

Cash Policies & Procedures Manual



Updated August, 2017

Davenport Community School District

Cash Handling Policies and Procedures

General

Handling of cash is under the fiduciary control and responsibility of the School District's Board of Education (Board). The Board establishes policies and then procedures are put into place by the School District's Administration/Business Office to establish internal control over these funds and to ensure compliance with statutory requirements including Dillon's Rule; Chapter 298A of the Code of Iowa; Iowa Department of Education Administrative Code Section 281-12.6(1); court cases; and opinions of the Iowa Attorney General.

Handling funds in the public school is a serious matter governed by state law and board policy. This document is intended to assist you in conforming to these regulations. To ensure that cash is managed appropriately, specific cash management procedures have been established. All cash management procedures are applicable to all cash and checks received for all operations of the school district.

"Cash" is defined as coin, currency, checks, money orders and credit card transactions.

Public Purpose

District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not be rendered to the district. This is a requirement of the Iowa Constitution.

Expenditures of district funds for district officers, directors, employees, and volunteers for the following purposes generally meet the test of "public purpose", as these are commonly granted benefits for employees and volunteers in public and private organizations which aid in recruitment of personnel, promote improvement of staff morale and cooperation, and assist in building a commitment to the district, thus assisting in creating a more productive learning environment:

1. mementoes for employee recognition for service to the district
2. retirement appreciation function to recognize retiring employees
3. recognition appreciate function to recognize the end of service by a board member
4. recognition item upon the retirement of an employee

5. recognition item upon the end of service by a board member
6. volunteer appreciation
7. food items and refreshments for board members and staff during board meetings and/or work sessions
8. food items and refreshments for board committees or superintendent committees during meetings
9. food items and refreshments for professional development (in service) meetings, late start meetings, committee meetings or parent teacher conferences.

CASH HANDLING GUIDELINES

General

- Buildings are not authorized to use collected funds for any purpose whatsoever other than for deposit
- All monies received in the building (with the exception of the school café) must be recorded in *In Touch*. An EOP (end of period) must be run in *In Touch* to prepare the deposit for delivery to the bank.
- Count cash at the end of each day
- Balance cash to receipts daily prior to deposit
- Keep reconciliation log
- Separate the components of cash handling – collecting, depositing and reconciling
- Buildings are not permitted to “cash” personal checks or allow employees to “cash” checks from un-deposited funds
- There are no cash advances except under certain circumstances. Expenses for a trip are reimbursed. If it is less than \$100 in a week, petty cash can be given if receipts are produced. If the request is over \$100, a check will be cut given the proper receipts
- Cash is never to be sent through the school mail
- District purchases should not be made with cash unless in case of emergency

Advances

The District does not allow cash advances of money to an employee.

Payment for a hotel, conference registration or other related expenses can be paid ahead of time by using a district Purchasing Card.

Cash Received in Person

- Cash received must be entered into *In Touch*
- A receipt must be given to the customer from *In Touch*. If the system is down, utilize pre-numbered receipts.
- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing and reconciling
- All checks received must be endorsed immediately with a restrictive endorsement payable to the Davenport School District or individual building
- Checks are not to be cashed under any circumstance!
- Cash received must be reconciled to the EOP in *In Touch* or the pre-numbered receipts at the end of the day or prior to deposit
- Cash must be stored in a secure location until deposited
- If monies have been collected in large quantity and are given to you for deposit, and have NOT been counted -do not accept. Only accept money that has been counted -even if it is an estimate it is better than no idea at all.

- Do not accept monies unless you can issue a receipt. If you do not have time to issue a software generated receipt, hand write a receipt for the amount that is estimated to be receipted. When you count the money, issue a corrected receipt from the software to the individual from whom you collected the money.

Clarification: *Any activities office transaction less than \$25 does not require a receipt when a cash register is in use. If an item is not on In Touch software and is under \$25 a receipt does not have to be given.*

Cash Received through the mail

- The mail is opened and all checks received must be endorsed with a restrictive endorsement payable to the Davenport School District or individual building
- The check information must be entered into *In Touch*
- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing and reconciling
- Checks are not to be cashed under any circumstance!
- Checks must be stored in a secure location until deposited

Coin

Coin must be counted and reconciled to *In Touch*. Coin SHOULD NOT be taken to the bank to be counted and then returned with currency.

Delinquent Accounts

If you are having problems collecting money from parents/guardians, please contact the office of the CFO at the ASC and provide parent and student information.

A DCSD invoice will be sent out to the individual parent/guardian stating that they will be turned over to a collection agency if payment is not received within 30 days. A copy of the invoice will be sent to you for your records.

Please remember that this **does** affect an individual's credit score and you would need to notify the office of the CFO if you receive payment from a parent/guardian after they've been submitted for collection. If payment is received at the ASC, you will be notified. If you have any questions on this process, please call the office of the CFO.

For our High School buildings – you CANNOT hold diplomas for students who owe money.

Deposits-General

The deposit must be prepared by someone not involved with collecting the cash or opening the mail

- Keep all cash and other deposits in a secured, locked location at all times. You should never leave deposits or cash in unlocked desk drawers or file cabinets.

- Secretaries (or other appointed personnel) need to sign for all deposits that are brought into the office – even from the cafeteria. These deposit bags must be secured along with any other deposits until they are picked up. (Secretaries are not required to count deposits from the cafeteria – only verify that they received a deposit)
- Please use only blue or black ink on bank deposit slips. The new bank software system will not read any other color.
- Drivers from the Security Service must sign for the number of bags they are picking up from every office.
- On a daily or weekly basis, the office secretaries and cafeteria cashiers must check the deposit slips that are returned to their records. This will help identify missing deposits on a timely basis.
- Each month the revenue accounts will be reviewed to determine how much each building will get deposited for curriculum and office revenue. A budget transfer will then be made into the curriculum and office accounts, increasing those budgets by the amount of revenue they deposited. Any budget left at the end of the fiscal year is carried over to the new fiscal year, so they won't lose any money.

Deposits for Books

Lost, damaged or late books must first be recorded in Destiny.

Returned items must be recorded in Destiny.

Money collected must be entered in *In Touch*; that data will be sent over to Destiny automatically.

When a payment is being made for books, lookup student on *In Touch* and pay item indicating lost, damaged or late book. When paid, the item will automatically come off of Destiny software.

Deposits for instrument rental

Please make deposits for instrument rental using *In Touch* software. There are items added to *In Touch* inventory list for these deposits. Make sure to credit this to the student's account.

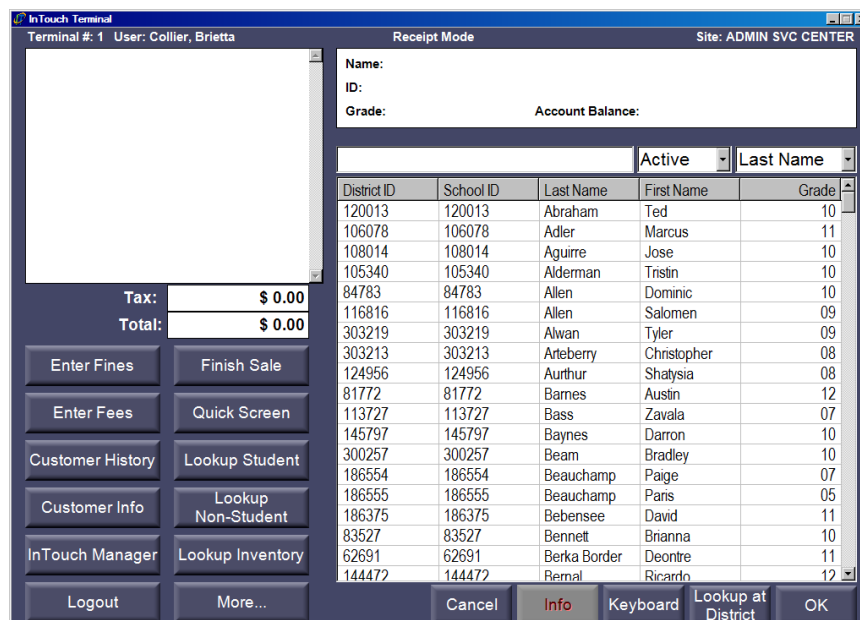
Deposits processing– In Touch

To log on to InTouch:

- a. Double click on the InTouch icon.
- b. Click on the “InTouchTerminal” button.



- c. Enter your password and click on the green “Sign-In” button.
- d. Select the terminal you have been assigned to and click on the green “OK” button.
You will now see the home screen for InTouch.

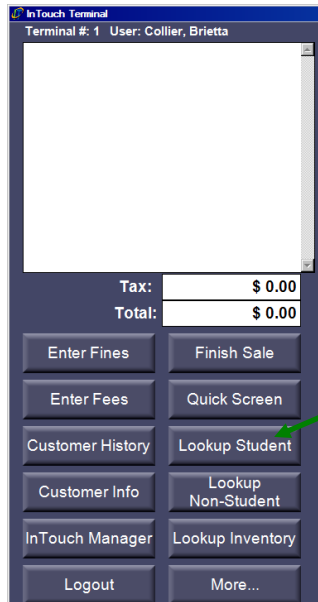


District ID	School ID	Last Name	First Name	Grade
120013	120013	Abraham	Ted	10
106078	106078	Adler	Marcus	11
108014	108014	Aguirre	Jose	10
105340	105340	Alderman	Tristin	10
84783	84783	Allen	Dominic	10
116816	116816	Allen	Salomen	09
303219	303219	Alwan	Tyler	09
303213	303213	Arteberry	Christopher	08
124956	124956	Aurthur	Shatysia	08
81772	81772	Barnes	Austin	12
113727	113727	Bass	Zavala	07
145797	145797	Baynes	Darron	10
300257	300257	Beam	Bradley	10
186554	186554	Beauchamp	Paige	07
186555	186555	Beauchamp	Paris	05
186375	186375	Bebensee	David	11
83527	83527	Bennett	Brianna	10
62691	62691	Berka Border	Deontre	11
144472	144472	Bernal	Ricardo	12

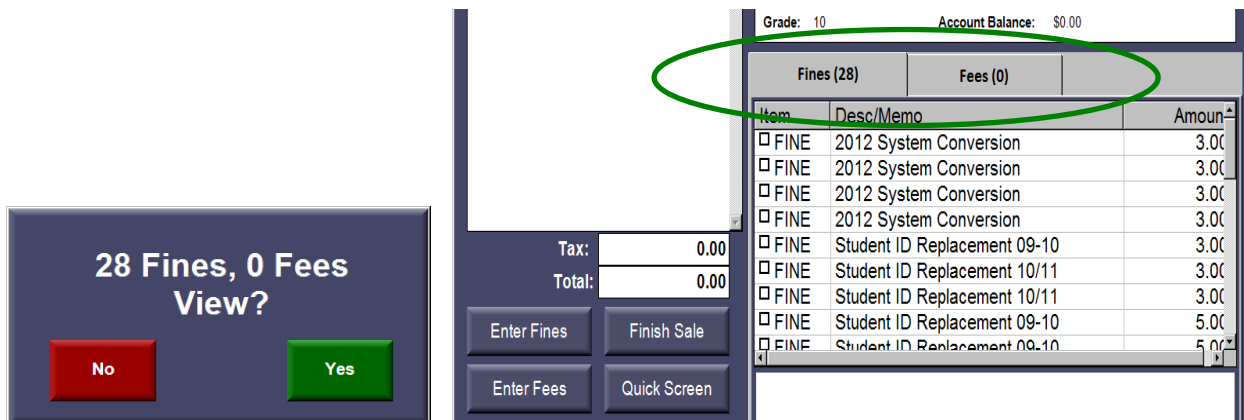
Payments for a Student Account

1. Click on the “Lookup Student” button located on the left side of the screen. Type in the last name of the student you are going to accept payment for. The student’s name will appear in the center white section. Click once on the student’s name to start the transaction.

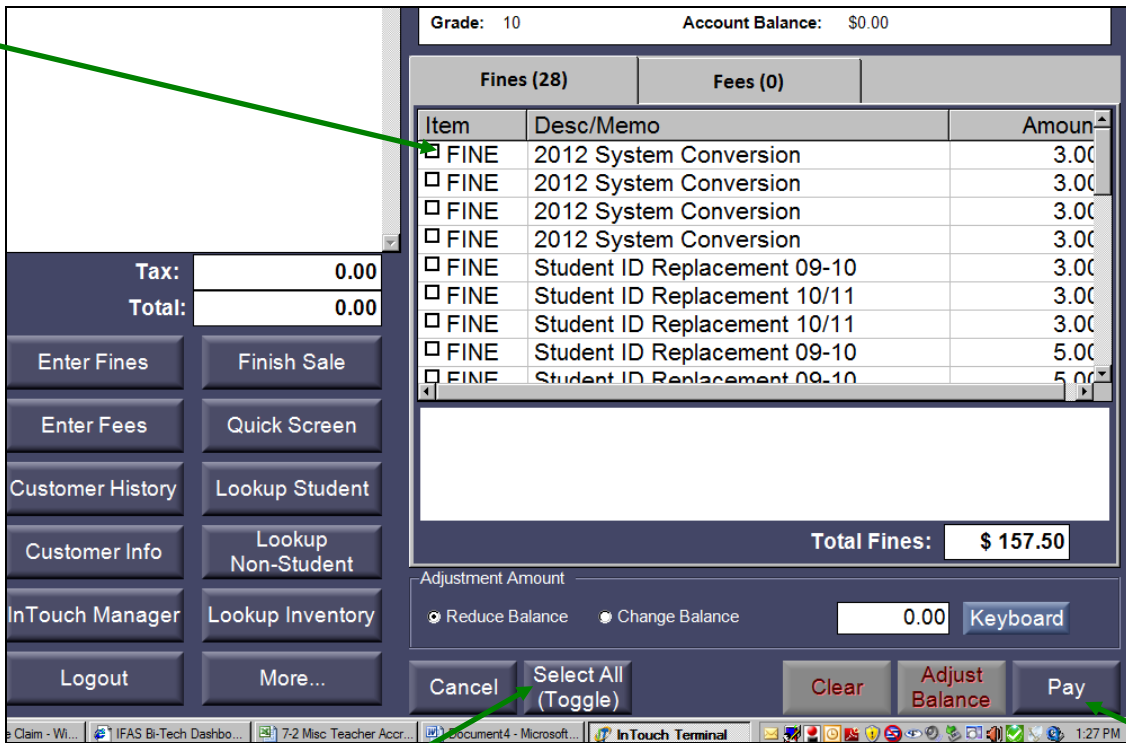
NOTE: You can take payments for students who are no longer in the district. Select “inactive” after entering the name and the student should be listed.



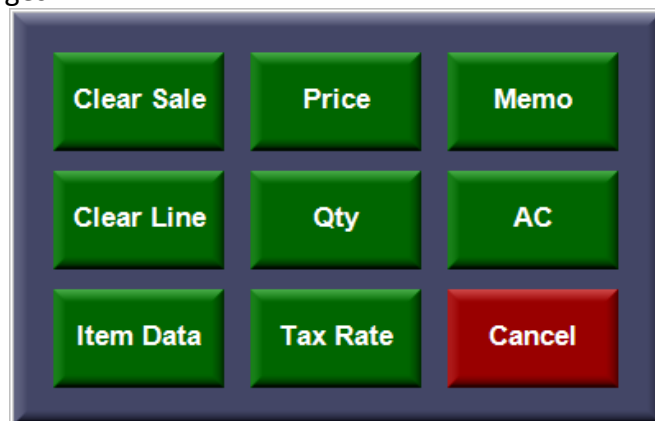
2. If there are outstanding fines/fees, you will get a pop up box asking if you want to view the outstanding items. Click on the green “Yes” button. You will now see the outstanding Fines/Fees. Make sure to look at both the “Fines” and “Fees” tabs to see **ALL** outstanding items.



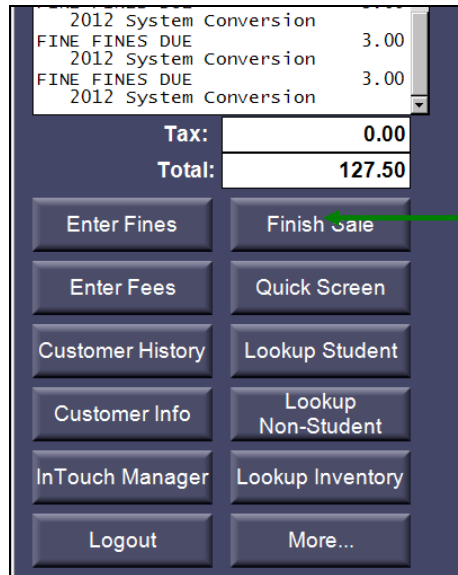
3. To make a payment on the outstanding items, you can either click on the “Select All (Toggle)” button to select all outstanding items or click on the individual check boxes to pay only certain items. Once you have selected the items to pay, click on the “Pay” button.



