

Sumter District Schools

Fiscal Reminders for Faculty and Staff

Please remember you are stewards of the public's money. Use utmost care in handling and safeguarding funds at all times.

On-Line Donation Requests

Staff are authorized to only use DonorsChoose.com to solicit donations. In order to use any other website one must first obtain approval from the Sr Director of Business and Institutional Services.

Principal approval is required before a project request is submitted to DonorsChoose.com.

Donations must be used in accordance with the request and purpose stated in the request of donors stipulations. The intent of the project must be followed and the use of the items must adhere to the intended educational use.

General Fund-Raiser Guidelines

Submit fundraiser request form and get principal's approval before beginning any fundraising activity. Forms may be obtained from the school secretary.

The sponsor of each school club or organization is responsible for providing adequate financial documents and records to the Principal and is responsible for retaining duplicates of said documents and records for a period of three years. Over summer breaks said documents should be left with school secretary for easy audit access. These records may include duplicate receipts from all money collection and approved requests for payment, along with financial statements from the fundraising activity.

Employees are to receive no benefits, directly, or indirectly, as a result of fundraising activities. Premiums, incentives, etc are to be refused, and the monetary value of the incentives must be paid directly to the school.

In the event a change fund is necessary for your fundraiser, please see the school secretary.

Sponsors or students may be required to reimburse the school for funds, items, or services for which there is not acceptable documentation for sales, spoilage, theft, or uncollectible bills for services.

If there are unsold items remaining after a fundraiser please see the school secretary for proper procedures. Please note that every attempt must be made to liquidate inventory. The purpose of school fundraisers is to generate revenue for the school, so loss situations are to be avoided.

No door to door sales, no student raffles, no food sales in competition with Food Service, and no conflict of interest without proper authorization from the District.

A Financial Report is due within two weeks of the end of the fundraiser. Please obtain the necessary form from your school secretary.

Sumter District Schools

Fiscal Reminders for Faculty and Staff

Purchasing Guidelines

Neither the school nor the Sumter County School Board shall be liable for any purchases made in the name of the school without prior written approval. Any person who makes an unauthorized purchase, including signing a contract, shall be held personally liable for the amount of the obligation.

Purchases should be made with school PO or Visa card whenever possible. A sales-tax exempt certificate should be used when appropriate. **Remember that sales tax should be paid on most fund-raising merchandise.**

No purchase should be made without prior Principal authorization.

No purchase should be made unless a completed vendor application is on file with the school secretary.

Faculty and staff may be issued a Visa card for purchases. All SCSB purchasing card procedures shall be observed by users of purchasing cards, whether county issued or school issued.

All reimbursement requests require an original itemized invoice signed and dated by the person receiving the goods or services. Vendor statements by themselves, are not adequate documentation. All reimbursement requests should be made within 30 days.

Disbursements for reimbursements to sponsors should be made by school check. Any funds collected should be deposited intact into the appropriate school account.

Sumter District Schools

Fiscal Reminders for Faculty and Staff

Cash Collection Guidelines

All monies collected by the school must be substantiated by signed pre-numbered receipts, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. All relevant information should be recorded, including date of collection. See your school secretary for the most appropriate method of documenting the collection of funds for your fundraiser. Receipting should be done in ink. Do not alter written amounts. If necessary, write "void" across the receipt, keep the original white copy in the book, and issue a new receipt.

For events requiring ticket sales see the school secretary for tickets and proper forms.

Collections made outside of the school office should preferably be turned in daily. When collections exceed fifty (\$50) dollars, it must be turned in daily. In no event may monies be held for longer than 5 days.

The sponsor should receive a copy of the Deposit Verification Form/Monies Collected Form when monies are turned in to the school secretary. Both the sponsor and the secretary should count the money and sign the form. An official school receipt will be issued to the sponsor after the deposit is posted to the accounting system by the school secretary.

Monies collected during evening activities should be counted and verified by two people, and then turned over to the school administrator supervising the activity to be placed in the school safe or night depository. In no event should money ever be left unlocked in the school overnight.

All funds are the employees responsibility until receipted by the Bookkeeper. Any employee who fails to turn in funds may be held liable for any loss.

In the event of theft, of cash or merchandise, notify the Principal and school secretary immediately.

Employee's personal checks may not be substituted for cash.

All deposits must equal the total amount of money taken in and recorded on consecutively numbered cash receipts for the period covered by the deposit.

Departmental receipt books that have been used should be turned in at the end of the fundraiser or fiscal year, even if unused receipts remain.

Students may not fill out departmental receipt books.

Please consult your school's Internal Accounts Manual for more detailed information concerning cash handling, change funds, fundraisers, etc.

Sumter District Schools

Fiscal Reminders for Faculty and Staff

I, _____, acknowledge that I have read the above guidelines and agree to follow them.
(Printed Name)

Sponsor Signature

Date

A copy of the signed document should be given to the sponsor to retain for reference.

The original signed document should be kept on file in the office of the Principal.