

# Treasury Department Fundraising Training

School Year 2025-26



# Treasury Department



Michelle Betts



Le Do

Tajaree Peyton  
Fundraising Facilitator



Charles Bruce  
Today's Training Facilitator



# Contact Us



## **Banking**

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## **Treasury and Grant Accounting Dept**

Charles Bruce – 873-8716

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## **First Independence Bank**

Customer Service – 313-256-8412 – Option 1

[FIBTM@firstindependence.com](mailto:FIBTM@firstindependence.com)

## **Total Armored Car**

Ryan McLain – 313-961-1514 – [Rmclain@totalarmoredcar.com](mailto:Rmclain@totalarmoredcar.com)

# DPSCD Board Policy 5830 FUNDRAISING

Fundraising is limited in order to prevent disruption and includes solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

<https://go.boarddocs.com/mi/detroit/Board.nsf/Public>



# Training Agenda

- ▶ ☐ Responsibilities of Activity Account Sponsors
  - ☐ Fundraising Request
  - ☐ Cash Receipts
  - ☐ Cash Disbursements
  - ☐ Fundraising Profit and Loss Statement
  - ☐ Questions

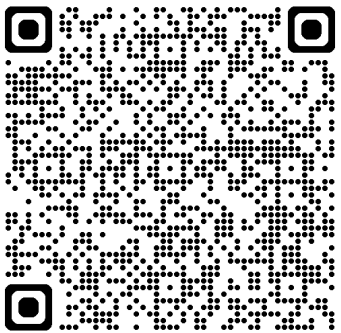


# Responsibilities of Activity Account Sponsors

Enroll/Attend Annually in Fundraising Training

**Employees** – Register in Frontline

**Non-employees** should register at the following link/QR Code:  
[Fundraiser Training Registration \(For External Participants\)](#)





# Responsibilities of Activity Account Sponsors

## Qualtrics Survey | Qualtrics Experience Management

8/11/25, 12:41 PM

Qualtrics Survey | Qualtrics Experience Management

The purpose of collecting or raising and expending of general school funds is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the District. Fundraising activities will contribute to the educational experience of the students and will not conflict with any instructional program. Money raised by student groups and organizations is held by the school as a trustee. The activity account sponsor of a student club, group or organization is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from activity or club accounts.

I hereby acknowledge that I have read and understand the requirements of my position as club or activity account sponsor. I voluntarily agree to assume this position, and will comply with cash management policies and procedures. In particular, I acknowledge that:

1. I am responsible for both the safeguarding and accounting of funds received from and/or on behalf of students.
2. Student activity monies will be properly receipted, secured ON SCHOOL PREMISES, and turned into the office daily in the same form in which it was received.
3. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal by using the "Check Request Form". CASH PAYMENTS ARE STRICTLY PROHIBITED.
4. I will maintain a positive cash balance in my activity account at all times.
5. In general, no school purchases will be made "on credit" (open accounts) from vendors.
6. I will use the designated "Fundraising Request Form" to seek approval in advance from the principal for all fundraising activities.
7. Within five days of the completion of all fundraisers, the "Profit/Loss Statement" will be completed and submitted to the Principal for review and approval
8. I have read and understand the policies and procedures outlined in the District's Fundraising Guide.

[https://dpsod.az1.qualtrics.com/jfe/form/SV\\_0NY128Z4ngR0UGG](https://dpsod.az1.qualtrics.com/jfe/form/SV_0NY128Z4ngR0UGG)

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8/11/25, 12:41 PM

Qualtrics Survey | Qualtrics Experience Management

I understand that I will be held responsible for student activity funds entrusted to me and that I will reimburse the activity account for any money (or property purchased with student activity funds) which is lost due to carelessness, fraud, or theft due to negligence on my part.

Sponsor Name

Sponsor Signature

×

**SIGN HERE**

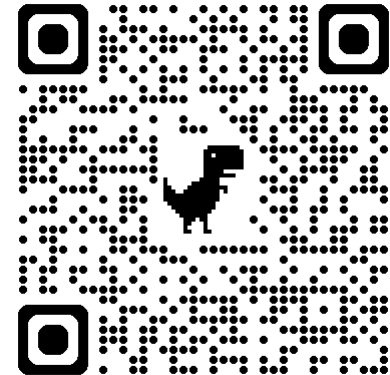
clear

Sponsor Email Address

Powered by Qualtrics 

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  - ☐ Questions








# Fundraising Request Form


Teams


▼ Your teams


▶  DPSCD Leadership Forum 2023-2024 ...


▶  Business Division ...


▶  **Finance Department Staff** ...


▶  Finance Team (Decommission) ...

▶  Bookkeepers ...

▶  Clerical Connect ...

▶  **Finance Management Team** ...

▶  **Field Trip Sponsors** ...

▶  Fundraising Sponsors ...

