



PLANO

Independent School District

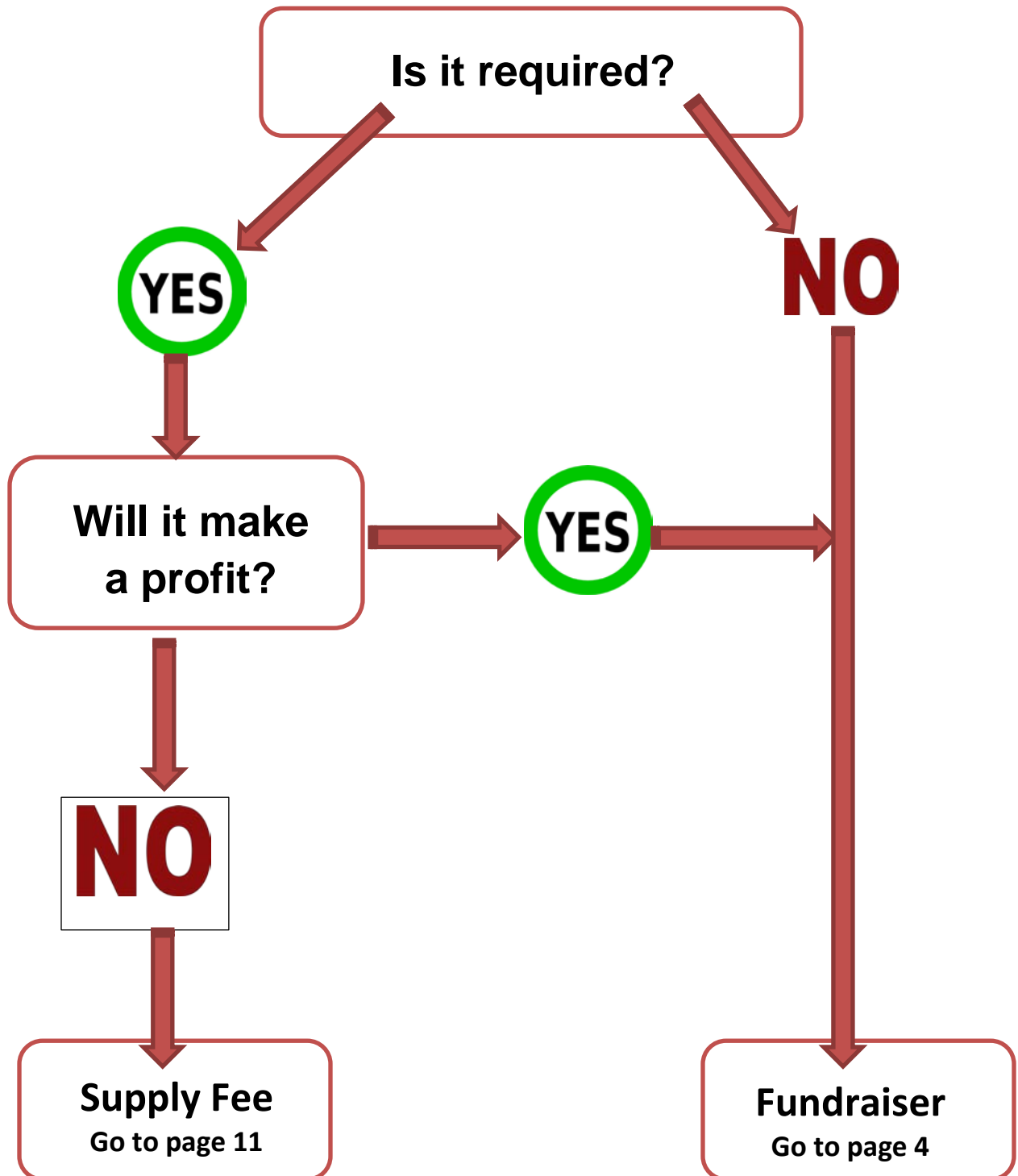


DECIDING WHAT IT IS.....

IS IT A FUNDRAISER?

OR

IS IT A SUPPLY/ACTIVITY FEE?



