



FUNDRAISING FOR NON-EDUCATIONAL PURPOSES (ISA-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process individual schools with the Clarksville-Montgomery County School System uses for ISA Non-Educational Purpose Fundraising.

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 (CFO)
- 3.2 Principal or Designee

4.0 DEFINITIONS:

- 4.1 ISA: Individual School Account
- 4.2 Non-Educational Fundraising: Any activity authorized by the principal (or CFO/designee) and conducted by a committee within the school which is intended or designed to raise funds for uses outside of education.

5.0 PROCEDURE:

- 5.1 A committee shall be established by the principal.
 - 5.1.1 The committee will establish guidelines for the receiving and disbursement of funds on the Guideline Request for Use of Non-Educational Fundraiser Funds (ISA-F022) which will be submitted annually to the ISA Manager to review.
 - 5.1.2 The ISA manager will review and submit to the CFO or designee for approval.
 - 5.1.3 The fundraiser cannot begin nor can previously collected funds be used until approval from the CFO or designee is received. This must be done annually at the beginning of each school.
 - 5.1.4 Employees are not required to make donations in order to benefit from these funds.
- 5.2 A Fundraiser/Other Resale Authorization form (ISA-F008) must be completed for all non-educational purpose fundraisers including solicitation for donations.
 - 5.2.1 The principal is responsible for all ISA Non-Educational Fundraising activities. The principal or his/her approved administrative designee must first approve all non-educational fundraising by signing the ISA-F008 document.
 - 5.2.2 All required approvals must be obtained prior to the start of any non-educational fundraiser.



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- 5.2.3 If donations are solicited outside of school employees, approval from the CFO or designee is required for this fundraiser.
- 5.3 Funds can be collected from employees or local businesses to a committee member.
- 5.4 A committee member counts/verifies and documents funds received from employees or local businesses, for each activity, on the collection log.
 - 5.4.1 A 3-part manual receipt is written to employees when cash is received.
 - 5.4.1.1 Part 1 of receipt goes to the employee or business.
 - 5.4.1.2 Part 2 is attached to the collection log, which is submitted to the accounting associate.
 - 5.4.1.3 Part 3 remains in the receipt book.
- 5.5 Funds collected are submitted to the accounting associate for deposit into ISA Non-Educational Fundraiser account (914000).
 - 5.5.1 Funds are submitted along with one copy of the collection log as needed (ISA-F002), with hand written receipts for cash attached.
 - 5.5.2 Funds are not to be held by committee members beyond the day of actual collection.
- 5.6 A committee member receives computer generated receipt from accounting associate when funds are submitted.
 - 5.6.1 If there is a discrepancy, funds are returned to a committee member by the accounting associate for corrections.
- 5.7 All funds collected must be deposited intact at the bank within three banking days (per state statute) after receipt by the accounting associate.
- 5.8 Collection logs (and hand written receipts) are maintained on a monthly basis and filed with school records for auditing purposes.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Fundraiser/Other Resale Authorization form (ISA-F008)
- 6.2 Collection Log (ISA-F002)
- 6.3 Guideline Request for Use of Non-Educational Fundraiser Funds (ISA-F022)
- 6.4 Receipt Books



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Collection Logs and Receipts	School Office	Current plus five years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/24/23		Initial Release

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