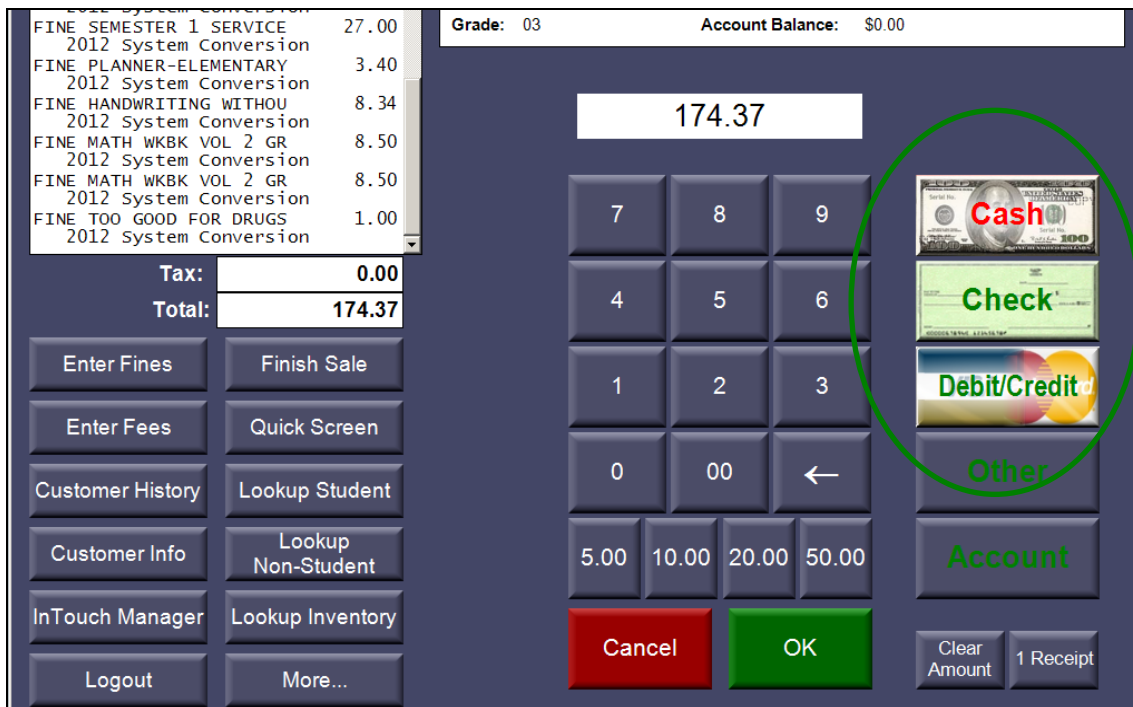
4. All of the items you selected now show in the top left hand side of the window. If the parent wants to pay for all of the items, simply click on “Finish Sale.” If the parent wants to make partial payments on the items, click on the item. A selection screen pops up. You can do several things from here.
 - a. Click on the green “Price” button to change the price.
 - b. Click on the green “Clear Line” button to remove the item.
 - c. Click on the green “Clear Sale” button if you want to remove all items.
 - i. Notice that the total amount is automatically adjusted when you make these changes.



- Once you have all items/amounts correct, verify with the person making the payment that you are paying the correct student, the correct items and that the total amount is correct. After this is done, click on the “Finish Sale” button.



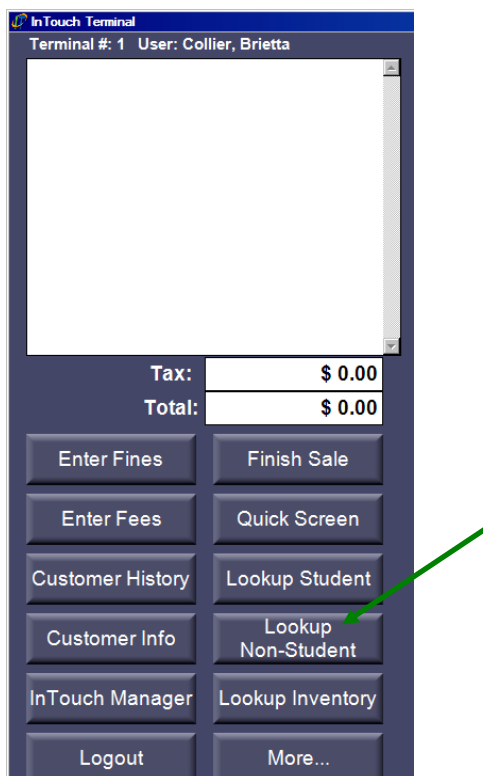
- You will now have the option to select cash, check or credit card for your payment. Click on the proper payment type and enter the dollar amount. If a person is using multiple forms of payment, just select the correct type of payment and the dollar amount for each type. If there are multiple payment types using a credit card, run the credit card payment last. InTouch will automatically print a receipt once the full amount is paid.



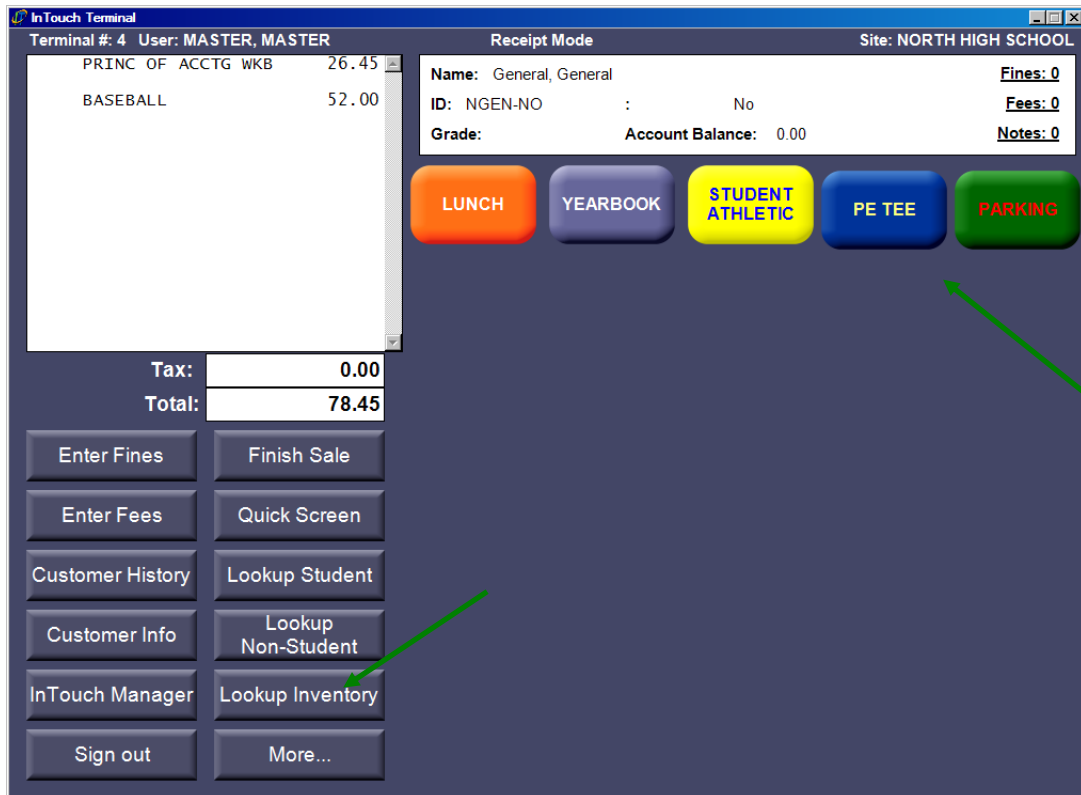
7. When your transaction is complete, click on the “Lookup Student” button again and move on to the next transaction.

Payments for a Non Student Account

1. Click on the “Lookup Non-Student” button located on the left side of the screen. A list of “non students” will appear in the center white section. Click on one of these and then click “OK” to start the transaction.



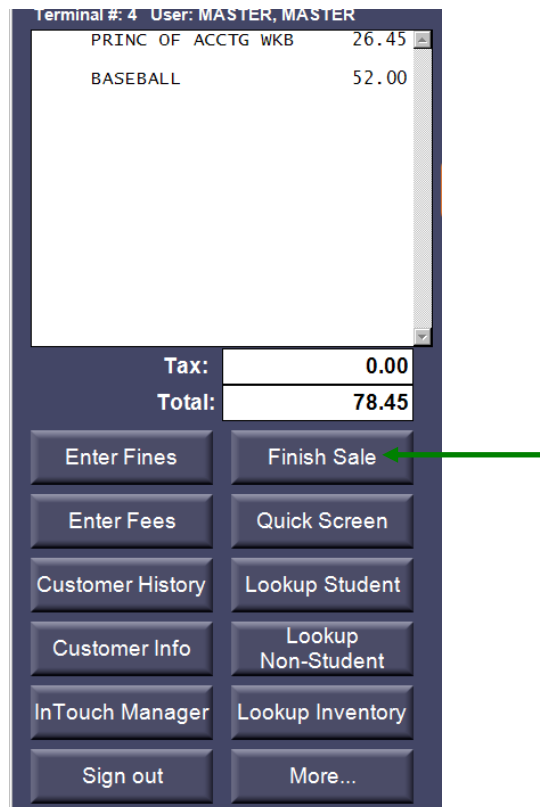
2. To make a payment, you can either use your Quick Screen buttons or click on “Lookup Inventory” to find the item(s) you want to pay.



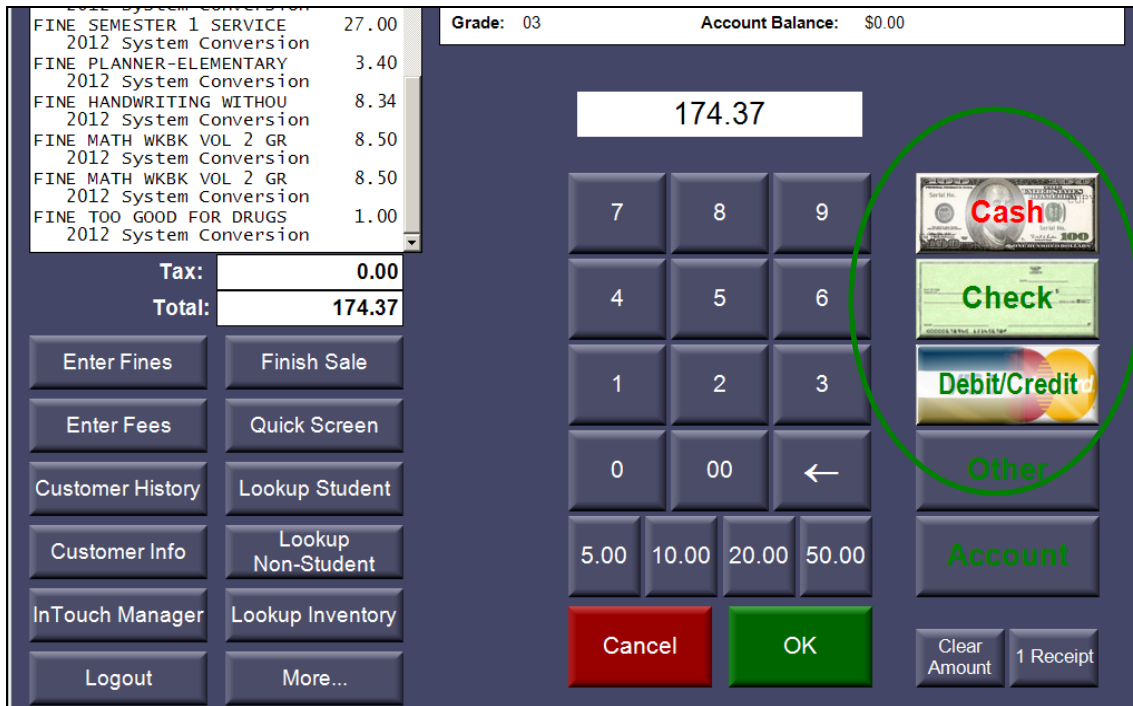
3. All of the items you selected now show in the top left hand side of the window. When you click on the item, a selection screen pops up. You can do several things from here.
 - a. Click on the green “Price” button to change the price.
 - b. Click on the green “Clear Line” button to remove the item.
 - c. Click on the green “Clear Sale” button if you want to remove all items.
 - i. Notice that the total amount is automatically adjusted when you make these changes.



- Once you have everything entered, verify that the correct items were selected and that the total amount is correct. After this is done, click on the “Finish Sale” button.



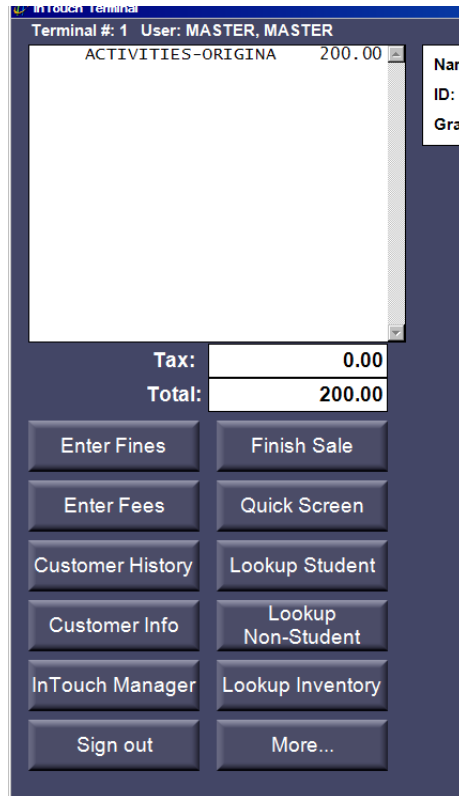
- You will now have the option to select cash, check or credit card for your payment. Click on the proper payment type and enter the dollar amount. For multiple forms of payment, just select the correct type of payment and the dollar amount for each type. You will need to make sure that the check details are entered when you have multiple checks. Additional information on how to process multiple checks is listed below. InTouch will automatically print a receipt once the full amount is paid.



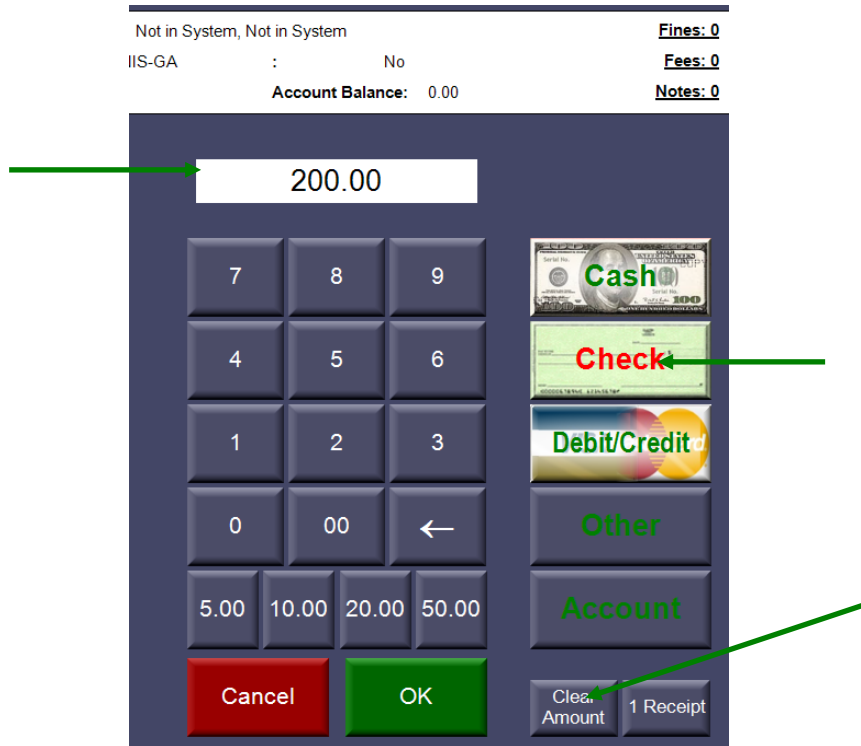
- When your transaction is complete, click on the “Lookup Non-Student” button again to enter additional non-student transactions.

FOR DEPOSITS WITH MULTIPLE CHECKS

1. Bundle your checks into stacks of *no more* than twenty. Run a calculator tape for each stack of twenty checks and attach it to the correct stack of checks. Each stack of twenty checks will be entered individually on InTouch.
2. When pricing the inventory item, use the total from one stack of checks. For example, if I had a stack of checks that totaled \$200, this would be the price I entered on InTouch.



3. Click "Finish Sale" to finalize this entry. Select "check" for your type of payment. Click on the "Clear Amount" button to clear the total deposit. Change this to equal the individual check amount you are entering and click "OK."



4. Make sure to type the check number in the box that pops up and click "ok."



- This check amount will be subtracted from your total receipt. Select “Check” again, click on “Clear Amount,” enter the total for the next check amount, click “OK” and continue until you are finished with the stack of checks.

Terminal #: 1 User: MASTER, MASTER Receipt Mode Site: GARFIELD ELEMENTARY

ACTIVITIES-ORIGINA	200.00
Check 1234	20.00

Name: Not in System, Not in System **Fines: 0**
 ID: NNIS-GA : No **Fees: 0**
 Grade: Account Balance: 0.00 **Notes: 0**

180.00

Tax: 0.00
 Total: 180.00

Buttons: Enter Fines, Finish Sale, Enter Fees, Quick Screen, Customer History, Lookup Student, Customer Info, Lookup Non-Student, InTouch Manager, Lookup Inventory, Sign out, More...

Keypad: 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, ←, 5.00, 10.00, 20.00, 50.00, Cancel, OK

Icons: Cash, Check, Debit/Credit, Other, Account

Bottom: Clear Amount, 1 Receipt

You should get a receipt for this stack and it should match the calculator tape you ran. If it doesn't, there is a data entry error somewhere and you need to verify that the check amounts entered on InTouch and the check amounts entered on your calculator tape match the physical checks you have in your stack. This will help you balance the deposit before it goes to the bank and cut down on the number of returned deposits you have from the bank.

- If you have cash in your deposit, include this in your last stack of checks.

Running an EOP

When you are ready to prepare a deposit for the bank, you must run an EOP on InTouch. DO NOT send a deposit to the bank unless you've run an EOP. This reconciles all the items you've entered on InTouch and cuts down on deposit errors and returned deposits from the bank. The EOP is also what generates deposit information for Accounting to enter the deposit on IFAS.

Intermediate schools and High schools are expected to run an EOP every day, to coincide with the bank courier schedule.

Elementary schools are expected to run an EOP twice a week, to coincide with the bank courier schedule.

1. If you have checks, run a calculator tape of all your checks. If you have currency/coin, count the number of each denomination and write these down. For example, five 1 dollar bills, ten 5 dollar bills, seventeen Quarters, two Nickels, etc.
2. Open your InTouch terminal. Click on "More" and then click on "EOP."



