

Roswell Independent School District
Excellence in Education
Success in Society
Fundraisers
Frequently Asked Questions

It is that time of year again, and there have been some questions regarding this year's fundraising activities and procedures. Please distribute the attached list of frequently asked questions, as well as the attached fundraising procedures, Activity Fund — Authorization and Annual Forms, and Request for Fundraiser Approval documents, to all staff members who will be involved with, or conducting fundraising activities.

For those who need an electronic copy of the Activity Fund — Annual Form and/or the Request for Fundraiser Approval, please visit the RISD website. Find the Department tab, click on Finance and Operations, then select Activity Funds. Linda Purcella will be approving the fundraising activities request forms for the current school year. However, if there are any specific questions or issues for which email will not suffice, please contact Linda at 627-2538.

Frequently Asked Questions (FAQs):

- **Question:** Do schools/buildings/sites need to fill out the "ACTIVITY FUND — AUTHORIZATION AND ANNUAL FORMS" for each actively used activity account every year?
- **Answer:** Yes. The Authorization and Annual Forms should be completed every year, and for every account that is intended for use during that year (use means: transactions occurring within the account; money going in and/or money going out). If the building has an account, or several, for which transactions are not intended to occur during the year (i.e., no deposits will be made into the account and/or no purchases orders written against the account), then it makes sense to consolidate the inactive account balances into the building's active accounts, via an activity account transfer. This also makes it easier to manage the building's active accounts, and to help establish a sound system of internal controls. The only exceptions to combining activity funds are the athletic accounts and they should remain separate so reporting for Title IX can be completed.
- **Question:** Should the fundraiser sponsors prepare, sign themselves, have their building principals authorize and sign, and then submit the Activity Fund — Authorization and Annual Forms, and Request for Fundraiser Approval form, **BEFORE** beginning fundraising activities, receipting and handling related

monies and/or attempting to generate purchase orders from the activity account?

- **Answer:** Yes. In fact, and by not doing so, the sponsor is risking his or her ability to be allowed to participate in fundraising activities in the future. This is the whole point of the forms. As we all know, laws, policies and procedures are always subject to change. What may have been acceptable in a previous year may no longer be acceptable in the current year. The process of fundraiser approval seeks to ensure that current laws, policies and procedures are being followed, and, that the liability risk to both the sponsor and the district are being actively mitigated on a continual basis, and to the extent that they can be.
- **Question:** Why is the Business Office asking for fundraiser project # to be entered on my activity account purchase order, and what exactly is a project #?
- **Answer:** The Business Office assigns each **APPROVED** fundraiser a project #. This project # is then entered on your approved fundraiser documents, and a copy of those documents is then returned to your school's secretary. If a fundraising activity has not been submitted, or approved, then it has no project #. In order to have an activity account generated purchase order approved by the Business Office, you will need to have an approved fundraiser with a project #, and, that project # will need to be entered on your requisition in the PO notes section. Please only use the project number on the requisitions/Purchase Order with deal specify with the approved fundraiser.
- **Question:** Do I need to prepare and submit the Authorization and Annual Forms every time that I plan a new fundraiser from the same account?
- **Answer: No. The Authorization and Annual Forms are only required once a year, for each active account.**
- **Question:** Do I need to prepare and submit the Request for Fundraiser form for every fundraiser that I plan to do?
- **Answer: Yes.** The district is audited every year, and activity accounts are a hot topic throughout the state. Our auditors essentially grade the district, and its schools on their internal control procedures, and the application of those same procedures. The district needs to document and understand what the planned fundraising activity entails, when the fundraising activity will begin and end, and to whom activity purchase orders will be written to, where the activity will take place, and how the funds raised will be used. Fundraisers are reconciled at the ending date, to verify deposits have been properly handled and deposits cover the cost of the fundraiser merchandise.

- **Question:** What if my building's secretary is out for a few days and I have money for deposit? Can I hold the money for more than 24 hours, and until the secretary returns to the building to make the deposit for me?
- **Answer: Absolutely not.** The money generated from fundraising activities is considered "Public Funding". When monies generated are held beyond 24 hours of their receipt, it is an automatic audit finding...no excuse will satisfy the auditors when they catch it. Each school location should have backup personnel completing the deposit procedure in the event the school secretary is out of the building. Plan ahead, contact the Business Office, or just bring the money to the Business Office, in order for the deposit to be made, but please don't hold the money for more than 24 hours...this will only hurt your ability to conduct future fundraisers, and you should understand that all sources of audit findings are being reported to our board each year.
- **Question:** If our club is wants to collect funds for organizations such as “Pennies for Leukemia,” is this an authorized fundraiser?
- **Answer:** Yes, if the fundraiser procedures previously covered are completed. The Purchase Order will be made out to the organization who will be receiving the funds. All funds collected must be deposited in the activity account and then a check will be processed from that original Purchase Order. That Purchase Order must state, “Donations were collected solely for the purpose of donating to the charity. Funds cannot be transferred from other activity accounts into the activity account conducting the fundraiser for charity.
- **Question:** Are we allowed to give Christmas gifts for community service projects such as the “Angle Tree or CASA?
- **Answer:** Community service projects are allowed, but the total monetary value of the gift for each recipient must not exceed \$25.00. Purchase Order must be processed to purchase the items and **NO GIFT CARDS WILL BE ALLOWED.** A list of individuals and the items given to those individuals must be included with the receipt and file copy of the Purchase Order when submitted to the Business Office.
- **Question:** What types of food sales can be used as fundraisers?
- **Answer:** Food fundraisers are very limited due to the requirements of the Federal and State Nutrition regulations. Very few products can be sold during the time period of 12:00 am to 30 minutes after the last instructional period. Please contact Linda Purcella at 627-2538 for additional guidelines and suggestions.