General

FS

General

Posts

Files

Site

Fill | Fundraising Req... ▼

Fill | Fundraising Profit... +

Fundraising Request Form

According to Board Policy 5830, fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

School and student fundraising activities serve two (2) general purposes:

- To promote the education, general welfare, and morale of students; and
- To finance the legitimate extra-curricular activities of the student body in order to augment, but not conflict with, the educational program provided by the Superintendent and his/her designee(s).

Requests for fundraising activities are initiated at the discretion of the principal and approved by the assistant superintendent. It is the responsibility of the principal to follow the District's internal fund accounting policies and procedures in approving and maintaining adequate controls and accountability over-all fund-raising activities.

**This form MUST be used to submit all fundraising requests.** Please complete all fields prior to submission, any missing information may lead to a delay in approvals. Approvals must be obtained prior to collecting or disbursing any funds.

All requests will route to the school Principal, Assistant Superintendent and the Treasury Department. You will receive an email confirmation with an Activity ID number upon approval.

Fundraising Requests are due at least **30** days prior to the proposed start date.

Hi, Michelle. When you submit this form, the owner will see your name and email address.

\* Required

# Fundraising Request Form

## 2025-2026 Fundraising Request Form

According to Board Policy 5830, fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

School and student fundraising activities serve two (2) general purposes:

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All requests will route to the school Principal, Assistant Superintendent and the Treasury Department. You will receive an email confirmation with an Activity ID number upon approval.

Fundraising Requests are due at least **30** days prior to the proposed start date.

Hi, Charles. When you submit this form, the owner will see your name and email address.

\* Required

### Fundraiser Information

1. School Location: 

Select your answer



**Submit forms at least 30 days prior to the proposed activity start date.**



# Fundraising Request Form – (3 screens)

## Screen 1

- Description
- School
- Purpose
- Start/End Dates
- Start/End Times
- ID Your School's SD
- Enter Bookkeeper's Email

## Screen 2 – Activity Sponsor/ Fundraising Coordinator

- Employee Sponsor Contact Info
- Fundraiser Sponsor

## Screen 3 – Fundraiser Funding Information

- Planned use of funds
- Anticipated amount of expenses
- Anticipated amount of funds to collect
- G/L Activity Account Description
- Account Number

**Fundraiser Request Portal Closes April 24, 2026**

**You may review the status of your requests via MS Teams**

Please submit requests at least 30 days prior to the proposed activity start date, to navigate the approval queue.



# Fundraising Food Sales

- All [school] food venues, including vending machines, must follow the USDA Smart Snack policy.
- Fundraising food sales during the regular day must adhere to these standards.
- Use the Smart Snack calculator at <https://foodplanner.healthiergeneration.org/calculator/> to determine if your snack meets the USDA's nutrition standards for school snacks.



# High School Senior Dues

- Participation in graduation is free and schools cannot require any fees for graduation.

**Beginning SY 2024/25, the District will cover the cost of graduation ceremony and caps/gowns.**

- Schools may offer optional items for seniors which can be covered by senior dues, but students are not required to participate.

Senior Pictures	Pinning ceremonies, and
Year Book	Other activities

- Schools must provide all the items that a student purchases [as listed on the senior dues sheet]  
**If a student pays for a yearbook the school must provide it, or it must refund the money**

Please reach out to Marian Sanders [Marian.Sanders@detroitk12.org](mailto:Marian.Sanders@detroitk12.org) for related questions



# Kindergarten, 5<sup>th</sup> Grade & 8<sup>th</sup> Grade Promotional Ceremonies

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**Schools must use their general fund to cover costs for promotional ceremonies**

**Beginning SY 2024/25, schools cannot charge fees or ask parents to pay promotional dues.**





# UNALLOWABLE FUNDRAISING ACTIVITY

Schools should **refrain from** having a fundraiser to **accumulate funds** in their student activity account. All **money raised** must be **used to benefit all students of the group** or school. Among the ethical issues that are of particular importance in fundraising; here are the ones you **MUST** avoid, per the district.

- Students cannot be required to participate in fundraisers
- Students cannot be required to raise a certain amount or sell a certain number of items.
- Fundraising activities shall refrain from interfering with the instructional program or time.
- Door-to-door sales are strictly prohibited.
- The sale of baked goods or other food items intended for human consumption prepared at home by students or parents/guardians is NOT allowed.
- Project cannot include photos that show students' faces.
- Schools are not allowed to have students/staff paid dress-down days.





# Outside Affiliate Organizations

- OAOs may conduct fundraisers for student needs with approval from the Principal, a DPSCD employee sponsor, and following the general fundraiser process.
- Fundraiser profits must be deposited into the school's account.
- Before partnering with a school, OAOs must have an approved agreement and complete fundraising training.



# Outside Affiliate Organizations

After an OAO receives approval and its staff completes fundraising training, the next step is identifying a DPSCD staff sponsor, submitting a fundraiser request, and receiving authorization to begin the fundraiser.