- A list of all receipts will show in your reconciliation screen. These should total your checks, cash and coin. If you processed any credit cards, these will also be in your receipt list. Click on "Print" and then click "OK."

Receipt#	Date	Amount
11830	12/06/12	2.00
11850	12/07/12	25.00
12050	12/11/12	25.00
12122	12/12/12	25.00
12156	12/13/12	3.00

- Now, you will see a list of your checks. Verify the total in the bottom right matches the total from your calculator tape. If it doesn't, there is an error in your checks. This can be on InTouch or it can be in the calculator tape total. If there is an error on InTouch, click "Cancel" and correct the receipt. If there is an error on your calculator tape, correct the calculator tape. Once this is done, you can start the EOP process again. If there are no errors, click "Print" and then "OK." If there were errors, verify the new check amount is correct and then click "Print" and then "OK."

Check#	Receipt#	Lastname	Date	Amount
9493	11850	Finch	12/07/12	25.00
4792	12050	Huff	12/11/12	25.00
6656	12122	McVay	12/12/12	25.00

\$ 75.00

5. If you processed any credit cards, they would show in the next section. Click “Print” and then “OK.”

NOTE: Credit cards *are not* part of the total deposit you send to the bank. If you have credit cards, *do not* include them in your bank deposit amount.

Receipt#	Lastname	Date	Amount
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\$ 0.00

Print Cancel OK

6. The next section, “Reconcile Other,” does not apply to DCSD. Click “OK” to continue.
7. The next section, “Reconcile Account,” does not apply to DCSD. Click “OK” to continue.

8. Now, you will enter your cash detail. When you are entering the amounts, you are entering the number of bills/coins that you have. Notice that the system will total your cash in the bottom right hand corner. Make sure this totals the cash that you have. If the total is correct, click “Print” and then “OK.” If not, find the error and correct the InTouch receipt(s) or calculator tape.

Reconcile Cash

Bills			
\$1,000	<input type="text" value="0"/>	\$10	<input type="text" value="0"/>
\$100	<input type="text" value="0"/>	\$5	<input type="text" value="1"/>
\$50	<input type="text" value="0"/>	\$2	<input type="text" value="0"/>
\$20	<input type="text" value="2"/>	\$1	<input type="text" value="3"/>

Coins			
\$1	<input type="text" value="0"/>	10¢	<input type="text" value="0"/>
50¢	<input type="text" value="0"/>	5¢	<input type="text" value="1"/>
25¢	<input type="text" value="2"/>	1¢	<input type="text" value="1"/>

Manual

Amount:

\$ 48.56

Print Reset Keyboard Cancel OK

9. You are now on the final screen of the EOP. Make sure that your over/short amount is zero. Click “Commit” to finalize the EOP.

Total Reconciliation

Check	<input type="text" value="\$ 75.00"/>
Debit\Credit	<input type="text" value="\$ 0.00"/>
Other Tender	<input type="text" value="\$ 0.00"/>
Account	<input type="text" value="\$ 0.00"/>
Cash	<input type="text" value="\$ 5.00"/>
<hr/>	
Total Receipts	<input type="text" value="\$ 80.00"/>
Starting Till	<input type="text" value="0.00"/> Keyboard
<hr/>	
Over/Short	<input type="text" value="\$ 0.00"/>

Please confirm that the totals are correct.

10. A screen will pop up asking for the “Deposit Reference.” This is the deposit ticket number you are using. Please *do not* put any additional comments or characters (such as the # sign or your name) on this screen. Enter the deposit ticket number only and click “OK.”



The image shows a digital keypad interface for entering a deposit reference. At the top, the text "Deposit Reference" is displayed above a white input field containing the number "1234567". Below the input field is a grid of buttons representing a keyboard. The first row includes backslash, numbers 1-0, hyphen/underscore, equals, and a red "Backspace" button. The second row includes a red "Tab" button, letters q-w-e-r-t-y-u-i-o-p, and left and right square brackets. The third row includes a red "Caps Lock" button, letters a-s-d-f-g-h-j-k-l, and a semicolon/apostrophe. The fourth row includes a red "Shift" button, letters z-x-c-v-b-n-m, comma/less-than, period/greater-than, and forward slash/backslash. At the bottom center is a wide "Space" button. On the right side, there is a green "OK" button and a red "Cancel" button.

11. You will get a printed receipt with your EOP information as well as a screen that shows the EOP details. You’re done with InTouch and can finalize your bank deposit ticket.
12. On the Deposit ticket, write your total cash and coin in the top section. For checks, write “List” if you have a lot of checks or write the check detail on the bank deposit slip if you only have a few checks. *Please make sure that you include your calculator tape with the deposit. This is how the bank processes deposits and finds any deposit errors.* Keep the back copy of the bank ticket and send the other section to the bank for processing.

FAQs

A. What happens when a teacher gives me money for student items? (i.e. music recorders, instrument rentals, etc.)

It is the teacher's responsibility to give you a list of all students that are making payments, as well as the amount each student is paying. If there are cash/checks to be deposited, the teacher should indicate if a student paid with cash or check and the check number, where needed.

This **must** be entered on the student's account on InTouch. It is our responsibility to track these payments and it is our responsibility to correctly note any NSF (non-sufficient fund) checks that come back for items that a student uses.

This *does not* include fundraiser deposits. These are done as a lump sum deposit and are not applied toward a student's account. (for details on how to enter these, see "non-student" deposits listed above)

B. What about my free lunch students?

At the beginning of the year, accounting receives a direct certification list of students. These are *only free students*. This *does not* include reduced students. Accounting will "assign" zero balance fees to these direct certification students.

Once all free applications have been received and processed for the school year, accounting will correct any balances that were not originally marked as free. This is only done if a waiver is on file with the food service department for *each student* in a family. These fee adjustments cannot be processed before all information is filed with the state. This deadline is not until late fall.

C. What about my reduced lunch students?

Once all reduced applications have been received and processed for the school year, accounting will correct any balances that were not originally marked as reduced. This is only done if a waiver is on file with the food service department for *each student* in a family. These fee adjustments cannot be processed before all information is filed with the state. This deadline is not until late fall.

The reduced amount is 60% of the full price. For example, if a semester fee is \$27, the reduced amount would be \$16.20. In this example, a reduced student would owe \$16.20 for a semester fee.

D. What happens if a student wants to make a lunch payment?

You should direct a student to the school cafeteria. We cannot take lunch money deposits in InTouch; it does not interface with the cafeteria software.

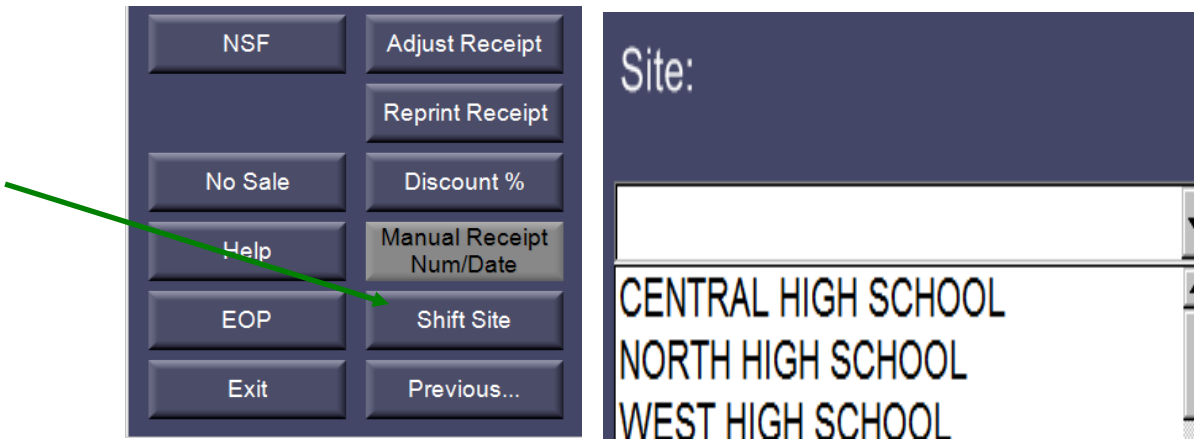
E. How do I accept payments for a student at another school?

If a student has outstanding fees/fines, simply look up the student on InTouch. Make sure to click the “Lookup at District” button so you can search for the student. Pay the fees/fines using the normal process.

If the student does not have outstanding fees/fines, but still wants to make a payment for another school, you can use the “Shift Site” button to see another school’s inventory items. To do this, click on the More button from you InTouch Terminal screen.



Now, click on “Shift Site” button and a list of all sites will pop up. Select the school you are looking for and then click “OK.”



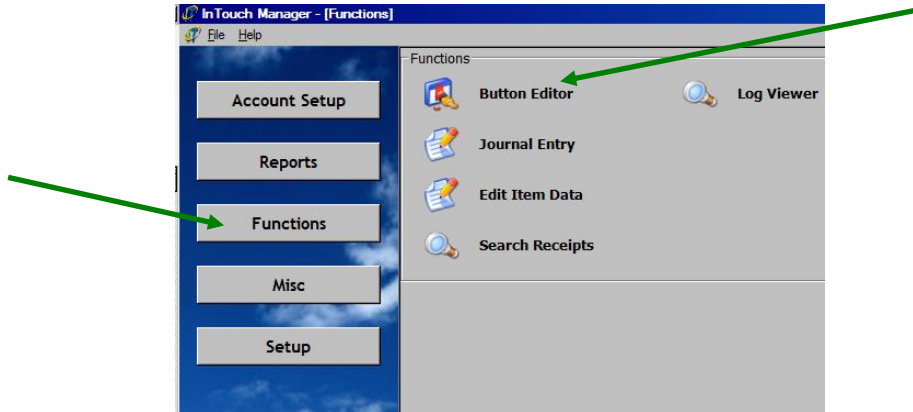
Click on “Previous” and “Lookup Student” to find your student. Once you’ve selected your student, click on the “Lookup Inventory” button. The inventory items you’re viewing are for the other school that was selected. You’ll also notice you’re your “Quick Screen” buttons are grayed out. This is because you’re looking at another school’s items, not your own.

Pick the items the student wants to pay for and price them accordingly. Click Finish Sale and continue as normal to finalize the transaction. Remember that this transaction will be part of your EOP and your bank deposit. Even though the payment was for another school, you processed it and are sending it to the bank, so it’s still part of your normal deposits.

When you're done making the payment, Exit your terminal and log back in. You should be at your school site. You can verify this by looking in the top right hand corner of your InTouch terminal.

F. How do I create buttons on my Quick Screen?

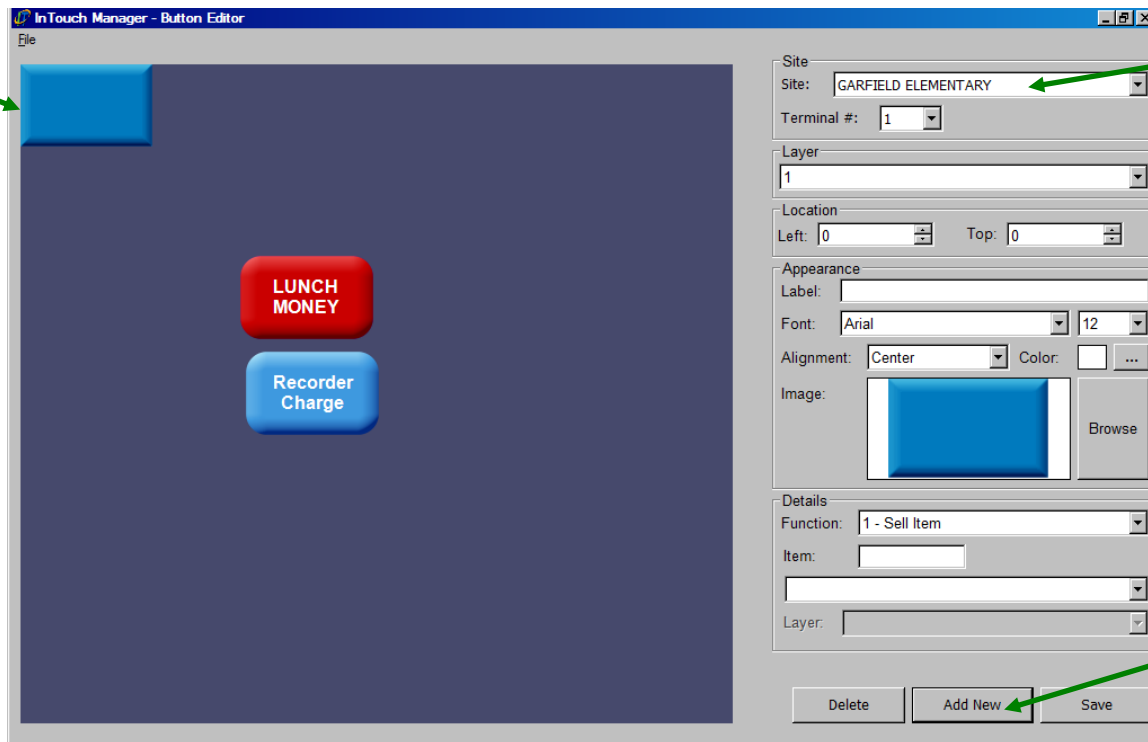
To create buttons, log on to InTouch Manager. Click on the "Functions" button and select "Button Editor"



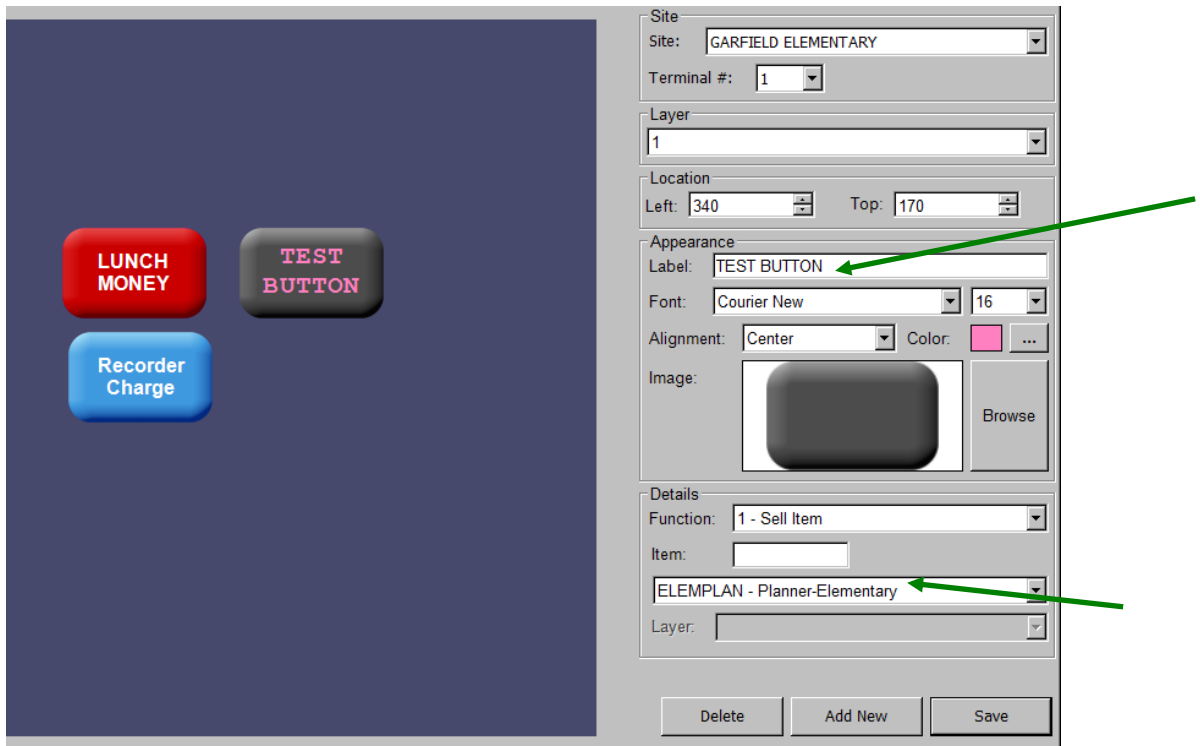
Make sure that your site is selected. You should see a screen that looks like your Quick Screen.

1. To add a button, click on "Add New." Notice that you have a blank button on the top left hand side of your screen.

TIP: Make sure that you *never* have buttons in the top left hand corner of your Quick Screen. When you add new buttons, this is where they automatically go so you could lose track of how many buttons you really have.



2. Drag your button to the area you want it on your screen.
3. Click on the “Label” area and label your button (i.e. Lunch Money, Recorder Charge, etc.)
4. From the drop down area on Item, pick the item you want to add.
NOTE: You can change the color of the button and writing on the button by clicking on Font, Color and “Browse” next to the picture of the button.
5. Click “Save” and you are done.
6. To delete a button, simply click on the button to select it and click on “Delete.”



NOTE: If you want to move or make changes to any of your buttons, you have to click “Save” after every action or your changes will be lost.

G. What happens if I think a fee/fine is duplicated in the system?

Contact the accounting department and we will help you research the issue.

H. If a student starts mid-year, how do the fees get assigned?

A building is responsible for assigning the basic fees to new students. These would be items such as semester fees, planners and workbooks.

Students at the high school level should have fees automatically assigned that are course driven. These are items such as a French workbook, an AP Chemistry workbook, etc. High Schools still need to assign the basic fees. Only course-specific items will be added automatically to a student’s account.

If a student is not listed on InTouch at the time that payment is made, apply the payment as a Non-Student (using the “Not In System” option) and make sure to note in the memo line which student the payment was for. Once the student is on Infinite Campus (and InTouch), ask accounting to adjust the receipt and apply the payment toward the student’s account.

If there are additional issues or questions, contact the accounting department to help research the issue.

