



# Business Services Operational Guideline

## Fundraising Activities

### Overall:

- Employees of the college involved in fundraising activities act as stewards of the collected funds.
- Groups are not permitted to hold “sales.” Instead, items may be offered in exchange for a donation. A group may suggest a donation amount, but may not require it. A group may not refuse to provide an item to someone who requests it, whether or not the donation amount seems reasonable.
- Monies in the custody of college employees must be collected and processed with the same controls applicable to college funding.
- As a result, **all** fundraising activity must be pre-approved by the college Controller or Vice President of Administrative Services, whether held on or off campus property.
- Collection of funds and distribution to a 3<sup>rd</sup> party must be pre-approved by the Red Rocks Community College Foundation.
- The college Controller has established guidelines related to fundraising and the associated handling of cash receipts, below.
- *Questions about fundraising and these guidelines may be addressed by:*

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Holly Gentry, Controller	303.914.6341	or	<a href="mailto:holly.gentry@rrcc.edu">holly.gentry@rrcc.edu</a>

### Purpose and Applicability:

This procedure is applicable to all fund raising activities conducted at Red Rocks Community College (RRCC) or that involve employees of Red Rocks Community College, acting within the scope of their job duties or assumed responsibilities. These guidelines must be carefully followed. All fundraisers must use the required forms and obtain the necessary approvals, prior to the start of any activity. This procedure applies to all departments and programs using RRCC space or involving RRCC employees, including, but not limited to, faculty advisors, staff constituency organizations, student clubs and organizations, and athletic clubs/teams.

### Reference:

CCCS Accounting Procedures Manual, System Accounting Policy SAP-10.

### Operational Guidelines:

- Any fundraising activity occurring in the name of Red Rocks Community College or with a RRCC employee as a sponsor or guide must be approved through the administrative process detailed in this document. No advertising, commitments to vendors, collection of funds, or disbursement of funds may occur without a completed and fully-approved **Fundraiser – Accounting Form (FAF)** (*Exhibit 1*). This form will include particulars regarding the estimated and actual costs, and expected revenue and profit from the fundraising event.

- Student organizations holding fundraising events must have written preapproval from Student Life prior to requesting Controller approval. That written preapproval is included on the ***Fundraiser – Accounting Form (FAF)*** (Exhibit 1).
- A full-time college staff person must be designated as the “Responsible Party” who is fully responsible for ensuring compliance with all fundraising procedures and for ensuring the collected funds are promptly deposited at the Cashier’s Office.
- All proceeds and expenditures related to the fundraising activity or event must be processed through the Red Rocks Community College Foundation.
- Any fundraising activity involving donations in exchange for food items must be limited to food which does not require any heating or refrigeration and must not be kept at a particular temperature. Typical bake sale items such as cookies, brownies, or muffins comply with these guidelines. Consult the Recommended Food Handling Guidelines available from Jefferson County. Any group found in violation of this requirement may not be permitted to sponsor future fundraising events involving food, without additional training.

## Steps to Follow:

### A. Summary of Important Steps

Fundraising is hard work and requires significant time and effort from group members to achieve the desired goal. To be successful in a fundraising activity, planning and completion of the following is very important:

- Allow plenty of pre-planning time.
- Well in advance of the event, prepare the budget and secure approvals.
- Determine the activity or event goal early in the process.
- Ensure that adequate volunteers have been assigned to the event.
- Two people must be responsible for the funds collected at all times. There is never an instance when only one person may be left with the funds. One of those two people is required to be full-time college staff member.
- Consider, in advance, the deadlines for facility reservations, insurance, equipment needs, supply purchases, and publicity.
- Make sure that sufficient “set-up” funds are pre-acquired to cover fundraising expenses.

