraiser in InTouch Receipting software. InTouch automatically will maintain the necessary detailed records of each receipt.
- Communicate to the students/group the importance of collecting the correct amount of cash/check for the product/service sold.
- Based on the type of fundraising activity, devise a method to estimate the receipts you should receive for the activity.
- During the fundraiser, appoint two adults, or an adult and student or group of students (if students are involved) to count the cash/checks. Both counts should come up with the same amount of cash/checks. Groups operating as USD #233 should utilize InTouch Receipting software as appropriate for the particular fundraising activity. Under the Kansas statutes for the USD #233 you must deposit your cash/checks in the same denominations that you collected. That means you may not make change for any purpose or spend any funds prior to being deposited.
- Compare the estimated dollars for the period you are reviewing to your actual, earnings count. If similar, no review is required; if variance, determine if you have cash/checks that were not included in the count or if your estimate was incorrect.
- If you are the USD #233, take your group's cash/checks to the school bookkeeper. This needs to be done as soon as possible. Immediate deposits will safeguard your collections as well as ensure patron's checks have been handled promptly.