# Outside Affiliate Organizations

**Example:** An OAO is partnering with DSA students in its foreign language classes to sponsor a trip abroad. The fundraising effort will defray some costs and the students will pay a portion of their travel.

**Decision Rationale:** The OAO must follow District fundraising guidelines because the students will be involved in the efforts.

**Example:** An organization requests that the King High School band play at Eastern Market. The band will receive \$1,000 for their performance, which will be donated to repair their instruments.

**Decision Rationale:** The fundraiser takes place off District property, but it involves District students, hence it must adhere to District fundraising guidelines. An OAO can fundraise off District property and donate to a school without following the District fundraising process if it does not involve District staff or students.

# Fundraising – Crowdfunding



- Principals are responsible for the approval of any crowdfunding request
- Solicitations are limited to supplemental items; requests for basic needs such as curriculum materials, paper or any other supplies that would otherwise be provided by the District are strictly prohibited and may lead to disciplinary action
- The use of students' faces in photos is strictly prohibited without prior approval or consent.

# Fundraising – Crowdfunding Matters

**To apply for a crowdfunding campaign, staff must provide the following items:**

- A budget and project plan.
- Photos must protect/maintain student privacy.
- A campaign/event profile.
- Confirmation of that funds will be remitted to the school and school organization.
- Details of any rewards for donors.

**Board Policy 3210.01, Code of Ethics states: “All members of the Board, and district employees, regardless of their position, because of their dual roles as public servants and educators, are to be bound by the Code of Ethics. Adherence to the Code of Ethics shall create an environment of honesty and integrity.”** [Active Policies - BoardDocs® Plus](#)



# Donors Choose Guidelines

<https://detroitkPartnershipsEnrollmentandInnovation/SitePages/DonorsChoose>

- Teachers are encouraged to use the DonorsChoose platform to request allowable items for classroom projects
- DonorsChoose projects still require principal approval *before* projects are posted to the website. To obtain approval, teachers must use the [Grant Approval Form](#), which will automatically notify principals of a request to conduct a DonorsChoose project
- All *completed* DPSCD DonorsChoose projects MUST be reported through the District's [Donation Reporting Form](#) which can always be accessed through the Partnerships Hub Page
- To see all DonorsChoose Guidelines, visit the [Office of Partnerships Donations Policy Page](#).

# Fundraising – DonorsChoose – How it Works

- Teachers submit a project request to their principal for approval using the [Grant Approval Form](#)
- Teachers create a "project" on the Donorschoose.org website outlining their specific need
- DonorsChoose approves the project and lists it on their website, making it visible to all donors and corporate partners
- Once the goal is met, DonorsChoose closes the project and ships the items to the school
- All materials should be inventoried upon arrival at the school and logged onto the [Donation Reporting Form](#)
- All requests must be for supplemental materials
- All electronic donations, including computer/tablets should be shipped to Cynthia Hargrove/Asset Management and Deployment at 1425 East Warren Ave, Detroit, MI 48207. Your school will be contacted once the items have arrived.

# Fundraising – DonorsChoose (cont'd)

## Things to Know:

- **All DonorsChoose** donations remain property of the school: the employee who created the project does not own the donated goods.
- Project cannot include photos that show the faces of students; pictures of the classroom are allowable.
- All DonorsChoose donations **MUST** be managed at the school level.
- No project can be uploaded to the DonorsChoose website without prior approval from the Principal.
- This platform is not used to raise money; only materials.
- Each site should maintain a DonorsChoose binder that includes all projects and a log of all items delivered.
- Projects can not request basic needs materials such as curriculum materials, paper, or any other supplies that the district would otherwise provide.



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# Cash Receipts

## Five Supporting Documentation Options for Cash Receipts

1. Triplicate Receipt
2. Transmittal List
3. Pre-numbered Ticket Sale
4. Concession Sales Worksheet
5. Sales/Receipt Summary, Other, etc.



# Cash Receipts Documentation – Triplicate Receipt

*All receipts must be accompanied by proper documentation.*

**RECEIPT** DATE 8/28/2023 No. 558909

RECEIVED FROM Le Do \$ 230.00

Two Hundred Thirty and 00/100 DOLLARS

☐ FOR RENT ☐ FOR Movie Day Fundraiser Ticket Sales

☒ CASH ☐ CHECK ☐ MONEY ORDER ☐ CREDIT CARD

ACCOUNT 6451 FROM \_\_\_\_\_ TO \_\_\_\_\_


PAYMENT 230 - BY J. Betts

BAL. DUE \_\_\_\_\_

1. Date - Date the payment was received.
2. Receipt Number - This is a printed number that identifies a specific receipt.
3. Received From - Name of person/ entity who is making the payment.
4. Amount (Numeric) - The total amount received in numeric form.
5. Amount (Written) - The total amount received written in words.
6. For - Activity account name and description of funds received.
7. Payment Method - Choose the method of payment that was used.
8. Additional Information (Optional) - This is used for additional information if necessary.
9. General Ledger Activity fund account number (Generally uses by high schools only.)
10. Amount (Numeric) - The total amount received in numeric form.
11. Balance due ( Optional) - Remaining amounts
12. Signature of Receiver - Required to be signed by the person accepting payment



