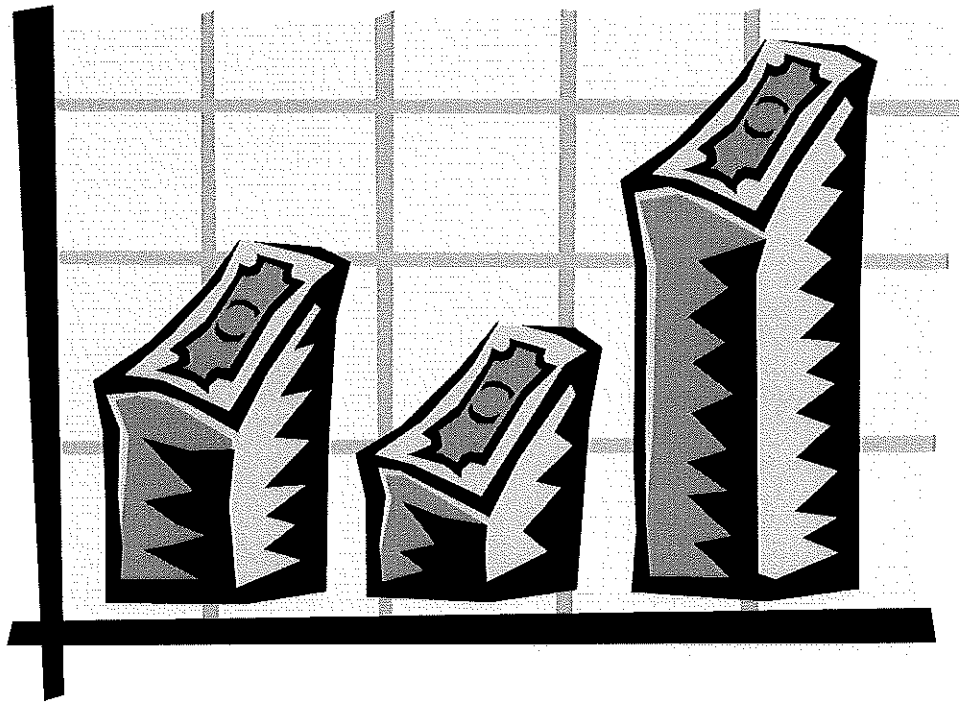


# Bookkeeping Guidelines



2012 - 2013

### **PERMISSION TO COLLECT FUNDS**

If you collect money from students, donations, fines, or fees. This needs to be on file PRIOR to collecting.

Pick up this form from the Bookkeeper

# PERMISSION TO COLLECT FUNDS

For School Year

1

For use when collecting funds without the intent for profit.

Collections not listed below will require an "Application for Fund Raising Project" form and a completed "Fundraising Recap".

CLUB / DEPT:

2

DATE:

3

TEACHER/SPONSOR:

4

Teacher/ Sponsor: Check the revenues that may be anticipated for the current year.

Principal: Check all revenue that you approve for collections.

TEACHER REQUEST	PRINCIPAL APPROVAL	TYPES OF REVENUE
		DUES / MEMBERSHIPS
		DONATIONS
		STUDENT TRIPS (field trips, student conferences, student expenses)
		CLASS FEES
		FINES (textbook, cell phones, library, misc)
		TESTING FEES
		PARKING FEES

The above revenues DO NOT require a Fundraising Recap for collections.

TEACHER SIGNATURE:

6

return to bookkeeper

PRINCIPAL SIGNATURE:

DATE APPROVED BY PRINCIPAL:

### **FUND - RAISING APPLICATION**

Used for **Booster Clubs**. This needs to be on file PRIOR to event.

This three part form is located outside Bookkeepers Office.

### **APPLICATION FOR FUND RAISING PROJECT**

Used for **461, 865 and 897 activity accounts**. This needs to be on file PRIOR to event.

This three part form is located outside Bookkeepers Office.

