



Little Rock School District

ACTIVITY FUND Procedures Handbook

Revised May 14, 2012

Table of Contents

ACTIVITY FUNDS.....	3
Definition and Purpose	3
RECEIPTS	4
Armored Car Service	5
PURCHASES	6
Approved Uses of Activity Funds.....	6
Gifts / Gift Cards.....	7
Food	7
Act 1687 Purchases.....	7
Travel	7
PAYMENTS	8
Payments to Police Officers, Security Guards, Guest Speakers	9
Reimbursements.....	9
Refunds	9
Multiple Refunds	9
Supply Center Requisitions.....	9
Awards	10
Scholarships	10
MONTHLY FINANCIAL REPORT.....	11
RETENTION OF RECORDS	11
PETTY CASH FUND.....	11
SUNSHINE/HOSPITALITY FUND.....	11
TEACHER/STAFF INCENTIVES.....	12
LOST AND DAMAGED TEXTBOOKS.....	12
FUND RAISING REGULATIONS FOR SCHOOL EMPLOYEES	13
FUND RAISING AGREEMENT TO COMPLY.....	16

ATTACHMENTS: FORMS A-H

FORWARD

This handbook has been prepared to provide guidance for the handling of all Activity Funds.

The policies outlined in the manual comply with statutory requirements and policies as established by the Board of Education of the Little Rock School District. Through these policies, it is hoped that all Activity Funds of the District will be managed and accounted for in a responsible, effective manner.

I have read the Little Rock School District Activity Fund Handbook and understand the procedures outlined.

As an activity sponsor, I understand that is my obligation to see that these procedures are followed.

School/Location _____

Print Name _____

Signature _____

Date _____

ACTIVITY FUNDS

Definition and Purpose

The Activity Fund is a fiduciary fund type as described in board policy DIB. Activity Funds are considered a part of the total fiscal operation of the District, and therefore are subject to the policies and regulations established by the Board of Education of the Little Rock School District and the superintendent in the same manner as regular District funds. Activity Funds are accumulated from various school-approved fund-raising activities, receipt of student dues or fees, vending receipts, commissions, and donations. Funds derived from school authorized clubs and organizations shall be expended to benefit the specific club or organization and, insofar as possible, to benefit those students currently in school who have contributed to the accumulation of these funds.

Activity Funds should be used to promote the general welfare of the school and the educational development and morale of all students. As in all District funds, every effort should be made to use the funds in a manner that would further enhance student achievement.

All monies collected within the District's schools shall be handled in a proper fiscal manner and prudently safeguarded. The school principal (or fund manager if a District department account and not a school) will be responsible for the proper management of these funds.

All funds generated from fundraising activities held in the name of the school or involving a school-sponsored group or student body becomes school funds. All money raised is for the school unless it is a Parent Teacher Association (PTA). **These funds should be used for the benefit of the students or the school-sponsored student group responsible for raising the money.** (See page 6 for some examples of approved uses of Activity Funds.)

All schools are required to use the District-provided software, currently School Funds Online (SFO), for all aspects of the Activity Fund, i.e. receipts, disbursements (including P.O.'s), and reports.

RECEIPTS

All funds collected in the classroom will be receipted in District provided receipt books. Bookkeepers issue receipts directly from the SFO software. Money collected for any purpose will be submitted with a Cash Count Sheet (**Form A**) to the school bookkeeper, who will provide for its proper deposit. Money should never be left in a desk or classroom. All money should be turned into the bookkeeper daily. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money at that location. Never substitute personal checks for cash collections. Do not cash checks. Submit all money to the bookkeeper in the same form as collected.

Activity funds will be deposited into a District-wide bank account at a bank designated by LRSD. The LRSD currently banks with Bank of America which provides all banking services. Supplies, i.e. deposit books, bank bags, receipt books, etc. can be requested through Finance & Accounting. Finance & Accounting will handle all bank transactions such as returned checks, bank changes, lost bank deposits, etc.

