

## FUNDRAISING PROCEDURES

Procedures for sales projects/fundraisers through District Managed or Student Managed Activity Funds:

Please direct questions concerning the procedures listed below to the Treasurer's office **before** starting the fundraiser.

1. Complete the Sales Project Potential Form.
2. If resale merchandise is to be ordered, complete and attach a requisition (refer to the purchasing procedures) for the material to the Sales Project Potential Form. Note: In order to prevent over ordering of merchandise, thus lowering your profits, it is recommended to take orders from customers prior to ordering the merchandise.
3. Submit to your Principal and the Superintendent for approval.
4. Upon approval of the Superintendent the form is to be forwarded to the Treasurer's office for review and assignment of a project number.
5. After the Treasurer's office has reviewed the form and assigned the Project number, the form will be returned to the activity advisor.
6. The requisition will be processed and a purchase order will be generated by the Treasurer.
7. Money collected from sales shall be deposited **daily**.
8. List the sales project number on the Pay In Form.
9. Invoices issued for merchandise are required to be billed and submitted to the New London Local School District Treasurer's office.
10. **Under no circumstances shall a project advisor/coordinator disburse any funds from the money collected.**
11. When the sales project is complete, the Final Report of the Sales Project Form shall be completed.
12. Submit the Final Report to the Principal. The Principal will forward to the Superintendent and Treasurer. The Treasurer's office will retain for audit purposes.
13. The project advisor/coordinator shall keep any and all documentation related to the sales project for future audit purposes.

# Instructions for completion of the Sales Project/Fundraiser Forms

## Side One

Complete all information requested, sign and submit for approval and assignment of your project number prior to starting the fundraiser.

- 1 List the Name of your Student Managed Activity or District Managed Activity Group (ie: Senior Class, FFA, Football, etc)
- 2 Explain the nature of your sales project/fundraiser
- 3 List the Name and Address of the Company that you will be purchasing the merchandise from for your sales project/fundraiser
- 4 List the Name of the Company's representative or contact information in case questions arise.
- 5 List the Quantity that you intend to order/sell. Attach the information if necessary for multiple items (ie: Fruit, Candy, etc.)
- 6 List the actual cost of the unit as it will be purchased from the Vendor (Not the price that you will be selling it for)
- 7 List the price of the item as you will be selling it to the public/students
- 8 List the amount of profit that you expect to make from the fundraiser/sale (item 7 minus item 6 should be your net profit)
- 9 List the dates that you intend to hold the fundraiser/sale
- 10 Sign and forward for approvals

After all information is completed and forwarded to the Treasurer's office, a project number will be assigned and returned to the Advisor.

**YOU MAY NOW BEGIN YOUR FUNDRAISER/SALES PROJECT**

## Side Two

Within 10 days of the completion of the fundraiser/sales project, complete the Final Report of Sales Project on side 2 of the Sales Project Potential Form

- 1 List the total of receipts from sales that were deposited
- 2 List the Purchase Order numbers assigned to vendors from which product was ordered.
- 3 List the total cost of product purchased
- 4 List any product returned to the vendor for which you will be credited for.
- 5 List the Net cost of the product (Purchases minus returns)
- 6 If any product is not accounted for through returns or sales, explain here and list the cost, if any.
- 7 Subtract the purchases and returns from the deposited amount to account for your profit
- 8 The Advisor needs to sign the form and forward to the Principal
- 9 The Principal will review for completeness and forward to the Superintendent for signature
- 10 The Superintendent will forward to the Treasurer's office.

NEW LONDON LOCAL SCHOOL DISTRICT  
SALES PROJECT POTENTIAL FORM

TREASURER'S OFFICE USE ONLY
Date Received:
Project # Assigned:

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted Board of Education policies.

A requisition must be approved and a Purchase Order completed and sent to the vendor to order merchandise needed for the fundraiser.

1 Name of Class or Group Holding the Sale/Fundraiser: \_\_\_\_\_

2 Proposed Sales Project: \_\_\_\_\_  
\_\_\_\_\_

3 Company/Vendor Name & Address: \_\_\_\_\_  
\_\_\_\_\_

4 Company's/Vendor's Representative: \_\_\_\_\_

5 Quantity to be ordered: \_\_\_\_\_

6 Cost per unit \_\_\_\_\_

7 Proposed sale price per unit: \_\_\_\_\_

8 Projected Profit: \_\_\_\_\_

9 Dates of Sales Project: From: \_\_\_\_\_ To: \_\_\_\_\_

10 Requested by: \_\_\_\_\_ Approved by: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature Date

\_\_\_\_\_  
Principal Signature Date

\_\_\_\_\_  
Superintendent Signature Date

**IMMEDIATELY UPON COMPLETION OF SALES PROJECT, COMPLETE THE FINAL REPORT OF SALES PROJECT ON REVERSE SIDE AND SUBMIT TO THE TREASURER'S OFFICE**

**\*\*COPY BOTH SIDES OF FORM\*\***

FINAL REPORT OF SALES PROJECT

TREASURER'S OFFICE USE ONLY
Date Received:

The Final Sales Project form is designed to account for the actual income from sales projects conducted by student activity programs

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted Board of Education policies.

Forward **completed** form to The Treasurer upon completion of the Fundraising project.

1) **Total deposited with the Treasurer** = \$ \_\_\_\_\_

	Unit Price	=	<u>Total Cost</u>
2) Purchase Order Number(s) _____			

3) Purchases _____	\$	=	\$
_____	\$	=	\$
_____	\$	=	\$

4) Less Returns \_\_\_\_\_ \$ = \$

5) Net cost of Product *(Subtract line 3 from total of line 2)* \$ \_\_\_\_\_

6) Quantity unaccounted for \_\_\_\_\_ = \$ \_\_\_\_\_  
*(Please explain on below)*

7) Total to be accounted for: *(Subtract line 4 from line 1 to calculate a profit or (loss) )* \$ \_\_\_\_\_

\_\_\_\_\_  
 Advisor Signature Date

\_\_\_\_\_  
 Principal Signature Date

\_\_\_\_\_  
 Superintendent Signature Date

Notes:  
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 \_\_\_\_\_  
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