Lewisville Independent School District  
Fund-Raising Application  
FOR BOOSTER CLUBS

School: 1

Beginning Sale Date: 3

Club: 2

Ending Sale Date: 4

NOTE: DOOR TO DOOR SOLICITATION IS NOT ALLOWED BY LISD CLUBS/ORGANIZATIONS.

For what purpose(s) will the proceeds be used? 5

Description of Fundraising Project: 6

Price(s) to be charged per item: \$ 7

Cost per item: \$ 8

Total amount earned from fundraising during this school year (excluding this fundraiser) \$ 9

Enter the number of fundraising activities this school year for this organization or club: 10

How will unsold items be handled? 11

EXPECTED INCOME (Product Sales or Sale of Services)

Estimated number of items to be sold

Price to be charged for each item

Estimated gross receipts (#1 x #2)

Cost of items to be sold (per item)

Total cost of items (#1 x #4)

Sales tax (#3 x .0yyy) where yyy=your tax rate

Other expenses anticipated (advertising, printing, etc.)

Estimated profit (#3 - #5 - #6 - #7)

Signature of Sponsor 13

Date

Signature of Club President 14

Date

Approved by Principal 15

Date

Signature of Vice President or Treasurer 16

Date

Date Application Received

Distribution to Club Treasurer, School Bookkeeper, School Principal

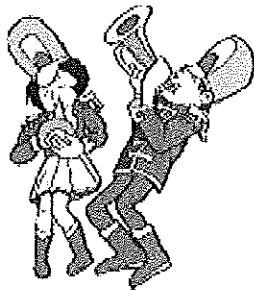
BC103.1  
LISD (02/05)

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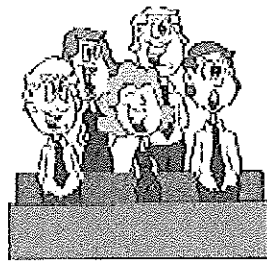
# Lewisville Independent School District

## BOOSTER CLUB GUIDELINES

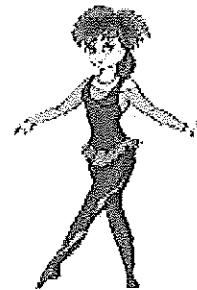
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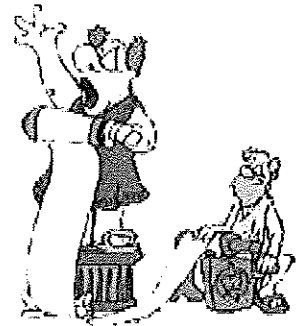
Band



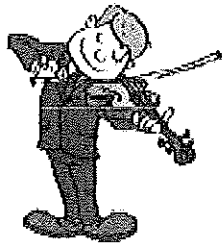
Choir



Drill Team



Debate



Orchestra

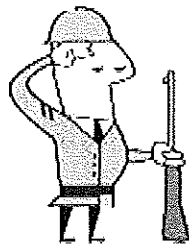
LISD



Drama



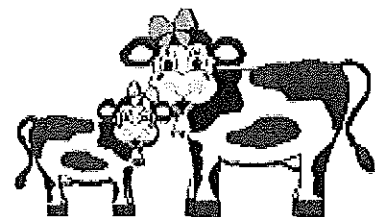
Athletics



JROTC



Cheerleader



FFA

## Booster Clubs

A school district approved club formed by parents and other interested non-student adults to work for the best interest and in a manner conducive to the enhancement of educational programs of the district.

- \* NOTE: The Employer Identification Number (EIN) for the Lewisville ISD is not to be used by any Booster Club for any purpose whatsoever.
- \* Booster Clubs must be approved by the Principal – Booster Club Statement of Purpose

### **Establishment and Approval**

At the activation meetings of interested adults who want to establish a booster club, certain important elements should be agreed upon. These include:

