



## SPRING MILLS ATHLETIC FUNDRAISING PROCEDURES



The following procedures are designed to help groups and individuals raising funds for the Spring Mills Athletic Boosters and Spring Mills Athletic Department. It is critically important that fund raisers understand that the reputation of Spring Mills High School and the athletic program are at stake when holding fundraisers. As a result, all fundraisers are to be conducted with high moral standards and detailed accountability for the receipt and disbursement of funds. The Spring Mills Athletic Boosters have a person dedicated to answering your fundraising questions and a club full of volunteers dedicated to helping you make your fundraiser successful! You may be tempted to circumvent these procedures, DON'T, they are designed for your protection and the protection of all.

- 1) Contact the SMABC Fundraising Chairperson and let them know you want to conduct a fundraiser. They will be able to help you understand the procedure and help you with whom to contact with questions.
- 2) As part of the Berkeley County Board of Education (BOE) and Spring Mills High School (SMHS) procedures, and athletic booster bylaws, all fundraisers must be approved in writing in advance by the Principal, Athletic Director (AD), and Spring Mills Athletic Boosters Club (SMABC). Complete an **SMHS FUNDRAISING APPLICATION**.
- 3) All fundraising activities must be covered by liability insurance. The BOE policy generally covers elected or appointed officials, faculty members, employees, volunteers and student teachers acting within the scope their duties, regardless of whether on school grounds. Any issues will be raised before the application is approved by the Principal, AD or SMABC.
- 4) Each fundraising event requires an Event Chairperson (EC), Event Treasurer (ET), and SMABC Sponsor (SS). These must be noted on the application. The EC is responsible for the overall event ensuring that procedures and guidelines are followed and that the event is conducted safely and to the standards of SMHS and that appropriate safeguards are in place to prevent fraud and pilferage. The ET is responsible for all money's received and disbursed and the accurate accounting of the money for the event. The SS is a member in good standing of the SMABC who has agreed to represent the event for the SMABC membership. Individuals can serve in multiple roles.
- 5) Generally consumer sales tax does not need collected; however, the application will be reviewed and if consumer sales tax collection is required, the ET must meet with the SMABC Treasurer and/or Financial Secretary for guidance.
- 6) How to handle receiving money:
  - a. Fundraisers that sell merchandise or accept donations should be receipted, meaning that the person paying or donating receives a receipt and a duplicate is held for the ET. Receipt books are available from SMHS and the SMABC. In the absence of a receipt, an order form or list may be used to turn in with the money collected to the ET. Blank and Example Order/Donation lists are available on the website.
  - b. Fundraisers which charge admission or require a donation for admittance must use pre-numbered tickets. Whenever possible, separate individuals should be used to sell and collect the tickets. As tickets are collected from patrons, they should be torn in half; one half should be returned to the individual as a receipt and the other half should be retained. A **TICKET RECONCILIATION REPORT** must be prepared for each event to reconcile tickets sold to cash collected.
  - c. All moneys collected should be turned in to the ET along with the receipts or lists to support the collections. The ET will complete a deposit request (see the attached example, forms can be obtained at [www.springmillsathletics.org](http://www.springmillsathletics.org)) with the detail of the funds collected matching the total deposit amount and deposit the funds daily with the SMHS Financial Secretary. No funds should be held longer than 3 days!
  - d. To decrease the risk of theft, each check received by the fund raiser should be stamped or marked on the back with a restrictive endorsement stating "for deposit only"
- 7) Disbursing money:
  - a. IT IS EXTREMELY IMPORTANT THAT YOU ARE WELL ORGANIZED. MONEY WILL ONLY BE DISPERSED WHEN THE PROPER PROCEDURES ARE FOLLOWED. THESE PROCEDURES TAKE TIME TO COMPLETE AND YOU MUST COMPLETE THEM. DO NOT ASK FOR EMERGENCY CHECKS OR FUNDS, PLAN YOUR EXPENDITURES ACCORDINGLY AHEAD OF TIME.
  - b. All disbursements must be made by check, except for those from petty cash. In order to receive a check, a Purchase Order (PO) must be completed and approved by the AD and SMABC President or Treasurer and a purchase invoice with the approved PO number on the invoice must be submitted from the vendor or payee. Checks can only be cut to Approved BOE Vendors. Contact the SMABC Treasurer or SMHS Financial Secretary for approved vendors. POs can be obtained from the SMHS Financial Secretary or SMABC Treasurer. If you require funds in advance of the event or payment after the event, you must complete a purchase order IN ADVANCE. IT IS ABSOLUTELY PROHIBITED TO DISBURSE FUNDS COLLECTED FROM THE EVENT IN ANY OTHER METHOD THAN BY school check except for those from petty cash. In other words, if money is required "up front", complete a purchase order in advance. Money collected from the event must be deposited and then a check is written to the vendors and appropriate parties to pay for the event. Do not make payments from collected funds directly.
  - c. Petty cash or checks cashed to be used for "drawer cash" must remain in balance at all times, meaning that receipts for any cash taken from petty cash or cash box must be kept with the cash so that the total of receipts and cash equals the beginning balance.
- 8) At the end of the event, a **FUNDRAISER PROFIT AND LOSS STATEMENT** must be completed.