

**Randolph County Schools  
REQUEST FOR FUND RAISER APPROVAL**

**For the Period:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **through** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

CLUB OR ORGANIZATION NAME: \_\_\_\_\_

Person in Charge of Fund Raiser: \_\_\_\_\_

Reason/Benefit of Sale Proceeds: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Product to be sold: \_\_\_\_\_

**Fund Raisers: Accounting Procedures Manual for the Public Schools in the State of West Virginia – Office of School Finance, West Virginia Department of Education**

“All school support organizations must obtain prior approval of the school principal before conducting any fund raising activity in the name of the school. Local procedures must be established to regulate all fund raising activities conducted by school organizations to ensure that they are conducted in a proper manner.”

“All proceeds from fund raisers conducted by a school organization must be receipted and deposited intact into one of the organization’s depository accounts. Merchandise purchased for resale should be purchased by checks issued for that purpose. In addition, all purchase invoices should be retained as documentation for the disbursements.”

“A profit and loss statement must be prepared for each fund raising activity conducted by a school support organization that shows gross proceeds, cost of goods sold and net proceeds. See appendix A for a sample copy of a fund raiser profit and loss statement.”

“In addition, certain fund raising activities are subject to the collection and remittance of consumer’s sales tax. See Section 1-38 and Appendix B for more information.”

“Donations to school support organizations are only tax-exempt if the organization has obtained its own tax exempt designation from the Internal Revenue Service or if the organization’s funds are maintained in the school’s account. Donors must be made aware of tax exempt status at the time the donation is received.”

\_\_\_\_\_  
Person in Charge of Fundraiser (Print)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Principal (Print)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Superintendent Signature Date

(Only required if selling a product outside of the school)

**Randolph County Schools  
FUND RAISER PROFIT/(LOSS) STATEMENT**

**For the Period:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

CLUB OR ORGANIZATION NAME: \_\_\_\_\_

PRODUCT TO BE SOLD: \_\_\_\_\_

VENDOR PURCHASED FROM: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SCHOOL PO NUMBER: \_\_\_\_\_ INVOICE NUMBER: \_\_\_\_\_

INVOICE AMOUNT: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_

COST PER ITEM: \$ \_\_\_\_\_

**SUMMARY OF RECEIPTS AND DISBURSEMENTS**

**Cash Receipts:**

Merchandise Sales \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL CASH RECEIPTS \$ \_\_\_\_\_

**Cash Disbursements:**

Cost of Goods/Merchandise Sold \$ \_\_\_\_\_

Cost of Prizes Awarded \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL CASH DISBURSEMENTS \$( \_\_\_\_\_ )

GROSS MARGIN OR BALANCE \$ \_\_\_\_\_

LESS SALES TAX COLLECTED (if applicable) \$( \_\_\_\_\_ )

NET PROFIT/(LOSS) ON THIS ACTIVITY \$ \_\_\_\_\_

\_\_\_\_\_  
Preparer (Print)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Principal (Print)

\_\_\_\_\_  
Signature Date