

## **INTRODUCTION**

This information is intended to present detailed instructions pertaining to fundraising guidelines for school internal funds. Users of this information should refer to the applicable sections of State Statutes, State Board Rules, and District School Board Policies, concisely outlined below, for the basic governing policies relating to fundraising/internal accounts:

### 237.02(4) INTERNAL FUNDS (a)-FL. STATUTES

The school board shall be responsible for the administration and control of all local school funds derived by any public school from all activities or sources, and shall prescribe the principles and procedures to be followed in administering these funds consistent with regulations adopted by the State Board of Education.

6A-1.085 BASIC PRINCIPLES OF INTERNAL FUND ACCOUNTING-State Board Rules: Such funds are the responsibility of the school board and it shall be the duty of the school board that they are properly accounted for...

### 5.03 INTERNAL FUNDS-School Board Rules

The principal shall be responsible for performing all functions required by the policies and rules prescribed by the school board...

The procedures set forth have been devised to insure uniform procedures of accounting and safeguarding of internal funds, but also to assist district employees in carrying out their responsibilities in the administration of approved fundraising programs.

## **ABOUT THIS HANDBOOK**

This handbook is the starting point for all who are interested in getting the basics of fundraising behind them. In this handbook, you'll get answers to questions such as:

- What is a fundraiser?
- Do I have to charge sales tax?
- What if I am missing money?
- Can I sell candy bars at lunch?
- Can I have a raffle?

You may even think of a question that we didn't think of. If you do, let us know. We can incorporate necessary changes into this handbook on an annual basis. Please refer to the list of contacts in this handbook for who to call about changes.

## **SECTION 1-"FUNDRAISER" DEFINED**

Before you ever get started, you will need to determine if you are involved in a "fundraiser." Fundraising refers to the raising of non-appropriated money, and the school-sponsored raising of money by students for the curricular and extra-curricular benefit of students and their schools.

The following activities *are* examples of fundraisers:

- Candy sales, magazine sales, car washes, book-fairs, advertising sales, and
- Charity drives for the purpose of raising money and donating it to an outside group (Jog-a-Thon, Relay for Life, etc.). It is not recommended that a school conduct more than **one** charity drive per year.

The following activities *are not* fundraisers:

- Collecting money from students to facilitate the purchase of items such as PE uniforms, class rings, yearbooks, school pictures, etc.;
- Collecting **donations** to defray the cost of a school field trip or for special classroom projects;
- Admissions to athletic events, such as football, basketball and baseball games, choral performances, and theatre performances. You should obtain the rules for ticket sales from your school bookkeeper; and
- Collecting dues for membership in a student club or association.

If you are not having a fundraiser, but you are collecting money from students, parents, or others, you are still responsible for following policies and procedures established for the particular activity you are involved in. *You must* contact your principal before you begin any activity involving the collection of money.

## SECTION 2-TYPES OF FUNDRAISERS

Choosing the type of fundraiser for you, and the needs of your class, club or department is very important. Ask yourself three questions:

1. How much money do you need to raise?
2. How soon do you need the money?
3. What would your group enjoy selling?

Listed below are different types of fundraisers you may encounter. This list is an example and does not represent all types of fundraisers. It is recommended that you discuss the pros and cons of the various fundraisers with the principal, the staff and the bookkeeper at your school. Many fundraising companies have consultants who can advise you on the best fundraiser for your specific needs.

### Pre-Sale Catalogs

- Examples include t-shirts, gadgets, first aid kits, nuts, cookie dough, etc.
- Orders are taken and submitted to fundraising company
- Customer pays school when goods are sold or delivered
- Profits will vary depending on the fundraising company selected, but could reach up to 50%

### Direct Sale Products

- Examples include candy bars, coupon books, calendars, etc.
- School orders a minimum number of cases from fundraising company
- Customer pays school for product at point of sale
- Profits will vary depending on the fundraising company selected, but range from 35% - 55%

### Magazine Sales

- Profits will vary depending on the fundraising company selected, but could reach up to 50%
- No product delivery required-delivered by publisher

### Games of Chance

- May also be referred to as a Raffle or 50/50 Split
- **Shall not be conducted for school connected activities** (Chapter 7, State Board Rules, Section 4.4 (c)(1))

## **SECTION 2-TYPES OF FUNDRAISERS, continued**

### Paid Admissions

- Examples include dances and carnivals.
- Fundraising activities for which students are charged an admission shall not be presented during school hours. (Chapter 7, State Board Rules, Section 4.4 c(2)).
- Use pre-numbered tickets to control admissions and document revenue generated from admissions.
- Preparation of a “Report of Tickets Sold” form is required.

### Cooperative Activities

- The school participates with outside groups such as booster clubs or the P.T.A.
- Activities may be held on or off the school grounds.
- Activities must be approved by the principal.
- Must be beneficial to the students.
- Disposition of proceeds must be agreed to in writing prior to the date of the activities commencement.
- Fundraising events include carnivals, paid entertainments, or food sales.
- District procedures shall be followed to provide appropriate accounting for funds and to ensure compliance with policies.

### Charity Drives

- Examples include Jog-A-Thon, Jump Rope for Heart, Relay for Life, etc.
- Only one charity drive per year is recommended, with proposed distribution of the funds to be stated prior to the drive.

### Food Sales

- The State of Florida HRS has published guidelines for temporary food service events of 3 days or less. See your bookkeeper for a copy of these guidelines.
- School Board Policy prohibits the sale of candy, concessions or food by or on behalf of school organizations at any time in elementary schools and until one (1) hour following the close of the last lunch period in secondary schools (School Board Policy, Section 3.13 (7)).

