

POLICY
RHODE ISLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES

FISCAL POLICY
INTERNAL CASH COLLECTED & STUDENT FUNDRAISERS

Purpose

The purpose of this policy is to provide oversight and guidance for managing the collection of cash and checks collected by students and/or staff for fundraising purposes. This money is prepared for deposit to *FRIENDS of RI School for the Deaf*, a foundation 501.3(c) non-profit organization that supports enrichment, athletics, and providing basic needs for students, staff and families at this school.

Procedures for Implementation

Roles and Responsibilities

All monies collected by individual clubs and groups as part of student or staff fundraising for approved activities are handled by two adult club advisors to maintain fiscal integrity. If an activity or club does not have two advisors, it shall be the advisor and one other staff member (not the Director or Assistant Director).

- Any money collected by a RISDeaf club for the purpose of fundraising for future activities and to be deposited by FRIENDS of RI School for the Deaf needs to be counted by two adult advisors (this can be done with students counting as well), or one advisor and another staff member.
- Once cash/checks is counted, a detailed register should be completed to identify how much cash, check and change is included for deposit and identify the purpose of the funds (i.e. Athletics, Senior Class, Camperships, Jr. NAD etc) – please see attached for a register detail template.
- All funds and the register detail are to be placed in a sealed envelope and both advisors are to sign across the sealed envelope, and then tape placed over the signatures. The front of the envelope should say “To *FRIENDS of RI School for the Deaf*” with the activity or club name noted.
- These funds can be delivered to Amy Vincenzi to be secured in the safe. These funds will then be turned over to *FRIENDS of RI School for the Deaf* for deposit. In the event that Amy is unavailable, Marie Silva Golembiesky or Helen Edwards in the Front Office can assist with securing the funds in the safe.
- The register detail should have all the information that *FRIENDS of RI School for the Deaf* needs to correctly identify the deposit, purpose, and the amount of the deposit.

- It is the responsibility of the Advisors to keep track with their own ledger of all fundraising, including deposits and expenses.
- Petty cash is not available in any form at RISDeaf. If cash funds are needed for an event, it is the responsibility of the club advisor(s) to request a check made out to the advisor from *FRIENDS of RI School for the Deaf* for this purpose at least 15-30 days prior to the need by date, or provide its own petty cash documentation. Receipts and transactions must be listed and replacement monies submitted in a marked envelope upon completion of the event/ activity.

Register Detail

Event name: Pancake Breakfast for Senior Class

Date of event: January 1, 2040

Advisor(s): Jane Smith
Fred Flintstone

Total Cash: \$5.00

Total Change: \$0.73

Total Checks: \$75.00

**summary listed below*

Total Credit card: \$0.00

**include square summary*

TOTAL	
Deposit:	\$80.73

Checks		
#1754	\$	25.00
#136	\$	30.00
#2958	\$	20.00
	\$	75.00