I. How do I refund fees/fines paid?

If a parent requests a refund, print a copy of the Customer History from InTouch. Indicate with InTouch item(s) (and the dollar amount(s)) are being refunded on the Customer History printout.

Fill out an A1A with the total amount being refunded, which items are being refunded and the parent's address. Send the A1A, with your principal's signature, to your account rep, along with the InTouch printout. Accounting will process the refund to the parent and refund the fees on InTouch.

Donations

Schools may receive donations from outside individuals or organizations.

Donations may be for general student body activities or for a specific purpose. The donor should be asked to submit a letter with the donation indication how the funds are to be issued, for what purpose, and required accountability.

Donations should be acknowledged. If the donation is for use in a fund raiser, such as a raffle, acknowledgement should be referenced with fund raising information.

A separate account should be established to track donated funds and their use. Reporting of expenditures should be accomplished as required by the terms.

Donations should be accepted only for those terms that are in the best interest of the student council and are donated for legal and equitable purposes.

Donated equipment should be reviewed and valued and added to the asset tracking system.

Gift Certificates and Cash

Gift Certificates and Cash are NOT an allowable expense. Per the State of Iowa, school districts cannot purchase gift certificates or cash for students. This includes movie passes, coupons for free merchandise, etc. This applies to both the general and student activity funds. Both funds are district funds and must meet the criteria of being used for a "public purpose".

Gift Law

The gift law applies to all public employees, which includes administrators, teachers, and coaches at school districts. The gift law prohibits a public employee or that person's immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a "restricted donor." A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee.

Scenario #1: A clothing company contacts an activities director and coaching staff with a deal for their school. To get the AD and coaches to recommend the company to the superintendent and school board members, the company wants to give clothing to the AD and coaches.

Scenario #2: A curriculum publisher contacts the math department of a district and offers free DVD players to the teachers if they can get their building principal to recommend the company to the superintendent and school board members.

The Reality: Iowa's gift law (Iowa Code chapter 68B) prohibits the above conduct. Thus, in the above scenario the clothing company, the publisher, and all of their representatives are restricted donors. They want a contract with the school district. They want to sell goods to the district.

There are some exceptions to the prohibitions in the gift law. The ones that would most commonly occur regarding school employees are as follows:

- Non-monetary items with a value of three dollars or less that are received from any one donor during one calendar day.
- Informational material relevant to a public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
- Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient.

The consequences for violating the gift law are severe. A person who knowingly and intentionally violates the gift law may be punished in ALL of the following three ways:

- Both donor and recipient are guilty of a serious misdemeanor. Serious misdemeanors are punishable by up to one-year incarceration and a fine between \$250 and \$1,500, plus a 30% surcharge and court costs.
- The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.
- Finally, violation of the gift law is a violation of the Board of Educational Examiner's Code of Ethics.

Therefore, the public employee who is also licensed by the Board of Educational Examiners could lose his or her license.



Meal Charges

Payment of Meals

Intermediate and High Students (grades 6-12): All meal purchases are to be paid at time of service. Students may pay by cash or check during meal service but are encouraged to prepay into student accounts. Cash and Check prepayments are accepted by food service personnel between 7:00 a.m. and 1:00 p.m. For convenience, the district offers an online payment system My School Bucks. Account balance and daily purchases may be monitored through the online system. Students who do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in the student account. No alternate food or beverage items are provided to students in grades 6- 12 in the case of insufficient funds.

Preschool and Elementary Students (grades preK-5): All meal purchases are to be paid at time of service. Students are encouraged to prepay into student accounts. Cash and Check prepayments are accepted by food service personnel between 7:00 a.m. and 1:00 p.m. For convenience, the district offers an online payment system My School Bucks. Students who do not have sufficient funds shall be allowed to charge meals up to \$10.00. Charging of a la carte items such as milk is not allowed. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Students who do not have sufficient funds and who have reached the maximum charge limit will be allowed to select milk and up to 1 serving of fruit and 2 servings of vegetables. The school principal will be informed of continuing fund insufficiency to address family needs.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Adults: All meal purchases are to be paid at time of service. Adults who do not have sufficient funds shall not be allowed to charge meals or a la carte items.

Negative Account Balances Families will be notified of an outstanding negative balance once the negative balance reaches \$5.00. Families will be notified by letters sent home and phone call from Food & Nutrition and/or school office staff. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Money Held Overnight (other than petty cash)

Money is NOT to be held in the building overnight*. By keeping money in the building overnight you are risking theft, regardless of it being kept in a locked environment. If the money is taken, you will most likely suffer the loss because the District's insurance

will not provide coverage for small sums of money due to the deductible contained within the policy.

*Elementary buildings may have to hold money overnight since they are only scheduled to have money picked up by security twice a week. This is the only exception to the above.

There are times when an event is held at night and it is not feasible to make a deposit after taking tickets. This would be the only exception to the procedure of not holding funds in the building overnight.

Paychecks

Paychecks cannot be withheld for disciplinary or other types of actions.

If you withhold an employee's pay beyond the required pay date, you may violate state law requiring timely wage payment. The federal Fair Labor Standards Act does not specify when wages must be paid or include a specific pay date requirement. However, courts generally have interpreted the FLSA to require the prompt payment of wages.

Petty Cash

Petty Cash reimbursements need to be turned in at least quarterly.

The limit on petty cash reimbursements will be **\$100 in a one week** period of time. The person making the purchase must have supervisor approval prior to the purchase. Receipts must be submitted in order to be reimbursed. Two or more receipts from the same store on the same day that total more than \$100 will not be reimbursed with petty cash; those receipts must be turned in on an A1A Form (Request for payment form) and then reimbursement will be made by check. Like every other piece of paper, a 2nd signature is required.

Petty cash cannot be given in advance of the purchase; the employee must make the purchase and bring in ORIGINAL receipts to receive a petty cash reimbursement.

If you have requests for **one person** that total over \$100 you may set up a request to pay and a check will be cut for that person.

Some schools keep petty cash in their buildings and it is their responsibility to keep track of how much each person is getting reimbursed during a one week time frame. Special Ed department heads must also keep track of how their people are spending money.

You CANNOT bypass the purchasing department just because it is convenient or it is a "good sale". ALL computer/software purchases must be approved by the Director of Technology.

Petty Cash requests must follow all other district guidelines for appropriate purchases. Inappropriate purchase will not be reimbursed.

District students are not eligible to receive Petty Cash.

Petty Cash Procedure – Title I

A Title I petty cash fund will be established to improve the efficiency of building level operations. These funds are available to purchase minor items when it would be otherwise impractical to purchase items through the usual purchasing methods.

These funds are subject to periodic audits. Recurring audit findings may result in the petty cash fund being revoked.

The petty cash custodian is responsible for ensuring the cash on hand and receipts equal the authorized amount of the fund at all times. Title I petty cash funds must be kept separate from change funds, cash drawers, personal funds, and any other collected revenue.

This document prescribes the policies and procedures relating to the establishment, administration, and replenishment of building Title I petty cash funds.

Title I Petty Cash Custodian: The employee in the school who has been authorized to make payments from a petty cash fund and who is directly responsible for the administration of the fund.

The building Principal is responsible for the proper safeguarding of Title I petty cash monies entrusted to their employees. Cash and receipts for unreimbursed expenditures must be kept in a locked container such as a fire-proof file cabinet, safe, or other suitable device to which unauthorized access is difficult. See "Safe Guarding Cash."

The Title I petty cash custodian is personally responsible for the cash which was specifically issued to him/her. **Therefore, access to the fund must be limited to this person.**

Disbursements from Title I petty cash funds must be properly documented and for a valid Title I purpose. Title I petty cash funds may NOT be used for items/receipts in excess of \$100. **All purchases will have to go through an email approval process prior to making the purchase.**

PROCEDURE

An employee purchasing items using Title I petty cash funds does the following:

1. Obtains prior approval from the Principal and Federal Programs Supervisor

2. Obtains, when necessary, a petty cash advance from the fund custodian. The advance is provided to the employee only to purchase legitimate Title I petty cash items. Each time an advance is given, the custodian must maintain the following information:
 - the amount of the advance
 - the date
 - the purpose
 - the recipient
 - the recipient's signature
3. The petty cash custodian is responsible for ensuring the employee returns any unused cash.
4. Makes the purchase, paying for the item with personal monies or with the petty cash advance and obtains an itemized receipt or cash register sales slip.
5. Presents the original sales receipt or cash register sales slip to the Title I petty cash custodian. The receipt(s) must include:
 - description of the item(s)
 - date of purchase
 - place of purchase
 - itemized amounts
 - purpose
 - signature of purchaser
6. Receives reimbursement for the purchase from the Title I petty cash custodian when personal monies are used or returns any unused portion of the petty cash advance to the Title I petty cash custodian immediately after the purchase is made.

The district petty cash reimbursement request form should be completed for the amount of Title I petty cash to be reimbursed. The form must be signed by the Principal and the petty cash custodian and sent to the ASC accounting department along with the original receipts and a copy of the approval email from the Director of State and Federal Programs.

The building Principal is responsible for reporting any changes in Title I petty cash custodians to the Director of State and Federal Programs.

PROCEDURE

When a new petty cash custodian is to take charge of a petty cash fund, the former petty cash custodian replenishes the fund so that the fund has the established amount of cash on hand.

The Principal sends a memo to the Director of State and Federal Programs which indicates:

- removal of the former petty cash custodian from the fund
- the new fund petty cash custodian's name and identification number
- signature of the new petty cash custodian

This memo will be sent to the accounting department prior to any petty cash replenishments to the new petty cash custodian.

Accounting will not reimburse a Title I petty cash custodian unless the name is on file as the current custodian.

PETTY CASH REQUEST FORM

DATE: _____

AMOUNT REQUESTED: _____

ACCOUNT NUMBER: _____

VENDOR NAME: _____

DESCRIPTION: _____

REQUESTOR SIGNATURE: _____

REQUESTOR NAME (PRINTED): _____

REQUESTOR BUILDING: _____

SUPERVISOR SIGNATURE: _____

SECOND SIGNATURE: _____

(IF REQUIRED)

\$ RECIPIENT SIGNATURE: _____

****This form cannot be used for reimbursements over \$100. Please use an AIA **
Form if your request is more than \$100.**

****If you want a copy of this request for your records, you must make a copy of**
the original at the time it is submitted. The copy will be returned when the petty cash
request is filled.**

Physical Security

It is important that the assets are adequately protected. Physical security of assets requires that access to assets be limited to authorized personnel.

One means to limit access to both assets and related accounting records is through the use of physical controls. Protection devices restrict unauthorized personnel from obtaining direct access to assets or indirect access through accounting records which could be used to misappropriate assets.

Locked storage facilities restrict access to inventories, and fireproof vaults prevent access to petty cash. Electronic cash registers record cash sales both on cash register tapes and at an off-site electronic storage facility, creating two records of a single transaction.

Pop Funds

You may maintain a separate checking account for the accounting of pop fund money IF the pop machine IS NOT connected to student activities. i.e.: maintained by the faculty or other group. If you elect to maintain a separate account, you CANNOT use the district's tax ID number for identification purposes. If you have an account using this number, you must change your account with the bank or the funds will become property of the district. If you elect not to maintain a separate checking account, you may deposit the funds with the District in a "fund 91" account to be used for faculty-directed purposes.

You may elect to account for the monies from the pop fund through your student activities account if the students have access to the machines and the funds are used for co curricular/extra curricular student activities. The pop fund should be considered another "activity" of your account and not co-mingled with the funds of the student activity monies.

Promotional Items

Promotional items received by district employees in conjunction with district purchases are generally considered school district property and the employee may NOT retain the benefits for personal use. When applicable the employee should not accept promotional items. (i.e. HyVee gas saver fuel points)

If it is determined that a district employee benefited from a promotional item when making a district purchase, the employee must reimburse the district the value of the promotional item.

Receipts

Tickets that students purchase (Homecoming, etc.) that are numbered do not require a receipt to be issued. The numbering of the tickets sold provides the checks and balances needed to reconcile deposits to tickets sold.

When you issue a receipt to an *internal* source (food service, club sponsor, etc.) you do not need to issue a numbered receipt. You must still issue a receipt but it does not have to be numbered.

Reconciliation

- This function must be performed by an employee who has no cash handling responsibilities
- Cash collected must be balanced by comparing the total of the cash, checks, credit card receipts to the pre-numbered receipts totals and the money received by mail totals
- Deposit tickets are to be reconciled to cash received
- Proof of reconciliation must be maintained by buildings

Refunds - money remaining in student lunch accounts (per Department of Ed)

What must a school do at the end of a school year with money that remains in a student's meal account or unused punches on a meal ticket?

- If a student will be returning to the school the next school year, any remaining money must accrue to the benefit of the student for use the next fall. If meal prices will be increasing for the next school year or differ between grade levels, it may be best to refund any remaining ticket value unless the district chooses to honor outstanding punches for a meal even though the cost of those meals is now higher.
- If a student has graduated or will otherwise not be returning, the school must refund the money to the student's parent or guardian. The parent/guardian paid the money in return for the meals. The school may not keep any part of the money if it has not provided all of the meals. To do so is theft.

What if the amount remaining in the account is just a few cents?

- The amount is irrelevant. The money is the property of the parent, not the school.

May a school have a policy to the effect that a refund will be made upon request of a parent/guardian/adult student?

- No. The school cannot put the burden of requesting a refund (for what belongs to the parent anyway) on the parent. The school could give parents the option of receiving a refund or making a donation of the remaining money to the school, but cannot sit back and wait for a parent to make the first move.

How is the remaining money to be returned?

- The Food & Nutrition office will supply the Accounting department with a list of names and amounts to be refunded. A check will be issued to the parents/guardians. Under no circumstances should a school send cash home with a student.

What about students who are “no shows” with no notice to the school?

- Once a school is reasonably certain that a student will not be returning, the school needs to take reasonable steps to ascertain a forwarding address. If another school makes contact to ask for the student’s records, work with that school.
- If, after making reasonable attempts, the school cannot locate the family, the school should contact Accounting.

What rights does a school have when the family owes the school money?

- When parents or guardians owe money for meals, a school has but one option – to file a small claim against the parent or guardian. (Of course, this follows letters and phone calls to appeal to the adult to make payment.) Presumably, if the family does not qualify for free or reduced meals, the family has the wherewithal to pay for the meals. A school may want to offer to have the family apply (or reapply) for f/r meals.
- Once certain that the ability to pay is not an issue, the next step is to file a small claim. A school may not punish the student by withholding a report card, for example.

Refund of Service Fee

If a parent requests a refund, print a copy of the Customer History from *In Touch*. Indicate which *In Touch* item(s) (and the dollar amount(s)) are being refunded on the Customer History printout.

Fill out an A1A with the total amount being refunded, which item(s) are being refunded, the reason for the request of a refund (now qualify for free or reduced, student has withdrawn, etc) and the parent’s address. Send the A1A, with your principal’s signature, to Chris Nolan in accounting, along with the *In Touch* printout. Chris will process the refund on *In Touch* and then route the paperwork to your account rep to get the refund check processed. . In ALL cases, a check will be issued to the parent. This is done on a Friday check run.

Suggestion for pro-ration of fees:

If within first quarter, full fee

If within 2nd quarter, half of semester fee

If within 3rd quarter, full semester

If within 4th quarter, half semester fee

Resale

The resale account is an account that consumables are purchased from. Even though this account number contains your building number, it IS NOT part of your site budget!! Therefore, your site account will not be negatively impacted for those students who are free and reduced and who do not pay fees for consumables.

You will sell these items to your students and will deposit these receipts. These items will not be charged to any of your building budgets; these items are paid for out of a centralized account.

Consumables

Consumables are to be ordered through Destiny, the electronic Textbook Management Program for next year (this takes the place of the Service Book catalogs). The warehouse will charge these items to the resale account for your building: "XXsubject1720-object". Consumables associated with a class will automatically be charged to the students' accounts. Other resale items will need to be put on the students' account in *In Touch* by the building secretary.

Consumable items include: workbooks and any "text" that can only be used once.

Padlocks

Padlocks are in your Resale account in the General Fund. The fee item is in *In Touch* and needs to be put on the students' accounts as needed.

P.E. T-shirts

P.E. shirts are automatically assigned to all 9th grade students' accounts. Other PE shirts being purchased must be added to the students' account in *In Touch* by the building secretary.

Planners

When ordering planners please charge your order to XX1720. The planner fee is automatically assigned to all students' accounts in *In Touch*.

Security

- Cash and other deposits are to be kept in a secured, locked location at all times. Do not leave deposits or cash in unlocked desk drawers or file cabinets.
- Secretaries need to sign for all deposits that are brought into the office (from the cafeteria or other sources). Deposit bags must be secured along with any other deposits until picked up. Secretaries are not being asked to verify the amount received from the cafeteria, only to verify that they received a deposit bag.
- Drivers must sign for the number of bags that they are picking up from the office.

- On a daily or weekly basis, the office secretaries and cafeteria cashiers must check the deposit slips that are returned to them against their records. This will help us to identify missing bags on a timely basis and will make it easier to track them down.

"Social Funds" and Building Checking Accounts

Social Funds refer to monies maintained in an account by employees normally used for social activities. The monies received into the fund are from employees or activities generated by employees and are no way related to the student activities fund.

Example: Employees pay a "dues" each year to establish a social fund. During the year they purchase flowers, gifts, etc.

Example: Employees pool their monies and purchase a pop machine. The monies generated from sales are maintained in the employee fund and used by the employees for purposes they specify.

Social/faculty funds may remain in a separate **only** if the following conditions are met:

1. The account **cannot** use the district's tax ID number in any manner associated with the account.
2. The account must use a SSN as the identifier.
3. The name on the account **cannot** include the building name/ office name/ club affiliation, or any other such identifier that would associate the account with the Davenport Community School District.
4. The account cannot be used to receive any discounts afforded the district such as discounts, tax exemption, etc.