## **SECTION 3-STARTING A FUNDRAISER**

Starting a fundraiser will be easier if you start off on the right track. The following are required before the start of all fundraising activities:

### Careful Planning

Fundraising activities sponsored by the school must be carefully planned and prudently executed according to the following guidelines:

- Plans must be developed and approved by the principal or his/her designee regarding the use of the funds, the amount of funding needed, and the most appropriate way to raise the funds. **Fundraisers for general or undesignated purposes may not be conducted.**
- A budget must be prepared demonstrating that the proposed activity will raise the amount of money needed.
- Students must be counseled about issues of personal safety and the safe handling of money and/or inventory,
- Fundraisers should not interrupt or otherwise detract from the normal educational program at a school.

***Note: It is illegal to base a student's academic grade on the revenues a student generated from participation in a fundraising activity.***

### Fundraising Reconciliation Form

Completing Section I of this form will document the authorization for the fundraising, purpose of the fundraiser, estimated profit, type of fundraiser and identification of responsible parties (teachers, clubs, departments, etc.) This form may be obtained from the school bookkeeper (high school and middle school) or school secretary (elementary school). An example is also included in this handbook.

### Internal Funds Purchase Order

The principal must approve any purchases of items for resale in connection with a fundraiser. This approval must be supported with a properly executed Internal Funds Purchase Order. The Internal Funds Purchase Order is a "contract to purchase" from the vendor, specific goods for the fundraiser. It must be prepared in advance of the order and signed by the principal

## **SECTION 3-STARTING A FUNDRAISER, continued**

### Monies Collected Form

Completion of monies collected forms is necessary to record the initial collection of monies from students, parents, etc. These forms may be obtained from the bookkeeper. An example is also included in this handbook.

### Sales Tax

Sales tax is due on items sold during a fundraiser, unless specifically exempt by Florida Statute.

Sales tax may be paid to the vendor, if the vendor is registered with the State of Florida. The sales tax will be paid on your purchase price. Therefore, you will not have to remit sales tax to the Florida Department of Revenue. The vendor will do this.

If sales tax is not paid to the vendor, you will be responsible for the sales tax. There are two methods to calculate sales tax.

- The first method is to simply multiply the gross sales by the applicable sales tax rate.
- The second method is to include the sales tax in the selling price. The following should be included on materials advertising the selling price: "Price Includes Sales Tax." Sales tax is calculated by dividing the gross sales by the applicable sales tax rate.

It does not matter whether you make a profit, you will still have to send in the sales tax.

If possible, choose vendors that are registered in the State of Florida. If the vendor is not located in Florida, they may not be registered with the Florida Department of Revenue. If they are not registered with the Florida Department of Revenue, they may not remit Florida Sales Tax. If sales tax is not remitted to the Florida Department of Revenue by the vendor, you will be responsible for remitting the sales tax from the **gross** proceeds of your fundraiser. If you do not anticipate the 7.5% sales tax in estimating your net profit, this could have a devastating effect on the results of your effort.

## **SECTION 4-DURING A FUNDRAISER**

The following activities may occur during a fundraiser and require certain measures be taken to ensure the success of the fundraiser.

- Receipt of items for sale from vendor
  - Check all orders received at time of delivery
  - If items are pre-packaged by student name, have student check order
  - Contact vendor immediately concerning missing or damaged goods
  
- Distribution of items for sale
  - Inventory all items before distributing
  - Students and staff should sign for items received
  
- Storage of items for sale and money
  - Store in a secure, locked area
  - Store perishables away from heat
  - Turn all money into bookkeeper daily
  
- Collection of money from fundraising sales
  - Prepare a monies collected form in ink
  - Turn all money into bookkeeper daily
  - Do not substitute your personal check for cash
  
- Return of unsold items to vendor
  - Review vendors conditions for returns
  - Return unsold items promptly

If a theft of money or inventory occurs during the fundraiser, the following steps should be taken:

- Notify the principal and the bookkeeper
- Prepare a property incident report



**SECTION 5-ENDING A FUNDRAISER**

At the conclusion of your fundraiser, you should do the following:

- Complete Section II of the Fundraising Reconciliation form.
- Count and record all unsold inventory.
- If applicable, return unsold inventory to fundraising company for credit
- If applicable, return unsold inventory to the bookkeeper/secretary for safe keeping.
- Review all final invoices, bills, or payments before checks are issued to the vendor.
- Review school internal funds reports to verify accuracy of postings to your account. This is accomplished by obtaining a general ledger from your bookkeeper or secretary for your account and verifying the receipts and disbursements were posted correctly. If you find an error, notify your bookkeeper or secretary so that a correction can be made.
- Evaluate the success of your fundraising activity, noting whether you obtained your estimated profit. If the fundraiser did not generate a profit, you will have to explain this on the fundraising form.

## **Section 6-Do's and Don'ts**

### **Do's**

- Obtain written approval in advance by the principal
- Turn all funds into the bookkeeper/secretary each day
- Safeguard all money until turned into the bookkeeper/secretary
- Safeguard all inventory
- Use fundraising reconciliation form
- Choose fundraising activities appropriate for the age group of the students involved
- Clearly state the specific purpose for the fundraiser on all letters sent home to parents, advertisements promoting the fundraiser and on the fundraising reconciliation form

### **Don'ts**

- **BASE A STUDENT'S GRADE ON THE AMOUNT OF REVENUE GENERATED BY THE STUDENT'S PARTICIPATION IN THE FUNDRAISER**
- Complete paperwork in pencil
- Substitute a personal check for cash collected
- Leave money unattended
- Allow elementary students to participate in door-to-door fundraising solicitation
- Encourage students to participate by offering prizes or awards that are of little value or are unlikely to be attained
- Encourage students to participate by offering opportunities to attend activities (dances, movies, parties) that exclude others.
- Award faculty or staff for participation in fundraising activities
- Conduct games of chance such as raffles or drawings
- Charge admissions to activities during the school day

This section contains definitions of terms used in this guide and such additional terms as seem necessary to achieve common understandings concerning financial accounting procedures for internal funds. Internal funds are defined as all local school funds derived by any public school from all activities or sources. The glossary is arranged alphabetically.

