

TO: All Staff

FROM: Frances Nyandemoh
Financial Manager

Date: 08/03/09

SUBJECT: Collection of Monies on Campus and During Fundraising Activities

Collection of Monies on Campus:

1. All monies collected from students on school premises and all fundraising and income generating collections, with exception of those from a PTA must be deposited through the schools student store, and it will be recorded in the proper accounts.
2. If collections are \$25 or less for each items sold and the items has the same price, you will be given a pre-numbered class receipt by the Financial Manager, and students should sign this receipts indicating the amount paid. If the collections are greater than \$25 an auxiliary receipts will used.
3. Total collections that are \$25 or more, should me used, and all funds collected must be turned in daily along with class receipts or auxiliary receipts to the student store, monies not turned in to the student store and acknowledged on a pre-numbered master receipts are not covered by student body insurance.
4. Collections made by teachers, class and club sponsors, librarians and textbook clerks must be turned in to the student store at least once a week, as well as on the last calendar day of the month.
5. All collections must be turned in prior to any weekend or holiday, and on the last school day of the month.
6. All class receipts and auxiliary receipts must be turned in to the student store at the end of all collection activity.
7. Personal checks from staff should never be accepted in lieu of actual cash collected.
8. Expenses for an event cannot be taken directly from the proceeds of the event, but properly documented expenses must be paid by a student body check.

Fundraising & Income Generating Activities:

1. A completed Authorization for an activity must be submitted to Student Body Finance Section for approval for any fundraising activity 2 weeks prior to the activity.
2. The type, frequency and scheduling of fundraising activities must be approved by the Principal.
3. No specific fund raising activity should last more than 3 consecutive weeks.

4. A fundraising financial statement will be prepared at the end of the activity and submitted to the Student Body Finance Section within 30 days after the event.

Food /Bake Sales:

1. Food sales during a regular school day must be limited to four times per year. All foods sold during regular school day must comply with the District Healthy Beverage and Obesity Prevention motion.
2. The Cafeteria Manager should be notified in advance of any food sales so that she can plan accordingly.
3. The food items sold during the regular school day cannot be the same food items sold by the Cafeteria or the Student Store.
4. Food sold during regular school day may not be prepared on the school premises. Foods prepared outside of school premises cannot be served on school campus unless the food preparer's comply with rules set forth by the school board. Food Items cannot be sold during a regular school day from a vending truck on the school ground.

Procedures for Student Clubs and Classes:

1. Every School-sponsored club/class must have a constitution containing by-laws approved by the Leadership Class and Principal.
2. Minutes of the club meetings must be recorded by club members.
3. The sponsors are responsible for the annual budget of their club/class which must be submitted in accordance with the established rules approved by the Principal.
4. The sponsors are responsible for the supervision of the collection of any funds from students, and all monies collected from students on school premises, and all fundraising and income generating collections, should be deposited through the school's student store.
5. Only after a school's club/class has been properly established can fundraising activities occur.
6. All monies collected for the club/class must be supported by approved collection forms which can be obtained from the student store.
7. All monies collected must be deposited through the student store manager, and acknowledged on a pre-numbered master receipt, and it will be recorded in the proper accounts.
8. Authorization for expenditures of all club/class funds must be approved by Sponsors and the Principal.
9. 50% of all profits generated by all club/class fundraising activity should be shared with the general student body.

Dances/Other Activities that requires the use of tickets:

1. A perpetual inventory of tickets is used to maintain inventory control of admission tickets to all dances or other fundraising activities that require ticketing. These tickets should be requested from the Student Store prior to an activity with the first ticket of each roll attach to the

reconciliation form. All tickets that remain after an activity must be returned to the student store with all monies that were collected.