

## WHITEFORD AGRICULTURAL SCHOOLS SIMPLIFIED FUNDRAISER PROCESS

### Everyone

- Fundraisers generate a lot of money and paperwork.
- You are accountable for money collected and follow-through of reconciliation documents for all revenue and expenses (SA-4).
- If our parents or student-athletes are selling items, soliciting donations, providing a service (i.e camps), or something similar, all fundraising proceeds need to run through your designated student activity account.
- You are responsible for ensuring that your student activity account holds a positive balance to cover all expenditures.

### Teacher/Coach/Advisor

**STEP 1** - Before beginning any fundraiser, you must get verbal permission from your PRINCIPAL/AD before moving forward with STEP 2.

**STEP 2** - Complete the FUNDRAISER REQUEST FORM that is PDF fillable. If you have **anticipated expenses** for the fundraiser, please attach a REQUISITION REQUEST FORM to your FUNDRAISER REQUEST FORM or share the details of your expenses with your ADMINISTRATIVE ASSISTANT. **Note: Under NO circumstances should expenses for any activity be paid for in cash from receipts. All expenditures must be paid for with a district check.**

**STEP 3** - Complete a FACILITY USE FORM to reserve space at the school if needed.

**STEP 4** - Submit FUNDRAISER REQUEST FORM and/or supporting documents to PRINCIPAL/AD. **Note: Requisitions must be entered in eFinance for ALL expenditures in ALL funds no later than April 1st each fiscal year.**

### Principal/AD/Administrative Assistant/Finance Director

**STEP 5** - Approval by PRINCIPAL/AD. Once approved, the CO ADMINISTRATIVE ASSISTANT will send an approved FUNDRAISER REQUEST FORM to all parties through email.

## **Administrative Assistant/Teacher/Coach/Advisor**

**STEP 6** - During the fundraiser, all funds shall be properly receipted, accounted for, and delivered within **2 days** of receiving cash/checks, to your ADMINISTRATIVE ASSISTANT. Checks must include Full Name, Street Address, and Phone Number. Regular deposits ensure safe handling of money, and will be documented by ADMINISTRATIVE ASSISTANT. TEACHER/COACH/ADVISOR should keep their own documentation (i.e. spreadsheet) to account for the money that is being collected. If you have any anomalies, please make note for SA-4 FORM. **Note: Money should not change forms in which it was received (i.e. bills should not be converted to a check written by TEACHER/COACH/ADVISOR. This is a major red flag with our auditors.**

**STEP 7** - After the fundraiser is completed, make sure all deposits have been made, invoices turned with SA-4 FORM, and REIMBURSEMENT REQUESTS are submitted to ADMINISTRATIVE ASSISTANT. **Note: Reimbursement request must be submitted within two weeks of the conclusion of the fundraiser, within 30 days of items being purchased, and no later than later than July 1 for any expenses occurring after June 1 each year. Itemized receipts are required to be attached for every expense except mileage.**