# Cash Receipts Documentation – \*Transmittal List



EVENT NAME/PURPOSE: \_\_\_\_\_

Transmittal List - **MONEY COLLECTED FROM STUDENTS**

Activity Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

	FIRST NAME	LAST NAME	AMOUNT	STUDENT SIGNATURE (OPTIONAL)	DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

TOTAL COLLECTED: \_\_\_\_\_


RECEIPT #: \_\_\_\_\_

SPONSOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

BOOKKEEPER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



EVENT NAME/PURPOSE: \_\_\_\_\_

Transmittal List - **MONEY COLLECTED FROM STUDENTS**

Activity Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

	FIRST NAME	LAST NAME	AMOUNT	STUDENT SIGNATURE (OPTIONAL)	DATE
1.					
2.					



# Cash Receipts Documentation

## Pre-Numbered Ticket Sales Summary



### DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT PRE-NUMBERED TICKET SALES REPORT

SCHOOL NAME: Osborn High School

EVENT NAME/PURPOSE: School Dance 8/28/2023  
(DATE)

ACTIVITY FUND TO BE CREDITED: Volleyball 6451  
(ACCOUNT NAME) (ACCOUNT NUMBER)

ACTIVITY SPONSOR: Benjamin Jemison-Malone

BEGINNING TICKET NUMBER: 150065 (A)

ENDING TICKET NUMBER: 150139 (B)

NUMBER OF TICKETS SOLD: 75 (B-A+1)  
(PLEASE REMEMBER TO ADD 1)

MULTIPLIED BY TICKET PRICE: \$5

EQUALS TOTAL COLLECTED: \$375



# Cash Receipts Documentation Concession Sales Worksheet



## CONCESSION SALES INVENTORY WORKSHEET

EVENT: School Dance EVENT DATE: 8/28/23  
GROUP/ACTIVITY FUND: Volley ball ACCOUNT #: 6451

ITEM DESCRIPTION	BEGINNING INVENTORY	(-)WASTE	(-)ENDING INVENTORY	(=) AMOUNT SOLD	(x) PRICE	= TOTAL SALES
HOT DOGS						
PIZZA SLICE	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>\$2</u>	<u>160.00</u>
NACHO TRAYS						
POPCORN						
BOTTLED WATER						
GATORADE						
JUICE						
POP	<u>72</u>	<u>2</u>	<u>0</u>	<u>70</u>	<u>\$1</u>	<u>70.00</u>
CHIPS	<u>100</u>	<u>0</u>	<u>25</u>	<u>75</u>	<u>\$0.50</u>	<u>37.50</u>
CANDY: \$ _____						
CANDY: \$ _____						
CANDY: \$ _____						
CANDY: \$ _____						
Other: _____						
Other: _____						
Other: _____						
Other: _____						
GRAND TOTAL SALES						<u>267.50</u>
LESS: CASH RECEIVED						<u>-267.50</u>
DIFFERENCE (If greater than \$5 please explain in comments below)						

BEGINNING INVENTORY COMPLETED BY:

SIGNATURE: [Signature]  
PRINT NAME: Michelle Betts

BEGINNING INVENTORY REVIEWED BY:

SIGNATURE: [Signature]  
PRINT NAME: Le Do

ENDING INVENTORY COMPLETED BY:

SIGNATURE: [Signature]  
PRINT NAME: Benjamin Gemison-Malone

ENDING INVENTORY REVIEWED BY:

SIGNATURE: [Signature]  
PRINT NAME: TanganiKia Hopkins-O'Beu

HOW WILL REMAINING INVENTORY BE USED? OTHER COMMENTS:

Future Events

REVISED: 8/12/19



## CONCESSION SALES INVENTORY WORKSHEET

EVENT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_  
GROUP/ACTIVITY FUND: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

ITEM DESCRIPTION	BEGINNING INVENTORY	(-)WASTE	(-)ENDING INVENTORY	(=) AMOUNT SOLD	(x) PRICE	= TOTAL SALES

# Cash Receipts – Deposit Verification Procedures



## DEPOSIT VERIFICATION PROCEDURES

When submitting school funds for deposit, you must remain in the office until your funds have been verified and certified by the bookkeeper. Please make the appropriate time allowance for deposit verification and counting. EVERY effort will be made to ensure a speedy processing time.