Some of the definitions shown are taken or adapted from the recommendations of the National Committee on Governmental Accounting. Others have been taken or adapted from Handbook I and Handbook II in the State Education Records and Reports Series.

Account - A record of financial transactions that are similar in terms of a given frame of reference, such as purpose, objective, or source.

Accounting Period - A period of time for which financial statements are prepared, (i.e., July 1 through June 30).

Accounts Payable - Unpaid balances or invoices against an internal fund which are owed.

Accounts Receivable - Amounts owed to the internal funds.

Asset - Something of value that is owned by an entity.

Assets. Fixed - Land, buildings, machinery, furniture, and other equipment which the school system intends to hold or continue in use over a long period of time. "Fixed" denotes probability of intent to continue use or possession, and does not indicate immobility of an asset.

Audit - An examination of records and documents by an auditor in the process of securing evidence for one or more of the following purposes: (a) determining the propriety of completed transactions, (b) ascertaining whether all transactions have been recorded, (c) determining whether transactions are accurately recorded in the accounts and in the statements drawn from the accounts.

Balance - The difference between the total debits and the total credits of an account; the total of an account containing only debits or only credits.

Bank Deposit - The total amount of money taken in and recorded on receipts for a specified time period and deposited intact with a depository.

Cash - Currency, checks, postal and express money orders, and bank deposits including certificates of deposit.

Cash Discount - An allowance received or given if payment is completed within a stated period.

Change Fund - An amount of money obtained by issuing a check to a designated individual for the purpose of making change for a specific event. No expenditures are to be made from these monies.

Check - A written order on a bank to pay on demand a specified sum of money to a named person, to his order, or to bearer from money on deposit to the credit of the maker. It is canceled when it has been paid by the bank and thus "cleared" and returned to the writer.

Commemorative Item - Personalized articles such as class jewelry, announcements, caps and gowns, yearbooks, cards and invitations, insignia, and school pictures.

Commission - A share of sale proceeds from any company or individual given the school in return for the sale, rental, or promotion of any items within the school.

Concession - The act of granting to an individual or group a right that resides with the school.

Deficit - The excess of the obligations of an account over its resources.

Property Deposit - Money collected from students and held in a school account for return at a designated time for the purpose of covering losses or damages to school-owned supply and equipment items while being used by the students.

Depositories - Banks or savings and loan institutions where schools conduct the business of depositing and withdrawing money.

Disbursements - Money paid out.

Dues - A regular charge made to students for the privilege of being a member of a particular club or student body organization.

Encumbrance - A restriction of available money by issuance of a purchase order.

Equipment - A material item of a non-expendable nature, such as a built-in facility, a movable or fixed unit of furniture or furnishings, an instrument or apparatus, a machine (including attachments), instructional skill-training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic for items of its class.

Expenditures - Decreases in net financial resources. If accounts are kept on the accrual basis, this includes total charges incurred, whether paid or unpaid. On the cash basis, payments are termed disbursements.

Financial Statement - A formal written presentation which sets forth information concerning the financial condition of the school internal funds.

Fiscal Year - As it pertains to internal funds, July 1 through June 30.

Fundraiser - Refers to the raising of non-appropriated money, and the school-sponsored raising of money by students for the curricular and extra-curricular benefit of students and their schools.

General Ledger - A book, file, or other device in which accounts are kept to the degree of detail necessary to summarize the financial transactions of the school. General ledger accounts may be kept for any group of receipts or expenditures on which an administrative officer wishes to maintain fiscal control.

Intact, or Deposit Intact - The practice in which money is presented to a bank or bookkeeper for the credit of the school's internal fund in the same form as received. This means that any receipt of funds in the form of cash shall be deposited as cash. The cashing of a check from funds on hand would be a violation of this concept as would be the substitution of a check for cash.

Internal Control - A plan of organization under which employees' duties are so arranged, and records and procedures so designed, as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. For example, under such a system, work is subdivided so that no one employee performs a complete cycle of operations. The procedures to be followed are definitely laid down and such procedures call for proper authorizations by designated officials for all actions to be taken.

Inventory - The cost of supplies and equipment on hand not yet distributed to requisitioning units.

Inventory Record - A detailed list or record showing quantities, descriptions, values, units of measure and unit prices.

Invoice - A vendor's notification of merchandise provided or services rendered to a purchaser with the quantity, prices, and charges stated. Other information customarily shown on the invoice are the customer's order number, order date, date of delivery or shipping, and terms of payment.

Journal - The accounting record in which financial transactions of the school are formally recorded for the first time.

Liabilities - Debt or other legal obligations arising out of transactions which are payable but not necessarily due. (Encumbrances are not liabilities, they become liabilities when the services or materials for which the encumbrance was established have been rendered or received.)

Outstanding Check - A check issued and recorded by the school which has not been presented to the bank for payment prior to issuance of the monthly bank statement.

Outstanding Deposit - (See Deposit in Transit)

Prior Authorization - A written approval granting authority to enter into a contract, to obligate funds for a purchase, or to receive a benefit, before such an action occurs.

Purchase Order - A document issued to a vendor authorizing the delivery of goods or services which implies the obligation of funds.

Refund - An amount paid back or credit allowed.

Reimbursement - Repayment of authorized expenditures made on behalf of the school's internal fund.

Reports - Written statements of information which are made by a person, unit, or organization for the use of some other person, unit, or organization.

Requisition - A written request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Student Activities - Direct and personal services for public school students, such as interscholastic athletics, entertainments, publications, clubs, band, or orchestra, that are managed or operated by students under the guidance and direction of authorized adults, and are not part of the regular instructional program.

Student Organization - Any group of students organized on campus into a single body for the purpose of pursuing common goals and objectives. This includes the various types of student clubs and class organizations which, with proper approval by school authorities, are managed and operated by students under the direction or supervision of authorized adults.

Subsidiary Ledger - A record of the financial transactions of a given activity showing the receipts, expenditures, transfers, adjustments, and balances for the activity's account.