***Review the “Summary of Responsibilities” flowchart on pages 6 & 7.***

### B. Approval Process

First, submit a completed ***Fundraiser – Accounting Form (FAF)*** to the responsible Faculty Advisor and then the appropriate Dean/Manager for approval. All student club fundraising must also be approved by either the Program Coordinator-Student Life or Director-Student Life. If a campus facility will be used, be sure to reserve your space early. Many on campus rooms or spaces book months in advance. Ongoing

fundraising activities require a new approval each fiscal year. Approval will be considered when the activity meets the following criteria:

- Provides significant positive value to the quality of campus student life.
- Is not in competition with vendors holding current college-wide contracts.
- Is not duplicative of goods and/or services currently available through established on-campus sources.
- Is not considered obscene as defined by community standards.
- Is not for products or services that undermine the integrity of the college.
- Has the appropriate approval for trademark and/or licensing.
- The group requesting approval has not previously violated fundraising procedures or guidelines.
- If the group requesting approval has previously violated procedures, additional precautions and training will be required, prior to fundraising approval. ***Depending on circumstances and VP/Controller judgment, fundraising approval may be denied.***
- Business Services reserves the right to deny approval of any fundraiser that represents a risk to RRCC, based on the professional judgment of the Controller or VP of Administrative Services.

### C. Cash Handling Procedures

Each group requesting approval for fundraising must adhere to the following Cash Handling Procedures—whether or not the event will be held on campus. Groups which are found to violate these procedures may not be approved for additional fundraising activities during that fiscal year, without additional training and possibly additional procedural controls.

***Important: Depending on the circumstances of the violation, fundraising by groups violating these Cash Handling Procedures may not be permitted.***

#### Accountability for Cash Receipts –

The department/section/club will be responsible for maintaining related documentation in order to validate the cash collection efforts. The following steps will be completed:

- *Prepare a separate folder for each cash collection activity.*
- *Prepare and include a reasonable description of the event including dates, names and purpose.*
- *Prepare and include a schedule of club members and full-time staff who will be working the table and the related times. One full-time staff member must be designated as responsible for the activity and for the funds collected.*
- *When preparing the deposit, include all related evidence of cash collection such as receipts, check stubs, etc.*
- *Include a copy of the reconciliation of cash collected to receipts, tickets, etc. Include the name(s) and signature(s) of the person(s) performing and reviewing the reconciliation and the date(s).*

Receiving and Recording Cash – For fundraising events, cash is defined as currency or checks.

- *Prepare pre-numbered receipt books to be used for the event. A receipt is required to be provided to a customer/donor each time funds are collected.*
- *As cash or checks are received, a receipt will be issued with a duplicate retained for reconciliation purposes. All checks should be made payable to Red Rocks Community College Foundation. The receipt should be signed by the department/club representative assigned to this task who received the cash or check.*

Reconciliation –

- *Cash/checks received will be balanced to the receipt book (duplicate receipts).*
- *All cash deposits made with Red Rocks Community College Foundation each day should be reconciled to the balance reflected in the Banner system for the appropriate org code. Any difference should be investigated and explained.*

Depositing Cash – A deposit should be made with the Red Rocks Community College Foundation at the end of EACH day of the fundraiser.

- *All cash receipts must be deposited with the Red Rocks Community College Foundation on the same day before the Foundation's Office is closed. No outside bank accounts by a club or other group should be maintained at any time without Controller preapproval.*
- *The cash receipts must be deposited intact. Cash receipts should not be offset against miscellaneous expenditures. A Cashier's Office Deposit Slip (Exhibit No. 2) listing the currency and signed by the responsible party identified on the **FAF** and the second party counting the deposit should be included as part of the deposit documentation.*
- *The amount deposited should include any overage or shortage identified (if applicable).*

Safeguarding Cash

- *Cash should **never** be held overnight or unattended.*
- *A metal cash box ("till") may be checked out from the Cashier's Office for use during the event.*
- *A small change fund may be requested from the Cashier's Office and must be fully returned on a daily basis. The responsible party will be required to sign out the till and return it, along with the proceeds raised during the event.*

