

	<b>JUVENILE JUSTICE SERVICES</b> Fiscal Management and Inventory Control	<b>Effective Date: 11/30/08</b>
		<b>Issue Date: 11/30/08</b>
	<b>Title: Fundraising</b>	
	<b>Procedure #: P.19.18</b>	

1. **ISSUING AGENCY:** Children, Youth and Families Department (CYFD)
2. **SCOPE:** Juvenile Justice Services (JJS)
3. **STATUTORY AUTHORITY:** 8 NMAC 14.5
4. **FORMS:** Reserved
5. **APPLICABLE POLICY 8.14.19 Fundraising:** Approved fundraisers are allowed to benefit clients of a facility or specific unit.
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7. **DEFINITIONS:** Reserved
8. **FUNDRAISERS:** JJS facilities and units within facilities are allowed to have approved fundraising activities that benefit the clients of that facility or unit. Fundraising activities are not allowed for the benefit of non-clients.
  - 8.1 Any Juvenile Justice Staff wishing to conduct fundraisers within any JJS facility or contract facility will obtain written Superintendent approval prior to conducting such activities. This requirement applies to all disciplines within each JJS facility or contract facility. Each request for approval will include at a minimum a statement of purpose or benefit which will define source of funds to be used for purchase of inventory, nature of the fundraiser, duration or date of the fundraiser, how the fundraiser will be advertised, the identity of the entity (club, organization, living unit etc.) that will benefit from the activity, and employee(s) responsible for accounting of all proceeds from the activity.
  - 8.2 Upon written approval, fundraisers may be held on the date or dates approved only. If circumstances change where the event cannot be held on the approved date and the requestor desires to reschedule the fundraiser, a new request and approval is required.
  - 8.3 At the end of each business day of such events, the responsible employee will submit a complete written accounting of expenses including detailed receipts and the revenue from such activity to the Superintendent or designee. These materials will be stored in a safe at the facility until the completion of the event, if it is multi-day.
  - 8.4 At the completion of the event, all receipts and revenue will be delivered to the business office by the next working day. The Superintendent or designee will then verify expenses through a thorough review of receipts to assure such expenditures were for items consistent with the stated purpose of the approved fundraising activity. An independent written reconciliation of cash receipts will be done by the Superintendent or designee to verify amounts to be deposited in

the appropriate account or accounts.

8.4.1 If there is a discrepancy, the Superintendent will report the problem to the JJS Director

**9. AUTHORIZED SIGNATURE:**



**APPROVED:** \_\_\_\_\_  
**Dorian Dodson, Cabinet Secretary**  
**Children Youth and Families Department**

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**Date** 6/15/10