



## **ISA STUDENT FUNDRAISING AND OTHER RESALE ACTIVITIES (ISA-P007)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the overall process individual schools within the Clarksville-Montgomery County School Systems uses for ISA Student Fundraising and Other Resale Activities.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Teacher/site-based staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer
- 3.2 Principal or Designee

### **4.0 DEFINITIONS:**

- 4.1 ISA: Individual School Account
- 4.2 Student Fundraising: Any activity conducted by the school which is intended or designed to generate a profit for the general fund or an individual club or class account including all resale activity designed with the intent to make a profit.
- 4.3 Other Resale Activities: Any approved resale activity not intended or designed to generate a profit.
- 4.4 TISUAPM: Tennessee Internal School Uniform Accounting Policy Manual

### **5.0 PROCEDURE:**

- 5.1 A Fundraiser/Other Resale Authorization form (ISA-F008) must be completed for all fundraisers as well as for other resale activities.
  - 5.1.1 The principal is responsible for all ISA fundraising activities. The principal or his/her approved administrative designee must first approve **all** fundraising and other resale activities by signing ISA-F008.
  - 5.1.2 The principal/designee must also obtain written approval from the District CFO for all student fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort as well as any online crowdfunding (see ISA-P006) or other solicited donation type fund drives whether conducted online or by any other method (such as sending out letters).
  - 5.1.3 All required approvals must be obtained prior to the start of any fundraiser or other resale activity.
  - 5.1.4 The principal may designate school personnel to conduct school fundraisers and other resales after evaluating the ability of that individual to provide the required accountability outlined in TISUAPM and board policies; however, the school



## **ISA STUDENT FUNDRAISING AND OTHER RESALE ACTIVITIES (ISA-P007)**

Clarksville-Montgomery County School System

---

accounting technician cannot be delegated the responsibility of overseeing a school fundraiser or other resale due to internal control requirements outlined in TISUAPM.

- 5.2 The Fundraiser/Other Resale Authorization form (ISA-F008) should be submitted at least thirty (30) days in advance of the proposed beginning date of the fundraiser. If the authorization form is not submitted in a timely manner, the fundraiser or other resale activity may not be approved before the requested start date of the fundraiser or other resale activity.
- 5.3 Once any Fundraiser/Other Resale Authorization form (ISA-F008) is approved by the school principal or designee, the school accounting technician shall forward a completed copy of this form along with supporting documentation (written agreements, letters, emails, etc.) to the designated District ISA Accounting Technician. The District ISA Accounting Technician will seek approval from the District CFO, if required, and return a signed copy to the school accounting technician. (Note: A copy of all Fundraiser/Other Resale Authorization forms should be forwarded to ISA Accounting Technician once approved, even if CFO approval is not required.)
- 5.4 A written agreement should be obtained when the school sponsored fundraiser involves an outside vendor not involving resale activities (such as school pictures, annuals, or any commission-based fundraiser). The agreement should set forth the division of profits, payment of sales tax, delivery date(s), package prices or other charges, etc. Accurate records of all cash collected should be maintained.
  - 5.4.1 Once collections are complete, the school accounting technician should ensure that a proper division of profits is made in accordance with the written agreement and any vendor's portion is remitted.
  - 5.4.2 If the outside vendor makes the collections, the school must independently verify total sales and total collections to ensure proper division of profits. This documentation must be internally generated, not received from the vendor.
- 5.5 The vendor who sells or collects for any on-line fundraiser must be able to provide detailed administrative reports or make this information available via their web-site page to at least the school sponsor and school accounting technician for tracking and verification purposes. This information should be maintained with the fundraiser paperwork to support all activity.
- 5.6 For all fundraisers and other resale activities, the school accounting technician shall complete the corresponding profit analysis report (ISA-F018A, ISA-F018B, or ISA-F018C) to document collections, expenses, and any inventory within 15 school days once the fundraiser has concluded. For ongoing activities such as bookstores, concessions, or year-long events, monthly profit analysis reports shall be completed. If the profit analysis report indicates a shortage, an explanation must be provided. If no reasonable explanation can be provided, each subsequent day's activities must be recorded and evaluated until the reason(s) for the shortage is identified and corrected.
  - 5.6.1 Detailed collection records shall be maintained to support all amounts recorded on the profit analysis form.



## **ISA STUDENT FUNDRAISING AND OTHER RESALE ACTIVITIES (ISA-P007)**

Clarksville-Montgomery County School System

---

- 5.6.2 Items purchased and subsequently sold to anyone (with the exception of items meeting the agricultural, school books or school lunches exemption) are subject to state sales tax. The school accounting technician shall obtain an invoice from the vendor that reflects detailed information regarding the base price, number of items purchased, appropriate sales tax or a written statement that the price includes sales tax to support expenditures listed on the profit analysis. (A school shall not pay sales tax to an out-of-state vendor unless the vendor has supplied a Tennessee sales tax identification number.)
- 5.6.3 Inventory records shall be maintained and utilized in tracking any remaining fundraiser items once the initial fundraiser authorized period has ended. Disposal of remaining inventory should be documented and approved by school principal or designee. Any future fundraiser(s) utilized for selling remaining inventory should be submitted on ISA-F008 along with a copy of the detailed inventory list. Beginning and ending inventory, if applicable, shall be included on the profit analysis report.
- 5.7 A Fundraiser Summary Report (ISA-F019) shall be completed by the school accounting technician to document that profits from school-sponsored fundraising activities conducted for designated/specific purposes were expended for the purposes for which they were raised. This form shall be prepared and filed with other fundraiser information as close as possible to the time that the money has been expended or at year-end if all funds have not been expended. This form is not required to be completed if the fundraiser was held for the general operation of the ISA or club.
- 5.8 School officials and employees must avoid any conflicts of interest, kickbacks, and other such unlawful activities when conducting fundraising and other resale activities.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 [ISA-P003](#) Receiving and Accounting for Funds within Classroom
- 6.2 [ISA-P004](#) Accounting for Funds Received at the School Office
- 6.3 [ISA-F008](#) Fundraiser and Other Resale Authorization
- 6.4 [ISA-A002](#) Fundraising and Other Resale Policy
- 6.5 [ISA-F018A](#) Fundraiser Profit Analysis – Resales
- 6.6 [ISA-F018B](#) Fundraiser Profit Analysis – Donation or Non-Resale
- 6.7 [ISA-F018C](#) Concession Profit Analysis
- 6.8 [ISA-F019](#) Fundraiser Summary Report
- 6.9 [HUM-A013](#) Staff Gifts and Solicitations
- 6.10 [HUM-A069](#) Conflict of Interest



## **ISA STUDENT FUNDRAISING AND OTHER RESALE ACTIVITIES (ISA-P007)**

Clarksville-Montgomery County School System

---

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fundraiser Authorization	School Accounting Technician Files	5 yrs	Shred	Secure Building
Profit Analysis	School Accounting Technician Files	5 yrs	Shred	Secure Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/2/21		Initial Release

**\*\*\* End of Procedure \*\*\***