Hillcrest’s Collection of Funds Policy Effective October 16, 2019

Process for Fundraising and Requests for Expenditure:

Prior to any collection of money from students, or purchasing, all forms must be filled out and signed by the appropriate supervisory staff and given to Ann Serafino.

Forms to fill out to collect funds / fundraise:
1. Google Form titled “Hillcrest’s Collection of Funds Information Form”
2. Authorization to Collect General School Funds (must be done PRIOR to any collecting)
3. Request for Expenditure (needed to cut a check)
4. Final Statement of Revenue Producing Activity (Reconciliation to be done afterwards)

Forms to fill out if you are requesting GSF be used for a purchase without collecting (not as common as above):
1. Request for Expenditure Form with an attached typed description of what you are buying and why/how it will benefit the school (never buy anything prior to having this approved)
2. Hand in all receipts and proof of purchase to Ms. Serafino
3. Give Treasurer proof that goods or services were already received
4. Treasurer will cut you a check and check will be given to company only when goods or services are rendered.

Prior to submitting funds to the School Treasurer, all collected funds will be stored in a locked location. **Staff may not hold funds more than 2 school days.** Staff must certify that no other person has access to this locked location except for themself.

The following periods/time frames are when funds may be dropped off to the School Treasurer

<table>
<thead>
<tr>
<th>Monday to Friday</th>
<th>Period 4 and 5</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>Period 8 before 2:30 PM</td>
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</tbody>
</table>

Additional Fundraising / Collection of Money Rules:
The following fund raising activities are prohibited in schools:

- Students must not be charged for the purchase or rental of any textbooks, cassettes, or other materials supplied by the Department of Education for use in classes, shops, or laboratories.
- Any activity that involves gambling (e.g., the sale of raffle tickets to students or the conducting of bingo games) is absolutely prohibited.
- No teacher or parent shall solicit or collect any money from students unless authorized in writing by the principal in conformance with the rules and regulations of the Department of Education.
• Funds from any source, including cash receipts, must be deposited into the school’s checking account, ideally on the date they were received, or as close to the date as possible.

• Whenever tickets to a school event (play, game, concert, or other event) are sold, they must be pre-numbered by the printer. This will help the advisor of the activity monitor and report authorized sales of tickets to the school treasurer. A file must be maintained of the record of distribution and sale of tickets. Unused tickets must be maintained as a record. If a school chooses to print its own tickets, it must pre-number all tickets with an automatic numbering machine.

• Students may never collect money devoid of a teacher being present. The teacher is ultimately responsible for the collection of money.

• No expenditures are to be paid directly from cash collections. Cash collected must be deposited directly into the GSF account, and following deposit, expenditures can be made from the account.

• The purchaser or receiver of goods or services must sign the vendor’s invoice to signify that the goods were received in satisfactory condition and that the service was properly performed. In the case of services performed where an invoice is not customarily given, the advisor of the student activity must prepare or collect documentation indicating that services were rendered. This will be used to validate the appropriateness of the service.
Regulation of the Chancellor

Number: A-610
Subject: FUNDRAISING ACTIVITIES AND COLLECTION OF MONEY FROM STUDENTS
Category: STUDENTS
Issued: November 22, 2002

SUMMARY OF CHANGES

The regulation defines fundraising activities and the parameters regarding fundraisers, including when they may be held, and sets forth internal controls for moneys collected and their expenditure.

New Provisions:

• A new provision allows for the assessment of charges for lost or damaged student identification or program cards. Section 6.

• Rule 19.6 of the Board of Regents was added. It states that direct solicitation of charitable donations from children in schools on school property during regular school hours is not permitted. Section I.C.
Regulation of the Chancellor

Number: A-610
Subject: FUNDRAISING ACTIVITIES AND COLLECTION OF MONEY FROM STUDENTS
Category: STUDENTS
Issued: November 22, 2002

ABSTRACT

Fundraising is any activity related to the solicitation of moneys by a school or parent-teacher association to be deposited into a general organization or other school account separate from accounts in which city, state or federal funds are maintained. This regulation defines the parameters concerning when fundraisers may be held and sets forth internal controls concerning moneys collected and expended. This regulation supersedes A-610, Fund Raising Activities and Collection, dated 09/05/00.

I. Fundraising is any activity related to the solicitation of moneys by a school or parent or parent-teacher association to be deposited into a general organization or other school account separate from accounts in which city, state or federal funds are maintained.

A. Such activities must not interfere with the instructional program of the school.

B. Fundraisers sponsored by the parent association or the parent-teacher association require the principal’s written approval if they are to be held during school hours and:

1. involve students; or
2. are to be held on school property
C. Fundraising activities that involve the students during school hours should be limited to a maximum of one per year by the school and two per year by the parent association or parent-teacher association. This requirement does not apply to the school sale of milk, refreshments or publications, General Organization (G.O.) activities, school club activities, or the collection of G.O. dues. However, direct solicitation of charitable donations from children in the public schools on school property during regular school hours is not permitted.

Proceeds from school-sponsored fundraising activities accrue to the school’s treasury; proceeds from parent-sponsored fundraising activities accrue to the parent association treasury. In either case, proceeds must be used to supplement or complement the educational, social and cultural programs of the school.

Procedures to be followed to account for moneys collected, deposited and disbursed are found in the Standard Operating Procedures Manual.

II. The following fundraising activities are prohibited:
A. The sale of tickets for children’s attendance at movie houses and theatres unless the project is directly connected with the curriculum.
B. House-to-house solicitations of funds by children.
C. The sale of raffle tickets to any children.
D. Bingo or any other form of gambling.

