

LEONARDO DA VINCI HEALTH SCIENCES CHARTER SCHOOL  
Fundraising Policies & Procedures

When a School Site-Based Organization or committee considers it necessary to solicit funds from outside Leonardo da Vinci Health Sciences Charter School to provide money for salaries, supplies, or other expenses that are to be covered by normal income sources, certain rules and procedures must be followed because Leonardo da Vinci Health Sciences Charter School becomes legally responsible for the proper use of these funds. Parents, Students, Teachers and other school site employees must work through an appropriate committee, which will make the formal request for approval to the Board of Trustees Chairperson through Leonardo da Vinci Health Sciences Charter School's Director or Leonardo da Vinci Health Sciences Charter School's Partnership Committee Chairperson.

Leonardo da Vinci Health Sciences Charter School administration must be informed in writing of intentions to solicit. In response, the Board of Trustees Chairperson will outline the approved procedures. All proposals or contracts for soliciting or accepting funds for a Committee, School Site, or for the Leonardo da Vinci Health Sciences Charter School Society itself, must be submitted to Leonardo da Vinci Health Sciences Charter School's administration. The Director will be responsible for reviewing the proposals, informing the appropriate School Site Officers or Committee Chairperson, getting the necessary approvals and signatures, and submitting the proposals or contracts to the proper agency or company.

Copies of correspondence from the agency or company, from which funds are being solicited, must be sent to Leonardo da Vinci Health Sciences Charter School administration so that conditions, terms, and requirements established by the agency or company can be analyzed for consistency with Leonardo da Vinci Health Sciences Charter School's policy. This requirement is designed to insure that the Committee or School Site, as well as Leonardo da Vinci Health Sciences Charter School, can meet the conditions. For instance, certain government agencies do not permit funds to be used for some meal reimbursement that include alcoholic beverages; they may require that funds be utilized for specific purposes, or they may want a local match in funds. In addition, if certain terminology needs to be used or avoided in correspondence, the Director should be informed explicitly.

School sites may solicit contributions locally to support School site activities in accord with Leonardo da Vinci Health Sciences Charter School's objectives provided (a) acceptance of one-time funds will not create on-going unfunded costs, (b) fundraising efforts do not create gross inequality of resources and services among various school sites, (c) the Director is notified in writing of such solicitation four weeks before they are undertaken, and (d) the Director is informed of the names and addresses of the contributors. Adherence to the rules should in no way delay the solicitation or receipt of funds from outside Leonardo da Vinci Health Sciences Charter School; rather it should assure that the necessary paperwork is accomplished as promptly as possible.

## Procedures

### Soliciting Funds

1. All solicitation must be pre-approved by Director and Board of Trustees.
2. A school employee should be designated as contact person per fundraiser. This person should be available to answer any calls on solicitation and is the designated person to retain copies of all letters/requests for solicitation.
3. All letters/requests soliciting funds should be dated and numbered sequentially. The request should clearly identify the purpose of the solicitation and describe its programs in clear and specific language. At minimum, the solicitation request should have the following:
  - A. Date
  - B. Solicitation Number
  - C. Name of Organization
  - D. Address
  - E. Purpose – What the money is being requested for
  - F. Contact Person at School and Phone Number
  - G. Statement that check should be payable to: Leonardo da Vinci Health Sciences Charter School
4. Donors should be encouraged to make contributions by check and make check payable to “Leonardo da Vinci Health Sciences Charter School”. Cash is not encouraged. Checks should not be made out to the individual collecting the donation.

### Collecting Funds

#### Counter #1

5. Collects the funds from the parent/donor.
6. After collecting the funds, Counter #1 counts the cash received and records it in receipt book.
7. Counter #1 provides the parent/donor with a receipt. Donor should retain this receipt as proof of the donation for tax purposes.
8. Counter #1 takes the cash and fills out the Daily Cash Receipt Log (Attached as Exhibit A) with the following information:
  - A. Date
  - H. Receipt Number
  - I. Student’s Name
  - J. Student’s Grade
  - K. Purpose – What money is being received for
  - L. Amount of cash received

At the end of the school day, Counter #1 collects all the cash received with the log and gives it to Counter #2.

#### Counter #2

1. Collects all the cash received from Counter #1 with the log at the end of every school day.
2. Counter #2 fills out the Daily Deposit Log (Attached as Exhibit B) to log how many \$1 bills, \$2 bills, \$5 bills, etc. have been received for the day. **Total** on Daily Deposit Log should match Daily Cash Receipt. This should be done in the presence of another person.
3. Once a month, Counter #2 should verify that Daily Cash Receipt Log matches receipt copies in receipt book.
4. After completing the Daily Deposit Log, Counter #2 signs off on the form, gets Counter #1 signature, and gives the cash with both Daily Deposit and Daily Cash Receipt logs to the Operations Manager.

## Operations Manager

1. The Operations Manager verifies that the total cash received matches with the Daily Deposit Log and Daily Cash Receipt Log.
2. If the amount of cash matches, the Operations Manager approves the Daily Deposit Log by signing off on the log.
3. The Operations Manager then locks the cash and copies of the logs in a locked drawer of a desk or filing cabinet until the end of the school week when it is given to the Deposit Person. **HOWEVER**, if the amount of the cash received exceeds **\$2,000.00** at any time during the school week, the cash and the log is given to the Deposit Person within 24 hours.

## Deposit Person/Operations Manager

At the end of the school week or if the amount of cash received is over \$2,000.00, the Deposit Person/Operations Manager prepares to deposit the cash.

1. The Deposit Person/Operations Manager collects all cash and logs and totals up deposit for each site.
2. The Deposit Person/Operations Manager completes the Weekly Deposit Log for each deposit and obtains the signature of the Director verifying the amount to be deposited.
3. The Deposit Person/Operations Manager copies all the checks, if any.
4. The Deposit Person/Operations Manager then completes a deposit slip and makes a copy.
5. The Deposit Person/Operations Manager then goes to the bank and deposits the cash making sure that a receipt has been received.
6. The Deposit Person/Operations Manager assembles the following supporting documentation for each bank deposit made and staples the information together:
  - a. Deposit receipt (on top)
  - b. Deposit slip
  - c. Weekly Deposit Log
  - d. Daily Deposit Log
  - e. Cash Receipt Log
  - f. Copies of Checks received
7. Upon completion of deposit, all deposit receipt and supporting documentation should be forwarded to EXED.

## Spending Funds

1. All expenditures must be pre-approved by Committee chairperson and Director.
2. All invoices submitted for payment must be approved for payment with the following items identified on the actual invoice:
  - a. Funding Program (Job #)
  - b. Expense Account (Object #)
  - c. School Site Location (Class #)

### *For example:*

*An invoice received from Four Winds for bus transportation for 6<sup>th</sup> graders field trip from the school campus #1 should be stamped approved and coded accordingly:*

Approved: Tammy Stanton                      Date: 11/25/10

Amount: \$250.00                      Object Code / Site: 5812, High School