Supply - An item of expendable nature that is consumed, worn out, or deteriorated in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

Supporting Documentation - Evidence attesting to the authenticity, accuracy and authority of a financial transaction.

**Part III-Forms**

During the course of a fundraising event, there are many forms that should be completed by the sponsor of the fundraising event. This section of the manual will provide examples of each form, a brief description, and instructions for its' completion.

The following points should be remembered when completing all forms:

- Always complete forms in ink.
- Complete all sections.
- Enter "N/A" if a section is not applicable.
- Sign and date all forms.

The following forms should be found in this manual:

- Fundraising Request/Reconciliation Form
- Purchase Request/Request for Purchase Order
- Purchase Order
- Report of Monies Collected
- Report of Tickets Used
- Report of Saleable Inventory

These forms are subject to change. Please verify that you have the most recent version of a form before completing it. Contact your bookkeeper or secretary to obtain copies of the most recent version of a form. Your bookkeeper and secretary can provide you with assistance, if needed, when completing these forms.

**Fundraising Request/Reconciliation Form:**

An example of this form follows this page. Completion of the Fundraising Request/Reconciliation form will provide assurance that the following requirements have been met:

- Each fundraising activity is planned to finance a **specified objective**, and
- Each fundraising activity has the **written** approval of the principal and the organization sponsor **prior to** the beginning of the activity.

This form is also an excellent tool for monitoring the fundraising activity. It provides information necessary for evaluating the success or failure of fundraising activities.

The top portion of the form is to be completed prior to the start of the activity. The principal should sign and date the top portion to document prior authorization of the event.

The bottom portion of the form is filled out after the activity or event has been completed. This section of the form is used to determine the net profit or loss of the activity.

**Note:** For the “Purpose” line in the top portion of the form, a specific purpose should be identified. (i.e., purchase of copier, travel expenses, etc.)

<b>THE SCHOOL DISTRICT OF ESCAMBIA COUNTY SCHOOL INTERNAL FUNDS FUND RAISING REQUEST/RECONCILIATION</b>	
Instructions: Prior to commencement of all fund raising activities the principal's authorization must be obtained. Complete Section I of this form for authorization.	
<b>Section I - Authorization</b>	
Date(s) of Sale/Event:	_____
Organization & Sponsor:	_____
Purpose:	_____
Item(s) to be sold:	_____
Estimate of Profit:	_____ Estimate of Cost: _____
Description of how sale/activity is to be conducted: _____	
Fund raising items to be purchased from:	
Vendor _____	Telephone # (    )    -
_____	
_____	
Principal's Authorization: _____ Date: _____	
Instructions: Upon completion of the fund raiser a reconciliation of related receipts must be made. Complete Section II of this form for reconciliation	
<b>Section II - Reconciliation</b>	
Revenue:	
Selling Price (per unit)	\$ _____
Units Sold	_____
Total Sales	\$ _____
Cost of Goods Sold:	
Purchases	\$ _____
Plus: Shipping	_____
Plus: FL Sales Tax	_____
Less: Credits/Returned	_____
Cost of Goods Sold	- \$ _____
Net Profit	\$ _____
Date Completed: _____	
Purchase Order # _____	P.O. Date _____
Invoice # _____	Check Number: _____
Comments _____	
_____	
(List any student not returning money or product(s) and amount(s) or any modifications above.)	
<i>Procedures: 1) Keep separate, accurate records 2) Turn money into the bookkeeper daily, note all checks received and which student remitted them 3) I, as sponsor, agree to be responsible for all aspects of sales/activity.</i>	
Sponsor's Signature: _____	



**Purchase Request/Request for Purchase Order (RFP)**

The RFP form, as its title implies will be used to acquire the Principal's prior written approval for expenditures made from Internal Funds for your fundraiser. It will also be used by your office to obtain information needed to issue an Internal Account's Purchase Order, and a check.

It is important to remember that an RFP is simply a request that a purchase be made. It does not by itself support the payment. Payment for fundraising items must be supported with an invoice from the fundraising company.

The RFP should be completed by the person requesting the purchase (i.e., teacher, sponsor, etc.) and should always be signed and dated by the requestor and club treasurer, when applicable. A description of the expense, amount, account to be charged, and purpose should be included on the RFP.

The principal or designee should review the RFP and sign and date the form to document approval of the purchase. A purchase will be completed once the bookkeeper or secretary receives the completed RFP.

The purchase of goods for a fundraiser should not be made until you have received approval from the principal.

**Stamped signatures are not acceptable on any of the financial documents prepared for Internal Funds expenditures.**

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY School Internal Funds 215 W. Garden St., Pensacola, FL 32501 Phone: 469-6272			<b>PURCHASE REQUISITION /          REQUEST FOR PURCHASE ORDER          (For Internal Funds Purchases)</b>		
<b>INSTRUCTIONS:</b> Teachers/Staff will prepare this form and obtain all required signatures. This form when presented to the bookkeeper constitutes prior written approval for all purchases.					
<b>SECTION I MUST ALWAYS BE COMPLETED. SECTION II Must be completed when a purchase order is required.</b>					
<b>SECTION I</b>					
PAYEE/VENDOR:			ACCOUNT NAME TO BE CHARGED:		
Address:					
City, State, Zip:			Account No.:		
DATE REQUESTED: _____			AMOUNT REQUESTED: _____		
THESE FUNDS ARE BEING SPENT FOR: _____					
_____					
(TEACHER/SPONSOR)			(PRINCIPAL OR DESIGNEE)		
(CLUB TREASURER/OFFICER)			DATE APPROVED		
<b>SECTION II</b>					
DATE REQUIRED: _____ SHIP VIA: _____ TERMS: _____					
QTY.	ITEM CODE	DESCRIPTION OF ITEM PURCHASED	UOM	COST	TOTAL
				SUB TOTAL	
				ESTIMATED SHIPPING	
				SALES TAX	
				TOTAL	
<input type="checkbox"/> Purchase Order to be sent by office  <input type="checkbox"/> Purchase Order to be picked up by teacher/staff member					
9500-INT-021 Revised: October 30, 1997					

**Purchase Order**

A Purchase Order will be required for all fundraising expenditures that exceed \$100.00. Obtaining a Purchase Order is facilitated by completing the Purchase Request/Request for Purchase Order form previously discussed.