THERE WILL BE NO OUTSIDE BANK ACCOUNTS. No teacher/sponsor or club may have a separate bank account for school sponsored activities. All money must be deposited with the school bookkeeper and credited to the proper Activity Fund account. This includes all activities that are sponsored by the school when money is collected, i.e. club dues, fundraisers, District student trips, sunshine, etc. Non-District trips shall require that an approved fiduciary agent handle the funds. A written and signed statement from the fiduciary must be on file with the principal. Examples include a travel or trip agency, the local PTA if they are willing and able, or another bonded and insured organization willing to take responsibility for receipt and disbursement of funds. No District employee, as a private person, can be the fiduciary agent for accounting for or disbursing funds for non-District sponsored trips.

The school bookkeeper makes all deposits. Only designated persons shall have access to the vault. The principal is responsible for designating persons who have access to the school vault and bookkeeper safe. Ideally this should be the principal and the school bookkeeper.

Deposits should be made on a regular basis. It is suggested that secondary schools make deposits at least twice a week and elementary schools at least once a week. Deposits should be made more often when necessary. Do not keep large amounts of money in the safe.

When an insufficient check is returned to you, collect cash only and re-deposit the money on a separate deposit ticket. WRITE ON THE DEPOSIT TICKET THAT THIS IS A RE-DEPOSIT. DO NOT "RECEIPT IN" MONEY FOR A RETURNED CHECK IN SFO, A JOURNAL ENTRY IS DONE. *See SFO manual.*

Any principal or other employee of the District who believes that funds have been improperly used or are not being turned in should immediately notify their supervisor (or one level above the suspected problem), Finance & Accounting, and the Internal Auditor.

Armored Car Service

An armored car company makes scheduled runs to each school to pick up deposits. A Deposit Bag log form (**Form B**) must be filled out by the bookkeeper or a responsible person. It is to be kept with the receipts from the armored service. Receipts will be filled out by the guard picking up the deposits. The bookkeeper is to verify bag # and dollar amount are correct on the receipt before signing. Receipts are to be kept in numerical order in a folder along with the Deposit Bag log form.

If you have any problems with the armored car service such as late pickups or an armored car employee not being on your authorized pick up list, etc., please contact Finance & Accounting at 447-1092. DO NOT CALL THE ARMORED CAR SERVICE OFFICE.

PURCHASES

NEITHER THE LITTLE ROCK SCHOOL DISTRICT NOR THE SCHOOL WILL BE RESPONSIBLE FOR ANY PURCHASES MADE WITHOUT THE PRINCIPAL'S APPROVAL.

Purchases will be in accordance with District purchasing policies, regulations, the procurement manual, and administrative directives.

There are three ways to purchase items through Activity Funds:

1. Activity Fund Purchase Order
2. Activity Fund Pro-Card
3. Reimbursement

Each teacher/sponsor is responsible for getting an approval on the "Request for Purchase & Reimbursement" (**Form D**) for purchases and reimbursements. The Pro-card Expenditure form is used for approval for Pro-card purchases. All original receipts from Pro-card purchases shall be signed **in an ink other than black** by the user of the Pro-Card.

All purchases, with the exception of those made with the Pro-Card, require a PO # when ordering. Numbered Activity Fund Purchase Orders are printed in SFO. Orders are placed with the vendor by the school (**this is allowed only on Activity Fund Purchase orders**). Vendors are to charge invoices to the school and forward to the LRSD Procurement address, 1800 E. 6th St., Little Rock, AR 72202. Once the school receives the items, the school principal is to sign in the receiving section of the copy of the original PO and forward along with the invoice to Finance & Accounting for payment.

Technology and Software Purchases: Before placing an order with the vendor for these purchases, schools are to first route printed PO to Procurement for review. Procurement will make changes and forward to Finance and Accounting. Finance and Accounting will make revisions and place order with the vendor.