FEES / DUES

| | Supply Fee | Activity Fee | Fundraising / Sales |
|----------------------------------|--|--|---|
| Definition | Payment for items such as required uniform pieces or material items that contribute to the activity in general for the success of the activity. See examples below. Reference Board Policy FP (Legal) for allowable fees | Fees collected for events off campus that are non-taxable or non-taxable fees | Funds collected to raise money or to sell as optional items to students |
| Examples | Tangible items needed for band, choir, or orchestra (binders, pencil pouches, performance shirts, etc.) Show fees for theater (royalty payments, script fees, costume rental, required show shirt, etc.) | Field Trips, Studio Movie Grill, Hawaiian Falls, Sandy Lake, cheer camp, drill team camp, music camp, dues | Yearbook, Passbooks, Catalog sales, book fairs, march-a-thons, snack sales, pencil sales, poster board sales |
| Taxable? | Yes, consider when setting payment amount. AP Art, food, costume rental, dry cleaning, royalty or services is non-taxable | No | Possible: Yes to t-shirts and No to catalog sales, passbook, food sales, Scholastic Book Fair, March-a-thon |
| Student Payment Options | PayPAMS (preferred) or Campus | PayPAMS (preferred) or Campus | Campus Deposit Only; exception is online sales for yearbooks |
| Approval Required | Yes, Campus only approval (Fees Form) | Yes, Campus only approval (Fees Form) | Yes, complete PRIOR to start of event (Fundraiser or Sale of Item Approval Form) |
| Inventory Tracking? | No- not required but a best practice | No | Yes (if applicable) |
| Profit Loss? | Yes (30 days after distribution) | Recommended | Yes (if applicable) |
| T-Shirts | Allowed to call a purchase as a supply fee if the shirt is <u>required</u> for class or events. Example, band students are required to have a polo shirt for performances or elementary students are required to purchase a shirt for honor choir. | No | Optional shirts for students; could include club shirts, Pink-out, field day or campus shirts with logo. If not required, the student buy a shirt, it is considered a fundraiser or sale event even if it does not make money |
| FEES NOT REQUIRING A FORM | | Lost Textbook Lost Library Books Athletic Games Transcripts Adventure Camp Lost uniform, outfit or other district asset | |

Fund-Raiser Policies and Procedures

Plano Independent School District (PISD) recognizes the importance and value of a positive fund-raiser program. The following policies are intended to provide fund-raiser procedures and protection to district campuses and organizations.

A fundraising activity is any activity involving participation of a student organization or school for the purpose of raising funds for a student organization or a school. Plano ISD considers all money collection events to be governed by the District's fundraising policies.

All money raised must be used to benefit ALL students of an organization or school.

Students cannot be required to participate in a fund-raiser and cannot be required to raise a certain amount or sell a certain number of items.

The establishment of fundraising policies and procedures provides a uniform manner in which a fundraiser is conducted. The fundraising policies and procedures that have been developed will provide internal auditors and outside independent auditors with a vital resource that will assist them in the process of auditing financial records as mandated in school board policy CFD (Local).

The following information serves as policy in conducting a fund-raiser.

- Read the fund-raiser policy and then sign and date Fundraising Policy Acknowledgment Form.
- Carefully consider the type and number of fund-raising activities that will be held during the year. Also consider the sales tax implications, work involved and anticipated profit.

Important things to know before starting the fundraiser:

- All fundraisers must be submitted to the Office Manager or Financial Clerk prior to the commencement of the event, and then approved by Principal or Assistant Principal, and final approval by Executive Director Secondary or Executive Director Elementary.
- Only use vendors from the Approved Fund-raising list can be used. The approved fund-raising vendor list can be found on inside.pisd/business/purchasing/Fundraising – Check list often since bids expire
- All fund-raisers must be conducted within Federal, State, District and UIL guidelines.
- Must receive notification from the Office Manager/Finance Clerk the fundraiser has been approved.
- A Purchase Order is required **BEFORE** an order is placed with the vendor. The approved Fundraiser Form must be attached when creating the requisition.

Important Things to know during the fundraising event:

- For all fund-raising money received, the amount received must be documented by issuing a receipt or by completing the Tabulation of Money Form.
- All money must be secured daily in the school safe whether or not it is ready for deposit.
- All funds in the safe must be processed/deposited within 5 days.
- All deposits **MUST** be counted by two staff members, the sponsor and Office Manager/Finance Clerk.
NO EXCEPTIONS

- Additional information on required fundraising documentation can be found on page 6. Deposit procedures can be found on page?