The bookkeeper or secretary at your school will prepare the Purchase Order on the computerized accounting system used for Internal Funds.

The principal will sign the Purchase Order, and thus, authorize the encumbrance of funds from your Athletic, Class, Club or Department Account. You will receive a copy of the Purchase Order. This copy should be reviewed for correctness. If errors are detected, notify the bookkeeper or secretary immediately. A replacement Purchase Order will have to be prepared and signed.

Submit the Purchase Order with your order for fundraising items.



**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FLORIDA**

"Making A Positive Difference"

VENDOR:	SHIP TO AND BILL TO:
---------	----------------------

DATE	DATE REQ	F.O.B.	SHIP VIA	TERMS	

TAX EXEMPTION CERTIFICATE NUMBER:

QUANTITY	ITEM CODE	DESCRIPTION	U/M	T	PRICE	TOTAL

TAXABLE  
NON-TAXABLE  
SALES TAX  
TOTAL

APPROVED BY: PRINCIPAL OR DESIGNEE \_\_\_\_\_

\*\*\*OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS\*\*\*  
\*\*\*AND PACKAGES\*\*\*

**Report of Monies Collected Form**

The Report of Monies Collected (Form FA-4-P or MCF) is the supporting document for the Official Receipt. The form shall be issued in duplicate and shall reflect receipts from only one source or category. For example, when a sponsor collects money for a fundraiser and club membership dues, 2 separate MCF's are required. The yellow copy (duplicate) of the form shall be returned to the person turning in the cash to serve as a receipt for the money. The MCF must be completed fully in each instance where money is collected from pupils or teachers.

The name of each individual from whom money was collected shall be listed on the form, together with the amount collected. If the student's last name is different than the name on the check, both names should be listed. Indicate in the column to the left, each amount that is paid by check.

The form heading, including date, shall be filled out by the person collecting funds from students, parents or the public. The name of each person from whom money was collected should be entered on each line with the amount collected. Indicate with a check mark in the column provided on the left if funds were paid by check.

Funds may be grouped or summarized on the form only when there is additional backup attached such as forms used to record the sale of school pictures, insurance, year books, library book fairs, etc., that list the names and amounts turned in. In this case, only the total amount needs to be listed on the front of the form with the appropriate backup attached.

The only other exception to the requirement to record the names and amount of moneys being turned in is when there are insignificant amounts received from individuals where the amount and person is not needed for accounting purposes. An example is collections of change for a fundraiser, or when the student "agent" has collected funds from various individuals and only the amount the student turns in is needed.

The teacher or person turning in the form to the office shall sign the bottom of the form. The bookkeeper/secretary shall sign and date the form acknowledging receipt of those funds. Remember, the bookkeeper/secretary is certifying that the amount actually received agrees with the MCF total. Therefore, the bookkeeper/secretary should always count the money before signing the form.

**FORM FA-4-P  
REPORT OF MONIES COLLECTED**

NO. \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
(SOURCE OF COLLECTION)

√	If from students, list each name on a separate line. Indicate to the left of the students' name if funds were received in the form of a check.	AMOUNT	
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		
	16.		
	17.		
	18.		
	19.		
	20.		
<b>TOTAL</b>			

I do hereby certify that the above funds were received by me from the source indicated for deposit.

\_\_\_\_\_  
(Signed - Teacher/Sponsor)

Received \_\_\_\_\_  
(Bookkeeper/Secretary) Date \_\_\_\_\_

Fill out this form in duplicate - Both copies to Bookkeeper who will return one signed copy to the Teacher/Sponsor.

9500-INT-016 Revised: 11-17-1998

**Report of Tickets Used**

Reports of Tickets Used must be prepared and signed by persons in charge of ticket sales or admission collections for each activity of the school where tickets are sold. This would include dances, carnivals, athletic events, etc.

The beginning ticket number of each ticket series shall be entered on the form by the bookkeeper/secretary who has responsibility for overall ticket control. This should be accomplished before tickets and forms are turned over to ticket sellers.

If it is necessary to sell tickets at more than one location, a Report of Tickets Used must be prepared for each location and a record maintained of the tickets issued to ticket sellers at each location.

The Report of Tickets Used shall be signed by the ticket seller and the bookkeeper.

Entries on the Report of Tickets Used are self explanatory and ALL of the information called for on the report must be provided.

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY REPORT OF TICKETS USED					
TICKET PRICES:	ADULT \$ _____	GATE _____			
	STUDENT \$ _____	LOCATION _____			
	ELEMENTARY/OTHER \$ _____				
NATURE OF EVENT _____		DATE OF EVENT _____			
AMOUNT OF CHANGE RECEIVED FOR GATE	\$ _____				
COLOR OF TICKETS ENDING TICKET # BEGINNING TICKET # NET (ISSUED/USED) # TICKETS SOLD COMPLIMENTARY	<b>ADULT TICKETS</b>		<b>STUDENT TICKETS</b>		
	ISSUED	USED	ISSUED	USED	ISSUED
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
COLOR OF TICKETS ENDING TICKET # BEGINNING TICKET # NET (ISSUED/USED) # TICKETS SOLD COMPLIMENTARY	<b>ADULT TICKETS</b>		<b>STUDENT TICKETS</b>		
	ISSUED	USED	ISSUED	USED	ISSUED
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
SUMMARY OF TICKETS USED					
	# Tickets Sold	Price	Totals		
ADULT TICKETS	_____	\$ _____	\$ _____		
STUDENT TICKETS	_____	\$ _____	\$ _____		
OTHER	_____	\$ _____	\$ _____		
<b>TOTAL TICKET SALES</b>	<b>_____</b>	<b>\$ _____</b>	<b>\$ _____</b>		
CASH RECONCILIATION					
TOTAL CASH IN BOX		\$ _____			
LESS CHANGE ISSUED		\$ _____			
TOTAL RECEIPTED		\$ _____			
LESS: TOTAL TICKET SALES		\$ _____			
OVERAGE(SHORTAGE)		\$ _____			
I hereby certify that all of the above accurately represents the change received, tickets used, and cash transmitted.					
_____		_____			
Ticket Seller		Date			
I hereby certify that the above report accurately represents the cash sales and the change transmitted, and the ending numbers have been verified.					
_____		_____			
Principal or Bookkeeper		Date			
If additional tickets and/or information is needed, contact:			Entered on official receipt #: _____		
Name: _____			Band Assessment Calculation: _____		
Telephone: _____					



