

## DISTRICT FUNDRAISING

### Purposes

Fundraising activities in general fund may be needed to provide for the development and implementation of programs, activities, services or practices of the district. Such activities shall promote K-12 education and/or promote the effective, efficient, or safe management and operation of the district.

### Types of Fundraising

Examples of allowable fundraisers include:

- Sales of goods
- Bake sale
- Walk-a-thon
- Dinner
- Carnivals when organized and supervised by the school.
- Skating and bowling parties provided there is adequate supervision and liability protection
- Talent, variety, musical, and drama productions (after school hours); and
- Raffle and bingo games - State license required - see KSD Internal Auditor for details

### 1.0 Guidelines

- Fundraising efforts must not interfere with the educational program.
- Student participation must be voluntary.
- Sales to family and friends are permissible, provided that the parent/guardian is notified in advance of the sale.
- A door-to-door sale by elementary students is prohibited.
- The period of time allowed for a particular fundraiser should be predetermined and of short duration, normally from two to four weeks.
- Fundraising activities conducted in general fund or by parent-groups for general fund purposes must be approved by the principal, School Improvement Officer and Director of Fiscal Services.
- The fundraising activity must be such that it is not likely to create a poor public relations image.
- Fundraising activities conducted by school-parent groups (PTAs, Booster clubs, etc.) may be held in accordance with Policy 6299 – Commercial Activities. Such fundraisers must be accounted for a general fund fundraiser, or separately by the outside organization, and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
- All fundraisers must have approval of the Principal/Administrator, School Improvement Officer, and Director of Fiscal Services.

- Online fundraising sites (Donors Choose, for example) are permissible to use to solicit non-cash donations of supplies, materials, or equipment under the following conditions:
  1. Prior written permission is received from the superintendent (or designee) before posting the request
  2. All items are shipped directly to the school site or to the district's central receiving
  3. Supplies, materials, or equipment are consistent with district standards
  4. Supplies, materials, or equipment become the property of the district
  5. Fixed assets are barcoded and added to the site's room lists
- Crowdsourcing sites are prohibited. Such sites as: SnapRaise, GoFundMe, Indiegogo, Kickstarter, etc. where cash donations are made through Third-party vendors, and the third-party vendors receive a percentage or amount of the donation as payment for services. (Crowdsourcing, as defined in this context, is the process of obtaining cash donations from an online community rather than from traditional district sanctioned means.)
- Private individuals may use crowdsourcing sites and donate to the district. However, he/she may not use district assets or resources when engaging in private crowdsourcing activities. Also, district employees acting as private individuals shall not represent themselves as an agent of the district.

## 2.0 Accountability Procedures

### 2.1 Procedures Prior to Fundraising Activity

- Use the ["Fundraising Checklist" \(Addendum A\)](#).
- Complete the ["General Fund Fundraising Educational Form" \(Addendum B\)](#) and obtain approval from Principal, School Improvement Officer and Director of Fiscal Services.
- Obtain parent permission if sales are made to family and friends.
- Establish a selling price for the merchandise or services.
- Follow Purchasing Policy and Procedures #6212 for items purchased for resale.
- Determine if unused/unsold merchandise may be returned to vendor for a credit.
- Get an accurate beginning inventory count.

### 2.2 Procedures During Event

- Merchandise must be stored in a secured area throughout the sale.
- The person in charge of the fundraising is responsible for securing the merchandise and for checking all merchandise in and out.

- The person in charge of the fundraising is responsible for cash receipting, documentation of transactions, reconciliation, etc.

### 2.3 Procedures After Event

Upon completion of fundraiser, a complete reconciliation must be documented (Sections B & C, [General Fund Fundraising Educational Form Addendum B](#)):

- Reconcile expected sales (based on inventory count) to actual sales (cash deposited).
- Reconcile actual revenue to receipts/sale log.
- Prepare a profit/loss statement.
- Prepare inventory reconciliation (beginning balance, receipt of merchandise, sales, and remaining balance, [Addendum C](#)).
- Obtain appropriate signatures.

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**KENT SCHOOL DISTRICT**  
**Fundraising Checklist**  
**EXHIBIT A**

**Prior to Event**

- Decide how the anticipated proceeds will be spent.
- Decide who will handle the money and sign contracts (PTA, booster club, school). This will help determine sponsorship.
- If it is a KSD event, complete section A of the Fundraising Activity Form.
  - Give original to principal for approval BEFORE starting fundraiser.
  - Get signatures: principal, advisor, administrative assistant, student (@ secondary).
  - Return signed form to appropriate administrative assistant.
  - Give copy of signed form to the teacher/advisor in charge of the activity.
  - File original in the office.
- Advisor obtains appropriate fundraising forms from administrative assistant or collaboratively develops new forms to fit the situation.
- Advisor consults with administrative assistant (and student officers @ secondary) before making purchases/expenses associated with event.
  - Items purchased for resale, exceeding \$2,500, initiated by purchase order.
  - Determine if unused/unsold merchandise may be returned to vendor for a credit.
- Parent/Guardian notified prior to student participation in fundraisers involving sales of goods or services outside of the school setting.
- Get an accurate (documented) beginning inventory count.

