Financial Procedures for Conducting Fundraising Activities for Local Schools
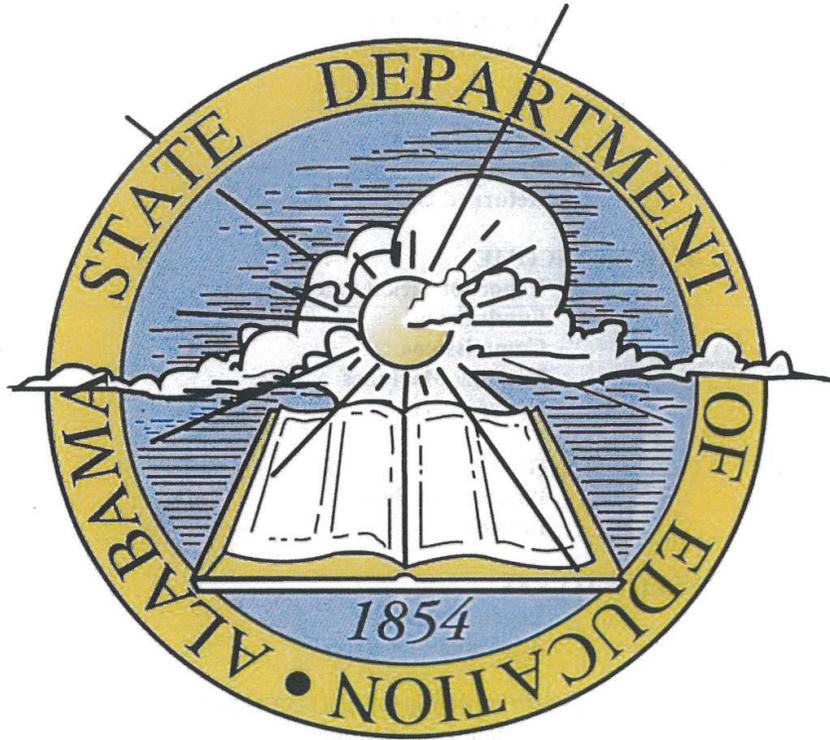
Local School Accounting

Montgomery Public Schools

January 13, 2023

Fundraising Procedures and Forms for Local Schools

➢ Available from Montgomery Public Schools website – www.mps.k12.al.us

➢ Departments

➢ Finance & Business Administration

➢ Local School Accounting

➢ LSA Policy & Procedures or

➢ LSA Forms

FINANCIAL PROCEDURES
FOR
LOCAL SCHOOLS

APPROVED JUNE 10, 2010

ALABAMA DEPARTMENT OF EDUCATION

Request To Conduct A Fundraiser Form - Policy Letter Dated March 1, 2021

- Amended Fundraising Approval Form To Include CSFO or his designee as an approving authority

Online-Giving and Crowdfunding Policy Letter Dated June 4, 2021

- Establishes guidelines and procedures for solicitation of monetary funds or non monetary items from online platforms

Request To Conduct A Fundraiser Form – F-059

- Fundraisers, Fundraiser Projects, & Crowdfunding Campaigns

Request To Conduct A Fundraiser

NOTE: SUBMIT THIS COMPLETED FORM ALONG WITH ALL OTHER APPLICABLE ITEMS, TO THE BOOKKEEPER. THE BOOKKEEPER WILL OBTAIN THE PRINCIPAL'S WRITTEN APPROVAL, CSFO/DESIGNEE APPROVAL AND RETURN A COPY TO YOU.

SCHOOL NAME _____

Teacher's Name _____ Vendor/Supplier for Fundraiser _____

Description of Item(s) to be Sold _____ Vendor Cost of Item (s) for Sale $_____

School Sales Price of Item(s) $_____ Estimated Profit $_____

Start Date _____ End Date _____
                                                  (Should not exceed four weeks)

Fundraiser Profit will be used for _____ Activity Account # to Receive Proceeds _____

Auditors require that the following items be turned in with this request:

_____ Completed Requisition/Purchase order which will be used to pay the vendor/supplier, if applicable.

_____ If fundraiser is being conducted by a club: Submit documentation signed by club officers of Club, minutes where students voted and approved conducting the fundraiser. The fundraiser name, start date, end date, and purpose must be listed.

_____ Copy of letter going home to parents. This is a letter to parents informing them of the fundraiser. State the beginning date and the end date, explain what is to be sold and how the money will be collected, what the money will be used for, etc. Have a place for the parent to sign the letter and return it to you. This is your back-up documentation in case there is a problem collecting money from the student.

By initialing, I certify here that I am aware of the following requirements of the State Auditors:

_____ I will not place an order of any kind until I have received an approved Purchase Order with a number on it from the bookkeeper.

_____ I must write a receipt from my receipt book and issue it to every student as they turn in money. The white copy goes to the student, the yellow copy stays in the receipt book.

_____ If I void a receipt, I will mark it "Void" and staple the white copy to the yellow copy in my receipt book.

_____ I must complete a "Final Profit Report" and submit it to the bookkeeper within two weeks of the end of the fundraiser.

_____ I HAVE READ AND WILL FOLLOW THE DIRECTIONS OF THE MPS PROCEDURES FOR CONDUCTING A FUNDRAISER.

_____ I understand that the receipts in my receipt book must balance exactly with the total amount of money turned in to the bookkeeper, as well as the entries on my "Final Profit Report".