**Report of Saleable Inventory**

Inventory represents items purchased for resale that have not yet been sold, but that are in saleable condition.

The Report of Saleable Inventory is a non-MAS report that needs to be prepared at the end of each year, one for each activity that has inventory.

For each inventory item, enter the following on the form:

<b>Activity:</b>	The activity for which the items were purchased, for example, SGA fundraiser. Include the account number with the description
<b>Quantity on Hand:</b>	The number of units (cans, each, boxes) on hand.
<b>Unit:</b>	The unit of measure (cans, each, boxes)
<b>Item Description:</b>	A brief description of the item.
<b>Unit Price-Purchase:</b>	The amount paid per unit on the last invoice you have from the vendor. In other words, this is the amount you would have to pay today to replace the inventory.
<b>Unit Price-Selling:</b>	The amount that you charge per unit.
<b>Total Cost</b>	Multiply the number of units by the per unit purchase price.

After entering all inventory items on the report, add all of them up and place a total at the bottom of the page.

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
INTERNAL FUNDS  
REPORT OF SALEABLE INVENTORY  
AS OF 06/30/ \_\_\_\_**

ACTIVITY \_\_\_\_\_

(A) QUANTITY ON HAND	(B) UNIT OF MEASURE	(C) ITEM DESCRIPTION	(D) (E) UNIT PRICE		(AxD) TOTAL COST
			PURCHASE	SELLING	

**School District Contacts**

<u>Name</u>	<u>Department</u>	<u>Phone Number</u>
Linda Lewis	Internal Funds	469-6364
Joe Bernard	Risk Management	469-6162
Gloria Johnson	Payroll	469-6119
Jim Bentley	Food Services	469-5633
Sam Scallan	Internal Funds	469-6123
Paul Fetsko	Curriculum	429-2918
Ronnie Arnold	Public Relations	469-6135

**Local Government Contacts**

<u>Agency</u>	<u>Department</u>	<u>Phone Number</u>
City Police	Special Events	435-1854
Fire Department	Non-fire Purpose	435-1703
Health Department	Environmental Health	535-6700
Building Inspections	Planning & Zoning (Temporary Tent Permit)	535-3550

**State Government Contacts**

<u>Agency</u>	<u>Department</u>	<u>Phone Number</u>
Fla. Dept. of Revenue	Special Events Coordinator	595-5170

**The School District of Escambia County    Part V-Legal References**  
**Fundraising Guidelines Handbook            Section 1-School Board Policies**

3.13    FOOD SERVICES

(7)      Competitive Food and Beverage Sales

- (a)      All proceeds from the sales of food and beverage items in competition with the district approved Food Service program, except carbonated beverages in high schools only, shall accrue to the food service program throughout the school day until one hour following the close of the last lunch period. These competitive food and beverage items may be sold in secondary schools only.
- (b)      The School Food Services Office is responsible for supervising all vending machine operations dispensing food and non-carbonated beverage products to students within the secondary schools of the district for the entire 24 hour day. Carbonated beverages, classified under Code of Federal Regulation 210, Appendix B, “foods of minimum nutritional value,” may be sold, under separate contract between school principals and local vendors, at secondary schools only.

At middle schools, carbonated beverages may be sold to students one (1) hour following the close of the last lunch period.

At high schools, carbonated beverages may be sold to students by a school activity or organization authorized by the principal at all times if a beverage of one hundred (100) percent fruit juice is sold at each location where carbonated beverages are sold. However, carbonated beverages may not be sold where breakfast or lunch is being served or eaten.

- ©        There will be no student candy sales, school or student concessions, food sales by or on behalf of school organizations (e.g., PTO’s, Quarterback Clubs), etc. at any time in elementary schools [See School Store, Chapter 6Gx17-3.09(2)] and until one (1) hour following the close of the last lunch period in secondary schools. School and student organizations may contact the School Food Services Office to enter joint after-school sales ventures with cafeteria-produced food products whereby prices are fixed to cover production costs and profits are divided between the food service program and the school organization selling the product non-competitively.

Statutory Authority:    Sections 230.22(2); 228.195, Florida Statutes.  
Law Implemented:      Sections 228.195; 232.36, Florida Statutes.  
History:                    Revised Chapter 2/25/92; 9/19/00.

5.03    INTERNAL FUNDS

The principal shall be responsible for performing all functions required by the policies and rules prescribed by the School Board concerning school internal funds as published in the then most current edition of the School Board publication entitled: Internal Funds Policy Manual, as has been adopted and published by the School Board.

Statutory Authority:    Sections 230.03(2), 230.22(2), & 230.23(10), Florida Statutes.  
Law Implemented:      Sections 236,02(1), & 237.02(4), Florida Statutes.  
History:                    Revised: 4/30/92; 5/24/94.

CHAPTER 1

BASIC PRINCIPLES AND SOURCES OF FUNDS

1.1.0    BASIC PRINCIPLES

.1        In accordance with State Board of Education policies, internal accounts funds are to be used to finance a program augmenting the activities provided by the School Board of Escambia County, to promote the general welfare, education, and morale of all the pupils and to aid in financing the normal legitimate curricular and extra-curricular activities of the student body organization.

