Money Collection Procedure

This document should serve as a guide for VBBI fundraiser activities where money is collected. Current activities in which these guidelines should be used are: Merchandise sales, Band-a-thon, Jazz Dinner Dance and Walk-a-thon. Any new fundraiser activity not mentioned above should also follow these guidelines until new procedures are developed. If during a given activity you encounter a situation not described below contact the treasurer or person designated by the treasurer to determine the correct procedure to follow. Most if not all activities have their specific set of policies and procedures, when organizing an activity, ask the treasurer for the activity’s specific policies and procedures.

For any fundraiser activity the Fundraiser Committee should work closely with the Treasurer to ensure these guidelines are followed. It is the responsibility of the Committee or volunteer working the activity to contact the treasurer to coordinate the procedures to follow.

For all activities the money is to be counted at the end of the fundraiser unless it has been instructed by the treasurer otherwise. At the end of the fundraiser the treasurer or person designated by the treasurer are in charge of taking all the money to a safe or safe place until it can be deposited, this includes fundraiser, sales, and start-up money. Any volunteer or board member in charge of money collection is responsible of giving the money collected to the treasurer. Some fundraisers require we keep a tally each hour to inform the public the collection progress. In this case, once the money is counted it may be taken by the treasurer or person designated to the safe.

A record/receipt with a count of tickets printed or pledges received should be kept for all activities. If tickets needed for door prices, the treasurer or person designated by the treasurer should be contacted and a record of tickets given to be used and tickets actually used should be kept. All pledge sheets, tickets unsold or any activity related material/paper should be kept for future records unless otherwise instructed by the treasurer.

All money collected should be counted the day of the fundraiser unless otherwise instructed by the treasurer. If money is received prior to the fundraiser activity whether is for entrance tickets or pledges it should be kept in the black box outside the band director’s office, in the safe in the band director’s office, in the bank or by the treasurer or person designated by the treasurer. The day of the activity the treasurer or person designated by the treasurer will be in charge of transferring any money already collected to the counting room for counting if the money is not in the bank already. If the money is already deposited a balance sheet should be given to the counters to be added to the final collection total. The day of the activity there will be only one centralized place for fundraiser collection and depending on the set up and the entrance, food and merchandise may be in separate or same location. If the collection location is not near the entrance of the activity a person designated should be at the entrance directing students/collectors where to go as well as signs should be placed along the way. For balancing purposes, a copy of the balance sheet given to the treasurer should be turned in to the Fundraiser coordinator and the fundraiser coordinator is responsible for turning those to the secretary for recording purposes. The treasurer will be in charge of depositing the money.

During any fundraiser activity we may collect or spent money as follow.

Money may be collected from:

1. Fundraiser Pledges
2. Donations other than pledges (Ex. Unwanted change from a sale, voluntary/spontaneous donation)
3. Door Prizes
4. Special Collection (Ex. Music request during Jazz Dinner Dance, Bucket during Walk-a-thon)
5. Concession sales
6. Merchandise sales

NOTE: Concession sales and Merchandise sales require a separate balance sheet for each in addition to the fundraiser balance sheet. If credit card are used a separate log is needed.

Money may be spent for:

1. Food and soda for students serving as volunteers
2. Preparation of activity (Ex. Table cloths, plates, …)
3. Decoration of location (Ex. Table center pieces, …)
4. Food and soda to be served at activity (Ex. Jazz Dinner Dance)
5. Supplies (tickets, hand stamp,…)

Items needed in the counting room:

1. Staple
2. Tape
3. Fundraiser pledge sheet copies
4. Staple remover
5. Large envelopes or sandwich bags
6. Computer
7. Corporation Matching Gift Forms

Volunteers needed:

1. Merchandise Sales – at least 1 per shift
2. Fundraiser Collection – at least 2 per shift.
3. Concession Stand - depends on how it is set up whether we are selling items from the concession or donated merchandise or taking pre-orders for future merchandise like videos
4. Entrance – at least 1 per shift to collect entrance money or to direct students to the collection room.
5. Door Prizes – depends on the activity
6. Auction table – depends on the activity

Final Count and Balance

After each activity is completed, the treasurer is responsible for filling out the balance sheets for which the help of the fundraiser coordinator or committee members will be needed. At the beginning of the activity a copy of the balance sheets should be given to the committee members to serve as a guide of the type of information needed for balancing. Any donor requesting a letters for tax deduction should be instructed to contact the treasurer or person designated by the treasurer.

Balance Sheets to be completed by activity unless otherwise instructed:

1. BALANCE SHEET - To Determine Money Collected - Money Count
2. BALANCE SHEET - To Determine Money Collected - Check List
3. BALANCE SHEET - To determine Activity Net Gain
4. BALANCE SHEET - To determine Entrance Collection
5. List of donated essential items - to determine activity total cost if nothing donated (exclude door prices or merchandise to sell items)
6. List of non-essential donated items/services (ex. Door prizes items, Auction items, etc. )
7. BALANCE SHEET – Merchandise
8. BALANCE SHEET – Credit card sales (not set up yet)