Important things to know after the fundraising event:

- A Profit/Loss form or Inventory Tracking or Ticket Reconciliation Form must be completed within a month (30 days) after the completion of the fund-raiser. Reminder - Inventory Tracking and Ticket Reconciliation Forms have the Profit/Loss form incorporated within the form.

Additional important information from School Board Policy FJ (Regulation)

1. Students cannot sell door to door.
2. Students cannot accept gifts for selling products. Sponsors cannot offer gifts as sales incentives.
3. Sponsor cannot accept gifts for participating in a fund-raising project which includes additional or extra inventory. Example extra discount cards or shirts.
4. Schools are not allowed by State law to hold raffles.
5. Collection of monies that takes the time of students or teachers during school hours is strictly prohibited unless the money represents payment for school lunches or other school authorized fees per FJ Regulation
6. When the students are the primary participants and the event is organized, controlled and supervised by a District staff member, the event is a student activity fundraiser and the proceeds will be deposited into the District's student activity account. Supervision of the activity by the District staff sponsor is the key deciding factor in determine if the fundraising event is a booster club fundraiser or a student activity fundraiser.

THE BASICS OF CASH HANDLING AND DEPOSITS

Control Procedures for Funds

The principal, teachers/sponsors, and clerical staff are in a position of extraordinary trust by parents and students when student funds are placed in their care. As required by district policy, adequate measures to control these funds will assure parents and students that the funds are being handled properly. The receiving and disbursement of monies by schools will be handled in a uniform manner.

Cash Receipts - As cash receipts (either coin, currency, money orders or checks) are received, the sponsor is responsible for maintaining complete and accurate records of the receipts.

All Campus/Student Activity monies will be deposited on a weekly basis or sooner and deposited into the District's central bank account (i.e., no club, class, organization or other school group is to maintain its own bank account). The actual cash received from fund raising events must never be used to pay expenditures. All expenses must be paid with a District Purchase Order or a District Check Request. All funds are to be secured daily in a school safe.

Under no circumstances should funds collected be kept in a desk, classroom, purse, at home or other unsecured location at any time.

Collecting Monies

The sponsor can issue a receipt to the person submitting the funds. All receipts must be pre-numbered. Receipts are not to be pre-signed or pre-dated.

1. The original receipt, white receipt is given to the person submitting the payment
2. The second, yellow copy is sent to the Office Manager/Finance Clerk
3. The last, pink copy remains in the receipt book as a permanent record for reference.

Each receipt is to include the following:

1. Name of the person turning in the funds
2. Record legibly the dollar amount
3. Brief description for the type of payment
4. Your signature
5. Complete the appropriate section on lower left corner

The image shows three stacked receipt forms. The top one is pink, the middle one is yellow, and the bottom one is white. The white receipt is filled out with handwritten text: "Received from John Smith", "Ten and 00/100 Dollars \$ 10.00", "For Lost book", and a signature line. The receipt number is 09200 and the date is 9-1-14.

To void numbered receipts
Write "VOID" across the
three copies of the receipt.
Always keep the pink receipt
in the receipt book.

The image shows a green receipt form with a circled area containing the text "No Name". The receipt number is 5739.

***Reminder – Do not accept post-dated (future date) checks
or
temporary checks (not personalized)**

***include student ID#**

Tabulation of Monies Form

This form is used when collecting money from more than one student for the same event or purpose.

It is to be completed by the person collecting the money and not by the Office Manager or Finance Clerk.

The sponsor completes the top section, and then enters the name(s) of the student(s), date, amount of funds received and indicate cash or check and the check number. The total amount of money collected can be broken by coins, currency, and checks and entered in the bottom section of the form. Money orders are recorded in checks column. The sponsor must sign the form before submitting the form to the Office Manager/Finance Clerk.

Tabulation of Monies Form

As an alternative to the Tabulation of Monies Form, it is allowable to use a class roster or Excel spreadsheet to document the amount received by each student's name. The roster or Excel spreadsheet should also indicate whether the amount received was cash or check and the check number. Sponsor signature and date will be required on the roster or Excel spreadsheet to certify all information included is accurate.

Important Reminder: All money collected must be submitted to the Office Manager/Finance Clerk in the same form as collected.

CHARMS Receipt

As support for a deposit of checks and/or cash, the Fine Arts group may attach a receipt generated from the CHARMS software in lieu of a receipt of Tabulation of Monies Form.

Copies of Checks

As support for a deposit of checks, copies of checks may be turned in in lieu of a receipt or Tabulation of Monies Form or a receipt from CHARMS. Does not apply if campus/department using remote desktop deposit.