Charging a purchase to the school without a Purchase Order is against District policy. A teacher/sponsor will be held liable for any invoices without a PO #.

The auditor requires itemized receipts along with the credit card slip (if applicable) for all money reimbursed.

ANY PURCHASE MADE FOR WHICH YOU EXPECT TO BE REIMBURSED FROM THE SCHOOL'S ACTIVITY FUND MUST HAVE APPROVAL FROM THE PRINCIPAL BEFORE THE PURCHASE IS MADE.

Approved Uses of Activity Funds

- Field trips.
- Incidentals used in seasonal programs.
- School assemblies, special programs, class events, student dances.

- Sponsors / chaperones' expenses for an approved school event.
- Contest/Tournament entry fees.
- Awards for student Achievement. *See Awards.*
- School supplies.
- Funds to waive fees for at-risk children.
- Beautification of the school, classrooms, and playgrounds.
- Enhancements to education.

Gifts / Gift Cards

Activity funds may not be used to purchase gifts for students or employees, with the exception of the Sunshine Fund or an account set up through a donation that specifically allows such expenditures. Gift amounts that are in excess of \$25.00 should receive prior approval from the Chief Financial Officer. A gift is a gratuitous offering for personal benefit that does not serve a legitimate educational interest. For example, birthday presents or presents and acknowledgements for other personal occasions are considered gifts. Purchases of gift cards are not allowed except for student incentives and the exceptions noted above.

Food

Food purchases must have supporting documentation such as an agenda of a meeting/activity or flyer for a dance.

Act 1687 Purchases

All purchases of Act 1687 items must have a completed Act 1687 form.

Travel

Travel must follow District policy.

PAYMENTS

When the teacher/sponsor has received the merchandise, collected and deposited sufficient money to pay the invoice, the packing slip should be signed and returned to the bookkeeper for payment. Please note any changes or discrepancies on the packing slip. Invoices will be sent from Procurement to the school when received from the vendor. An Activity Fund PO along with the original and one copy of the invoice will then be sent to Finance & Accounting. **NO PAYMENT CAN BE MADE FROM A STATEMENT. A SIGNED INVOICE IS REQUIRED.** It is important that all invoices be paid in a timely manner to maintain good credit standing in the community. All payments for school activities must be paid by LRSD check. **NO CASH TRANSACTIONS ARE ALLOWED.** Checks for club sponsored and class activities will be issued directly to the vendor, not to the teacher.

THE LITTLE ROCK SCHOOL DISTRICT DISCOURAGES PURCHASES ON THE INSTALLMENT BASIS; THEREFORE, EACH PO SHOULD COVER A COMPLETE INVOICE. (Payments to yearbook vendors are an exception as payments are made based on the availability of funds through the year.)

An Activity Fund Request for Purchase/Reimbursement (**Form D**) may be used when requesting a cash advance. This must show the amount of the request and the reason, such as "PURCHASES FOR CLUB PICNIC", etc. The receipts for such events and money not spent, along with the check stub, must be returned to the bookkeeper who will then forward them to Finance & Accounting. Advanced checks are rarely used.

Receipts must be original with detailed purchase information. Credit card receipts, or cancelled checks alone are insufficient. Food purchased at a restaurant on a credit card must have the credit card receipt and itemized receipt. Receipts will not be paid if they include any personal items on the same ticket as items that are being asked to be reimbursed. (No mixed receipts.)