If any of these conditions are violated, the district is then made accountable for the transactions of the account and the account must be closed and an account will be opened and operated through the district accounting process.

The person administering the account takes full responsibility for the account and the Davenport District will not be held accountable for any transactions of this account.

All financial institutions in the Quad Cities are notified, and will be annually, that individual buildings/offices in the Davenport School District are not to be associated with the district for the purpose of maintaining a business account or to use the district's tax exempt number

Sunshine Accounts

The Sunshine Account is used to pay for items not appropriate to come from school district funds. Often times this account is used to buy flowers or other items for employees that are sick, have children, loss of loved one, etc.

Vending Machines

1. Generally, it is better inventory control to keep no inventory on hand other than in the machine.
2. Weekly (more or less often as necessary) have a designated staff member remove the money. Observe the vendor filling the machine or count/verify that all merchandise was received. From the machine, inventory the merchandise in the machine, and record the number on the machine counter.
3. Do a vending machine recap similar to a ticket recap for gate receipts:
 - a) Subtract the beginning machine count from the ending machine count. Multiply this by the selling price to determine how much cash should have been collected.
 - b) Add beginning inventory plus inventory added during the period less ending inventory. Again, multiply this by the selling price to determine how much cash should have been collected.
 - c) Count the cash collected from the machine (ignoring the standard amount of change left in the machine at all times.)
 - d) All three counts should match.
4. Better internal control will be maintained if the individual designated to remove money from the machines is switched with no warning and no pattern.
5. If the vending machines you have do not have counters, request counters be added or machines be replaced. Counters are very important for internal control.

If you have an account at a financial institution and are using the district tax ID number for whatever purpose, you should close your account and direct all activity through the Special Fund.

VENDING MACHINE RECONCILIATION

Date: _____

Beginning Inventory-Vending Machine

Cost	\$0.90	\$1.00	\$0.70	\$0.75	\$0.80	\$0.65	TOTAL
Number							
TOTAL							

Inventory Added - Vending Machine

Cost	\$0.90	\$1.00	\$0.70	\$0.75	\$0.80	\$0.65	TOTAL
Number							
TOTAL							

Ending Inventory - Vending Machine

Cost	\$0.90	\$1.00	\$0.70	\$0.75	\$0.80	\$0.65	TOTAL
Number							
TOTAL							

Beginning Inventory	
+ Added Inventory	
- Ending Inventory	
= Cash Received	

POP	Cost	Number	TOTAL
Beginning Inventory			
+Added Inventory			
- Ending Inventory			
= Cash Received			

Signed: _____

FEES and FINES

FEES – What’s Allowable?

Background

There are only 7 fees recognized as “allowable” by the Department of Education

1. Textbooks
2. School Supplies
3. Eye Protective Devices
4. Ear Protective Devices
5. Summer School Courses
6. Driver Education Courses
7. Discretionary Transportation (Paid conditional)

In addition, there are 5 areas where fees may be charged that are authorized in statute:

1. Child Care Programs
2. Facility Usage
3. Public Records
4. Breakfast/lunch
5. Sale or rental of school property

Other items for which you may “charge” (but not defined as a “fee”)

1. Fines
2. Tangible items that are not related to instruction, the purchase of which is strictly voluntary, and the ownership of which insures to the purchaser – examples would include activity tickets, school newspaper, yearbook, postage, activity calendar, class rings, dance admissions.
3. NSF Check Charges
4. Charges for Duplicate Student ID Cards

Schools operate under Dillon’s Rule. This means schools have only those powers granted in express words of statute. If it doesn’t say that you can, then you can’t!

Fees vs. Fines

At registration, we charge a service **fee** that is intended to cover some of the cost of the textbooks. State Code allows us to charge this **fee**, however, fees charged by school districts must be waived/reduced for those students who qualify for free/reduced lunch. The service fees that we collect are deposited into a district-wide revenue account and are not credited to the individual schools’ budgets.

When a student loses a book, we are allowed (by State Code) to impose a **fine** to cover the cost of replacing the lost book. **Fines** are not subject to fee waivers; therefore, all

students who have fines imposed upon them are required to pay the fine. These are automatically addressed on *In Touch* when the text is marked as “lost” on Destiny. Payments should be made on *In Touch* and the fine will be removed from Destiny. If the book is returned, mark it returned on Destiny and the fine will be removed from *In Touch*.

Example: a student on free lunch status loses her science textbook. The book is marked as lost in Destiny. The fine collected from the student is processed on *In Touch*.

Please note: You cannot withhold diplomas from a student for unpaid fines or fees.

Fees and Field Trips

Costs associated with field trips (museum admissions, transportation, e.g.) may not be passed along to students if the field trip is part of a class, whether or not attendance is mandatory. When a field trip is part of a class, the activity is part of instruction, and therefore falls under tuition, not an allowable fee.

If the activity is not part of instruction, the field trip should not be taking place during a “day of instruction” unless the day is not counted by the district as one of its 180 days of instruction for students.

If a field trip is an elective, they may fundraise, be funded by PTA/PTO, corporate sponsors or an outside source or opt out of the trip with no penalty (no grade reduction).

Example: Students cannot be charged for a bus (yellow or charter) for a Show Choir trip if the trip is required as part of a class. If the trip is optional for students, then they can pay.

If the trip is on a school day, students receive excused absences, which don’t count against perfect attendance policies.”

An example of a school trip that is non-instructional occurs when the marching band leaves Friday during the day for a Saturday performance. Those students should be given excused absences for the part of the school day they miss (rather than be counted as “present”) because the students are not receiving instruction. Fees may be charged for these trips.

To summarize, the fact that a trip may take place during the school day is not determinative of whether a fee may be charged. The determining factor is whether the students are considered “present” because the activity is part of instruction.

Fees & Field Trips – Questions/Answers

Can students hold fund raisers for a trip to the Museum of Science and Industry in Chicago?

- If the trip is required of the student and is considered part of instruction, they cannot hold a fund raiser to cover any part of the cost associated with the trip.

Can the PTA or parents hold a fund raiser to help cover costs associated with a trip to the Museum of Science and Industry in Chicago?

- Yes, the PTA or parents can hold a fund raiser to help cover costs, regardless if it is an instructional trip or elective trip.

Can we charge students for admission to the FIGGE as long as we cover the costs of the bus?

- If the trip is considered a part of instruction, and they do not have the option of not going, then you cannot charge the students for any cost associated with the study trip.

Can students continue to sell fruit to raise funds for the annual band trip to Florida?

- If the band trip is elective, and students are not required to go, then they can continue to hold fund raisers.

Students take chorus as a class, and part of the class is performing at different competitions across the state. Can we charge students for the bus and overnight accommodations when competitions require an overnight stay?

- If the competitions are a part of the class, then the student cannot be required to pay for any of the costs associated with the travel.

Can we accept donations from parents of students who want to help defray costs for trips for which we cannot charge students?

- Yes, you can accept donations for any trip that students take.

The orchestra is leaving for a spring break trip and they need to be gone the last day that school is in attendance prior to spring break. Can they do this?

- If the trip is optional, then students should not be gone during an instructional day. If they are, it is to be considered an “excused absence” and not count toward perfect attendance policies.

Students, parents and school groups hold fund raisers throughout the year for students to be able to go to Washington D.C. when school is out. Can they continue to do this?

- If the trip is an elective, students can fund raise to cover costs.

Many of the trips that we want to take students on for instructional purposes have a cost associated with them. If we can't charge the students, how do we afford to take them?

- You can accept donations from parents, parent organizations, or other outside groups. You can also have fund raisers for trips but students cannot be required or expected to participate.

Can we sell concessions at events with the proceeds going to cover the costs of an instructional trip?

- Yes, as long as it is not students who are selling the concessions.

Can students participate in fund raising throughout the year with the proceeds going into an account that is not specifically designated for field trips but which may be used for field trips?

- No. When students fund raise the proceeds have to benefit the student and should be placed in a student activity account. Student activity accounts cannot be used for instructional purposes.

Student clubs and organizations hold funding raising events throughout the year and may use the proceeds for a trip sometime throughout the year that is associated with a class. For example, Spanish Club may go with a Spanish teacher to Chicago for a cultural event. Is that permissible?

- Yes. As long as the students have the option of joining the club and the trip is not required of the class, then they can fund raise to cover costs.

A student is in band. Part of the class requirement is that they perform a solo in a competition every year, have a piano accompanist and be judged. They are currently required to pay a nominal amount to cover the cost of the judge, and the accompanist. Is this permissible?

- No. If the student is required to perform in the competition as part of their class, then they cannot be required to pay for the judge or accompanist.

If a class is "co-curricular" such as elective performance groups, what is the status of field trip funding? In other words, when a band, orchestra or choir wishes to attend an event which carries with it costs, can the cost be divided among the students equally with an opportunity to raise the funds or earn the trip with a service project?

- If a band/orchestra/choir wishes to attend an event that carries a cost, that cost can be passed along to the student as long as it is on the weekend (or during other non-students days) and the student is not required to attend, and is not a required part of the class. If that is not the case, then the student cannot be required to pay for the trip or raise funds to pay for the trip. If a performance group is actually part of the class, then students cannot be required to pay for activities.

Students are going to Finance Park as part of a class. They are not required to go as they can elect to stay at school and do an alternate assignment. Since it is not required that all students attend, can we charge the student for the admission?

- No. Since the trip is part of class, whether or not the students are required to attend is not the deciding factor. The fact that it is part of instruction dictates that students cannot be charged.

How does the wording for “field trips” pertain to music departments, show choirs, bands, etc.?

- If the trip taken by the group is a required trip, you cannot charge for transportation, regardless if the transportation is a yellow school bus or a charter bus.
- For example, if the student is part of a specialty choir (through try-outs) and this choir travels to several competitions throughout the year that students are required to attend as part of being in the choir, then the student cannot be charged for transportation costs or for any cost associated with the competition. However, if a student is a member of the band and for spring break they take a bus to Florida for a competition that is not mandatory.

A special performance of a high school play is being scheduled for intermediate school students. The students are being asked to pay a discounted price of \$2. Is this appropriate?

- It is only appropriate to charge for the performance if it is optional for students to attend

Fees – Performing Arts

Uniforms

If a performance uniform is considered necessary but not essential, then it is treated as a school supply and a fee can be charged. Free and reduced status applies. (i.e. it would be nice for students to look the same, but not necessary)

If a performance uniform is deemed essential to instruction and is required, then we cannot charge for the uniform. (i.e students can only perform if the same clothing is worn by all). For example, if a chorus performance is part of the class and the students are required to wear certain clothing or uniforms, then students cannot be charged.

Students cannot raise funds to cover the costs of something that the district should be providing free of charge; i.e. uniforms.

We **CAN** charge a fee to cover cleaning costs and general wear and tear of marching band uniforms or choir performance robes **only**.

If the Booster group is paying for the cleaning and maintenance of uniforms (band or chorus), it's OK for them to accept "donations" from parents to help with the cost; again, we can't "make" students pay if they are on free/reduced lunch status.

Competitions

If a student is required to compete in a competition (i.e. Solo Fest) as part of their class, then they cannot be required to pay for/or contribute to the cost of the judge or an accompanist.

If the student is not required to have an accompanist but chooses to do so, then they can be asked to pay for the accompanist.

Legal Reference:

1. *A 1993 attorney general opinion, which affirms a 1979 opinion states: "We have also addressed what fees may be charged for necessary school supplies under Iowa Code section 301.1. We held that the cost of items which were necessary or essential to the instruction of a class must be properly characterized as tuition rather than school supplies. – Op. Atty' Gen. #93-7-3(L).*
2. *Further, Iowa Code 282.6 states that every school shall be free of tuition....*
3. *"Services provided and rental of school property limited to towel service, uniform or robe cleaning....."*



SUMMARY OF FEE/CHARGES ITEMS	FEE/CHARGE ALLOWED?
Textbooks, including electronic textbooks, and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process	YES
Rental of musical instrument	YES
Software used for instruction	YES
Worksheets	YES
Student planners	YES
Towel Fee	YES
Fee for costs of cleaning and general wear-and-tear of marching band uniform or choir performance robe	YES
Chemicals, apparatus used by every student in chemistry class Wood in wood shop Foods in food class Cloth, sewing supplies in sewing class	NO
Difference between the basic raw material (see above) and a student's voluntarily chosen upgrade (e.g. pine wood upgraded to walnut or basic cotton cloth upgraded to finer grade of cloth)	YES
Eye protective device	YES
Ear protective device	YES
Driver education course	YES
Summer school course	YES
Discretionary transportation of pupils to and from school (less than 2 miles from elementary or middle school or less than 3 miles for high school)	YES
Transportation for extracurricular events	NO
Any costs associated with field trip (e.g. admission, transportation)	NO
Line fees for bowling as part of PE cost	NO
Flowers, decorations, security associated with graduation ceremony	NO
Locker, lock fees	NO
Parking Permit	YES
Yearbook, Memory Book, School Newspaper	YES
Class ring	YES
Dance tickets	YES
Activity tickets	YES
Graduation cap, gown, tassel	YES
Diploma	NO
Diploma cover (not the diploma itself)	YES
NSF check charges	YES
Duplicate Student IDs	YES
Fines for overdue school books or lost, damaged, destroyed items	YES
Monetary penalty for violation of parking regulation	YES

PURCHASING

To access the entire Purchasing Manual go to the "Well" at:
<\\asc01\SchoolDATA\Business\Public\Purchasing>

Request for Payment - A1A's

Buildings and departments will still submit paper A1A's to their Account Rep.

The Account Rep will make sure the principal/administrator has signed the form, the account code is correct, and all supporting documentation is in place. The Account Rep will also make sure that the A1A follows general district guidelines and policies (i.e. no gift certificates, etc).

Cut off for accounting is usually 7-8 days prior to the board meeting. Please allow sufficient time for the A1A to reach accounting via school mail.

Placing orders with Amazon.com

1. Purchasing can order online from Amazon, however, we will always try to order from a local vendor whenever possible. This allows us to get the items quickly and save on shipping/handling costs.
2. All requisitions for books and other library materials must include the ISBN information. This allows purchasing to search for and to order the correct item that is being requested. Otherwise, the requestor may not receive the specific item that they wanted.
3. Amazon will be used when a local vendor does not have or cannot get the items requested. We will order from Amazon whether the item comes directly from Amazon or if it comes from an independent seller on Amazon.
4. We will use Amazon ONLY when the items (when more than 1 of an item is being ordered or when multiple items are being ordered) can be obtained from a single seller. It is not practical to order the same item from multiple sellers when one seller does not have enough of the quantity that is being requested. Multiple sellers increase the shipping/handling costs and the receiving costs, as well as creating an undue burden on the purchasing and warehouse departments.

Purchasing Procedure - Athletic Booster Clubs

The impact the athletic booster clubs have on our sports programs is profound. On our own, we would not be able to provide the quality experience our athletes have during their high school careers. While we welcome and enjoy the donations of money, equipment, and extras, we have an obligation to make sure this money is spent wisely

and appropriately. To that end, there are some purchases/donations that require specific guidelines. The following guidelines need to be followed before accepting donations of any kind from our booster clubs.

Venue improvements

Before any improvements to our athletic venues by the booster club, whether it is a donation of materials, labor, or money to pay for improvements, prior contact with Operations must be made. Depending on the improvement, several factors must be considered. Are there specific building codes that need to be met? Does this improvement fit in with the long range plan that may be in place for the venue? Will the quality of the project be at a level we require? Are there adequate utilities and structures in place to support the improvement? Are there skilled personnel, either hired or volunteers, capable of performing the necessary tasks to make the improvements? On-going costs or the costs of upkeep will be considered before moving forward with improvements donated by the booster club. Once the project has been reviewed and approved by Operations and the District Athletic Director, the project can move forward.

Technology equipment

Technology includes but is not limited to computers, computer peripherals such as printers and scanners, and computer software. In an effort to make sure we are getting technology, equipment or software, which is compatible with district equipment and can be supported by district equipment, District protocol with technology purchases, no matter the cost, must be approved by the technology department before purchase. If a piece of equipment or software is to be purchased using booster club money, it should be done in the following manner: View the preferred vendor list for the equipment, inform the booster club of the cost so they know how much money will be donated, inform the booster club of possible costs for equipment disposal fees, complete the requisition using the specific sports activity account and account number, get the signatures needed on the form, and submit to purchasing department. Part of their process is to secure approval for this purchase from the technology department. Once this has been approved, purchasing will contact the vendor and purchase the equipment. When the equipment has been received at the warehouse, the school AD will be contacted who will then contact the booster club for the money donation into the specific sport activity account.

Procedure

No matter if the donation is for a venue improvement or the purchase of any technology, the following process has to be followed in order for this type of donation to be considered for acceptance:

1. Coach makes request of booster club or booster club approaches coach with donation.

2. Coach and booster club presents the request to the building AD for initial approval.
3. Building AD presents the request to the District AD to begin the process of approval from the involved departments before moving forward with donation from the booster club.

Failure to follow procedures

Failure of the coach, booster club, or building administration, including the AD, to follow the proper procedures outlined above will result in the return of the donation at no cost to the district.

Purchasing Procedure – Clothing

We have received several requests regarding clothing and proper handling of funds when it comes to purchasing/providing clothing items either for staff or students. Please read through the proper procedures below to assist you when this topic of discussion comes up in your building. (This is separate and has nothing to do with the district Dress Code procedure)

Staff Uniforms

A supervisor wants their staff to look uniform, so wants to provide a uniform shirt for them to wear that has the name of their building on it with their name. The supervisor wants to use their building funds to make the purchase of shirts. Is this allowable?

- No. Any time an item is personalized (i.e. a name) it is no longer considered district property and becomes the property of the person for whom it has been personalized. District funds cannot be used to buy personal items.
- If the shirts are not personalized and they are not personal property, then the district can buy them for the employee. Once the shirts are no longer needed or the employee no longer works in that area, the shirt or other item must be returned. The building/department is responsible for keeping an inventory of the items that they provide to employees to ensure they are accounted for.