III. Commercial Photography
A. The decision as to whether this fundraising activity is to be used in the school rests with the principal after consultation with the executive board of the parent association.
B. The selection of the photographer is the responsibility of the executive board of the parent association with the consent of the principal. The contract is signed by the parent association.
C. The money from this project is placed in the treasury of the parent association to be used for the benefit of the children in the school.
D. A consent slip must be on file in the principal’s office for every child who is photographed. This consent slip should explain the reason for the project and should indicate the costs of the photographs. A signed order form from the parent can serve as the necessary consent slip. No child is to be photographed without his/her parent’s consent. Similar procedures are to be followed for group pictures.
IV. No teacher or parent shall make any collections of money from students unless authorized in writing by the principal in conformance with the rules and regulations of the Department of Education. Outside organizations (for profit or non-profit) are prohibited from collecting money from students unless authorized in writing by the Chancellor or his/her designee.

V. Appropriate internal controls are necessary to provide an adequate audit trail for moneys collected and expended as a result of fundraising activities.
A. Under the direction of the principal, a statement shall be prepared and kept on file in the school treasurer’s office for inspection by authorized persons giving the nature of the fundraising activity, the name of the teacher in charge of the collection and the principal’s written approval.
B. Upon the completion of a specific money collection activity, or at the end of the term, whichever is earlier, each teacher in charge of a specific activity must submit a signed report to the school treasurer accounting for the total money collected during the period of the activity.
C. No expenditure shall be made by teachers out of moneys collected. Such collections must be paid to the school treasurer in full. Necessary expenditures must be approved by the principal or his/her designee and made by the school treasurer by check, or from petty cash. There must be approved bills or vouchers on file to support all expenditures.

VI. Materials and textbooks supplied by the Department of Education for use in classes, shops or laboratories shall not under any circumstances be sold, nor shall any charge for them be made to the students. This shall not be construed to prevent the sale to students and/or the public of finished products or projects manufactured in the laboratories or shops in the routine conduct of such laboratories or shops as part of the regular instructional program. Neither shall this paragraph be construed to prevent the assessment of charges for loss, breakage, or damage of shop and laboratory supplies, textbooks, equipment or student identification or program cards.

VII. INQUIRIES
Inquiries pertaining to this regulation should be addressed to:

Division of Financial Operations
65 Court Street - Room 1701
Brooklyn, New York 11201
Telephone: 718-935-2660
Fax: 718-935-2461
AUTHORIZATION TO COLLECT GENERAL SCHOOL FUNDS

SCHOOL ___________________________  DISTRICT _____________

NAME OF ACTIVITY ____________________________________________

I have designated __________________________ to take charge and have the responsibility for the above named activity and to collect from the students all monies related to this activity in accordance with the following schedule:

(Exception: The following schedule is **not** needed if the activity is a G.O. Store engaged in the sale of general merchandise).

A. **CALCULATION OF ANTICIPATED GROSS INCOME:**

<table>
<thead>
<tr>
<th>Item/Description</th>
<th>Unit Selling Price</th>
<th>Anticipated Sales</th>
</tr>
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<tbody>
<tr>
<td>@ $</td>
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B. **ANTICIPATED GROSS SALES:** $ ______________________

The person designated will perform the following:

- Turn over this form and all money collected to the school treasurer for deposit. No deduction for expenses should be made from this amount.
- Keep all necessary records.
- Render a full accounting of funds to the school treasurer at the end of the specific activity or at the end of the term/period, whichever is applicable.
- **Compare the Anticipated Gross Sales and Raised amounts. An explanation should be provided if the discrepancy is greater than zero.**

I accept the terms and conditions as outlined above.

SIGNATURE OF DESIGNEE/ADVISOR ___________________________  DATE ___________________________

Approved by:

_________________________________________  DATE ___________________________

PRINCIPAL

Revised: September 2007
REQUEST FOR EXPENDITURE

Date: ____________________________

School: __________________________ District/ROC: __________________________

Estimated Amount of Expenditure: $________________________ Actual Amount of Expenditure: $________________________

Purpose of purchase: __________________________________________________________

Description of purchase: _______________________________________________________

Charge to school account: ______________________________________________________

AUTHORIZED SIGNATURES:

[Signature/Date]

Purchaser Advisor (if applicable) Principal (or designee)

_________________________________________ _________________________________

_________________________________________ Date: __________________________

Payee: ___________________________________________ Check No.: _____________

Address: _____________________________________________________________

_________________________________________ _________________________________

Counter Signature (When Applicable) Signature of School Treasurer

 Attach invoice(s) to this request
FINAL STATEMENT AT CONCLUSION
OF REVENUE PRODUCING ACTIVITY

Name of Activity: ____________________________
Date of Event: ______________________________
Faculty Advisor: ____________________________

A. INCOME

<table>
<thead>
<tr>
<th>Ticket Sales</th>
<th>Number Printed</th>
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Sold

<table>
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<tr>
<th>From:</th>
<th>To:</th>
<th>@ $</th>
<th>= $</th>
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Unsold

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<th>From:</th>
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Complimentary

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Unaccounted Tickets

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<th>To:</th>
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B. OTHER SOURCES OF INCOME (Please Specify)

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Amount Raised</th>
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<tbody>
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C. RECONCILIATION

| Anticipated Income (From "Authorization to Collect General School Funds: form $ | $ |
| Amount Raised (Actual) | $ |
| Difference | $ |
| Explanation (If difference exists) | |

D. EXPENSES

Total Expense (Each expense should be recorded on the "Request for Expenditure" form – Exhibit F and maintained by the school's treasurer.) $ |

E. PROFIT OR LOSS

| Profit | $ |
| Loss | $ |

I certify that the information in this report is, to the best of my knowledge, correct.

Faculty Advisor (Print) ____________________________ Faculty Advisor (Signature) ____________________________ Date ____________________________

Revised: September 2007