

## Administrative Guidelines

## **FINANCE**

Policy 602.9-G (previously 802.9-G)

## **Funds Raised for Schools**

The two major revenue sources for the Board's operating budget are:

- 1. The sale of merchandise to raise funds must be at prices which will avoid unfair competition with local merchants.
- 2. Principals should be cognizant of the duplication or conflict which could occur between schools.
- 3. Pre-numbered receipts must be issued for all funds received by the school.
- 4. Adequate documentation to support disbursements must be maintained.
- 5. An effort should be made to build educational merit into a fund raising project.
- 6. Disbursement of funds should be made clear when establishing the purposes for the fund raising with each group.

Board Concurrence: 05 March 1990