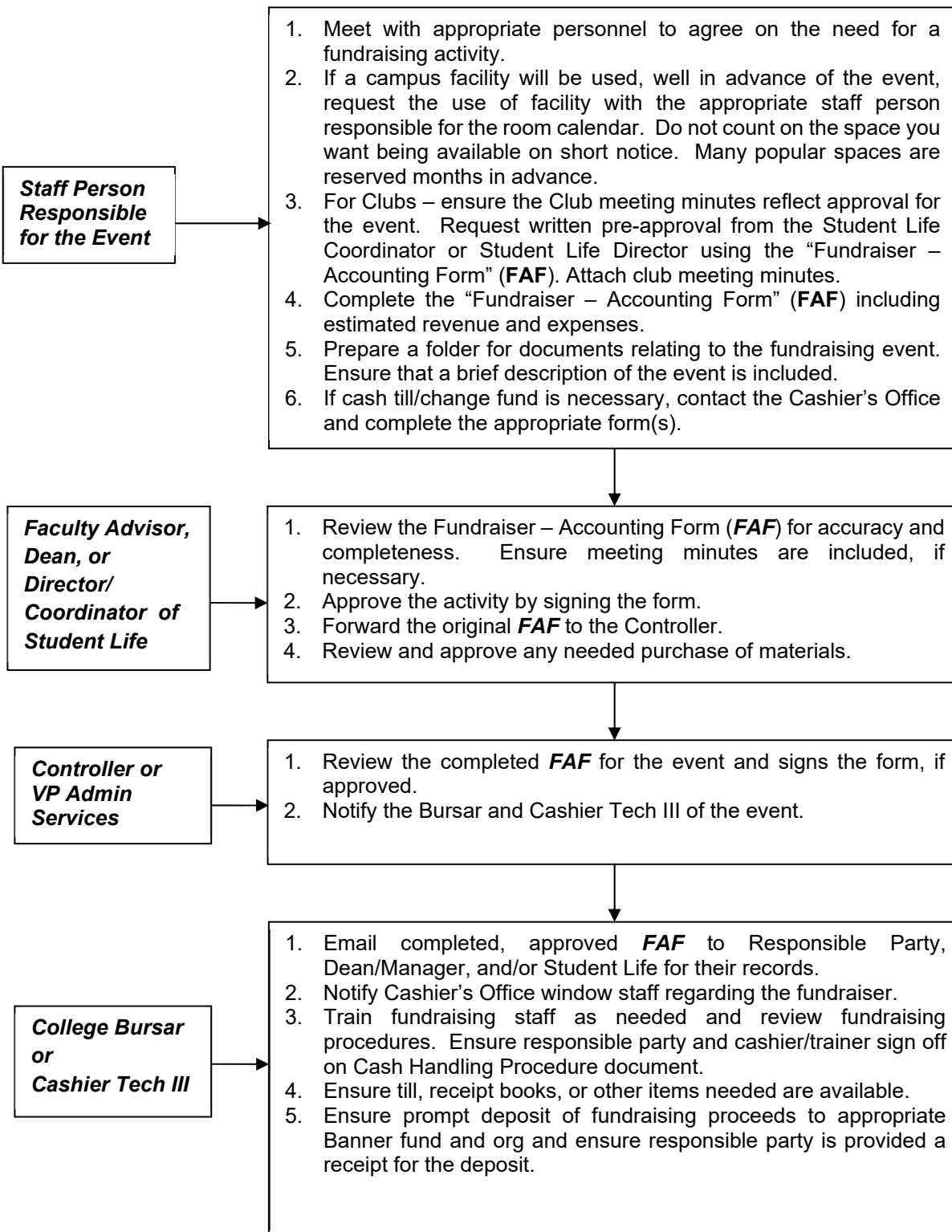
Training

- *Employees who have not completed training in Cash Handling with the Cashier's Office will be required to do so, **PRIOR** to be designated as a Responsible Party. Departments/clubs should ensure that employees assigned with cash handling responsibilities receive the appropriate training from the Cashier's Office and are familiar both with these guidelines and with overall college/system procedures.*
- *Training will be conducted as needed and Group Training opportunities may also be scheduled. Training may also be available in D2L on demand.*
- *Consult the Cashier's Office for more information.*

