

SCRIP Procedures

1. To set up a scrip program it is best to work with RaiseRight (raiseright.com).
 - a. Follow the instructions at the website to get your program started.
 - b. Plan on using RaiseRight's system to track all your scrip transactions. This program handles purchases, sales, scrip expenses, and scrip profit distribution.
 - c. The organization needs to have its own login for the program linked to a school/parish e-mail.
2. 85% of the work for the scrip program must be done by volunteers.
 - a. Make sure you log the volunteer hours to document that you are meeting this requirement.
 - b. If you do not meet the 85% volunteer requirement, the organization will need to pay unrelated business tax on the scrip program.
 - c. Divide up the duties to keep good internal control.
3. Setting up your vendors
 - a. RaiseRight allows you to set up any local vendors used for your scrip program. This allows you to track everything through the RaiseRight program and also allows for your customers to order and pay for both RaiseRight vendor cards and your local cards from the website.
 - b. Each vendor/supplier should be set up individually
 - i. Navigate to the Inventory tab and select Suppliers/Products
 - ii. Click on Add Supplier
 - iii. Enter the supplier information
 - iv. It is a good idea to label the suppliers as "Local" since some cards are available directly from the vendor at a higher percentage than offered from RaiseRight (for example, Kohls, Menards, Mills Fleet Farm, Kwik Trip)
4. Set up the denomination of the cards (use local and the dollar value in the name of the card). For example, Kwik Trip-Local \$10. If you choose, you can set a minimum inventory value and the system will put cards on a purchase order for you if the inventory drops below the desired level. If you had an initial inventory, there should be a place to enter it on your screen.
5. Entering purchase orders
 - a. Enter the purchase orders into RaiseRight **before** cutting any checks to the vendors. RaiseRight will automatically populate a purchase order when sales are entered and you do not have the inventory to fill the order. You can also start your own if needed.
 - b. Print the purchase order from RaiseRight and use it for the support for the bill/check.
 - c. When purchasing from local vendors, have another volunteer responsible for picking up the cards. They should double count the cards before leaving the vendor's location.

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CUSTOMER'S ORDER NO.					DATE				
NAME									
ADDRESS									
CITY, STATE, ZIP									
QUANTITY	UNIT	C.O.D.	DAMAGE	TAX RATE	MISC. FEES	TAX DUTY			
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SUBTOTAL									
TAXES									
TOTAL									

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CUSTOMER ORDER NO.

DATE

NAME

ADDRESS

CITY, STATE, ZIP

ITEM NO.	ITEM DESCRIPTION	QTY ORDERED	UNIT PRICE	TAX RATE	TAX DUTY	TOTAL DUTY
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ORDERED BY

DATE

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- b. Proper process for making deposits
 - i. The frequency of your deposits will depend on your sales volume. Depositing once a week at least is a good start.
 - ii. Enter all the sales in RaiseRight and print off a report summarizing the orders and put a copy of that with the checks/cash to provide support for the deposit. The totals on the RaiseRight summary and the total of the cash/checks/credit cards (if used) should exactly match.
 - c. Proper process for entries in ParishSOFT accounting.
 - i. Purchases: The cost of the cards purchased (not the face value) should be coded to 1190 Fundraising Inventory. The shipping costs can be charged to 5087 Fundraising Expenses immediately.
 - ii. Sales: Sales are booked to 4270 Fundraising Income. If you have customers making on-line purchases of e-cards, the card value (gross sales amount) is booked to sales, and the cost of the card would be debited to 5087 Fundraising Expense. The difference would be the deposit into the checking account made by EFT from RaiseRight.
 - iii. Cost of scrip sold: The difference between the inventory value in the ledger each month and the physical inventory will be the expense for the month for cards sold. This entry is a credit to 1190 and a debit to 5087.
9. Inventory procedures
- a. On the last day of the month a physical inventory should be taken. There should be two unrelated people chosen to count the cards; preferably people not involved in selling scrip. They should have count sheets listing the cards by vendor and denomination with current inventory count information on them. This way they will be counting without any prejudice about the amount they should have.
 - b. Preferably, each person would count every card independently of the other person and then the two count sheets would be compared.
 - c. Any discrepancies should be checked by counting again.
 - d. The physical count sheets should be signed by the counters and given to the bookkeeper to compare with the physical inventory printed from RaiseRight.
 - e. If there are differences, every effort should be made to verify that the sales were entered correctly in RaiseRight. If there are sales order entry errors, they need to be corrected through the sales function in RaiseRight.
 - f. If there are still differences, and all avenues have been utilized to find the source of those errors, the adjustments would be entered into RaiseRight by someone other than the person(s) entering sales or purchase orders.
10. Month-end reconciliations
- a. Sales for the month in RaiseRight should be compared with the general ledger.

- b. The cost of scrip sold for the month should be compared with the expense of the cards sold as reported from RaiseRight. The only differences would be shipping or other program expenses.

11. Scrip credit distributions

- a. At least quarterly, the scrip credit distribution reports should be run in RaiseRight and the scrip credit entered in the ledger as a credit to the families' accounts receivable accounts and a debit to 4055XX04S00 Scrip Credit.
- b. If the parishioners are donating their scrip credit to the parish, the parish would enter those contributions in Family Suite as tax deductible contributions (see scrip agreement form).