The school principal must sign all POs **in an ink other than black**. In addition, once goods/services are received, the school principal is to sign in the receiving section of the copy of the original PO and forward along with the invoice to Finance & Accounting for payment. A copy of the PO and invoice is to be filed in the appropriate club/activity folder. **Any requisitions not signed by the principal or sent in without proper support materials will be returned to the school.**

All Requisitions for payment must be received in Finance & Accounting by NOON FRIDAY of each week. After 12:00 p.m. Friday, POs must be brought to the Finance & Accounting Office. Any urgent POs must be brought to Finance & Accounting. Checks are written Tuesday night and mailed out from Finance & Accounting on Wednesday. Vendors are discouraged from picking up checks from Finance & Accounting. It is necessary to call Finance & Accounting for any special requests concerning other delivery for checks. ***Please do not fax requisitions to Finance & Accounting without prior approval from the Activity Fund Coordinator.***

Payments to Police Officers, Security Guards, Guest Speakers

Payments to outside contractors (police officers, security guards, guest speakers, etc.) for school events should be made utilizing the Activity Fund purchase order procedures. All payments **MUST** be made by LRSD check. **NO CASH TRANSACTIONS ARE ALLOWED.** Security pay for non-LRSD employees must include the form “Non-LRSD Security Pay” (**Form E**). Under no circumstances are admissions or "gate receipts" to be used to pay for any goods or services for an event at any time.

Reimbursements

Students and employees may be reimbursed by check for personal money spent for school purposes if the following applies:

- The purchase was previously approved in writing by the Principal on the Request for Purchase & Reimbursement (**Form D**).
- Proper documentation is submitted to support the expense.

The following are important points to remember about reimbursements:

- Keep reimbursements to a minimum in order to safeguard against unauthorized purchases.
- School personnel may not be reimbursed for paying another individual for services. Only LRSD can pay a person (or company) performing the services.
- No “mixed” receipts.

Refunds

Occasionally it may be necessary to make refunds due to cancellations of field trips, overcharges on books or returns on lost books, etc. All refunds must be processed through Finance & Accounting by preparing an Activity Fund PO and presenting proper documentation.

Proper documentation for refund requests must include either:

- A copy of cash receipt
- Copy of receipt which shows funds received from a student.

Checks will be issued directly to students, parents, or as below for multiple/small refunds.

Multiple Refunds

For multiple refunds, a single check may be issued to the Activity sponsor or Principal who will distribute the refunds to each student. Each person due a refund must sign form “Tabulation of Monies Refunded” (**Form F**), verifying that the refund was received and the date it was received. The Activity sponsor will return the signed refund list and any undistributed funds to the bookkeeper who will issue a cash receipt for any money returned.

Supply Center Requisitions

Supply Center Requisitions to be paid from the Activity Fund will be automatically withheld on the next month’s Transaction Activity Report (green bar report) after order is placed.

Awards

Awards to students must include written documentation of the contest or award and how the winner was chosen. If the award is money, it must be in the form of a check from LRSD in the name of the student. If the award is an item, the student must sign a Gift Receipt form (**Form C**).

Awards such as merit certificates, trophies, plaques or other means of recognition with reasonable value (less than \$50) may be purchased from student Activity funds in recognition of scholastic, attendance or fundraising achievements for students.

Scholarships

Scholarships for students will be a LRSD check written directly to the college the student is attending. Minutes to the meeting or an explanation stating how the student was chosen along with an enrollment verification form from the college must be included with the PO. Eligibility requirements for scholarships should be in writing.

MONTHLY FINANCIAL REPORT

The Bank Reconciliation in SFO software must balance with the Activity Fund Transaction Report issued from Finance & Accounting. You may check your balances at any time on the iSeries before receiving the printout of your account.

See SFO manual for instructions.

A copy of your Bank Reconciliation and Month-to-Date report must be sent to Finance & Accounting and your Associate Superintendent by the end of the month.

RETENTION OF RECORDS

It is recommended that Activity Fund records be kept on file at the school for the current year plus 5 years.

PETTY CASH FUND

Schools have the option to maintain a Petty Cash Fund. This fund represents money allocated for miscellaneous expenses. Every effort should be made to use the Pro-Card or a PO before using Petty Cash. **Petty Cash is to be used only for small disbursements under \$50.**

Petty cash funds are **not** to be used for travel, salaries and personal services or loans to staff.

