



BURBANK UNIFIED SCHOOL DISTRICT
Business/Fiscal Services
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FAQ's for Fundraising Committee

Where do I find the forms our committee needs to use?

All forms can be found on the district's website.

www.burbankusd.org select community – select fundraising committees

If I need a check for a vendor at the event date, how do I get a check?

In the event you need a check ahead of time for a vendor (i.e-renting lights, chairs...etc...) please follow the following procedure:

- Collect all the quotes, W-9 and paperwork in order to process your pre-payment
- Fill out one requisition form per vendor
 - Forms can be found: <https://www.burbankusd.org> select community – select fundraising committees – select blank requisition form
- Attach all quotes/invoices/W-9 to the requisition.
- Give requisition to site office manager/assistant to process.
- Make sure to remark in the comment section of the requisition “Pre-Payment required” and detail where to have the check sent to for pick up.
- **Checks may take up to 4 weeks depending on approvals and type of service the check is paying for. Please plan accordingly.**

How do I get a cash box for an event:

The finance chair and school site administrator or designee have the ability to check out a cash box for a fundraising event. Here is the procedure for cash boxes:

- Cash boxes for Elementary Schools: \$500
- Cash boxes for Middle Schools: \$800
- Cash boxes for High Schools: \$1,000
- Cash bag is removed from safe and recounted for accuracy and placed in fundraising committee's cash box.
- At the end of the event, the cash should equal the starting amount minus all that was collected for each transaction.
- The finance chair and school site administrator or designee count the funds, place the original cash back into the locked cash bag and placed back into the safe. Two people must count money at all times, in the presence of a BUSD employee.
 - The funds collected are accounted for on two forms:
 - The BUSD money counting form and School Site UMe deposit slip

- Make a copy of the money counting form and any checks collected and send that to the District Finance Office – c/o Lisa Sahagun.
 - Place a copy of the detailed UMe deposit slip, the cash and checks in a deposit bag and back in the safe for Brinks to pick up to deliver to UMe for deposit.
- Use a money counting form to list all cash and checks. Have your witnesses verify the money and sign the money counting form. If someone else takes custody from those counting, the cash verification form must be countersigned by the person taking custody of the money.
- When filling out your money counting form, check box for BUSD appropriate account string (General or Specific). Form without designated account string will be deposited into the general funds account for the site.
- District will notify Principal if no box checked for account string for any deposit.
- Everyone signing gets a copy of the money counting form.
- Provide copies of the money verification form, check copies, and cash receipts to the Lead Finance Chair and Office Manager.
- Fundraising Committee should give receipts for cash.
- Accounting for receipts by donor allows for accurate individual reporting of donations for their personal tax deduction purposes. (This is different than tracking donations per student, which is not allowed - see rules about Individual Fundraising Accounts, or IFA's).
- It is required that a tax receipt acknowledgement is sent to those donating \$250 or more. The group is responsible for tracking their donations and who should receive a tax receipt acknowledgement letter. The letter can then be sent from the Office Manager or Office Assistant to the donor.
- Fundraising committee needs to log all cash and check deposits with date, name, address and amount donated in order to provide tax donation letters.

I want to hire a vendor who will come in and provide services for students (i.e: music lessons, art lessons, rental equipment for event, motivational speaker for assembly, dance instruction...) How do I go about procuring their services?

This is a service that will be provided to the school. Vendor contracts are financially binding to BUSD and must be executed through Business Services. The Assistant Superintendent of Administrative Services and Assistant Superintendent of Educational Services will review the contract and sign off on the routing form for all contracts initiated from the departments their positions oversee. After the contracts have been reviewed and approved, it will be sent to Instructional Services for execution. Every contract is board approved, therefore **please allow 6 weeks for review, board approval and processing**. This means looking ahead at your event calendar, collecting contracts and W-9s for each vendor you wish to

contract to send through for processing. Verbal obligations from vendors need to be in writing and included in the contract or added as an addendum.

Contract documents must be sent to Instructional Services so the Board of Education agenda item can be created a minimum of three weeks prior to the Board of Education meeting before the event is to take place. Board meetings take place the first and third Thursday of the month. Please send contract documents to Terri Ramirez Adams in instructional services
terriramirezadams@burbankusd.org

ALL contracts must be routed for signatures.