- The determination of the purpose and goals of the club to be consistent with and enhancing the education programs of the school district.
- The appointment and/or election of a slate of officers, to include, as a minimum, President, Vice President, Secretary, and Treasurer. The sponsor/coach of the organization or administrators on their own campus shall not be a member, hold office, or have voting privileges on the executive board. However, the coach/sponsor will work closely with the booster club to facilitate planning and communication. Campus secretaries and bookkeepers cannot hold a financial position with the district and a financial position with the Booster Club.
- Preparation of a constitution or bylaws which must have as a minimum (*See Booster Club BYLAWS Sample for additional requirements*):
  - 1) Establish a maximum tenure of office for individuals holding positions of honor and trust;
  - 2) Establish the fiscal year dates in which the booster club will operate;
  - 3) Establish provision for the appointment of a member audit committee or the selection of an audit firm to perform an annual audit of financial records;
  - 4) Provide for the preparation and member approval of an operating budget identifying fund raising projects and the purposes for which the funds are being raised;
  - 5) Identify the official records to be established and maintained by the elected officials of the booster club;
  - 6) Establish the criteria and define membership in the booster club as one comprising parents and other non-student adults who are interested in enhancing the district's educational programs;
  - 7) Action to be taken upon dissolving or suspending booster club;
- The annual registration with the campus principal of officers.

#### **NOTE:**

- \* Booster Clubs are required to pay state sales tax when purchasing taxable items and to collect sales tax when selling taxable items. These clubs and organizations may apply to the State Comptroller of Public Accounts requesting issuance of a sales tax number to be exempt.



## **Fund Raising Projects**

It is the policy of the District that funds received from Booster Clubs' fund raising activities must be used to benefit the students and schools in appropriate ways. See UIL guidelines for appropriate expenditures. <http://www.uiltxas.org/files/booster-guide.pdf>.

Fund raising projects for parental groups should be:

- For the educational benefit of the students, coordinated through the principal.
- For a specific project as identified in the current approved budget and not for the sake of raising money.
- In connection with the established goals and philosophies of the booster club constitution or bylaws as well as UIL guidelines.
- LISD forbids any student, regardless of grade, from participating in door-to-door sales.
- The use of individual accounts for members of District groups or clubs is not allowed. The IRS indicates that individual accounts cannot be used by a tax exempt organization. (IRS position)

## **Gifts to District/Employees**

### **To schools and district:**

Gifts to the schools may be in the form of cash with a request that it be used to purchase specific item(s) or to provide funds for a definite purpose. Personal property purchases, except those specifically identified as property of Booster Clubs, that are placed in, on, or around the school will be considered as a gift to the school and district. Per District policy, personal property includes, but is not limited to, any item or thing that may be moved from one location to another or is consumable and does not include real property, such as land, buildings, and repair or renovation to any building. The term personal property also includes related classes or types of items, or consumable supplies, such as athletic supplies, automotive supplies, office supplies, cafeteria-equipment, cafeteria commodities, gasoline, books, instructional supplies, insurance, and so forth. These items will be presented to the principal as gifts to the district and require acceptance by the Special Projects Manager if the value is \$1,000 or more. Every effort will be made to keep the gift item at the intended campus; however, the needs of the district must come first. A Contribution Acknowledgment form must be completed with proper approvals before gift is made.

### **To Employees:**

It is the intent of the Board of Trustees that student and parental gifts to school district employees are an expression of appreciation, rather than a gift of significant monetary value. Employees shall in no way encourage students, parents, or support groups to present gifts. An employee shall not accept gifts during his instructional, supervisory or other activities at the school or administrative area. Any exception to this shall require a prior written approval by the Superintendent of the school district. All booster organizations will follow established UIL guidelines when considering the amount of the gifts.