Important Reminder: When cash payments are received, the Tabulation of Monies Form or Receipt must be completed.

Inventory Form

The sponsor is responsible for carefully controlling and safeguarding all inventory of sale items.

The inventory form must be completed whenever items are sold such as t-shirts, binders, uniforms, snacks etc.

Inventory Form

Deposit Form

When the funds are ready to be deposited, the Deposit Form must be completed and signed by the sponsor. An electronic signature will not be accepted in lieu of a handwritten signature. Initials will not be accepted in lieu of a handwritten signature. A Deposit Form must be submitted with EVERY deposit that is turned over to the Office Manager/Finance Clerk.

Deposit Form

It is the responsibility of the office manager/finance clerk to verify the actual funds received agrees with the deposit form and tabulation of monies form. Any discrepancies must be investigated immediately by the office manager/finance clerk and the sponsor. This verification will be evidenced by their signature and date.

Deposit Receipt Log

The Deposit Receipt Log MUST be completed by the sponsor to record funds turned in to the front office. The person receiving the funds must sign the Deposit Receipt Log when accepting funds from the sponsor. The person receiving the funds must never complete the Deposit Receipt Log on behalf of the sponsor. Even if the funds are not ready for deposit, the funds must be secured in the office safe or department safe for safekeeping in the school safe and the Deposit Receipt Log completed. The sponsor will deliver funds to the front office in a SEALED envelope and check the box in column "If Amt Unknown, In Sealed Envelope" on the Deposit Receipt Log. When the sponsor retrieves the funds, sponsor will complete "Date Returned to Sponsor" and "Sponsor Initials."

[Deposit Log](#)

Profit/Loss Form

The Profit/Loss Form must be completed and signed by the sponsor and principal within 30 days at the end of the fundraiser. The Inventory Form and the Ticket Reconciliation Form both have the Profit/Loss built into the form. If the Inventory Tracking Form is not used because there is no inventory to track, then complete [Detailed: Profit/Loss Statement of Student Activity Project Form](#).

Types of Fundraisers

***All Types of Fundraisers Require Prior Approval**

***All Types of Fundraisers Require all funds to be secured daily in school safe**

Ticketed Events

For events that collect entry fees, such as plays, dances, athletic events, catered dinners, carnivals, etc. a pre-numbered entry ticket must be used.

- Pre-numbered dual tickets can be purchased from one of the District's approved vendor such as Office Depot or Wal-Mart.
- The beginning and ending ticket numbers are to be kept and taped to the Ticket Reconciliation Form. These two tickets will not be sold.
- Half of the dual ticket is issued to every person paying for an entry fee.
- The remaining half of the dual ticket is retained by the sponsor of the event to record the beginning and ending ticket numbers that were sold or issued.
- The number of tickets issued multiplied by the ticket price should agree to the amount of money collected and deposited.

[Ticket Reconciliation Form](#)

Product Sales

Product sales include, but are not limited to, school supplies, t-shirts, yearbook and music recorders.

When appropriate, sales tax is to be included in the selling price of the item.

An inventory of items must be documented on the Inventory Form. The Inventory Form will include the beginning item amounts, purchase price, number of items sold, number of complimentary or damaged items, selling price, and number of items remaining in inventory at the end of the sale.

The number of items sold multiplied by the sell price should agree to the amount of money collected and deposited.

Inventory Form

Commission-Only Fundraisers

Events held such as Cici's Pizza Family Night, where a campus receives a commission check or a percent of sales must submit the Fundraiser Approval Form prior to the event.

Checks received will be deposited within a week or less in the appropriate activity fund revenue account.

Book Fairs

Librarians must use a District Approved Fundraiser vendor for their book fair.

When the book fair vendor provides the cash register, transactions tapes must be run daily and submitted to the Office Manager/Finance Clerk with the day's receipt. The transactions tapes and money should match. The completed Deposit Form must be part of the supporting documentation for the deposit.

Candy/Food/Beverage Sales

Any candy/food or beverage that meets the Smart Snack Regulation may be sold during the school day on school campus.

Any candy/food or beverage that does not meet the Smart Snack Regulation may be sold 30 minutes after the last class period.

While candy orders may be taken during the school day, candy items may not be delivered and/or consumed until 30 minutes after the last class period has ended.

Cookie Dough may be delivered during the school day since these items are not intended to be opened and eaten at school.