In order to expedite deposit verification, please have the following:

1. "Deposit Verification Form" completed and signed; be sure to include the following:
  - a. Activity Account Name and Number
  - b. Copies of Checks and/or money orders submitted for deposit
  - c. Description of whom/what the funds were collected from. There MUST be supporting documentation turned in. Examples include:
    - i. Pre-numbered Triplicate Receipts (yellow copies)
    - ii. Student Transmittal List (Money Collected from Students)
    - iii. Pre-numbered ticket stubs
    - iv. Concession/Food Sales Inventory Worksheet
    - v. Sales Summary (e.g. Description and quantity of items sold at "x" price)
2. Bills:
  - a. Sorted by denomination
  - b. Facing upward AND in the same direction
  - c. Banded in quantities of 100
3. Coins:
  - a. Sorted by denomination
  - b. Grouped (in bags or small envelopes; please do not use coin wrappers) by the following quantities:
    - i. Quarters (40) - \$10.00
    - ii. Dimes (50) - \$5.00
    - iii. Nickels (40) - \$2.00
    - iv. Pennies (50) - \$0.50


Finally, please remember:

- PERSONAL CHECKS ARE NOT ACCEPTED
- Cash boxes, Counterfeit Pens, Coin bags/envelopes, rubber bands, paper clips, etc. are available upon request from the office.
- 100% of all funds collected MUST be turned in to the office. Absolutely NO CASH PAYMENTS are to be made. MAKING CASH PAYMENTS MAY RESULT IN A WRITTEN COUNSEL AND SUSPENSION OF CASH COLLECTION PRIVILEGES.

Following these procedures will aid in the immediate counting and verification of funds being turned in for deposit.



# Cash Receipts – Deposit Verification Form

 **SCHOOL NAME:** \_\_\_\_\_  
**BANK DEPOSIT VERIFICATION FORM**

**Bank Account Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Activity Fund/Department:** \_\_\_\_\_ **Account#:** \_\_\_\_\_

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coins**

_____	X	\$	0.01	=	_____
_____	X	\$	0.05	=	_____
_____	X	\$	0.10	=	_____
_____	X	\$	0.25	=	_____
_____	X	\$	0.50	=	_____
_____	X	\$	1.00	=	_____

**Currency**

_____	X	\$	1.00	=	_____
_____	X	\$	2.00	=	_____
_____	X	\$	5.00	=	_____
_____	X	\$	10.00	=	_____
_____	X	\$	20.00	=	_____
_____	X	\$	50.00	=	_____
_____	X	\$	100.00	=	_____

**Total: 1** \_\_\_\_\_

**Checks**      **How many?** \_\_\_\_\_      **Total: 2** \_\_\_\_\_  
Attach a list of itemized checks (names, amounts & numbers)      **Total: 3** \_\_\_\_\_

**Bank Deposit Grand Total (Total 1 + Total 2 + Total 3)** \_\_\_\_\_

**Deposit Bag #:** \_\_\_\_\_

**Verification:** (Signature of the two counters) We, the undersigned certify funds to be deposited are properly accounted for.

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_



**SCHOOL NAME:** \_\_\_\_\_  
**BANK DEPOSIT VERIFICATION FORM**

**Bank Account Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Activity Fund/Department:** \_\_\_\_\_ **Account#:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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



# Cash Receipts – Donations and Grants

- All donations and grants \$10,000 or more must be sent to the central office and administered through grant compliance.
- Donations less than \$10,000 are managed at the school level.
- Donations are monitored/processed by the Partnerships and Innovation Department.
- Grant reporting requirements and supporting documentation must be submitted by the school/grantee as required by the grantor.
- <https://detroitk12.sharepoint.com/sites/PartnershipsEnrollmentandInnovation>

DPSCD Partnership Office

3011 West Grand Blvd

9<sup>th</sup> Floor, Fisher Building

Detroit, MI 48202

[DPSCD.Partnership@detroitk12.org](mailto:DPSCD.Partnership@detroitk12.org)

**Raven Jones**

Project Manager – Partnerships

[raven.jones@detroitk12.org](mailto:raven.jones@detroitk12.org)



# Cash Receipts – Acknowledgement Recap

## CASH RECEIPTS:

- ✓ Pre-numbered triplicate receipt forms should be completed to document all incoming funds.
- ✓ Receipt forms should be properly completed with the date, name of remitter, amount received, purpose of collection and signature of bookkeeper/receiver of cash.
- ✓ Copies of receipt forms should be given to persons turning in funds.
- ✓ Supporting documentation for receipt forms must be collected. (e.g. student collection lists, ticket stubs, remittance advices, etc.)
- ✓ Receipt forms along with attached supporting documentation must be filed in the monthly transaction folder.