### **Other Requirements**

- \* • Principal must approve on-campus activities, including meeting times, place, dates, fundraisers and activities. Such activities cannot conflict with school schedules or activities, district policies or financial procedures, and must be in accordance with Texas Education Agency (TEA) and University Interscholastic League (UIL) guidelines. These will take precedence over booster club activities.
- The booster club must not be used to attempt to influence the sponsor, principal or other administrator's decisions or be a lobbying group concerning matters which are duties assigned to district personnel, such as trips, staffing, and schedules.
- The sponsor of the organization or administrators on their own campus shall not be a member, hold office, or have voting privileges on the executive board.
- \* • On-campus activities, especially fund raisers, should not supplant, duplicate, nor interfere with those of other school or booster clubs. The principal has the authority to limit the number of on campus fund raisers. A Permission to Collect Fund Form must be submitted to the principal.
- \* • Funds raised by Booster Clubs are expected to be used to benefit the students who participated in the school organization that year. Exceptions must be approved by principal and membership to carry funds forward. *Note: A tax-exempt booster club shall not credit funds raised to individual student or parent accounts. (IRS Position)*
- The regular school program, co-curricular activities of the school and programs sanctioned by TEA, UIL and district-affiliated organizations will take precedence over booster clubs.
- All activities in which a student group participates travel or otherwise, will be approved in advance by the sponsor and the principal. At such activities, the sponsor shall have full authority at all times except as instructed by the principal or his designee.
- Booster Club members, parents, etc. are expected to follow the same standards of conduct as district employees when chaperoning, sponsoring, or attending student activities. These standards and rules of conduct may be found in the campus handbook.
- Each student or group of students' participation will be determined by the sponsor and the principal and not by the organization or any member(s). Participation is considered a privilege and not a right and will be based on a proven record of good conduct and dependability. Lack of such demonstrated behavior on the part of anyone will be grounds for disapproval for participation and travel.

### **Recommendations**

- \* • It is recommended that the booster club apply for tax-exempt status under IRS ruling that best applies for their organization if they will be seeking tax deductible contributions. Contact the IRS for information or forms at (800) 829-1040 or on the internet at [www.irs.ustreas.gov](http://www.irs.ustreas.gov).
- There is a liability to students, employees and the general public resulting from activities and/or travel of the booster organization. The district and its employees will not be responsible for any liability regarding accidents, injuries, medical expenses or other financial liability arising from the actions or activities of the booster club. It is recommended that booster clubs purchase liability exposure insurance from an agent or company of its choice.

# Application for Fund Raising Project

(1)

Date Submitted

(2)

School

(3)

Name of Organization

Date Received

Principal

Approved Date

Disapproved Date

(4)

Reason for Fund Raising Project

(5)

Proposed Amount to be Raised

(7)

Percent Profit to School

(9)

Name of Sales Company Being Used

(6)

Items to be sold

(8)

Unit Selling Price

Name and Address of Salesman

(10) Be Specific

Dates of Drive

(12)

Out of School Solicitation

Telephone #

(11)

In School Solicitation Only

(13)

Can Unsold Items be Returned?

Details of Project:

(14)

(15)  
Signature of Sponsor

Date

(16)

Submit to  
Mr Shafferman

- BEFORE

collecting  
funds

White - Principal

Yellow - Sponsor

Pink - Bookkeeper

## Collection of Funds Guidelines

Page last updated 09/08/2011

### Fund Raising Collections

Fund Raising is an organized activity to raise funds for an organization or campus. Fund-raising activities are not confined to regular school hours but are considered an extension of the school program. When fund-raising activities are in the name of the school, all funds raised become school funds, belonging to the school-sponsored group responsible for raising the money. It is recommended\* that the fundraising vendor be on the Approved Vendor List (see below) distributed by the Purchasing Department. An estimate Purchase Order must be approved before starting the fund-raiser. Campuses are **not allowed** under Texas Law to conduct raffles, bingo, and other games. Based on the advice of our attorney, the District is not allowed to raffle sales on school district property for anyone. It may be possible for PTAs or booster clubs to hold raffles if they have filed the proper paperwork with the IRS (but not on district property). *The use of individual accounts for members of District groups or clubs is not allowed. The IRS indicates that individual accounts cannot be used by a tax exempt organization. (See Below)*

### Use of Individual Accounts for Members of District Groups or Clubs

The District has various groups or clubs whose revenues and expenditures are accounted for through activity accounts. Usually, a group or club will hold several fund-raisers to help with the expenses of the group and possibly the related expenses of its members. **The Internal Revenue Service has indicated that individual accounts cannot be used by a tax-exempt organization.** The District is a political subdivision of the State of Texas and is considered a tax-exempt organization that may receive charitable contributions. Any use of individual accounts for members of groups or clubs throughout the District is prohibited.