The director, department head, or principal reviews and processes contracts to ensure:

- All terms are relevant and the contract holds the contractor accountable for producing expected outcome.
- The contract is in compliance with District policy and procedures, State and Federal laws.
- The contract is in compliance with funding application and guidelines, when funded out of state or federal funds.
- The contract is cost-effective in providing goods and services.
- The contract is in compliance with District, State and Federal procurement laws.
- The legal terms of the contract protects BUSD.
- Discuss issues with District legal; if deemed necessary by Assistant Superintendent of Administrative Services.

***Contracts must be fully executed prior to a contractor doing any duties/work.**

***If the vendor is not already a BUSD vendor, be sure to attach a signed and dated W-9 along with the contract and requisition.**

I paid for something and need to be reimbursed. How can I be reimbursed?

- Collect all the paperwork, quotes and original receipts for reimbursements you wish to have processed
- One requisition per vendor. The person being reimbursed is considered the vendor, so please put the name and address where you want the check mailed in the vendor section.
- If this is a new vendor, please provide a W-9 so the District can set up the vendor. IRS W9 can be found on the district web site: www.burbankusd.org select community –select fundraising committee
- Fill out the requisition form found with all other fundraising group forms: <https://www.burbankusd.org/> select community – select fundraising committee
- Give requisition with all original invoices, shipping confirmations and receipts to office manager/assistant to process.
- Please allow 4 weeks for processing.

I need to order goods for an event (i.e: shirts, dance costumes, supplies for event...) How do I do this?

This process is very similar to being reimbursed:

- Collect all the paperwork and quotes you wish to have processed.
- One requisition per vendor.
- If this is a new vendor, please provide a W-9 so the District can set up the vendor. IRS W9 can be found on the district web site: www.burbankusd.org select community –select fundraising committee
- Fill out the requisition form found with all other fundraising group forms: <https://www.burbankusd.org/> select community – select fundraising committee
- Give requisition with all original invoices, quotes, shopping carts and receipts to office manager/assistant to process.
- Please state on the requisition form where you want the items to be delivered (school address)
- Please plan for your supplies accordingly – you need to allow 4 weeks for processing and shipping at a minimum.

I need to get a financial statement so I can reconcile the general ledger of our fundraising committee. How do I get a financial statement?

The Principal and Finance Chair of the fundraising committee can request a print out of the committee’s expenditures from the office manager via a Smarte report. Revenue reports will come once a month in the form of a UMe bank statement and Smarte reports from Fiscal Services.

How and when will the new “boards” be trained on the new procedures?

- Committee formation / election / operation timeline (annual)
 - January – “cast net” and seek committee chairs
 - February – distribute slate of nominees for election of committee Chair positions
 - March – hold / finalize election at an “all call” meeting
 - April – conduct planning and budgeting for next school year
 - May – submit budget, calendar, etc. with new compliance packet to school principal and designated BUSD district admin

What happens when funds raised fall short of program costs?

In order to proceed with an event, you must have the funds raised ahead of time and know that if you haven’t reached your fundraising goal, the committee has voted and remarked in its minutes to use reserves in order to meet the costs of the event that the funds raised isn’t able to provide for that specific event.

What happens to company match donations (Cyber grants, Benevity, etc.)?

Company matches can still be donated to the school/district for the benefit of the school or program. Contact BUSD Fiscal Services for letter determining tax status.

What are the “new rules”? Who makes the decisions about how funds are used? Who decides which fundraisers will take place? Who approves them? What are the processes?

New guidelines will be similar to the previous booster’s structure under BSBA. What will be different is that there will no longer be site-based booster groups operating under the umbrella of BSBA. Elementary school fundraising committees would be expected to work with their principals to determine their goals and objectives, the types of fundraisers that they are going to hold, and when they are going to occur. Secondary groups will work with their teacher, Asst. Principal/Principal and the finance manager to operate through an ASB Trust account.

Will volunteers have to be approved and cleared by BUSD? Will they be covered by BUSD insurance in their work?

Just as has been done in the past, volunteers who work with children must go through the entire live-scan, vetting, and volunteer application process. Volunteers working in support of school-based fundraisers are covered by BUSD insurance.

Is BUSD prepared to take electronic funds?

There are two ways in which elementary schools can receive funds electronically. One is through the school site’s Square donation account. The link to the school site’s fundraising site is on their website. If you do not have a link to the site, please email Alyssa Low at alyssalow@burbankusd.org to get the link.

The other way is at an event. Each elementary school has received a Square credit card reader that will accept payments and donations. When you are at a fundraising event you will go to the schools designated area for purchasing. Should you not wish to use cash or check, you can use your credit card at the event.

If you have further questions, please refer to the BUSD fundraising committee handbook for further details and contact information of BUSD staff who can assist in answering your questions.