Student Uniforms

Can student uniforms (sports, music, etc.) be purchased with district funds?

- Yes, as long as the activity is part of the school's educational program and the wearing of the uniform or equipment is necessary in order to participate. The cost of optional equipment/uniform or customizing of uniforms is not allowable with district funds.

Coaches Uniforms

When the District orders merchandise, the vendors sometimes "throw in" some extra items for the coaching staff. Is this allowable?

- Chapter 68B of the Code of Iowa establishes the ethical requirements for state and local government for Iowa's "gift law". According to a document prepared

by the Iowa's Ethics and Campaign Disclosure Board, the gift law "prohibits officials and employees or their immediate family members from receiving or soliciting gifts from a "restricted donor."

- Chapter 68B.2 (24) includes four definitions for restricted donor including "a person seeking to be a party to a sale, purchase, lease or contract with the agency (includes school districts) the state official or employee is employed." Exceptions to the receipt or solicitation of gifts are detailed at Chapter 68B.22 (4) including an exception for nonmonetary items with a value of three dollars or less received from any one donor during one calendar day. Restricted donors may not "pool" resources to give a gift greater than three dollars. Chapter 68B.22 (3) of the Code of Iowa requires that items received from restricted donors must be turned over to the School District for official use within 30 days.
- Referring again to the Iowa Ethics and Campaign Disclosure Board document, "a good rule of thumb is for state (and local) officials and employees to avoid receiving or soliciting gifts from anyone who would have an interest in the actions of the official or employee's agency."

Clothing for District employees

Can the District purchase shirts, jackets or other clothing for District employees from the Student Activity Funds?

- Article III, Section 31 requires that public funds may only be spent for the public benefit. Since Student Activity Funds are "public funds" the District must determine the propriety and document the public purpose and public benefit to be derived. We have determined in Davenport that we cannot justify purchasing clothing from public funds and therefore prohibit such from happening.

A better alternative may be to ask the Booster Club or other affiliated organization to provide clothing such as team jackets for coaches, to District employees in lieu of using public funds.

Clothing for Students

Can the District purchase clothing items for students from General or Student Activity Fund?

- Both funds are public funds and just like clothing for staff a public purpose cannot be justified for use of the funds. A better alternative would be to provide clothing either through the "staff" fund or through donations from outside sources such as the PTA, Dad's Club, Boosters, or Business Partners.

Student T-Shirts

Can buildings purchase t-shirts for students if the money being used is from a grant? The t-shirts could either promote a "cause" or designate the school the child is attending.

- No. District funds (this includes grants and student activity) cannot purchase clothing items for students. As stated above, use of public funds must have a public purpose and it is very difficult to justify how a student wearing a t-shirt or other clothing items provides a public benefit.



REGISTRATON

Petty Cash – Building Secretaries

Petty cash will be delivered by a Global Security courier to your building the day prior to your school's registration day. You will need to sign for your funds when they are delivered to you; the money will not be left at your building without your signature. Please sign for food service if they are not in the building. You are not verifying the money in their bag, just that you received it. Count your money before you use it. If there are any discrepancies, please call Accounting immediately.

Secretaries may keep the money for the year or return it by following the instructions listed below.

Keeping Petty Cash

If you are keeping all or a portion of this money for your building petty cash fund, please send Accounting written notification of your school, your name and the amount that you are keeping. (via e-mail or school mail)

- If you keep the money for the school year to reimburse staff members, please remember you can only pay someone \$100.00 or less during a ONE WEEK period. If it is over that amount you will have to turn it into your Account Rep to process a check. You can not pay a staff member any of your petty cash for a grant that is in your building. It has to be turned into your Account Rep to get proper signatures.
- If you have Title I petty cash in your building which is only \$100.00, you can only use this money for Title I. You cannot use your building petty cash for Title I if your purchase is over the \$100.00. Just like petty cash, you can only purchase things that are \$100.00 or less in a one week period time. If you need to purchase something over the \$100.00 you can use a P-Card or purchase it yourself and get a check back to be reimbursed. NO EXCEPTIONS.
- If a parent writes a check for over the amount that they owe for fees, please do not give them back change from your petty cash. The parent will have to write you a new check or the money can be added to their lunch account with the parent's permission. Feel free to e-mail or call Anna Walker at 336-5094 to do this on a student's account.
- If you need any more plastic bags just e-mail Chris Nolan and she will get them sent out to you. If you start running low on bank deposit slips please let Chris know. Chris will have to order more from them. Please give Chris enough time to order them for you it can take up to three weeks. You are not to share your deposit slips with the Cafeteria. This is different from previous years.

- The first two digits of the number will let Chris know what school deposited the money and whether it is the office or the cafeteria. The last four digits are the numbers to fill in the rest of the boxes. They are all in sequence.

Petty Cash – Return

DO NOT RETURN TO ACCOUNTING

Use these instructions for returning petty cash at the end of registration or the end of the school year. All petty cash must be accounted for by the last day of school. When your building registration is finished, you will deposit registration money AND the petty cash (if you are not keeping it) to the bank. You will need to prepare a SEPARATE DEPOSIT TICKET FOR THE PETTY CASH.

1. Your registration deposit will be for the amount of money that you collected at registration. Remember to make separate deposits for each terminal (computer) that you have.
 - a. Run an *In Touch* EOP Report. When you balance, make sure you enter the bank deposit slip number in the report. If you do not balance please do not commit on the EOP Report. Find your discrepancies.

Running an EOP

When you are ready to prepare a deposit for the bank, you must run an EOP on *In Touch*. DO NOT send a deposit to the bank unless you've run an EOP. This reconciles all the items you've entered on *In Touch* and cuts down on deposit errors and returned deposits from the bank. The EOP is also what generates deposit information for accounting to enter the deposit on IFAS.

Intermediate schools and High schools are expected to run an EOP every day, to coincide with the bank courier schedule.

Elementary schools are expected to run an EOP twice a week, to coincide with the bank courier schedule.

2. If you have checks, run a calculator tape of all your checks. If you have currency/coin, count the number of each denomination and write these down. For example, five 1 dollar bills, ten 5 dollar bills, seventeen Quarters, two Nickels, etc. If you do this your EOP should balance a majority of the time. Counting like this is a safe way to double check that your deposit is balanced and correct before it goes to the bank.
3. Open your *In Touch* terminal. Click on "More" and then click on "EOP."



4. A list of all receipts will show in your reconciliation screen. These should total your checks, cash and coin. If you processed any credit cards, these will also be in your receipt list. Click on "Print" and then click "OK."

Reconcile Receipts

Receipt#	Date	Amount
11830	12/06/12	2.00
11850	12/07/12	25.00
12050	12/11/12	25.00
12122	12/12/12	25.00
12156	12/13/12	3.00

Print Cancel OK

5. Now, you will see a list of your checks. Verify the total in the bottom right matches the total from your calculator tape. If it doesn't, there is an error in your checks. This can be on *In Touch* or it can be in the calculator tape total. If there is an error on your calculator tape, correct the calculator tape. In order to make a correction on a receipt for auditing purposes you must contact Chris, Anna or Claudia except during the week of Registration. You will be able to void and correct your mistake. If you need help doing this please call one of us.

Reconcile Checks

Check#	Receipt#	Lastname	Date	Amount
9493	11850	Finch	12/07/12	25.00
4792	12050	Huff	12/11/12	25.00
6656	12122	McVay	12/12/12	25.00

\$ 75.00

Print Cancel OK

6. The following information is needed after the week of registration:
 - a. Receipt # that needs to be corrected.
 - b. Brief description why the correction is needed.
 - c. Replacement receipt # will be needed after it has been corrected.

7. Once this is done, you can start the EOP process again. If there are no errors, click "Print" and then "OK." If there were errors, verify the new check amount is correct and then click "Print" and then "OK."

8. If you processed any credit cards, they would show in the next section. Click "Print" and then "OK."

NOTE: Credit cards *are not* part of the total deposit you send to the bank. If you have credit cards, *do not* include them in your bank deposit amount.

Debit/Credit Receipts

Receipt#	Lastname	Date	Amount
			\$ 0.00

Print Cancel OK

9. The next section, "Reconcile Other," does not apply to DCSD. Click "OK" to continue.
10. The next section, "Reconcile Account," does not apply to DCSD. Click "OK" to continue.
11. Now, you will enter your cash detail. When you are entering the amounts, you are entering the number of bills/coins that you have. Notice that the system will total your cash in the bottom right hand corner. Make sure this totals the cash that you have. If the total is correct, click "Print" and then "OK." If not, find the error and correct the *In Touch* receipt(s) or calculator tape.

Reconcile Cash

Bills

\$1,000	<input type="text" value="0"/>	\$10	<input type="text" value="0"/>
\$100	<input type="text" value="0"/>	\$5	<input type="text" value="1"/>
\$50	<input type="text" value="0"/>	\$2	<input type="text" value="0"/>
\$20	<input type="text" value="2"/>	\$1	<input type="text" value="3"/>

Coins

\$1	<input type="text" value="0"/>	10¢	<input type="text" value="0"/>
50¢	<input type="text" value="0"/>	5¢	<input type="text" value="1"/>
25¢	<input type="text" value="2"/>	1¢	<input type="text" value="1"/>

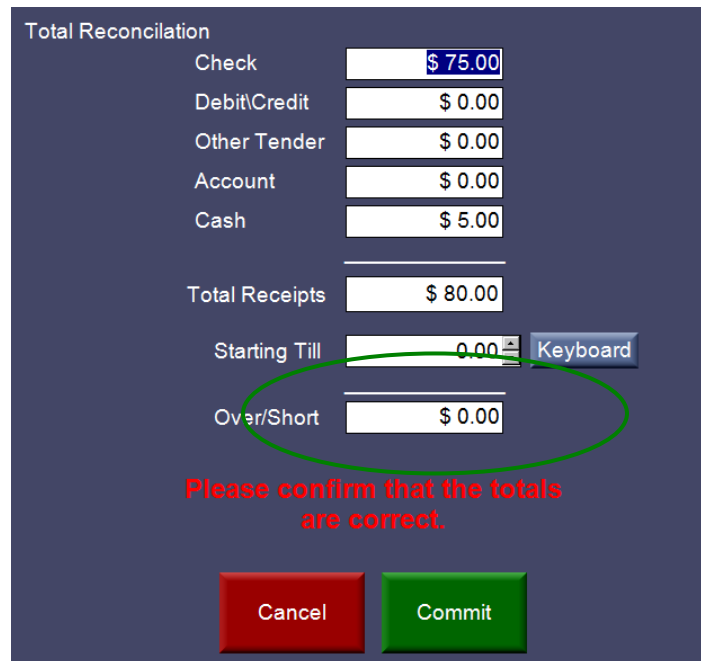
Manual

Amount:

\$ 48.56

Print Reset Keyboard Cancel OK

12. You are now on the final screen of the EOP. Make sure that your over/short amount is zero. Click “Commit” to finalize the EOP.



Total Reconciliation	
Check	\$ 75.00
Debit/Credit	\$ 0.00
Other Tender	\$ 0.00
Account	\$ 0.00
Cash	\$ 5.00
<hr/>	
Total Receipts	\$ 80.00
Starting Till	0.00 Keyboard
Over/Short	\$ 0.00

Please confirm that the totals are correct.

Cancel Commit

13. A screen will pop up asking for the “Deposit Reference.” WE ARE NOT USING THE DCSD TICKETS ANYMORE. This is now the Bank ticket number you are using. (It will be the first six numbers on the deposit slip.) Please *do not* put any additional comments or characters (such as the # sign or your name) on this screen. Enter the Bank ticket number only and click “OK.”



Deposit Reference

1234567

Virtual keyboard with keys: \ 1 2 3 4 5 6 7 8 9 0 - = Backspace, Tab, q w e r t y u i o p [], Caps Lock, a s d f g h j k l ;, Shift, z x c v b n m , . /, Space, OK, Cancel.

14. You will get a printed receipt with your EOP information as well as a screen that shows the EOP details. You’re done with *In Touch* and can finalize your bank deposit tickets.

- a. Fill out a bank deposit slip. There will already be your school name and a number that coincides with only your school on the bank deposit slip. For checks, write "LIST" and write in the total on a line if you have a lot of checks or write the check number or name on the bank deposit slip if you only have a few checks. This is how the bank processes deposits and finds any deposit errors. Keep only the YELLOW copy of the bank slip and send the white and pink with your deposit. A calculator tape of checks being deposited must be attached to the checks. Checks must be endorsed.

PLEASE DO NOT INCLUDE YOUR CREDIT CARD TOTALS IN YOUR BANK DEPOSIT AMOUNT!!

- b. Take the white and pink copies of the bank deposit slips and place them into the money bag with your deposit. Cloth money bags must be locked before they are picked up by Global. Plastic bags must be sealed. Make sure you fill out the front of the plastic bags before depositing them. You will not get back the pink deposit slip but you will get a transaction receipt back from the bank letting you know what was deposited.
15. A separate deposit must be made for the amount of petty cash you received prior to registration that you are now returning. On the Bank deposit slip make a note that this is "RETURN OF PETTY CASH" (please write it where the checks go). Please do not enter your Petty Cash deposit on InTouch.
 - a. Both registration money and return of petty cash deposits may be placed in the same money bag as long as each deposit has its own deposit ticket and is separately secured with its money.
 16. In an effort to help relieve a little stress from registration, we are going to have Global pick up the Elementary and Intermediate Schools money on Thursday, August 10th after your registration. Please have your money ready for them when they come to your building. Please make sure someone is there for Global to pick up your money.

RETURN OF PETTY CASH AT THE END OF THE SCHOOL YEAR

If you have petty cash left over in your building, please remember to make a deposit of the money you have left. Remember it does not get entered onto InTouch.

Write RETURN OF PETTY CASH on the Bank Deposit slip (where the checks go) so I know when you returned it.

Please send Chris Nolan any receipts that you have to equal that petty cash, do not send the receipts to your account rep. Chris balances the return of petty cash receipts. Fill out a Petty Cash Form and mark somewhere on that form that it is RETURN OF PETTY CASH RECEIPTS so Chris knows this is to equal your total amount with your

deposit of petty cash you had for the school year. Your principal needs to sign it before you send it to Chris.

Please scan Chris a copy of your Bank Deposit slip so she can match them up. Do not send Chris the white or pink copies, these need to go to the bank with your deposit.

Petty Cash – Cafeteria

We are not using the DCSD tickets from now on. Please send any that you have left over to Chris Nolan at the ASC ALONG WITH YOUR TRIUMPH BANK DEPOSIT SLIPS AND YOUR BANK STAMP.

You should have received your new bank deposit slips and stamp already. If you do not have them, please let Chris know.

PETTY CASH DELIVERY

Petty cash will be delivered by a Global Security courier to your building a couple of days prior to your school's registration day. The building secretary will sign for all the funds when they are delivered to the building including the cafeteria's bag. They are not verifying the money in the cafeteria bag, just that they received it. If you have any questions, please let Chris Nolan know. Please pick up your money from the front office.

PLEASE!!! Count your money before you use it. If there are any discrepancies, please call Chris at 336-5072 or Anna at 336-5094 immediately.

Cashiers you MUST keep your petty cash for the school year.

Global will not be picking up the registration deposits until Thursday, August 10th. Please have you deposit to the secretary at your school by then.

At the end of the school year when you need to return your registration money please follow the directions below. Every time you make a deposit you HAVE to have a Quad City Bank deposit slip.

HOW TO PREPARE A DEPOSIT

a. Fill out a bank deposit slip. This will help accounting and the bank track your deposit and ensures that your building receives credit in the accounting software. Your school name is already on the bank deposit slip along with a specific number that coincides with only your cafeteria. Please do not share your slips with any other school or your schools office. A calculator tape of checks being deposited must be attached to the checks. Checks must be endorsed. Write See List on one of the lines where it says (list each check) then under that write the total amount of the checks that you have from your calculator tape. Please write the total of your currency on the line that says currency and the total of your coin on the line that says coin. Make sure you date the deposit slip

and total the amount at the bottom. The total also needs to go into the boxes that has the arrow above it that says “please enter total”.

- b. Keep only the yellow copy of the bank deposit slip for your records. The bank will send back in your bag a transaction receipt with your amount that was deposited on it.
- c. Take the white and pink copies of the bank deposit slips and place them into the money bag with your deposit. Plastic bags must be sealed. Make sure you fill out the front of the plastic bags before depositing them.
- d. When you are finished take your deposit to the front office for Global to pick-up. Make sure the secretary signs something that states how many deposit bags they received from the Cafeteria and the amounts. Your deposit receipt will come back to you via school mail. It may take a week or so to get them back.
- e. When you need more of the bank deposit slips, please let Chris Nolan know. She will have to order more through the bank. Please do not wait until the last minute. It can take up to two to three weeks to get new ones.

Return of Petty Cash – Do Not Return to Accounting

At the end of the school year when you need to return your petty cash money please follow the directions below. Every time you make a deposit you HAVE to have a bank deposit slip. All petty cash must be accounted for by the end of the school year. A separate deposit must be made for the amount of petty cash you received prior to registration that you are now returning. You cannot combine this with any other deposit.

PLEASE ONLY RETURN THE EXACT AMOUNT OF PETTY CASH THAT WAS SENT TO YOU. IF YOU HAVE MORE MONEY, PLEASE PUT IT ON ANOTHER DEPOSIT TICKET. IF YOU DO NOT HAVE THE EXACT AMOUNT OF PETTY CASH THAT WAS SENT TO YOU, PLEASE CALL Chris (336-5072) AT THE ASC TO LET HER KNOW. YOUR BUILDING WILL GET CHARGED FOR THE MISSING MONEY.

On the bank deposit slip write that this is “RETURN OF PETTY CASH”. You can write this on the lines where it says list checks. Make sure you list the proper dollar/coin amounts in the lines provided. Take your deposit to the building secretary and have her sign for it.