In not using individual accounts, the general account for a group or club would be credited for all donations and amounts from fund-raisers. These amounts could then be used to pay all or a portion of the costs associated with the group. For example, a group may plan to attend a competition that would cost \$500 per person. The group may be able to pay \$400 of the cost per person with the difference of \$100 being paid by the individual members. All of the members attending the competition would receive an equal benefit from the funds that had been raised.

Normally, all members of the group or club would benefit from any activity being paid by the group. However, in some instances, the group may want to have certain criteria met for a benefit to be given to a member of the group. For example, a person may be able to attend a particular competition and have the group pay for a certain amount of the cost if the person had attended 80% of the practices and had participated in at least two service projects. Some groups may base the criteria on service points. For example, a person may receive a point for each practice or special event attended. However, criteria should **not** be based on participation in fund-raisers according to the IRS. Remember, if criteria to attend a particular event are established, exceptions cannot be made because your best performer did not meet the criteria.

**According to the IRS, a group or club cannot require that a member participate in a fund-raiser nor require that each member raise a certain amount. In addition, the IRS stipulates that a member who does not participate in a fund-raiser would be entitled to the same benefits as those members who did participate.**

In some instances, individuals may not be able to afford to pay the amount owed to participate in a particular event. The IRS has indicated that a group or club may establish criteria that could be used to determine if a person is in financial need. If the criteria are met, the group or club could provide the necessary funds to allow the individual to participate. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria should be used consistently for all people, and the criteria should not change every year.

**An Application for Fundraising Project Form** below must be completed and approved before the project begins. This form must have details about the vendor, product to be sold or service to be rendered, and the estimated sales proceeds. It should indicate on the application whether a "Tax-Free Day" is being used with this fundraiser. **Under no circumstances should door-to-door solicitations be allowed.** Be sure you are diligent in adhering to this practice. This form must be attached to the "Fundraising Packet" and filed by sub-object. A Fundraiser Recap must be completed at the end of the fundraiser.

Upon close of the money collection, a Fundraising Recap Form below must be completed by the teacher/sponsor, reviewed by the bookkeeper, and signed by the principal.

**Ticket Reconciliation:** For events that tickets will be sold either in advance or at the door a Ticket Reconciliation Form below is to be filled out, i.e. plays and dances. Tickets must be custom printed in consecutive order. No handwritten numbers are permitted. The campus is responsible for checking printed ticket numbers in advance of sales and the reconciliation of those sold to the funds deposited. Any unsold tickets must be returned to the campus bookkeeper for safe keeping for the annual audit. The form must be completed, approved, and attached to the "Fundraiser Packet" filed by sub-object. **A Fundraiser Recap is not required for this purpose.**

The "Fundraiser Packet" should be filed by sub-object, clipped or bound together, and consist of the following in this order:

- Fundraiser Recap or Ticket Sales Reconciliation
- Application for Fundraising Project
- Purchase Orders and/or copies of petty cash receipts
- Tabulation of Monies forms with attached deposit slips, bookkeeper receipts, teacher receipts / lists, copies of checks

All monies collected must be placed in a secure location and deposited in a timely manner.

\*It is highly recommended that you use the approved fundraiser vendors that are listed on Purchasing's intranet site. The approved fundraiser vendors pay a fee to the Council of PTA's and display what they sell at the yearly vendor fair. This gives the campuses a chance to meet the vendors and see what the vendors have to offer. These vendors are also used at the majority of the campuses throughout the district and receive a card from the Purchasing Department which gives them access to visit all LISD campuses. If you use someone else not on the list, you may be required by that vendor to enter into a contract which you would need to send to the Purchasing Department to be reviewed and signed. Also, if you use someone else not on the list, they will have to make special arrangements to be on your campus as they do not have permission from the Purchasing Department. Only those vendors that have attended the Fundraiser Vendor Fair have signed cards giving them permission to be on the campuses. Additionally, if a problem arises with a vendor not on the list, the Purchasing Department may not be able to provide as much support as it could with an approved fundraiser vendor because of the number of campuses using the approved fundraiser vendors and the relationship that has been established with the District.