The Petty Cash Fund should be in a separate labeled bank bag or box and should contain no other monies. The unreimbursed receipts and cash should always equal the total amount set up for Petty Cash. This fund may be replenished weekly or at least monthly.

By law each school is allowed \$200.00 for petty cash.

SUNSHINE FUND

The Sunshine Fund is to be funded by donations from the staff or vending concessions. A committee should set up guidelines on who is to be a recipient of flowers, cards, wedding and shower gifts and the appropriate dollar limits.

Consistency should be the goal in handling the Sunshine fund.

Before making a purchase, a committee designee should be responsible for obtaining permission from the principal when sending flowers, ordering a food tray, etc. Monetary gifts are never appropriate.

TEACHER/STAFF INCENTIVES

If necessary, incentives for staff can be funded out of vending & soft drink commissions. They also can be funded through fundraisers where proceeds are designated specifically for that purpose. An account can be set up in Activity Fund through a donation that specifically allows such expenditures. Incentive amounts that are in excess of \$25.00 should receive prior approval from the Chief Financial Officer.

LOST AND DAMAGED TEXTBOOKS

Money is collected for lost and damaged textbooks through the Activity Fund. This money will be used to purchase textbooks and other educational supplies. Any other uses will have to be approved by the Chief Financial Officer.

1. Seniors should not be allowed to participate in graduation exercises and receive a diploma until all textbooks are cleared and all debts paid.
2. Elementary and middle school students should not be allowed to participate in “field day” or other “end of the year” activities until all debts are collected.

REGISTRARS SHOULD HOLD REQUESTED TRANSCRIPTS TO OTHER SCHOOLS AND COLLEGES UNTIL THE STUDENT IS CLEARED OF ALL DEBTS.

(This section may be duplicated and distributed to all club sponsors or included in Teacher Handbook)

FUND RAISING REGULATIONS FOR SCHOOL EMPLOYEES

THE PRINCIPAL MUST APPROVE ALL FUNDRAISERS. If you decide to have a fundraiser to support a school club/activity, you should ensure that the supplier is on the LRSD approved fundraising vendor list. This list is published and distributed to the schools at the beginning of each school year.

School wide fundraisers should be for a specified project and benefit the student body as a whole.

Mere participation of students or faculty in connection with a fund raising activity does not automatically make the activity a school-sponsored event. Only approved fundraising activities may be scheduled.

ALL DATES OF FUNDRAISERS MUST BE PLACED ON THE SCHOOL CALENDAR BEFORE OCTOBER 31st. NO FUNDRAISERS CAN BE HELD IN THE MONTH OF MAY. THE LIST OF CLUBS, VENDORS AND DATES ARE TO BE SENT TO THE ACTIVITY FUND COORDINATOR IN FINANCE & ACCOUNTING.

FUNDRAISING SUGGESTIONS

Determine how much you need to make and consider the amount of profit on the merchandise to be sold. Since each club is only allowed one fundraiser per year, it is vital to consider your profits. The amount of profit on your fundraiser should be 40% or more.

PLEASE ASK THE FOLLOWING QUESTIONS WHEN SELECTING A FUNDRAISING COMPANY:

1. Are you considering a project you will be proud to offer to your community?
2. How much work is involved?
3. What is the percentage of profit? It should be at least 40% to 50%.
4. Are there prizes and incentive awards? Does the school or company pay the prizes?
5. How soon will the prizes be available?
6. What would be done with damaged or unsold merchandise?
7. What type of service does the company offer its customer?
8. Will the company pay the freight?
9. On advance orders, will the company supply printed order forms and money collection envelopes?

As stated in the District's Wellness Policy - Fundraising

- Fundraising activities will achieve a 50/50 balance of healthy and less healthy offerings whether on or off campus.
- The use of non-food alternatives for fundraising and fundraising that promotes physical activity is encouraged. Suggestions are provided annually to school principals and Parent Teacher Associations.
- "Activity fund" sales of "healthy" food and beverage offerings are to be consistent with the nutrient content and portion sizes noted in **Nutrition Standards**.