If you have any questions, please don’t hesitate to call either Chris Nolan 336-5072 or Anna Walker 336-5094.

STUDENT ACTIVITIES, ATHLETICS AND FUND RAISING

STUDENT ACTIVITIES

The student activity fund is a special revenue fund established in Iowa Code chapter 298A. The purpose of the fund is to account for financial transactions related to the cocurricular activities offered as and under part of the education program for the students established under Iowa Administrative Code 281—12.6(1).

STUDENT ACTIVITY FUNDS ARE PUBLIC FUNDS. ALL OF THEM. NO MATTER WHAT THE SOURCE. All funds collected by a school district through the school activities are under the financial control of the school board. Public funds may only be spent for the public benefit – or public purpose.

Types of Expenditures

Appropriate expenditures include the ordinary and necessary expenses of operating district sponsored and supervised student cocurricular and extracurricular activities.

Expenditures that may NOT be made from public moneys included the following:

1. The cost of optional equipment or customizing uniforms. Basic uniform and safety equipment is okay.
2. The cost of uniforms when the following two tests are NOT met:
 - a. The activity is a part of the schools' educational program, and
 - b. The wearing of the uniform or equipment is necessary in order to participate
3. Hospital or medical claims for student injuries or procurement of student medical insurance
4. Optional costs related to activities such as promotional costs (printing of tickets and posters, or other advertising expenses) The expenditures are not necessary to the extracurricular program, and are therefore optional and shall not come from public funds. (Note: this refers to specialized tickets promoting ht event but does not refer to general purpose tickets used by the district for appropriate internal accounting controls)
5. Membership fees in student activity related associations if the fees are optional, in that non-member schools may participate in sponsored events.

All funds from all student organizations and activities residing in the school district funds including the student activity fund are owned by the school district. The students are NOT owners of the funds, and the funds do not meet the legal requirement of description to be specific identifiable money. An excess of revenues over expenditures for any student activity remains under the control of the board and may not be distributed to any individual member of such activity.

Student activity funds may not be devoted or allocated to any private organization unless a fundraiser was held expressly for that purpose and the purpose of the fundraiser was specifically identified.

Basic Rules

1. All expenditures from the Student Activity funds must be approved by the Board.
2. Student Activity Funds are covered by the District's depository resolution and subject to the District's investment policy
3. Federal grants should not be recorded in the Student Activity Fund
4. Activity Fund accounts should not have a deficit balance at year end
5. Student groups may use the District's tax exempt ID for allowable activity purchases to avoid paying sales tax
6. Individuals and outside organizations such as Booster Clubs may not use the District's tax exempt ID or taxpayer ID for their bank accounts
7. Teachers, coaches, and/or sponsors should not use personal or establish "separate" bank accounts for SAF Activities.
8. It is never appropriate for a school district to give cash to student members of activity groups

Book Clubs (Scholastic, Others)

Students are to make checks payable to the book company then they are sent in at the building level. The books and other gifts are the district's' to be used in the building otherwise the teacher has violated the state gift law.

Booster Clubs

In Iowa, all funds collected through school activities are under the financial control of the school board and belong in the student activity fund, not the Booster Club. This includes admissions to events.

As outlined in Iowa Code 298A.8, "A student activity fund must be established in any school corporation receiving money from student-related activities such as admissions, activity fees, student dues, student fund raising events, or other student-related co curricular or extracurricular activities. Moneys in this fund shall be used to support only the co curricular program defined in department of education administrative rules".

Outside organizations do not have the right or authority to waive fees, reduce fees, or change fee amounts for school sponsored events. Proceeds from school district sponsored activities for students are the legal responsibility of the school district and are required to be accounted for by the district in the student activity account

following state mandated regulations. Proceeds from fund raising activities that include students are also legally required to be accounted for in the student activity fund.

All Booster Club fund raising activities that include selling passes to district events are still considered District funds and are to be accounted for as such.

It will be the responsibility of the building administrator to determine if a fund raising request is appropriate for a school sponsored club/organization or a non-school sponsored club/organization. If a school sponsored club/organization is making the request and is approved, the funds will be accounted for in the Student Activity Fund. If a non-school sponsored or an outside organization is requesting the fund raising activity and it is approved, the funds can be accounted for by the outside organization.

Camps

When is a district-sponsored camp not a district-sponsored camp? When it is not co- or extra-curricular and not limited only to students enrolled in the district.

- **District Sponsored**
 - District sponsored includes those camps offered through Community Education
 - The board approves salaries and wages of those involved
 - Revenue from the camp is deposited and recorded in the Enterprise or General Fund
 - Wages are reported to the IRS
 - Fees are based on actual costs and pre-established costs
 - Excess funds are NOT given to coaches, staff, etc.

- **Privately Sponsored**
 - There is a contract between the camp facilitator and the district and should address:
 - Equipment use
 - Rental fees (fair rental value)
 - Insurance
 - Other costs associated
 - Facilitator needs certificate of liability

There is to be no out-of-season contact between coaches and students during the year. Summer allowed if student volunteers. Team camps are subject to the same rules as individual camps – if there is a personal benefit it cannot be supported by district funds.

The District cannot use the revenue in the Enterprise or General Fund to sponsor a camp or clinic outside of the season for that sport, nor to pay the costs for individuals or teams. The District cannot transfer public funds to private entity to cover costs.

Fees

- A district cannot require students to pay an activity fee.
- A district cannot require students to purchase uniforms
- A district cannot charge a transportation fee for travel related to sports

PTA's and Dad's Clubs Monies

A question was raised on whether a school is required to maintain in their school activity account the monies raised by school or student support groups (PTA's, Dad's Clubs, Booster Clubs, etc.).

In an attorney general's opinion issued in September of 1983, this question was raised. After examination of the Iowa Code, they could not find any requirement that a school district maintain the money raised by such groups in the school activity account. However, a school board clearly holds power to regulate the use of funds raised during school hours and school sponsored activities and to regulate the fund-raising activity. It further states that monies generated as a result of school- related activities, especially those using school students, staff and facilities should be placed under the control of the school board. So while the monies may not actually be processed through the school's activities accounts, they are "legally" still the monies of the school.

Student Activity Funds – Q&A

David A. Vaudt, CPA, Auditor of State

Student Activity funds are “public funds”. As such, these funds are subject to the statutory requirements for all public funds of the School District. Public funds are governed by Article III, Section 31 of the Constitution of the State of Iowa. That is, public funds may only be spent for the public benefit.

Student Activity funds are under the fiduciary control and responsibility of the School District’s Board of Education (Board). The Board establishes policies and then procedures are put into place by the School District’s Administration/Business Office to establish internal control over these funds and to ensure compliance with Board policies and other statutory requirements including Dillon’s Rule; Chapter 298A of the Code of Iowa; Iowa Department of Education Administrative Code Section 281-12.6(1); court cases; and opinions of the Iowa Attorney General.

The Department of Education has produced a document that is a compilation of questions asked and answers provided to various entities regarding Student Activities Fund. You can find this document at:

<https://www.educateiowa.gov/sites/files/ed/documents/Student%20Activity%20Funds%20FAQ%20FINAL%203%2023%2016.pdf>



Student Activity Funds, Key Points

Iowa Department of Education—April 2008

The purpose of this document is to provide guidance to school districts regarding usage of student activity funds, including fundraising by members of student activity groups¹. Specifically, schools and school auditors are raising questions about proper use of funds raised by student members of such groups.

General Points:

Student activity funds are first, last, and always public funds that are property of the school district, the same as any other district funds.

It is never appropriate for a school district to give cash to student members of activity groups.

Ensuring Equitable Participation in Benefits:

All members of a student activity group must have an equitable opportunity to participate in the benefits offered by the group. Suggested criteria (in addition to fundraising) that may be used by a school district include the following:

- a. Years of membership in the group;
- b. Positions of leadership or responsibility held in the group;
- c. Attendance at meetings or functions of the group;
- d. General conduct (or misconduct).

All criteria for participation in a benefit offered to some, but not all, members of the group must be approved by the local school board. These benefits may be defined locally, but must include attendance at any state-level or national-level conferences, as well as all other activities that are not available to all student members of the group because of cost restrictions.

Notice of all criteria for participation in a benefit offered to some, but not all, members of the group must be provided to the members at the start of each school year.

Fundraising:

If fundraising is used by an activity group, the school district must keep the safety and security of student members as its primary concern. For instance, students should be urged not to go door-to-door alone, if at all. Some alternatives to the door-to-door sales include the following:

¹ Activity groups include Future Farmers of America (FFA), Distributive Education Clubs of America (DECA), Family, Career and Community Leaders of America (FCCLA), National Honor Society (NHS), as well as any other student curricular, co-curricular, and extra-curricular groups that raise funds

- a. Selling items at tables or booths (with proper permissions) at a mall, shopping center, or individual place of business;
- b. Operating a concession stand at a local event;
- c. Cleaning the local football stadium of trash after home events;
- d. Waiting on tables one night a year at a local restaurant for the tips;
- e. Asking a local business (such as a restaurant) to donate a percentage of its profits on a designated day of each year to the club.

If fundraising is used by an activity group, a community service alternative must be offered to members who cannot or will not undertake the fundraising activity. The alternative project must be safe, available to any member, and must earn the student as much “credit” as would the fundraising. (For instance, if the alternative activity is picking up trash on school grounds, the students must be informed that “X” hours of the activity is the equivalent of selling “X” dollars’ worth of the goods or services being sold.) Any typical “Eagle Scout” project will probably be appropriate as an alternative activity to fundraising. Make sure that the alternative is not punitive in nature.

People purchasing goods or services from a member of a student activity group must be provided with all relevant information about how the funds will be used. For example, “the money raised by this project will help send four members to our national conference.”

Give thoughtful consideration to allocation of a percentage of all funds raised to a common pot. It is reasonable to use the district’s population of students who receive free or reduced-price lunch (F/R) as a starting point. For instance, if a district has a F/R population of 43%, some percentage close to – perhaps within ten points of – 43% is a good guideline for the amount of funds raised by each student to go to the common pot. The remaining percentage may be credited to the student specifically based on the other guidance given above. Again, the amount credited may not be given to the student, but is used to fund participation of that student in an approved event.

Here’s an example of putting this to action: ABC Community School District has a F/R student population of 43%. The District’s DECA group wants to raise funds to send five members to its national conference. ABC’s school board has approved a set of criteria for determining which five students go, including points for the criteria in paragraph 3 herein. Those points are 2/3 of the determination of who goes to the national conference. A fundraiser determines the other 1/3. Students are offered the chance to sell pizzas (every \$50 sold = 1 point) or to participate in the District’s “Adopt a Highway” ditch clean-up effort (every hour = 1 point). The ABC school board has determined that 45% of all funds raised by all student activity groups goes into that group’s “common pot.” Lola sells \$100 worth of pizzas, gaining 2 points. If she is selected to go to the conference, \$55 (\$100 - \$45) of what she earned is directly allocated to the costs of sending Lola to the conference.

ATHLETICS

Gate Receipts at Intermediate and High School Athletic or Activity Events

The activities office is responsible for:

- Sending the district bank a schedule of change order requests needed to have start-up cash for the event. Global will deliver the change order to the school on the day of the event.
- Ordering and safeguarding the adult, student and pass tickets.
- Maintaining a perpetual inventory of the adult, student, and pass tickets.
- Issuing the adult, student, and pass tickets for the athletic or activity event.
- Establishing the gates receipts kit containing the ticket sales report, rolls of tickets, two bank and two DCSD deposit slips, two bank bags (clear plastic) and the start-up cash for the ticket sellers to use. The ticket sales report and deposit slips should be labeled with date & name of the event and one set of the deposit slips be labeled return of start-up cash.
- Monitoring each event where gate receipts were collected to ensure the money was deposited in the bank.
- Reconciling the ticket sales report for number sold and amount sold.
- Recording gross sales (no expenses to be paid out of gate receipts) to the appropriate sport or activity category

The ticket sellers are responsible for:

- Obtaining the gates receipt kit containing the ticket sales report, rolls of tickets, two bank and two DCSD deposit slips, two bank bags (clear plastic) and the start-up cash.
- Verifying the start-up cash is correct.
- Safeguarding the tickets in their possession.
- Safeguarding all money in their possession.
- Issuing tickets to each paying customer and to those with valid passes unless there is a separate ticket issuer for customers with passes.
- Counting money after the gate is closed and completing the ticket sales report. There will be two bank bags (clear plastic) to deposit gate receipts and start-up cash separately. (Deposit will be gross receipts only / no expenses paid out of gate receipts) ** NOTE: At

Intermediate home games ONLY, a DCSD student worker may be reimbursed from gate receipts. A voucher noting the amount and who received the reimbursement must accompany the deposit. Adult workers will be reimbursed following normal District reimbursement procedures. **

- Returning the gate receipts deposit, start-up cash deposit, ticket report, and unused rolls of tickets to the event supervisor for depositing the money in the night deposit box and for returning all other items to the activity office. The money **MUST** be given to the event supervisor the same night as the event for deposit.

The ticket takers are responsible for:

- Collecting the whole ticket from **EVERY** customer (paid or pass) to enter the event and storing it in a container.
- Returning container of sold tickets to the event supervisor

The event supervisor is responsible for:

- Staffing each athletic or activity event for the collection of gate receipts.
- Ensuring the gate receipts kit is delivered to the ticket sellers.
- Supervising the gate operation for adherence to the gate receipts procedures.
- Safeguarding and returning the ticket report, unused rolls of tickets and container of sold tickets to the activity office for processing.
- Safeguarding and depositing the gate receipts deposit and the start-up cash deposit immediately following the event in the night deposit box at THE National Bank located at 53rd and Jersey Ridge. This is the only location that should be used to deposit money.
- The money **MUST** be returned on the same night as the event. Money **CAN NOT** be stored overnight or taken home until the next day for deposit.

DAVENPORT COMMUNITY SCHOOL DISTRICT

Currency/Coin Order Form

Department: _____

Dates needed:

Event:

School:

Address:

Requestor Name:

SHIPMENT VIA GLOBAL SECURITY

- Order -

CURRENCY:			
Denomination	Currency Description	Ordered Amount	Bank Use
\$ 20.	TWENTIES - \$ 2,000 per strap		
10.	TENS -\$1,000 per strap		
5.	FIVES - \$ 500 per strap		
1.	ONES-S 100 per strap		
COIN:			
Denomination	Coin Description	Ordered Amount	Bank Use
.25	QUARTERS - \$ 10 value per roll	\$100.00	
.10	DIMES - \$5 value per roll	\$50.00	
.05	NICKELS - \$2 value per roll	\$6.00	
.01	PENNIES - \$.50 value per roll		
SUMMARY:		TOTAL ORDER:	
		\$156.00	

Order Fulfillment by:

Signature of Bank Teller 1

Signature of Bank Teller 2

ACTIVITY/ATHLETIC TICKET SALES REPORT

Beginning Ticket(s)

(STAPLE TICKETS HERE)

Ending Ticket(s)

(STAPLE TICKETS HERE)

Event:

Date of Event:

Kind of Ticket	Price	Above beginning ticket + 1 (A)	Above ending ticket (B)	Number Sold (B-A)	Amount Sold
Adult					
General Admission (_____) color					
Student					
General Admission (_____) color					
Courtesy Tickets					

START-UP CASH (Return after event)
Received by: _____
Date: _____

Total Amount Sold _____
overage or shortage (explain) _____

Signature of Seller(s)

TOTAL AMOUNT _____

FUND RAISING PROCEDURES

Gambling

DCSD will no longer hold a gambling license for the schools and parent/booster organizations. These types of events can still happen, but you need to communicate with your internal student groups and outside parent organizations that they will need to apply for their own license if they want to have an event with gambling activities. These are events such as raffles, bingo games and games of skill or chance. A game of skill or chance is something where a prize is awarded in exchange for money, but not everyone wins. This could be something such as a cake walk, ring toss, bean bag toss, etc.

A license can cost anywhere from \$15 to \$150 depending on the type requested. For more information on obtaining a gambling license, please visit the Iowa Social and Charitable Gambling website <https://dia.iowa.gov/scg/> or call 515-281-6848. The group with the license is responsible for sending any taxes owed to the state. Remember, this is the law!

Student Fund Raising

Students may raise funds for school sponsored or non school sponsored events with permission of the building principal. It will be the responsibility of the building administrator to determine if the request is appropriate for a school sponsored club/organization or a non-school sponsored club/organization.

At no time can the building administrator assign, approve or transfer the rights to funds legally belonging to the district to an outside organization, e.g. collection of gate receipts, admissions, activity fees, student dues, etc.

Guiding Principles

1. Student fund raising should be minimized
2. Each fund raiser must have a specific purpose
3. "Top sellers" cannot receive a scholarship or reward
4. Proceeds from a district fundraiser cannot go to the booster club
5. Money fundraised above and beyond a target amount cannot be used to defray costs for parents or students participating in an activity
6. Gift cards or rewards are not allowed to sellers.
7. Private entities or booster fundraising cannot promote this as a district fundraiser.
8. Any funds given to the district are considered district funds.
9. Failure to follow appropriate fund management procedures may force the district to hold the sponsor personally responsible and liable for incurred expenses

Operational Procedures

Approval – General

1. All fund raising activities must have the approval of the building principal.
 - a. Approval must be obtained at least two weeks prior to the proposed start of the fund raiser
 - b. Request must be made via the Activity Fund Raiser Request Form. Included on the form will be :
 - i. Organization making request
 - ii. Dates of Sale
 - iii. Items being sold
 - iv. Price per unit
 - v. Selling Price
 - vi. Purpose of Fund Raiser
2. When selecting a company and product, consideration should be given to the reputation of the company and of the item delivery, return, shipping costs, previous success with sales, etc.
3. Copies of all requests for fund raising activities (approved and denied) must be maintained in the principals office and available upon request by Central Office

Ordering Fund Raising items – School Sponsored

1. General purchasing procedures must be followed when ordering fund raising items.

Student Sales- General

1. In all sales transactions where the item sold is promised for future delivery, the buyer must give a written receipt by the seller. The receipt should include the name of the organization, the item(s) to be delivered, anticipated delivery date, and the name of the advisor in case of questions. In all other transactions the buyer will receive merchandise in exchange for money.
2. Advisors are responsible for returning all unsold items and for getting a credit from the company.
3. No payment for expenses of the activity should be made from the cash or receipts of the activity. Expenses must be paid by check or petty cash with proper substantiation.