### Non Fund Raising Collections

Before any district employee can collect money, they must complete a Permission to Collect Funds Form below. This form must be signed by the principal or supervisor and is maintained on file by the secretary or bookkeeper. **Note: This applies to all funds collected on a campus or location that are not from typical fundraising activities.** These types of collections of funds are limited to the following.

- Dues/Memberships
- Donations
- Student trips (field trips)
- Class fees
- Fines
- Testing fees
- Parking fees

This form must be completed by each person who will be collecting funds at your location, including office staff. **REMINDER - The secretary or bookkeeper that prepares deposits for the bank cannot collect funds.** An exception to this rule is if the secretary is the ONLY person working in the office (usually only during the summer). Note this situation on the Tabulation of Monies form, and deposit the funds in a timely manner. Only one form per school year/per staff member is required. All originals should be stored together in the office of the secretary or bookkeeper.

## **COLLECTING FUNDS**

When collecting up to \$9.99 (per person) submit a list of names. When collecting \$10.00 or more (per person) you will need to check out a receipt book from Bookkeeper.

**Checks** - No temporary checks, must be for exact amount, on memo line of check write the number from the front of your receipt book.

**Cash** - Sort by denomination.

**Coins** - Need to be rolled if possible. (Wrappers are in Bookkeepers Office)

White copy - student   yellow copy-with deposit (keep in sheet form)   pink copy - remains in the receipt book.

## **TABULATION OF MONIES FOR DEPOSIT**

1. Each teacher should complete a Tabulation of Monies form below for the funds they collect.
2. The form should be turned in to the bookkeeper along with yellow copy of receipt and the funds collected.
3. The bookkeeper and the teacher should count the money in each other's presence.
4. Both should sign the form when they agree that the amount submitted agrees to the amount shown on the Tabulation. If any change is made to the Tabulation of Monies form, both the teacher and bookkeeper should initial the change to indicate they are aware of and approve the change.
5. Each should keep a copy. This is the teacher's proof of the amount turned in to the bookkeeper for deposit. Likewise, the bookkeeper is agreeing that this is the amount of money submitted by the teacher.
6. With taxable sales, indicate the amount of sales tax collected on the Tabulation. If a "tax-free day" is being used, ensure that your group or campus is entitled to such. Then document this on the Tabulation.

This form is located outside Bookkeepers Office.

A-1182/1183 T-46806/46808/46803/46816

Check Out  
Receipt Book  
from  
Bookkeeper

White - Student  
yellow - deposit  
(full sheets)  
pink - stay in book

<b>RECEIPT</b>		DATE <u>1</u>	No. <u>144201</u>
RECEIVED FROM <u>3</u>		\$ <u>3</u>	
		DOLLARS	
<input type="radio"/> FOR RENT <input type="radio"/> FOR		<u>4</u>	
ACCOUNT		<input type="radio"/> CASH	FROM _____ TO _____ BY <u>6</u>
PAYMENT		<input checked="" type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

<b>RECEIPT</b>		DATE _____	No. <u>144202</u>
RECEIVED FROM _____		\$ _____	
		DOLLARS	
<input type="radio"/> FOR RENT <input type="radio"/> FOR			
ACCOUNT		<input type="radio"/> CASH	FROM _____ TO _____ BY _____
PAYMENT		<input type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

<b>RECEIPT</b>		DATE _____	No. <u>144203</u>
RECEIVED FROM _____		\$ _____	
		DOLLARS	
<input type="radio"/> FOR RENT <input type="radio"/> FOR			
ACCOUNT		<input type="radio"/> CASH	FROM _____ TO _____ BY _____
PAYMENT		<input type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

<b>RECEIPT</b>		DATE _____	No. <u>144204</u>
RECEIVED FROM _____		\$ _____	
		DOLLARS	
<input type="radio"/> FOR RENT <input type="radio"/> FOR			
ACCOUNT		<input type="radio"/> CASH	FROM _____ TO _____ BY _____
PAYMENT		<input type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

## Deposits and Receipts

The following guidelines are for bookkeepers and all other district employees who handle money.