**During Event**

Advisor is responsible for following KSD procedures regarding: fundraising, cash receipting, documentation of transactions, inventory control, safeguarding assets, tickets, reconciliation, etc.

(See ASB Manual, Section V, Fundraising Guidelines)  
ASB Manuals are available for checkout through the Athletics Department.

***MONEY MUST BE TRANSFERRED TO THE OFFICE  
THE SAME DAY THAT STUDENTS BRING IT TO SCHOOL.***

Use of noninstructional time is encouraged for fundraising promotion and management. When practical, these activities should take place before and after school and during lunch time.

**After Event - Reconciling**

- Upon completion of fundraiser (or quarterly for long-term events like parking permits and ASB card sales), a complete reconciliation must be documented.
  - Inventory remaining goods.
  - Reconcile expected sales (based on inventory count) to actual sales (cash deposited).
  - Reconcile actual revenue to receipts/sales log.
  - Prepare a profit/loss statement.
- Advisor and student officer sign and submit all completed fundraiser forms to administrative assistant. (Part B of fundraising activity form MUST be completed.)
  - Administrative assistant reviews forms for accuracy.
  - Resolve discrepancies.
- Complete section C of the Fundraising Activity Form and submit a copy to the Finance Dept.
- Original documents filed in the school office for audit purposes.

KENT SCHOOL DISTRICT  
General Fund Fundraising Form

**A. Request for Pre-Approval of Fundraiser**

School:	_____	Group Name:	_____	Account:	_____
Mission Statement (Purpose)	_____				
Purpose Fundraising Activity	_____				
Estimated Revenues \$	_____	Estimated Expenses \$	_____		
Estimated Revenues-Estimated Expenses=Estimated Profit: \$	_____			0	_____
Dates of the Fundraiser: Beginning	_____	Ending:	_____		
Person Responsible for Fundraising:	_____	Date	_____		
	(Signature)				
Principal or Director:	_____	Date	_____		
	(Signature)				
School Improvement Officer:	_____	Date	_____		
	(Signature)				
Director Fiscal Services:	_____	Date	_____		
	(Signature)				

**B. Accounting Summary of Fundraiser**

1. Anticipated Revenue ( <i>amount you should have collected based on actual sales</i> )	\$	_____
2. Total Actual Revenue Received	\$	_____
3. Total Cost of Goods Sold ( <i>your cost for items sold</i> )	\$	_____
4. Other Expenses ( <i>decorations, supplies, etc.</i> )	\$	_____
5. Total Expenditures	\$	_____
		(line 3 plus line 4)
6. Net Profit (Loss)	\$	_____
		(line 2 less line 5)

**C. Final Approval of Reconciliation**

I hereby certify that the above accounting information is complete and accurate

Person Responsible for Fundraising:	_____	Date	_____
	(Signature)		
Principal or Director:	_____	Date	_____
	(Signature)		
School Improvement Officer:	_____	Date	_____
	(Signature)		
Director Finance:	_____	Date	_____
	(Signature)		

## FUNDRAISER - FINAL RECONCILIATION ADDENDUM C

School	Advisor		Date
	Quantity	Selling Price	Cash Receipts
1. Total Quantity Purchased		Beginning ←Inventory	
2. Less: Quantity Sold @ Original Selling Price		x \$	= \$
3. Less: Quantity Not Returned by Students			
4. Less: Quantity Sold @ Prices Other than Established Selling Price		x	=
		x \$	=
		x	=
5. Total Quantity Unsold (line 1 less 2, 3, 4)		Ending ←Inventory	
6. Total Cash Receipts (line 2 + 4)			\$
7. Total Deposited			\$
	Quantity	Unit Cost	Cost of Goods
8. Less: Cost of Goods Sold (line 2 x unit cost)		x \$	= \$
9. Less: Cost of Fines (line 3 x unit cost)		x \$	= \$
10. Less: Other Expenses			\$
11. Net Profit (Loss) (line 7 less 8, 9, 10)			\$
Disposition of Unsold Merchandise			

### REFERENCE

- The quantity should agree with the quantity received and quantity billed from the vendor.
- The quantity should agree with the student record sheets and fine list.
- Total quantity unsold should agree with the inventory count of unsold merchandise that was taken at the end of the fundraiser. This quantity should also agree with the quantity listed on the vendor's credit memo for merchandise returned, or the quantity transferred to the school store for resale.
- Total cash receipts (line 6) should agree with the total receipts deposited at the bank (line 7).