USDA does allow State agencies to set a frequency of exempt fundraiser days. For additional information please visit squaremeals.org.

All inventory and sales of candy/food or beverage must be documented on the Inventory Form.

Fundraising Step by Step

Step 1 – Prior Approval

- ✓ Fundraiser Approval Form

Step 2 – Conduct Fundraiser – sell items, collect money, and distribute items

- ✓ Complete Receipt or Tabulation of Monies Form or CHARMS or Copy Checks or Ticket Reconciliation Form or Inventory Tracking Form
- ✓ Count funds – REMINDER DEPOSIT WEEKLY OR SOONER
- ✓ Complete Deposit Form
- ✓ Complete the Deposit Receipt Log when handing the funds over to Office Manager/Admin.
- ✓ Provide the office manager/finance clerk all documentation listed above and funds for deposit

Step 4 – Close-Out Fundraiser (within 30 days of fundraiser ending)

- ✓ Profit/Loss Form or Inventory Tracking or Ticket Reconciliation Form

| | Ticket Event | Product Sales | Commission Only | Book Fair | Candy/Food/Beverage |
|---------------------------------|--------------|--|-----------------|------------------------------|---------------------|
| Fundraiser Approval Form | YES | YES | YES | YES | YES |
| Inventory Form | NO | YES – *if product is purchased | NO | NO | YES |
| Tabulation of Monies or Receipt | NO | YES NO if CHARMS *NO if product is purchased – complete Inventory Form | NO | NO – submit transaction tape | NO |
| CHARMS (Fine Arts) | NO | YES | NO | NO | NO |
| Copy of Check | YES | YES | YES | YES | YES |
| Ticket Reconciliation | YES | NO | NO | NO | NO |
| Deposit Form | YES | YES | YES | YES | YES |
| Deposit Receipt Log | YES | YES | YES | YES | YES |
| Profit/Loss | YES | YES | NO | YES | YES |

***Catalog Sales – The order form may be substituted for the Tabulation of Monies Form or Receipts
Inventory form is not required**

Online Payments

Online payments can be made for supply or activity fees through PayPams.

Important reminder:

The Student or Activity Form must be submitted to Accounting for any payments made through PayPAMS on taxable items such as t-shirts, any school supply or uniform in order to accurately submit the sales tax owed to the State.

Supply Fee or Activity Fee Form

The supply and activity fee require prior approval from the campus principal. Complete the Plano ISD Supply and Activity Fee Approval Form.

A supply fee is charged for items that are mostly tangible and taxable. The intent of a supply fee is not to make a profit. The charge to the student is the purchase price of the item(s) plus sales tax. Important reminder: do not order items without a valid Purchase Order Number and prior approval of fee.

An activity fee is a charge for an event or membership/dues and is not taxable. The intent of an activity fee is not to make a profit.

Sales Tax

The school District is a political subdivision of the State of Texas and is, therefore, exempt from paying state sales tax and a tax number is not assigned. Purchases by the school for educational and instructional uses or for administrative purchases necessary for the educational functioning of the school are exempt from sales tax.

Sales of tangible items by sponsors and students must collect sales tax on merchandise and non-exempt food products they sell. If the school assumes responsibility for the activity and/or sales, the school is responsible for ensuring that the sales tax is paid. The school purchases items tax-free with a district purchase order but must collect the sales tax when the items are sold.

Each bona fide student organization may have two 24-hour tax-free sales each calendar year which is from January to December. A bona fide student organization is a student led group and not sponsor led. The students organize and meet, have officers, maintain minutes of meetings and vote on action items such as fundraisers and disbursing funds. The tax-free day must be declared prior to the sale event and must be noted on the Fundraiser Approval Form.

Each campus may have two 24-hour tax free sales each calendar year, in addition to the bona fide student organization events.

Deposits

Monies remitted for deposit may be in the form of cash and/or checks and must be deposited weekly or sooner. All money collected must be submitted to the Office Manager/Finance Clerk in the same form as it was collected. Personal checks MAY NOT be exchanged for cash from the cash that was collected.

Sponsors may refer to the chart on page 10 in this document for all appropriate documentation that is required for the deposit.

Office Manager/Finance Clerk click on the link for deposit procedures with Wells Fargo.

Any problems arising from a returned check please contact Accounting.