***NOTE: At no time should the bookkeeper collect money directly from students, parents, etc. (Exception – a bookkeeper can collect money from students for the sale of athletic tickets since a reconciliation is performed and the funds are deposited by the athletic department.) Teachers, administrators, or other office staff should collect all funds according to the following guidelines and then submit the money and proper documentation to the bookkeeper for deposit. However, it is acceptable for the bookkeeper to receive and deposit checks received in the mail.***

### Teacher Receipts

1. Checks must be accepted only for the amount of purchase.
2. Teachers should issue receipts if \$10 or more is collected from an individual (cash or checks).
3. Funds collected under \$10 require a list of names. If receiving a list of names is unrealistic due to the collections being from the entire student body before / during school for a fundraiser such as Hat Day, MP3 day, or other events where there is a large volume of payers in a very short period of time, then no list is required. Be specific with your description if this does occur.
4. Receipts should be properly and completely filled out by the teacher.
5. If a receipt must be voided, this should be clearly marked on the receipt and ALL copies of the receipt should remain in the receipt book.
6. Distribution:
  - White copy to student/parent
  - Pink copy remains in the receipt book
  - Yellow copy should be submitted to the bookkeeper with the amount to be deposited
  - (Total amount submitted should agree to the total of the receipts.)
7. All funds should be kept in a secure area and submitted to the bookkeeper daily.
8. If a district employee collects money, that money should not be turned over to the PTA or a booster club. To properly safeguard the money and for tracking purposes, it should be given to the campus bookkeeper for deposit (along with the supporting documentation). Of course, the PTA or booster club may also collect money on its own and deposit those funds into its own bank account.
9. Cash may not be retained to make purchases

# Lewisville ISD

COMMITTED TO EXCELLENCE

## TABULATION OF MONIES FOR DEPOSIT

CR \_\_\_\_\_

REC \_\_\_\_\_

District policy requires this form to be prepared by the teacher and given to the bookkeeper along with ALL funds collected. In addition, if \$10 or more is collected from each payer(s), the teacher shall issue a written receipt to each payer and submit the yellow copy of each receipt to the bookkeeper.

Account Name: \_\_\_\_\_ (Ex. Student Council)

Activity Involving Receipt of Money: \_\_\_\_\_ (Ex. Car Wash)  
(only one Activity per sheet)

Are you using one of the 2 tax-free days per calendar year?\* ☐ Yes ☐ No

\*Your group may not be eligible for a tax-free day. Please ensure you understand whether or not your group qualifies?

PRE-TAX COLLECTIONS

\$ \_\_\_\_\_

SALES TAX (if applicable)

+ \$ \_\_\_\_\_

TOTAL DEPOSIT TO BANK

= \$ \_\_\_\_\_

COIN TOTAL

\$ \_\_\_\_\_

CASH TOTAL

\$ \_\_\_\_\_

CHECK TOTAL

\$ \_\_\_\_\_

Attach individual yellow receipts here  
(if \$10 or more was collected from each payer)

ACCOUNT CODE:

Both the teacher and the bookkeeper shall sign this form. If funds are submitted to a staff member or other than the bookkeeper, such as a secretary, lead teacher, or office employee, then a signature is also required from that third person. In that case, three signatures are required: bookkeeper, teacher/collector, and staff member. A copy shall be given to the teacher for his/her records. The bookkeeper shall file this form, along with a copy of the bookkeeper receipt, payer receipts (if applicable), and a validated deposit slip in the account's file. The total amount shown on this Tabulation shall agree to all receipts attached.

Teacher's or Collector's Signature

Date

School

Teacher's or Collector's Signature

Date

School

Bookkeeper Signature

Date