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**PAYMENT DUE**



# Cash Disbursements - Check Request Form

DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT	
SCHOOL-LEVEL (INTERNAL)	
CHECK REQUEST	
3 DAY (MINIMUM) ADVANCE NOTICE REQUIRED	
DATE OF THIS REQUEST:	
ACTIVITY FUND TO BE CHARGED: _____	
(ACCOUNT NAME) _____ (ACCOUNT NUMBER) _____	
<input type="checkbox"/> MAIL PAYMENT <input type="checkbox"/> PEOPLESOFT REQUISITION <input type="checkbox"/> HOLD FOR PICK-UP	
BY: _____	
CHECK PAYABLE TO: _____	
ATTENTION: _____	
ADDRESS 1: _____	
ADDRESS 2: _____	
CITY: _____ STATE: _____ ZIP CODE: _____	
PHONE: _____	
DESCRIPTION:	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
**ATTACH ORIGINAL SUPPORTING DOCUMENTATION**	
REQUESTED BY: _____	TOTAL: _____
PLEASE PRINT	
REQUESTOR'S SIGNATURE (REQUIRED)	
INTERNAL CONTROL REVIEW	
ARE SUFFICIENT FUNDS AVAILABLE IN THE SPECIFIED ACTIVITY FUND?:	
YES	NO
_____	_____
IS AN ORIGINAL (NOT COPIED) INVOICE AND/OR OTHER SUPPORTING DOCUMENTATION ATTACHED?:	
YES	NO
_____	_____
DO THE AMOUNTS ON THIS CHECK REQUEST AGREE WITH THE SUPPORTING DOCUMENTATION?:	
YES	NO
_____	_____
HAS SALES TAX BEEN EXCLUDED?:	
YES	NO
_____	_____
IF THERE IS A "NO" ANSWER TO ANY QUESTION ABOVE, PLEASE EXPLAIN:	
_____	
_____	
DEPARTMENTAL/ADMINISTRATOR'S APPROVAL: _____	
(OPTIONAL)	
DATE: _____	
PRINCIPAL'S APPROVAL: _____	
(REQUIRED)	
DATE: _____	



# Cash Disbursements - Reimbursements



## REQUEST FOR REIMBURSEMENT

SCHOOL-LEVEL (INTERNAL)

ADVANCE WRITTEN APPROVAL MUST BE RECEIVED BEFORE ACQUIRING GOODS OR SERVICES

DATE OF REQUEST: \_\_\_\_\_

ACTIVITY FUND TO BE CHARGED: \_\_\_\_\_ # \_\_\_\_\_  
(ACCOUNT NAME) (ACCOUNT NUMBER)

REQUESTOR: \_\_\_\_\_

ADDRESS 1: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PURPOSE OF REIMBURSEMENT: \_\_\_\_\_

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

ESTIMATED AMOUNT TO BE REIMBURSED \$ \_\_\_\_\_

UPON APPROVAL, THIS FORM WILL BE RETAINED IN THE SCHOOL. AN APPROVED CHECK REQUEST AND ORIGINAL RECEIPTS (OR OTHER RELEVANT DOCUMENTATION) FOR ACTUAL ITEMS PURCHASED MUST ALSO BE SUBMITTED PRIOR TO REIMBURSEMENT. YOU WILL ONLY BE REIMBURSED FOR "ALLOWABLE" EXPENDITURES ACCORDING TO DPSCD POLICIES.

**\*CHECK REQUESTS FOR REIMBURSEMENTS MUST BE SUBMITTED WITHIN 30 DAYS OF PURCHASE DATE\***

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENTAL APPROVAL  
(OPTIONAL): \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CLERICAL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT DOES NOT PERMIT REIMBURSEMENT FOR SALES TAX\*\***

[illegible]

REVISÉD: 10/1/21

# Cash Disbursement Log- Acknowledgement Recap

## CASH DISBURSEMENTS:

- ✓ Check Request Forms must be completed, approved, and attached to copies of all checks issued.
- ✓ Check stubs for checks issued must be completed with check date, payee, description, check amount, and student activity fund charged and maintained in the monthly transaction folder.
- ✓ Invoices, vendor receipts, bills, or statements in support of all checks issued must be maintained in the monthly transaction folder.
- ✓ Check copies with attached supporting documentation (Check Request forms, invoices, vendor receipts, bills or statements) must be available for all checks and maintained in the monthly transaction folder.
- ✓ All checks signed by two authorized signers.



# Training Agenda

- ✓ ☐ Responsibilities of Activity Account Sponsors
- ✓ ☐ Fundraising Request
- ✓ ☐ Cash Receipts
- ✓ ☐ Cash Disbursements
- ▶ ☐ Fundraising Profit and Loss Statement
- ☐ Questions





# Profit and Loss Statement



## FUNDRAISING PROFIT AND LOSS STATEMENT

SCHOOL NAME: Dallas Academy  
SPONSORING GROUP/CLUB NAME: Volleyball ACCOUNT #: 6451  
DISTRICT ASSIGNED ACTIVITY ID#: 12345678 DATE OF ACTIVITY: 10/1/19  
(listed in the approval email and on the bottom of the final approved request from Cash Management)

### SUMMARY OF RECEIPTS:

FUNDRAISING RECEIPT LOG	
PAGE #:	PAGE TOTAL AMOUNT
1	642.50
	642.50

TOTAL RECEIPTS (A)

### SUMMARY OF DISBURSEMENTS

FUNDRAISING DISBURSEMENT LOG	
PAGE #:	PAGE TOTAL AMOUNT
1	316.15
	316.15

TOTAL DISBURSEMENTS (B)

NET PROFIT OR (LOSS) 326.35 (A-B)

BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH ALL POLICIES AND PROCEDURES APPLICABLE TO FUNDRAISING ACTIVITIES.