Internal Revenue Service Fundraising Restrictions

The following are IRS restrictions place on tax-exempt organizations such as Plano ISD, PTA's and booster clubs, that must be followed:

- As a tax-exempt organization, The District must benefit a campus/organization as a whole instead of benefiting individual members of a campus/organization. All members of the campus/organization are to be treated equally and receive the same opportunity to benefit from a fundraiser. Therefore, one student cannot receive a greater benefit than another unless criteria for financial need below is met.
- In some instances, individuals may not be able to afford to pay the amount owed to participate in a particular event. The IRS has indicated that a campus/organization may establish criteria that could be used to determine if an individual is in financial need. If the criteria are met, the campus/organization could provide the necessary funds to allow the individual to participate. One criterion could be whether the student is on the free/reduced lunch program. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria should be used consistently for all individuals, and the criteria should not change every year.
- As a tax-exempt organization, the District campus/organization cannot use individual accounts. Individual accounts are used by a campus/organization to record a credit to an individual (participant) based on revenues raised. The campus/organization would offset that individual's expense with the amount credited to that individual from the revenues raised.
- As a tax-exempt organization, the District campus/organization cannot require a person to participate in fundraising activities. A campus/organization cannot require its members or the students to participate in a fund-raiser. Furthermore, students who do not participate in fundraising activities would receive the same opportunity to benefit as those students who participated.
- As a tax-exempt organization, the District campus/organization cannot require that a certain amount be raised or sold per person. For example, a campus/organization cannot require that each member or student sell \$20 worth of candy or sell 10 candy bars in a fundraiser.

FUNDRAISING DO'S & DON'TS

| Best Practices | Things to Avoid |
|---|--|
| <ul style="list-style-type: none"> ▪ <i>Use approved vendors & fundraiser vendors to purchase items to be sold</i> ▪ <i>Check vendor list often to make sure your favorite vendor is still on bid</i> | <ul style="list-style-type: none"> ▪ <i>Verbally agreeing or responding favorably to a phone call or email from unknown company with proposals that are too good to be true</i> |
| <ul style="list-style-type: none"> ▪ <i>Seek detail guidance from Office Manager – ask questions</i> | <ul style="list-style-type: none"> ▪ <i>For personally purchasing items to be sold expecting to be reimbursed</i> |
| <ul style="list-style-type: none"> ▪ <i>Use fundraiser checklist as a guide for process to follow</i> | <ul style="list-style-type: none"> ▪ <i>Assuming you know all the requirements to run a fundraiser</i> |
| <ul style="list-style-type: none"> ▪ <i>Complete updated fundraiser approval form at least two weeks before fundraiser is to begin</i> | <ul style="list-style-type: none"> ▪ <i>Requesting parents of students to collect funds and remit only one check for total amount collected</i> |
| <ul style="list-style-type: none"> ▪ <i>Use Purchase Order to order & pay for items to be sold</i> | <ul style="list-style-type: none"> ▪ <i>Paying a vendor in cash</i> |
| <ul style="list-style-type: none"> ▪ <i>Track Inventory of items sold, lost, damaged, given away</i> | <ul style="list-style-type: none"> ▪ <i>Suggesting PayPAMS be used for fundraising payments</i> |
| <ul style="list-style-type: none"> ▪ <i>Account for funds collected using Tabulation of Money form</i> | <ul style="list-style-type: none"> ▪ <i>Holding on to checks for weeks before depositing</i> |
| <ul style="list-style-type: none"> ▪ <i>Count funds – know amount of deposit before you take to office manager</i> | <ul style="list-style-type: none"> ▪ <i>Failing to safeguard cash and currency</i> |
| <ul style="list-style-type: none"> ▪ <i>Make frequent deposits at least weekly</i> ▪ <i>Secure funds in school safe</i> | <ul style="list-style-type: none"> ▪ <i>Leaving cash and currency in school safe for weeks uncounted</i> |
| <ul style="list-style-type: none"> ▪ <i>Prepare profit/loss form immediately upon conclusion of the fundraiser</i> | <ul style="list-style-type: none"> ▪ <i>Fundraising when activity account balance is solid</i> |
| <ul style="list-style-type: none"> ▪ <i>Be aware of balance in your activity account</i> | <ul style="list-style-type: none"> ▪ <i>Receiving commission check made to you personally</i> |
| <ul style="list-style-type: none"> ▪ <i>Fundraise for a specific purpose</i> | <ul style="list-style-type: none"> ▪ |