.2        All fund raising projects and activities by the school, any group within, connected with, or in the name of the school, are to contribute to the educational experience of the pupils and may not be in conflict with the overall instructional program administered by the Superintendent and his appointed staff.

.1.2.0    SOURCES OF FUNDS

Sources of revenue for regular student activities are as follows:

.1        Athletics - Monies collected in connection with athletic events and activities are generally derived from one or more of these sources: (1) sale of tickets; (2) game guarantees; (3) advertising; (4) program sales; (5) concession sales at athletic events; (6) donations; and (7) other sources consistent with County School Board policies.

.2        Concessions - Concession sales at all student activities shall be approved by the Principal, and shall be operated by a student body association, faculty group, or by such outside agency as may be authorized by the School Board. The concession sale shall not be operated in competition with the school lunch program.

.3        Pay Entertainments - Entertainments to which admission is charged shall be kept to a minimum number, and admission charges fixed at amounts which are consistent with good business practices and which will permit the maximum number of pupils to attend.

.4        Publications - The sponsor and Principal shall contract for school newspapers, yearbooks, and other publications. The selling price of student publications shall be set at a point whereby the maximum number of pupils may benefit from the publications, and yet be consistent with good business practices.

.5        Salvage Drives - Salvage drives as fund-raising projects shall be conducted only as specifically approved by the Principal.

.6        School Store - Merchandise that is needed by pupils to facilitate classroom instruction and to accommodate pupils may be sold in school stores where permission to operate such stores has been granted by the School Board. The Principal shall establish an approved list of merchandise. Profits from the store may be transferred to the general fund, or other designated accounts, and shall be used for authorized expenditures which will benefit the school and general student body.

.7        Vending Machines - Vending machines shall not be operated in competition with the school lunch program but may be operated in conjunction with the school store, subject to the same governing policies. Vending machines also may be placed in adult teachers' lounges. The profits from such machines may accrue to a faculty fund.

.8        Fund Raising Activities - Income for special groups shall be raised from either dues, sale of tickets or admissions to approved functions, or from other approved activities limited to active members of the student body enrolled at the school. At athletic and other events, no group shall sell to the general student body any items such as ice cream or candy and retain the profits unless such is the established policy of the school.

Fund raising drives by the student body for charitable purposes shall be conducted only with the approval of the Principal. Only one charity drive per year is recommended, with proposed distribution of the funds to be stated prior to the drive.

.9        Instructional Materials - Fees will not be charged for instructional materials, since the collection of mandatory fees is prohibited by law. However, the collection of voluntary payments is permitted and, in general, the student will be charged for expenses incident to an elective program. The fee charged shall not be in excess of the cost to the school.

.10       Student Body Cards or Books - Student body identification cards or books, which may include admission to all athletic events, admission to all entertainments, and the school yearbook, etc., may be sold for amounts as approved by the Principal. The selling price must be set at a point whereby the maximum number of pupils may benefit, and yet be consistent with good business practice.

### 1.3.0    OTHER SOURCES OF RECEIPTS

Certain activities which contribute to the general welfare of students do not easily lend themselves to classification solely as student body activities. These other activities by their nature involve cooperative effort with groups outside the student body. It is desirable that the benefits of such activities to students be preserved. These out-of-school and other miscellaneous sources of receipts are as follows:

.1        Outside Groups - A cooperative activity is one in which the school officially participates with an outside group, usually the PTA, Band Boosters, etc., through planning, staging, conducting, or attending. Membership of these groups is composed of patrons and/or parents of students in school. Such activities may be held on or off the school grounds and will usually take the form of money-raising events such as salvage drives, paid admissions to entertainments, or food sales.

Prior to the commencement of a cooperative activity, there should be a written agreement on the part of the Principal, the student representatives, and the outside group on the division of expenses and profits as between the student body and the outside group. There is no prescribed percentage for division of such profits.

.2        Alumni Association and Other Groups - Cooperative activities with alumni associations and other groups whose members are not patrons or parents of students in the school shall require special approval of the Superintendent and shall be handled as individual cases.

## The 2000 Florida Statutes

**Title XVI**

**Chapter 237**

[View Entire Chapter](#)

EDUCATION Financial Accounts And Expenditures For Public Schools

**237.02 Expenditures.**--Expenditures shall be limited to the amount budgeted under the classification of accounts provided for each fund and to the total amount of the budget after the same have been amended as prescribed by law and regulations of the state board. The school board shall endeavor to obtain maximum value for all expenditures.

(1) PURCHASES.--

(a) Each district school board shall develop and adopt policies establishing the plan to be followed in making purchases as may be prescribed by the state board.

(b) In districts in which the county purchasing agent is authorized by law to make purchases for the benefit of other governmental agencies within the county, the school board shall have the option to purchase from the current county contracts at the unit price stated therein if such purchase is to the economic advantage of the school board, subject to conformation of the items of purchase to the standards and specifications prescribed by the district.

(c) The State Board of Education shall adopt regulations authorizing school districts to establish petty cash funds within the public school system.

(2) ALTERNATIVE PROCEDURES FOR PURCHASING.--The State Board of Education may, by regulation, provide for alternative procedures for bidding or purchasing in cases in which the character of the item requested renders competitive bidding impractical.

(3) EXPENDITURES FROM DISTRICT AND OTHER FUNDS.--Expenditures from district and all other funds available for the public school program of any district shall be authorized by law and must be in accordance with procedures prescribed by the school board. A school board may establish policies that allow expenditures to exceed the amount budgeted by function and object, provided that the school board approves the expenditure and amends the budget within timelines established by school board policies.

(4) INTERNAL FUNDS.--

(a) The school board shall be responsible for the administration and control of all local school funds derived by any public school from all activities or sources, and shall prescribe the principles and procedures to be followed in administering these funds consistent with regulations adopted by the State Board of Education.

(b) The State Board of Education shall adopt regulations governing the procedures for the recording of the receipts, expenditures, deposits, and disbursements of internal funds.