PREPARED BY: Brittany Foley  
ACTIVITY/FUNDRAISING SPONSOR

DATE: 10/3/19

REVIEWED BY: Bookkeeper  
BOOKKEEPER

DATE: 10/3/19

APPROVED BY: Principal  
PRINCIPAL

DATE: 10/4/19

RECEIVED BY: Cash Management  
CASH MANAGEMENT

DATE: 10/7/19

# Profit and Loss Statement

## Fundraising Profit and Loss Statement

The Profit and Loss Statement MUST be submitted no later than 5 days after the approved fundraiser takes place. The receipt log and disbursement log must be attached to this submission.


Receipt Log Template:

<https://detroitk12.sharepoint.com/sites/OfficeofFinance2/Shared%20Documents/Fundraising%20Receipt%20Log%2010-1-21.pdf>


Disbursement Log Template:

<https://detroitk12.sharepoint.com/sites/OfficeofFinance2/Shared%20Documents/Fundraising%20Disbursement%20Log%2010-1-21.pdf>

Hi, Victoria. When you submit this form, the owner will see your name and email address.

1. School Location 

Select your answer

2. Activity ID 


Enter your answer

3. Sponsoring Group/Club Name 

Enter your answer

4. Date the Fundraiser was held. 

Please input date (M/d/yyyy)

5. Total amount collected from the approved fundraiser 

Receipt Log must be attached to this submission.

The value must be a number

6. Total amount spent on the fundraiser 

Disbursement Logs must be attached to this submission.

The value must be a number

7. Net Profit or Loss 

Net Profit or Loss = Total Amount of Receipt - Total Amount of Disbursements

Enter your answer

8. Upload the completed Receipt Log(s) (Non-anonymous question) 


 Upload file

File number limit: 10 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

9. Upload the completed Disbursement Log(s) (Non-anonymous question) 

 Upload file

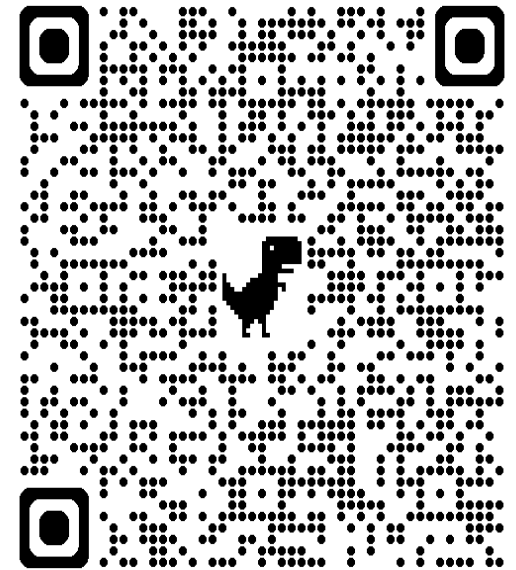
File number limit: 10 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

10. By initialing below, I acknowledge that I have read, understand, and agree to comply with all policies and procedures applicable to fundraising activities. 

Type your initials.

Enter your answer

Submit



# Profit and Loss (P&L) Statement

**Profit and Loss statements – both forms – must be submitted to the bookkeeper (hard copy) and uploaded electronically no more than five (5) days after completion of the fundraiser.**

## Fundraising Profit and Loss Statement

- Reoccurring fundraisers that extend beyond a single calendar month require a P&L each month



# Cash Receipts – Acknowledgement Recap



## RESPONSIBILITIES OF ACTIVITY ACCOUNT SPONSORS

SCHOOL YEAR: 2025-26

The purpose of collecting or raising and expending of general school funds is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the District. Fundraising activities will contribute to the educational experience of the students and will not conflict with any instructional program. Money raised by student groups and organizations is held by the school as a trustee. The activity account sponsor of a student club, group or organization is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from activity or club accounts.

I hereby acknowledge that I have read and understand the requirements of my position as club or activity account sponsor. I voluntarily agree to assume this position, and will comply with cash management policies and procedures. In particular, I acknowledge that:

1. I am responsible for both the safeguarding and accounting of funds received from and/or on behalf of students.
2. Student activity monies will be properly **receipted**, secured ON SCHOOL PREMISES, and turned into the office daily in the same form in which it was received.





# Cash Disbursements – Acknowledgement Recap



## RESPONSIBILITIES OF ACTIVITY ACCOUNT SPONSORS

SCHOOL YEAR: 2025-2026

The purpose of collecting or raising and expending of general school funds is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the District. Fundraising activities will contribute to the educational experience of the students and will not conflict with any instructional program. Money raised by student groups and organizations is held by the school as a trustee. The activity account sponsor of a student club, group or organization is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from activity or club accounts.