_____   _____
Teacher's Signature   Date

Approved _____ Disapproved _____ _____   _____
                                                Principal's Signature   Date

Approved _____ Disapproved _____ _____   _____
                                                CSFO Signature/Designee   Date

May 2021

Crowdfunding Request – Approval Form – F-070

- Crowdfunding Campaigns

Montgomery County Public School District
Crowdfunding Request – Approval Form

The request must be made and approved prior to being posted on any crowdfunding platform. Failure to obtain prior approval may result in disciplinary actions. Please note: If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.

School: _____

Teacher or Group: _____

☐ I am making a request for my classroom/school(s).
_____

List applicable school(s), grade level(s), and/or subject area(s)

☐ I am making a request for a club/organization that I supervise as a Board approved advisor.
_____

List applicable school(s) and club/organization

Crowdfunding Platform being used:

☐ DonorsChoose.org

☐ Snap! Raise

☐ Other: _____

If requesting financial donations, list funding goal:

$ _____ If goal is not reached, what will occur: _____

If requesting items, list specific items:
_____

EXACT narrative to be posted online if request is approved (attach additional page if needed):
_____

Anticipated start date for crowdfunding campaign: _____ End date: _____

I certify that this fundraising event will comply with all Board of Education and local school guidelines. These include but are not limited to:
- The account must be setup in the name of the School.
- All items obtained are the property of Montgomery County Public Schools and inventory procedures apply.
- No "Go Fund Me" or like type site requests will be approved.
- When developing a project be mindful as to what is being requested. You must stay within the parameters of the campaign being applied for.
- Sites must be monitored and taken down when the event or request is complete.
- No banking information will be provided.
- All monetary donations shall be made payable to the school.

_____   _____
Teacher/Sponsor Signature   Date

____ Approved ____ Denied   _____   _____
                                                  Principal Signature   Date

____ Approved ____ Denied   _____   _____
                                                  CSFO or Designee Signature   Date

____ Bookkeeper Notified

F-070/2021

MONTGOMERY PUBLIC SCHOLS

FINAL PROFIT REPORT FOR FUNDRAISERS OR FUND RAISING PROJECTS

(Submit to bookkeeper within two weeks after completion of project)

Sponsor's Name _____

Account Name or # _____

Fundraiser*: Yes _____ No _____   Fundraising Project**: Yes _____ No _____

Vendor Name _____

Date	Student's Name	Amount Turned In	Amount Owed

_____
Sponsor's Signature   Date

_____
Bookkeeper's Signature   Date

_____
Principal's Signature   Date

Total this sheet _____

Grand total turned in _____

Less cost of item(s) _____

Less refund(s) _____

Profit from fundraiser

or project _____

*Fundraisers (7340) will have costs involved. Profits must be at least 40% of revenue.

**Projects (7430) may or may not have costs involved. Profit may be over or under 40%.

Final Profit Report For Fundraiser or Fundraising Projects – F-058

- Completed two weeks after the fundraiser has ended – summary of fundraising activity

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FUNDRAISING DEFINED

Fundraisers – Items purchased for resale <u>to make a profit</u>, whether from product companies or other vendors

Examples: World Finest Chocolate, Krispy Kreme, Double Good Popcorn

Fundraising Projects – Services or events provided <u>to make a profit</u>

Examples: Car wash, school dance, Fish Fry

FUNDRAISING DEFINED cont'd

Crowdfunding – a way of raising money to finance fundraising projects. It enables fundraisers to collect money from a large number of people via online platforms.

Examples: Donations – MySchoolBucks, Donors Choose, and Snap Raise

FUNDRAISING DEFINED cont'd

NOT Fundraising – Purchased items not sold for a profit.

Examples: Juice Sales, Concessions, School Supply Store

No fundraisers may sell foods of minimal nutritional value during the school day.

Fundraising Guidelines

o Each school fundraising activity should be approved by the Principal.

o A form requesting authorization for a fundraising activity must be approved by the Principal and the CSFO or his designee before the start of the fundraising activity.

o Income from the fundraiser must be used for the purpose indicated on the fundraiser approval form.

o Fundraising activities are to benefit students.

o Fundraisers cannot be used to supplement a staff account in the school activity fund.

Fundraising Guidelines cont'd

o Fundraisers, Fundraiser Projects and Crowdfunding Campaign accounts must be setup in the name of the school.

o No banking information will be provided for any fundraiser, fundraiser project or crowdfunding campaign.

o Direct deposit of fundraising event earnings is prohibited unless approved by Central Office.

o All monetary donations should be made payable to the local school.

o All non monetary donations should be delivered to the local school.

Fundraising Guidelines cont'd

o All fundraising, fundraising projects, and crowdfunding campaign items (monetary and non monetary) are the property of Montgomery Public Schools.

o Fund raising activities involving students should be supervised.

o Crowdfunding campaigns that include hardware and software purchases, must obtain prior approval from the Director of Technology Support.

o "Go Fund Me" campaigns are prohibited.

o A Final Profit Report for Fundraisers, Fundraiser Projects, and Crowdfunding Campaigns must be completed and submitted within 10 days of projected end date of fundraiser.

Contact Information

Local School Accounting Department

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