**IMPORTANT:** Any deviations from the guidelines above must be approved in advance by the Controller.

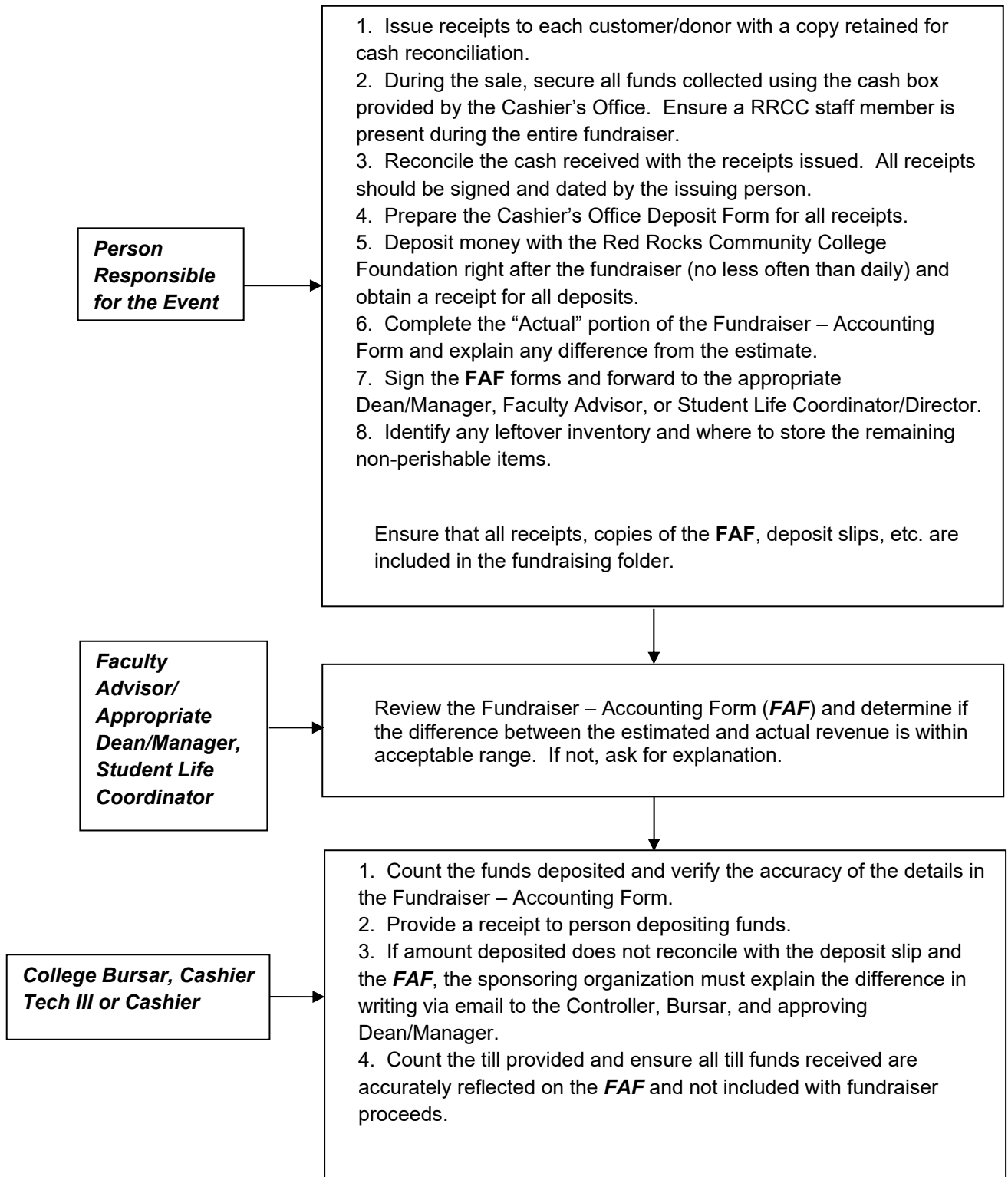
## SUMMARY OF RESPONSIBILITIES

### A. Prior to the Fundraising Event



## SUMMARY OF RESPONSIBILITIES

### B. During and After the Fundraising Event





# Fundraising Approval and Accounting Form (FAF)

## Purpose of Form:

Employees of the college involved in fundraising activities act as stewards of the collected funds. Groups are not permitted to hold "sales" to raise money. Instead, items such as baked goods may be offered in exchange for a donation. A group may suggest a donation amount, but may not require it. A group may not refuse to provide an item to someone who requests it, whether or not the donation amount seems reasonable. Monies in the custody of college employees must be collected and processed with the same controls applicable to college funding. As a result, all fundraising activity must be pre-approved by the college Controller or Vice President of Administrative Services, and Red Rocks Community College Foundation whether held on or off campus property. A full-time RRCC staff person must be designated as the Responsible Party for the event, must ensure daily deposits of funds collected, and must agree that all persons handling money follow appropriate Cash Handling Procedures, as detailed in Business Services Operational Guidelines-Fundraising Activities. A person may not be designated as a Responsible Party without first being trained by Cashier's Office staff either in an individual training, group training, or D2L training.

## Fundraising Activity Information:

Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Club: \_\_\_\_\_

Student Life approval: \_\_\_\_\_

(Student Life approval required for all Student Club Fundraising Activities)

OR Dean/Director approval: \_\_\_\_\_

Anticipated Date(s) of Fundraiser: \_\_\_\_\_

How do you plan to raise funds? (i.e. Donation Opportunity with baked goods, etc.-please be detailed)

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

Where will the event be held? \_\_\_\_\_

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

What is the planned use of the funds that will be raised in this event? Remember: The planned use of the funds raised should be disclosed using a sign or banner on your table or at your site.

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



