



Cash Handling Procedures Athletic Team Gift Accounts

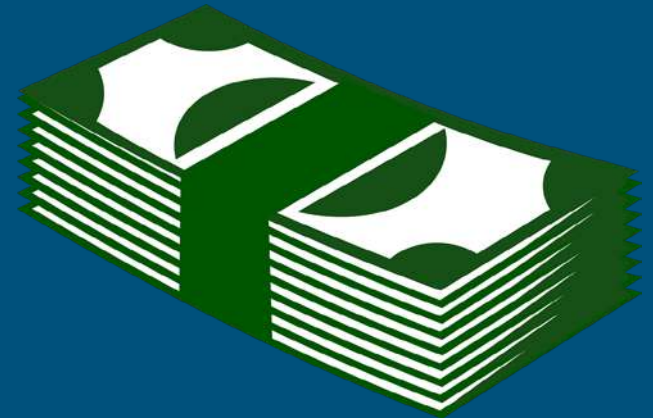


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Director of Finance and Operations
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Athletic Gift/Fundraising Accounts

- Receipts from approved team fundraisers
- Receipts from collection of funds from parents/students for team award banquets
- Receipts from collection of funds from students for team attire
- Receipts from donations/gifts from parents/support groups / private donors



Do's and Don'ts "Team Fundraiser Receipts"



Do

- Seek pre-approval from Principal for all team — fundraising events in advance (See Form)
- Request checks be made out to the: "North Reading Public Schools"
- Turn over receipts to the athletic office for deposit within 24 to 48 hours
- Have more than one person check and verify receipts collected (Deposit Form-See Form)
- Maintain supporting documentation and team rosters verifying amounts collected for each student/parent (turn in with receipt)
- Send in gift checks from outside donors/groups to athletic office with cover letter explaining purpose of gift promptly upon receipt / or use (Gift Form)

Don't

- Collect cash (exception to that would be canning fundraising events)
- Hold onto cash/receipts for long periods of time (more than 48 hours)
- Use cash to pay a vendor directly (all cash must be deposited)
- Take cash/checks home and deposit into a personal checking account
- Get involved in the financial transactions of a support or booster organization that may be conducting a fundraising event on behalf of an athletic team

Fundraising Continued: Online programs

- Seek pre-approval of all team fundraisers: Submit form to Principal
- Includes online programs: District allows Snap Raise & Donors Choose
 - Online shared revenue agreement if required should be shared and approved by the business office, send those to me once approved by the Principal.
 - The purpose of these fundraisers should be to support special one-time requests that would enhance or enrich the overall experience of program not for an expense that typically supported by the school budget i.e. revolving account or general fund.
 - Requests should include the following information; dollar value of item requested, a description of the item and a statement describing the intended purpose. If any additional cost for installation or maintenance is anticipated this cost should also be researched and noted on the request for approval.
 - Once final approval is received by all parties, the staff member may proceed with their fundraising activity.
 - If the proposal is supported and the cash and/or item is received by the School the Principal should work with their staff to complete the district approved gift form.
 - If the online program allows for a report to be generated that identifies the source of each donation, that should be submitted with the gift form to the business office.
 - Once all forms are received the business office will list on the next School Committee Committee agenda for their acceptance and send thank you letters and corresponding receipts to donors where applicable.
 - All Gifts and donations received from outside groups including PTO's, must be officially accepted by the School Committee and deposited with the Town Treasurer in accordance with M.G.L Chapter 44 section 53A.

Do's and Don'ts “Ordering / Purchasing”



Do

- Submit request for a purchase order by working with —the athletic office (A PO can be generated and sent to the Vendor by BO within 24 hours)
- Work with vendors and request acceptance of a School PO first to avoid the need for out of pocket expenses by coaches/employees
- Request original invoices be sent to the Business Office Accounts Payable for payment
- Plan out needed expenditures in advance whenever possible. (The Business Office can turn around a PO in 24 hours and a check within 7-10 days)
- Thee a district credit card that is available in specific emergency situations but use of the card is limited right now due to credit limits.

Don't

- Order without first seeking/receiving a —school issued purchase order (supplies, event registrations, team attire)
- Seek to use out of pocket expenses (personal credit card, check) first. This should only be done in an emergency circumstance or if ordering on the spot would result in a significant discount
- Use cash to pay a vendor

Award Banquet Procedures



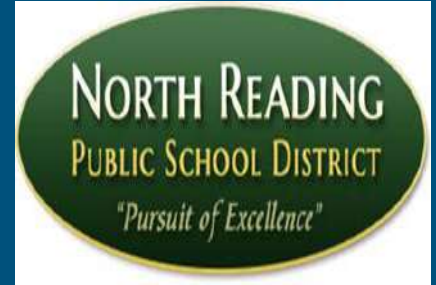
Teresa's @
Hillview



Kitty's



Teresa's



Food Services
Department



Horseshoe
Grille

Approved Venues

Banquet Procedures



1. Book your event at one of the approved venue locations
2. If a deposit is required to secure the date request the venue submit a deposit invoice that includes the date of the event to the Business Office
3. During course of your season deposit all receipts from fundraisers and parents (checks only) that support the cost of your banquet in school team account with the Business Office
4. Request venue send final (itemized invoice) to School Department for final payment at least 10 days before the event for processing
5. Business office will deposit all checks into the school account and process payments from the school account