

Charles City Community School District Money Handling Procedures and Sale of Merchandise

- ✓ The sponsor should seek approval for the fundraiser with the building office. If approved with the building office, the Board of Education must approve. Completed Board of Education applications should be sent to the Office of Activities. Contact the Activities Office for more information.
- ✓ The sponsor should discuss the fundraiser and cash handling process with the campus office. The method of ordering and money handling should be agreed upon.
 - The sponsor should not accept money from a student but direct them to the campus office. Money should not be taken home for safekeeping or left in desk drawers or file cabinets.
 - If an after-hours deposit is required contact your campus office for the night time lock box key. The next business day the key should be returned to the office along with the total of the amount deposited.
- ✓ A flyer/pamphlet with student instructions should be created and include the following information; beginning and ending date of sales, name of the event, instructions on how students should submit their orders, who will be collecting orders and payments, and how event proceeds will be used. All expenses must meet the public purpose test. Keep in mind the District cannot donate funds unless the event flyer lists a specific donation and those supporting the fundraiser are made aware of it. Questions on public purpose should be addressed with the Director of Finance.
- ✓ The campus office will deposit money with Central Services weekly even if the fundraiser is not complete. The sponsor will receive a copy of each receipt and will keep this receipt on file for their fundraising records. All money should be deposited intact. That is, all money should be deposited in the form in which it is collected and should not be used for making change or disbursements of any kind.
- ✓ At the end of the Fundraiser, the sponsor/campus office shall summarize the orders collected and submit the order to the vendor through web link. Employees are prohibited from receiving or soliciting gifts from anyone who would have an interest in their actions. The sponsors should not order extra merchandise.
- ✓ The sponsor/building office should complete a final report at the conclusion of the fundraiser.
 - For student sales, the order summary should reconcile to the number of items sold per the vendor invoice and amount deposited. Material variances, if any, should be explained.
- ✓ The final report should include a general statement describing the control procedures or the steps taken to ensure moneys given by the public/students for the event have been deposited in the District's account.

BOTTOM LINE: This policy helps keep employees and the district safe in regards to handling money, fundraisers, and meeting policy and law with school finances.