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1. I am responsible for both the safeguarding and accounting of funds received from and/or on behalf of students.
2. Student activity monies will be properly **receipted**, secured ON SCHOOL PREMISES, and turned into the office daily in the same form in which it was received.
3. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal by using the "Check Request Form". **CASH PAYMENTS ARE STRICTLY PROHIBITED.**
4. I will maintain a positive cash balance in my activity account at all times.
5. In general, no school purchases will be made "on credit" (open accounts) from vendors.



# Fundraising – Acknowledgement Recap



## RESPONSIBILITIES OF ACTIVITY ACCOUNT SPONSORS

SCHOOL YEAR: **2025-2026**

The purpose of collecting or raising and expending of general school funds is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the District. Fundraising activities will contribute to the educational experience of the students and will not conflict with any instructional program. Money raised by student groups and organizations is held by the school as a trustee. The activity account sponsor of a student club, group or organization is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from activity or club accounts.

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3. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal by using the "Check Request Form". **CASH PAYMENTS ARE STRICTLY PROHIBITED.**
4. I will maintain a positive cash balance in my activity account at all times.
5. In general, no school purchases will be made "on credit" (open accounts) from vendors.
6. I will use the designated "Fundraising Request Form" to seek approval in advance from the principal for all fundraising activities.
7. Within five days of the completion of all fundraisers, the "Profit/Loss Statement" will be completed and submitted to the Principal for review and approval.





# RECAP – ROLES AND RESPONSIBILITIES

Responsibility	Sponsor	Bookkeeper	Principal
<b>Prospective Fundraiser Sponsors Complete Annual Training</b>	x		x
<b>Identify fundraising opportunity</b>	x		x
<b>Acknowledge Responsibilities for Cash Handling</b>	x	x	x
<b>Complete Request to Hold a Fundraiser</b>	x		x
<b>Execute Fundraiser (Upon Receiving Approval)</b>	x		x
<b>Maintain Receipts and Disbursement logs</b>	x		
<b>Complete Profit and Loss Statement</b>	x	Review & Sign	x
<b>Evaluation of Campaign</b>	x		x

# Training Agenda

- ✓ ☐ Responsibilities of Activity Account Sponsors
- ✓ ☐ Fundraising Request
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- ✓ ☐ Cash Disbursements
- ✓ ☐ Fundraising Profit and Loss Statement
- ▶ ☐ Questions





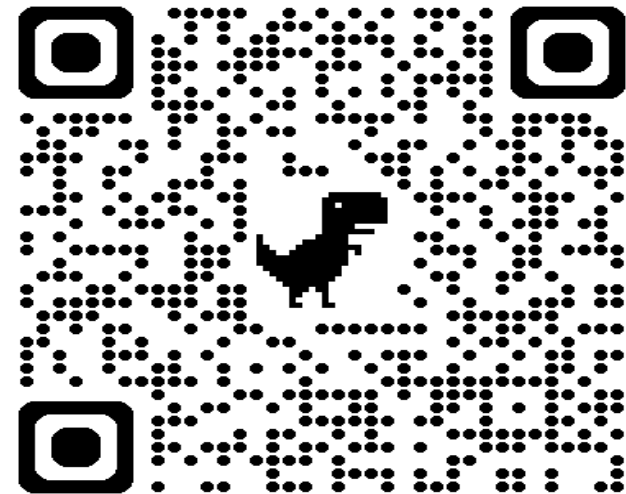
# Office of Finance Survey Link

Thanks for attending the training session as provided by the Office of Finance.

Please take a few moments and tell us about your experience (link/QR Code are below)

This session was for “*Fundraiser*” training.

[Non-Bookkeeper Fundraising Training Survey Link](#)



# Required Acknowledgment Forms for Fundraiser Sponsor / Bookkeeper / Principal

Responsibility of Sponsors Form

[Qualtrics Survey | Qualtrics Experience Management](#)

Bookkeepers' Annual Cash Management Acknowledgement

[Qualtrics Survey | Qualtrics Experience Management](#)

Principals' Annual Cash Management Acknowledgement

[Qualtrics Survey | Qualtrics Experience Management](#)

# Contact Us

## **Fundraising**

[DPSCD.Fundraising@detroitk12.org](mailto:DPSCD.Fundraising@detroitk12.org)

**Tajaree Peyton**

[Tajaree.Peyton@detroitk12.org](mailto:Tajaree.Peyton@detroitk12.org)

## **General Cash Management**

[Cash.Management@detroitk12.org](mailto:Cash.Management@detroitk12.org)

**Le Do** – 873-7398 – [Le.Do@detroitk12.org](mailto:Le.Do@detroitk12.org)

## **Banking**

[Cash.Management@detroitk12.org](mailto:Cash.Management@detroitk12.org)

**Michelle Betts** – 873-4124 – [Shaquita.Betts@detroitk12.org](mailto:Shaquita.Betts@detroitk12.org)

