




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
BUDGETING AND FINANCIAL SERVICES**

FINANCE TAM: 2014-011

CONTACT: Julie Perry, Director
Budgeting & Financial
Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: September 20, 2013

SUBJECT: Fundraising Winner Statement – Cash Prizes

As you know, all expenditures from internal funds are to be made by check; however, the District has made an exception in the case of the 50/50 drawings held at football games. The 50/50 drawing fundraisers have historically awarded cash prizes. In addition, the District has given permission for a new fundraiser – Cornhole tournament – to also award a cash prize to the winner. **Please note that these are the only fundraisers that may award cash prizes.**

In order to have complete documentation of the fundraiser amounts collected and prizes awarded, the Finance Department has created MIS 4362 Fundraising Winner Statement – Cash Prizes. Please begin using this form immediately. The form is a Word document, allowing each school to personalize the form by typing its school name and address.

MIS 4362 Fundraising Winner Statement – Cash Prizes must be completed at the time of the fundraiser. The top section – Fund Collection Verification – provides an accounting of all funds collected and requires two signatures. The form also provides an area to notate the amount of the prize awarded and the winner's personal information. **The winner must complete and sign the form in order to receive his/her prize.**

Should you have any questions or require additional information, please do not hesitate to contact Julie Perry at 833-5850.

cc: Executive Staff
Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY
FINANCE DEPARTMENT
FUNDRAISING WINNER STATEMENT – CASH PRIZES**

FUND COLLECTION VERIFICATION:

Total Funds Collected at Fundraiser \$	Date
District Witness #1 Signature	District Witness #2 Signature

CASH PRIZE AWARDED:

Date	Type of Fundraiser (Choose One) <input type="checkbox"/> 50/50 Drawing <input type="checkbox"/> Cornhole Tournament	Cash Prize \$
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FUNDRAISING WINNER INFORMATION: (Please Print)

Name (as shown on your income tax return)		
Social Security Number	Phone Number	
Address (number, street, and apt. or suite no.)	School's Name and Address	
City, State, and Zip Code		

_____ **Fundraising Winner's Signature**

_____ **Date**

Note:

The above information is necessary to comply with the Internal Revenue Service Codes of the United States. Form #1099 will be filed with the IRS and a copy mailed to the address above as required by law.

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Cash prizes are only approved for 50/50 Drawings and/or Corn Hole Tournament fundraisers.
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