Which college employees, in addition to the Responsible Party, will be involved? Please describe their roles.

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How will any items of value be safeguarded? \_\_\_\_\_

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What process do you have in place to safeguard the receipts collected during this event? \_\_\_\_\_

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Will goods be purchased that will be available for customer donations or will all items offered be donated? (provide details) \_\_\_\_\_

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**IMPORTANT:** Please provide a schedule of RRCC employees and members who will be present during the event and time(s) they will be present. The Responsible Party is responsible for checking out the cash box and returning it with the deposit on a daily basis. If the event ends after the Cashier’s Office has closed for the evening-all funds, **including the change fund/till**, must be dropped in the night deposit and picked up again the next day.

**By signing below:** I acknowledge and accept responsibility for ensuring the Business Services Operational Guidelines: Fundraising Activities are followed in all respects for the receipt and use of the funds raised. I acknowledge I have read and received a copy of these guidelines and understand that I am responsible for all funds collected, including the starting change fund/till (if applicable). I agree all funds raised will be deposited at the Cashier’s Office on a daily basis. I will receive a receipt for all funds deposited and will check my Banner org to ensure they are posted correctly.

\_\_\_\_\_  
Employee S#/Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
 Event Approved  Event Denied

By Holly Gentry, Controller or Bryan Bryant, VP Administrative Services, Date

\_\_\_\_\_  Event Approved  Event Denied

By Red Rocks Community College Foundation Director, Angela Baber

**Responsible Party Cash Handling Training Completed:** \_\_\_\_\_

Date completed and Cashier Office staff person completing training-to be completed by Cashiers

The form below is used to track deposits made at Red Rocks Community College Foundation. All deposits must be supported by the copies of receipts provided to customers when the deposit it made. A metal box for receipts, receipt books, and three-part deposit forms are all available in the Cashier’s Office. Cashier’s Office staff will be happy to provide guidance regarding how to use these tools.