CANDY- ONLY FUNDRAISERS ARE NOT ALLOWED UNDER THE WELLNESS POLICY.

Get a Purchase Order from the bookkeeper before ordering merchandise.

Make the vendor aware that no payment will be made until the fundraiser is complete. Make sure you have an agreement that the vendor accepts the return of unsold merchandise.

Before sending home catalogs and order forms:

1. Have a form for each student and parent to sign stating they are allowed to participate in the fundraiser (**Form G**).
2. Students should be told that if they accept a check in payment for merchandise, it should have the student's name along with the name and address of the person issuing the check. The school accepting a check for a fundraiser is responsible for collecting cash should the check be returned for insufficient funds. **DO NOT HOLD CHECKS**; they should be deposited immediately. Do not accept post-dated checks.

All funds received by teachers and other school personnel must be turned in to the bookkeeper daily. Do not leave money where anyone other than the bookkeeper has access. The money must be counted and amounts shown on the Cash Count Sheet (**Form A**). Place money in a sealed envelope. Turn your money in to the bookkeeper or the school principal; if bookkeeper is not available, to put in the safe. The money will be verified and a receipt given to you.

Once the product is delivered, sign your invoice and return it to the bookkeeper for payment. When turning in an invoice for payment please indicate the club or activity responsible for the bill and sign your name so we will know you have approved payment. These invoices should be submitted in triplicate when possible. **(REMEMBER, THIS MUST BE AN INVOICE; NO PAYMENTS CAN BE MADE FROM STATEMENTS.)**

All payments for school activities must be paid by LRSD check. **NO CASH TRANSACTIONS.** Checks for club sponsored and class activities will be issued directly to the vendor, not to the sponsor. Invoices should be paid in full; partial payments are not allowed.

DO NOT LET YOUR FUNDRAISER RUN OVER INTO ANOTHER CLUB'S SALE TIME. EACH CLUB OR ACTIVITY IS ALLOWED ONLY *ONE IN-SCHOOL FUNDRAISER*.

When you have completed your fundraiser, fill out the "Fundraiser Final Accounting Report" (**Form H**) and return it to the bookkeeper. This report will show your accountability for money turned in, less cost of merchandise and losses, if any, giving the total amount of profit made from this fundraiser. The bookkeeper will forward a copy to the Activity Fund Coordinator.

NO TEACHER OR CLUB IS PERMITTED TO HAVE A SEPARATE BANK ACCOUNT FOR SCHOOL ACTIVITIES. All money must be deposited with the school bookkeeper and credited to the proper Activity Fund Account.

FUND RAISING AGREEMENT TO COMPLY

I HAVE READ THE “FUND RAISING REGULATIONS FOR SCHOOL EMPLOYEES” SECTION
OF THE ACTIVITY FUND HANDBOOK AND AGREE TO COMPLY WITH ALL REGULATIONS.

FUNDRAISING SPONSOR _____

SCHOOL PRINCIPAL _____

DATE: _____

2010-2011

[illegible]

LITTLE ROCK SCHOOL DISTRICT
Gift Card & Award Reconciliation

School: _____ Principal/Teacher: _____

Pro-Card Number: _____ Club: _____

(If Applicable)

Date of Purchase	Recipient's Signature	Gift Card Amount*	Item Description & Amount	Reason for Gift Card / Award	Date Received

Principal/Budget Manager signature

Date

* Amount should not be over \$25.00.

ACTIVITY FUND PURCHASE REQUEST & PAYMENT

(School)

Request to Purchase:

Date: _____

☐ Purchase Order

☐ Reimbursement

Vendor Name: _____ Estimated Amount \$: _____

Items to purchase: _____

Purpose of Expenditure: _____

Account (Club or Fund) _____

Teacher/Sponsor _____ Approved _____
(Principal)

❖ For POs, attach an order form or a typed list of item #s, description, and cost.