**History.**--s. 1060, ch. 19355, 1939; CGL 1940 Supp. 892(379); s. 21, ch. 29754, 1955; s. 18, ch. 57-249; s. 16, ch. 61-288; s. 7, ch. 61-459; s. 18, ch. 63-376; s. 1, ch. 67-237; s. 2, ch. 67-138; s. 15, ch. 67-387; ss. 15, 22, 35, ch. 69-106; s. 1, ch. 69-300; s. 167, ch. 72-221; s. 1, ch.

Chapter Seven  
School Internal Funds

SECTION I - PRINCIPLES

2. The financial transactions of school organizations shall be accounted for in the school internal funds. All funds-handled by school board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the district level accounting system. All organizations of the school, or operating in the name of the school, which obtain moneys from the public shall be accountable to the board for receipt and expenditure of those funds in the manner prescribed by the board. If authorized by school board rule; a school based direct support organization as authorized by Section 237.40, F. S. may have all financial transactions accounted for in school internal funds.

5. Student participation in fund raising activities shall not be in conflict with the program as administered by the school board.

6. The objective of fund raising activities by the school, by any group within, or in the name of the school shall not conflict with programs as administered by the school board.

10. Purchases from internal accounts shall not exceed the resources of the applicable student activity/project account, except for items acquired for resale or items authorized by school board rule. Purchases to support instructional programs may be made from revenue derived from production work of vocational programs.

SECTION II - GENERAL PRACTICES

6. Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees, or extend credit. Employees of the district who are compensated for additional services, such as game personnel to work at athletic events, shall be paid through the district payroll department or when appropriate as prescribed by school board rule. Designated area vocational technical centers may cash checks and make loans as necessary to administer student grant and loan programs funded by Federal, state, or private sources.

7. Internal funds shall be accounted for on the same fiscal year basis as all other school district funds. No school organization shall make expenditures that exceed the cash resources available to that organization. All accounts payable shall be disclosed to the school board at year-end.

SECTION III - STANDARDS, PRACTICES AND PROCEDURES

1.4 CASH COLLECTIONS AND DEPOSITS

(a) All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of rickets issued and sold or other auditable records.

(b) Insofar as is practicable, all money should be collected in the school office. Collections made outside of the school office must be turned in to the school office no later than the next business day.

(c) All money collected must be deposited intact to a depository as frequently as feasible and as dictated by sound business practices. IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT.



(d) All deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit. Deposit slips shall be made in the number of copies necessary to meet the approved accounting procedures. All checks received shall be deposited with a restrictive endorsement of for deposit only and specifying the account title and number.

(e) The principal or designee shall be notified immediately of any errors in deposits or disbursements and shall take appropriate action to effect correction.

(f) All checks, receipt forms and tickets shall be pre-numbered and perpetual inventories of each shall be maintained. Inventories shall show the beginning and ending numbers of all documents acquired and issued. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of the numbers received.

## 2.0 STUDENT ACTIVITY/PROJECTS

### 2.3 CLASSES, CLUBS AND DEPARTMENTS

(a) Class and club accounts are those which support a group of students within a community of interest with a roster of members, officers, and a sponsor. Approval for the existence of all club and class activities is the responsibility of the principal.

(b) The sponsor of each school club or organization is responsible for providing adequate financial documents and records to the principal and is responsible for retaining duplicates of said documents and records. These records may include an organization budget; duplicate receipts for all income from dues, fund-raising activities, entertainments, assessments, or donations; and approved requests for payments.

(c) All collections received by any club or school organization must be deposited in the school internal fund.

(d) All disbursements by any club or school organization must be made by an internal fund check, or from an approved petty cash fund. Disbursements shall be approved by the appropriate organization officer, when the organization has officers, the sponsor and the principal.

(e) A financial report shall be filed with the principal's office at the close of each fund-raising activity. To accommodate collection of data for this report a separate account for the activity may be established. The organization sponsor shall participate, along with the finance clerk, in the designation of transactions to be recorded in each of the organization's accounts.

(f) Class and club monies shall be expended for the benefit of the class or club or for purposes designated by the class or club that participated in generation of the revenue.

(1) Any remaining balance in the account of a class that has graduated shall be transferred to the general miscellaneous account at the discretion of the principal.

(2) Any remaining balance in the account of an inactive student organization shall be considered as belonging to the general miscellaneous account and shall be closed at the end of the following school year.

(g) Departments may be structured similar to' classes and shall conduct financial activities subject to the above.

**4.3 COOPERATIVE ACTIVITIES**

(a) A cooperative activity is one in which the school participates with outside groups such as the P.T.A. or booster clubs through planning, staging, or conducting school-related activities. Such activities may be held on or off the school grounds and will usually take the form of fund-raising events such as carnivals, paid entertainments, or food sales.

(b) Such activities must be approved by the principal and be beneficial to students. District procedures shall be followed to provide appropriate accounting for funds and to ensure compliance with policies contained herein. If a share of the proceeds is to be disbursed to the cooperating group, a prior written agreement should be executed.

**4.4 FUND RAISING**

(a) Each fund raising activity shall be planned to finance a specified-objective.

(b) Each fund raising activity shall have the approval of the organization sponsor and the principal.

(c) The principal shall control the fund-raising activities conducted in the name of the school, and assure that the purposes are worthwhile.

(1) Raffles and other activities of chance shall not be conducted for school connected activities.

(2) Fund raising activities for which students are charged an admission shall not be presented during school hours.

(d) When any school organization or group is involved in a fund raising activity or any function exposing the school board to extraordinary liability, approval must be obtained in advance from the superintendent or designee.

(e) Collections for all school sponsored fund-raising activities must be deposited in the internal fund, and all transactions in connection with the activity conducted in accordance with school board rules.

**4.6 SALES OF FOOD AND BEVERAGES**

The sale of food or beverages to students by direct sale or through vending machines shall be in accordance with Rule 6A-7.042, FAC.