Request for Payment:

☐ Purchase Order

☐ Reimbursement

For PO

Have all items been received? Yes ☐ No ☐

Are packing slips signed and attached? Yes ☐ No ☐

For Reimbursement

Issue Check to: _____ Amount \$ _____

Address: _____ # of Receipts _____

City, State, Zip Code: _____

Phone: _____

Items purchased: _____

Teacher/Sponsor _____

- Receipt(s) must be taped or glued on the back or to another sheet of paper. Do not tape over amounts, date, or other important information; it may disappear.
- No personal items on receipt(s).
- If purchase is in regard to a meeting or event, please provide documentation (i.e., agenda, invitation, list of attendees, or announcement, approved Professional Leave form).
- Original receipts only.
- Receipts must be itemized. Credit card receipt alone is not acceptable.
- Make a copy of receipt(s) before giving to bookkeeper.



**Little Rock School District
Activity Fund
Non-LRSD Security Pay***

**Little Rock School District
810 West Markham
Little Rock, AR 72201**

School Name: _____

School #: _____

Officer: _____

Address: _____

City, State, Zip: _____

Event: _____ **Location:** _____

Date: _____

From: _____ **To:** _____
(Time) (Time)

Total Hours: _____

Rate: \$ _____ **per Hour**

Total: \$ _____

Officer Signature: _____ **Date:** _____

Approved: _____ **Date:** _____
(Principal)

Send check to:

- ☐ Recipient
- ☐ School

Code: 07.000.1160. _____ **.116.000.00.77777**

***District security employee pay goes through payroll**

***** Copy of W-9 must be on file. *****

Tabulation of Monies Refunded

Check #:

Reason for refund:

*****This form and any money not refunded must be returned to Finance & Accounting.*****

	Name (printed)	Signature	Amount Received
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Teacher Signature

Date

Principal/Budget Manager Signature

Date

Fundraiser Permission Slip

I will be happy for our family to participate in this fundraiser to help the school. WE UNDERSTAND THAT WE ARE RESPONSIBLE FOR ALL PRODUCTS CHECKED OUT TO OUR FAMILY. Arkansas State law prohibits elementary children from selling door to door without parental supervision.

The State Law also requires that all parents be notified in writing of the following:

1. Student participation in fundraising programs is voluntary.
2. Students who do not participate will not forfeit any school privileges.
3. Students may not participate in fund raising programs without written parental permission returned to school authorities.
4. A parent or adult must accompany an elementary school student who sells fundraiser merchandise door-to-door. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

WE, the undersigned, have read and understand the above requirements. OUR FAMILY WILL BE HAPPY TO PARTICIPATE IN OUR SCHOOL'S FUNDRAISER.

Date: _____

Parent's Signature: _____

Student's Name: _____

Teacher's name: _____

PLEASE RETURN THIS PERMISSION SLIP TO THE SCHOOL. NO ORDERS WILL BE PROCESSED WITHOUT THIS PERMISSION SLIP.

FUNDRAISER FINAL ACCOUNTING REPORT

TO BE COMPLETED AT THE END OF EACH FUNDRAISER

Teacher: _____ School: _____

Date of fundraiser: _____ Club/Activity: _____

Company: _____

1. Invoice Amount (attach copy of invoice	\$ _____
2. Amount of Profit to be made on project	\$ _____
3. Total of 1 and 2	\$ _____
4. Cost of lost/damaged merchandise	\$ _____
5. Value of prizes awarded	\$ _____
6. Amount uncollected	\$ _____
7. Total of 4, 5, & 6	\$ _____
8. Subtract line 7 from 13	\$ _____
9. Amount deposited with bookkeeper (total of receipts)	\$ _____
10. Less invoice cost paid to company	\$ _____
11. PROFIT TO CLUB/ACTIVITY	\$ _____

Please explain item 4 as well as any discrepancies in the above figures:

Teacher/Sponsor Signature

Date

Principal Signature

Date