Moneys Collected – School Sponsored

1. All moneys are to be given to the building secretary for daily deposit. Moneys deposited should reference the organization, and a listing of the individual's money was collected from with the related amounts collected. The advisor will receive a receipt for this deposit and will keep this receipt on file for organization records. Moneys should not be taken home for safe keeping or left in desk drawers or file cabinets.

Moneys Collected – Non School Sponsored

1. If the organization sponsoring the fund raiser is non school sponsored, or has their own tax ID number, or have 501c3 status and maintain a separate checking account for their organization, they will then deposit moneys into their account. Moneys deposited should reference a listing of the individuals money was collected from with the related amounts collected.

Cross Reference: Board Policy 302.01 Handling of Cash and Other funds Received, Board Policy 506.01 Collection of Money from Students, Board Policy 506.02 Activity Funds

Legal Reference: Iowa Code 291.12, 298A, Iowa Department of Education Administrative Code Section 281-12.6(1), Iowa Attorney General Opinion dated September 1, 1983



Date of Request: _____



Organization _____

Dates of Sale: _____

Item(s) being sold _____

Price per Unit _____ Selling Price: _____

Projected Profit _____

Purpose of Fund Raiser _____

Sales will be held: (check all that apply)

_____ In School _____ In Community _____ In School Facility
_____ During School Hours _____ During School Sponsored Activity

Sellers include: (check all that apply)

_____ Students _____ Parents _____ Staff _____ Others

Signature of Advisor/Organizer: _____

Contact information for above Address: _____

Phone: _____ or _____

For District Sponsored Only:

_____ *By signing this form I agree to abide by all district policies and procedures and acknowledge all funds raised are property of the Davenport District*

Signature of Building Administrator _____	
_____ Approved	
_____ Denied	Reason: _____

District Sponsored _____	Non District Sponsored _____

*Cross reference: Board Policy 302.01 Handling of Cash and Other funds Received, Board Policy 506.01 Collection of Money from Students, Board Policy 506.02 Activity Funds
Legal Reference: Iowa Code 291.12, 298A, Iowa Department of Education Administrative Code Section 281-12.6(1), Iowa Attorney General Opinion dated September 1, 1983*

Fund Raising Q&A

Q: Does a club or organization have to submit a Fund Raising form to sell concessions? And if so, do they have to fill out a form for every event?

A: Yes, they should fill out a form for Fund Raising. They can fill out 1 form to cover the entire season or seasons if they staff the concession stand for several different sports/events.

Q: Does a fund raising form need to be filled out if the group is not raising money, but collecting goods instead? I.e. Food drives

A: Yes, board policy 506.01 says "The principal of the building must authorize the collection of any funds or goods in the community or in the school before any collection is made."

Q: Can students use the Student Activity Fund to buy t-shirts for kids going to the State track meet?

A: No. They do not meet the "public purpose" test and they are not a required uniform. Suggestion: Ask the Boosters to do it.

Q: Can we use the Student Activities fund to print up posters for an upcoming dance?

A: No. It is considered an optional cost and therefore not appropriate.

Q: Our high school science teacher told the students she does not have enough money to replace beakers in the classroom so the students are selling candy bars before, between and after classes to give to the teacher. Is this okay since it was the student's idea?

A: No. It is still a student fund raiser and proceeds must be used for the students in extra curricular and co curricular activities.

Q: Our student council is holding a dance for students and will charge a nominal amount. We intend the "ticket" cost will cover the DJ and food. At the end of the night we intend to pay the DJ cash (we can get him cheaper that way) and reimburse a parent who will be purchasing pizzas from a local vendor. If there is money left, do we have to deposit it or can we keep it as petty cash until the next event?

A. It is not appropriate to pay anyone cash from the proceeds of an event. The deposits from the dance (all of it) need to be deposited and then checks written to the DJ. If the parent wants to be reimbursed, that needs to follow the procedure for a petty cash reimbursement if the amount is under \$100.

People purchasing goods or services from a member of a student activity group must be provided with all relevant information about how the funds will be used. For example, "the money raised by this project will help send four members to our national conference".

Alternative

If fund raising is used by an activity group, a community service alternative must be offered to members who cannot or will not undertake the fundraising activity. The alternative project must be safe, available to any member, and must earn the student as much “credit” as would the fundraising. (For example, if the alternative activity is picking up trash on school grounds, the students must be informed that “X” hours of the activity is equivalent to selling “X” dollars worth of the goods or services being sold). Make sure the alternative is not punitive in nature.

All clubs and organizations will be required to complete a Request Form including school sponsored clubs and organizations as well as all Booster Clubs, Parent Organizations, and other non-school sponsored organizations.

It will be the responsibility of the building administrator to either approve or deny the request. If a school sponsored club/organization is making the request, the funds will be accounted for in the Student Activity Fund. If a non-school sponsored or an outside organization is requesting the fund raising activity, the funds can be accounted for by the outside organization.

It will be the responsibility of the building administrator to determine if the request is appropriate for a school sponsored club/organization or a non-school sponsored club/organization.

Proceeds from fund raising activities that include students can be accounted for by a non-school sponsored club/organization as long as the activity has received approval by the building administrator.

At no time can the building administrator assign, approve or transfer the rights to funds legally belonging to the district to an outside organization, e.g. collection of gate receipts, admissions, activity fees, student dues, etc.



To see how well you are following district policies and procedures, take the self assessment at the end of this section. If you answer “no” to any of the questions, you need to review policy and make necessary changes so that you are able to answer “yes” to the internal control.

Self Assessment – Cash Handling

Yes No

- Are all funds received accounted for by a pre-numbered receipt, written promptly upon receipt of funds?
- 2. Are the responsibilities of receiving funds and writing receipts and preparing bank deposits segregated?
- 3. Are all deposits made on a timely basis?
- 4. Are checks received endorsed immediately upon receipt?
- 5. Do receipts indicate the source of funds and differentiate between cash and checks?
- 6. Are appropriate security measures in place to protect deposits until picked up?
- 7. Are receipt books and numbered forms used in support of cash receipt properly secured and accounted for?
- 8. Is adequate training provided regarding the use of cash registers and other equipment
- 9. Are keys to the cash register and safe secured?
- 10. Are all cash register tapes accounted for?
- 11. Are cash registers properly backed up and do maintenance agreements exist?
- 12. Is vending machine stock safeguarded?

13. Is vending restocking and cash collection performed by two individuals?
14. Are gate receipt reports and ticket logs reconciled?
15. Are all unused tickets safeguarded?
16. Are ticket selling and reconciliation of tickets done by two different individuals?
17. Is the Petty Cash fund reconciled on a regular basis by someone other than the person in charge of petty cash funds?
18. Does the petty cash on hand plus expenditure receipts equal the amount of the original fund balance?

REFERENCE

Copies/Phone Calls	General Fund
Donations	General Fund/Student Activity Fund/Trust Fund
Driver Education	General Fund
Early Retirement Medical Benefits	General Fund/Management
Family & Consumer Science Foods	General Fund
Fundraising revenue	Student Activity Fund
Goggles	General Fund
Hot Lunch	School Nutrition
Industrial Arts Resale	General Fund
Laboratory Fees	General Fund
Landscaping/Tree Committee	PPEL
Library Fines	General Fund
Mandatory safety equipment and balls	General Fund
PE Field Trips	General Fund
PE Padlocks	General Fund
PE Towel Fees	General Fund
Playground Committee	PERL/PPEL
Preschool	General Fund/Enterprise
Rental of Gym	General Fund
School bookstore	Enterprise
State/Federal Grants	General Fund/Nutrition/Day Care/Capital Project
Summer Workshops	General Fund
Swimsuit Rental	General Fund
Textbook Rental/Sales	General Fund
Travel expenses for students	General Fund/Student Activity Fund
Vandalism	General Fund/PPEL/Management
Wellness	General Fund
Workbooks	General Fund

STATUTORY REFERENCES AND DEFINITIONS

Article III, Section 31, Constitution of the State of Iowa

“No extra compensation shall be made to any officer, public agent, or contractor, after the service shall have been rendered, or the contract entered into; nor, shall any money be paid on any claim, the subject matter of which shall not have been provided for by pre-existing laws, and **no public money or property shall be appropriated for local, or private purposes**, (emphasis added), unless such appropriation, compensation or claim be allowed by two-thirds of the members elected to each branch of the General Assembly.”

Dillon’s Rule

School Districts operate under Dillon’s Rule. This means school districts “possess and can exercise the following powers and no others: First, those granted in express words; second, those necessarily implied or necessarily incident to the powers expressly granted; third, those absolutely essential to the declared objects and purposes of the (school) corporation – not simply convenient or desired, but indispensable” (Black, H.C. *Black’s Law Dictionary*, 6th ed. 1990: West Publishing, St. Paul.).

Source: Iowa Department of Education, School Business Alert, Volume 1993-1, March 1993.

Financial Reporting Entity

“A primary government, organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s basic financial statements to be misleading or incomplete.” (GASB Statement 14.

Gift

Chapter 68B.2 (9) of the Code of Iowa. “Gift means a rendering or anything of value in return for which legal consideration of equal or greater value is not given or received.”

Internal Control

“A process, affected by an entity’s governing body, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (1) reliability of financial reporting, (2) compliance with applicable laws and regulations and (3) effectiveness and efficiency of operations.”

Internal control is the responsibility of all officials and employees of the School District and is designed to protect both the District and its employees.

Recommended governmental internal control procedures are detailed in the Iowa Auditor of State's Internal Control Questionnaire located at www.auditor.iowa.gov then click on "audit practice aids" and page down to "internal control questionnaire".

Primary Government

"A state government or general purpose local government. Also, a special-purpose government that has a separately elected governing body is legally separate and is fiscally independent of other state and local governments." (GASB Statement 14)

Restricted Donor

Chapter 68B (2)(24)(a) of the Code of Iowa "Restricted donor includes a person who "is seeking to be a party to any one or any combination of sales, purchases, leases, or contracts to, from or with the agency in which the donee holds office or is employed."

CODE OF IOWA

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditure for specific purposes. Student activity fund, management levy fund, PPEL Fund, PERL Fund, District/AEA support trust funds, 67.5 cent schoolhouse fund, and library levy fund are special revenue funds.

Student Activity Fund (21)

Purpose and Use

The student activity fund is a special revenue fund. A student activity fund must be established in any school corporation receiving money from student-related activities such as admissions, activity fees, student dues, student fund-raising events, or other student-related co curricular or extracurricular activities. Moneys in this fund shall be used to support only the co curricular program defined in department of education administrative rules **(298A.8)**.

Each board shall sponsor a pupil activity program sufficiently broad and balanced to offer opportunities for all pupils to participate. The program shall be supervised by qualified professional staff and shall be designed to meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others **(IAC 12.6(1))**.

If the board sponsors a voluntary program of supervised intramural sports for pupils in grades seven through twelve qualified personnel and adequate facilities, equipment, and supplies shall be provided. Middle school grades below grade seven may also participate **(IAC 12.6(2))**.

If a school district does not provide an interscholastic activity for its students, the board of directors of that school district may complete an agreement with another school district to provide for the eligibility of its students interscholastic activities provided by that other school district. **(280.13A)**.

A public school shall not participate in or allow students representing a public school to participate in any extracurricular interscholastic athletic contest or competition which is sponsored or administered by an organization unless the organization is registered with the department of education, files financial statements with the department in the form and at the intervals prescribed by the director of the department of education, and is in compliance with rules which the state board of education adopts for the proper administration, supervision, operation, adoption of eligibility requirements, and scheduling of extracurricular interscholastic contests and competitions and the organizations **(280.13)**.

Organizations registered with the department include the following:

- 36.2(1) Iowa high school athletic association
- 36.2(2) Iowa girls' high school athletic union
- 36.2(3) Iowa high school music association
- 36.2(4) Iowa high school speech association
- 36.2(5) Unified Iowa high school activities federation (IAC 281--36.2).

Cities and towns cannot limit or license school activities (1928 Op. Att'y Gen. 280 (#27-12-23)).

In Iowa, all funds collected through school activities are under the financial control of the school board. Prudent and proper accounting of all receipts and expenditures in these accounts is, therefore, the responsibility of the board, and therefore, the board secretary and board treasurer (291). Districts may maintain subsidiary records for student activities, however, all official records of the student activity fund shall be maintained on the single, district-wide Uniform Financial Accounting system, and all subsidiary records must be reconciled to the official records on a monthly basis.

School districts are not required to maintain funds raised by outside organizations in the school's activity fund. A board may regulate fundraising activity during school and school sponsored events, and it may regulate the use of funds derived from those sources **(OAG #83-9-1)**.

Employees of a school corporation maintaining a high school who have the custody of funds belonging to the corporation or funds derived from extracurricular activities and

other sources in the conduct of their duties, shall be required to furnish suitable bond indemnifying the corporation or any activity group connected with the school against loss, and employees who have the custody of property belonging to the corporation or any activity group connected with the school may be required to furnish such bond. Said bond or bonds may be in such form and penalty as the board may approve and the premiums shall be paid from the general fund of the corporation **(279.8)**.

The student activity fund shall not be used as a clearing account for the general fund or any other fund. This is not an appropriate fund to use for public tax funds, trust funds, state and federal grants or aids, textbook/library book fines, fees, rents, or sales, textbook/library book purchases, sales of school supplies, curricular activities, or any other revenues or expenditures more properly included in another fund.

Types of Expenditures

The purpose of the Student Activity Fund is to account for financial transactions related to the co curricular and extracurricular activities offered as a part of the education program for the students established under **Iowa Administrative Code 281--12.6(1)**.

Expenditures that lack public purpose shall not be made from public moneys. The student activity moneys are public funds.

Appropriate expenditures include the ordinary and necessary expenses of operating district sponsored and supervised student co curricular and extracurricular activities. Expenditures that may not be made from public moneys include the following:

1. The cost of optional equipment or customizing uniforms.
2. The cost of uniforms when the following two tests are not met:
 - a. The activity is a part of the school's educational program, and
 - b. The wearing of the uniform or equipment is necessary in order to participate.
3. Hospital or medical claims for student injuries or procurement of student medical insurance. However, district liability insurance is allowed from public tax funds.
4. Optional costs related to activities such as promotional costs (printing of tickets and posters, or other advertising expenses). The expenditures are not necessary to the extracurricular program, and are therefore optional and shall not come from public funds. [Note: This refers to specialized tickets promoting the event but does not refer to general purpose tickets used by the district for appropriate internal accounting controls.]
5. Membership fees in student activity related associations if the fees are optional, in that non-member schools may participate in sponsored events **(OAG #92-11-13)**.

Inappropriate expenditures would include any expenditure more appropriate to other funds. The student activity fund shall not be used as a clearing account for any other fund. All funds from all student organizations and activities residing in the school district

funds including the student activity fund are owned by the school district. The students are not owners of the funds, and the funds do not meet the legal requirement of description to be specific identifiable money (1967 Senior Class of Pekin vs Tharp, Supreme Court of Iowa, December 12, 1967). An excess of revenues over expenditures for any student activity remains under the control of the board and may not be distributed to any individual member of such activity. Residual interest in all student activity moneys belongs to the district. Upon dissolution of such activity, such as a graduating class, drama club, etc., the surplus must be used to support other student activities in the student activity fund.

Student activity funds may not in any event be devoted or allocated to any private organization nor may they be added to the general fund. These funds shall be maintained in a student activity fund supervised by the board **(O.A.G. #46-3-26)**.

Sources of Revenue

Revenue sources include income derived from student activities and interest on the investment of those moneys. This includes gate receipts, ticket sales, admissions, student dues, donations, fund-raising events, and any other receipts derived from student body co curricular or extracurricular activities, contests, and exhibitions.

Public Purpose

It is unlawful to use public funds to pay for social functions, parties, or other forms of entertainment for employees. This constitutes a use of property owned by the State or a governmental subdivision thereof for a private purpose. This does not apply to conferences in which employees participate in activities related to their duties and are authorized by the superiors and in which entertainment may be an incidental part of the registration fee or other expense of attending. Nor does it apply to the legitimate entertainment or meal expenses of outside consultants which may include the expenses of one or more employees participating therein **(OAG #75-3-12)**.

A retirement dinner, however, under appropriate circumstances and with proper motives could be considered to have public purpose. It is the motive for the expenditure that may insulate an officer from criminal liability for misuse of public funds. Any retirement dinner will certainly be subject to a deserved close scrutiny and one is well advised to consider carefully the expenditure of public moneys for such a purpose **(OAG #79-4-26)**.

This opinion was based on court cases including Kingman v. Brockton, 153 Mass. 255, 26 N.E. 98 (1981) which recognized that a public purpose is served and public funds may be spent in commemorating those important historical, military and civil events in which all citizens should take an interest. Also considered was John R. Grubb v. Iowa Housing Finance Authority, 255 N.W. 2d 89, 93 (1977), which said that an examination of Dickinson [Dickinson v. Porter, 240 Iowa 393, 35 N.W. 2d 66 (1948)] and decisions

from other jurisdictions discloses a judicial intent to permit the concept of public purpose to have the flexibility and expansive scope required to meet the challenges of increasingly complex social, economic, and technological conditions.

Public employees may use vehicles and computers owned by their governmental subdivision of which they are employees for private purposes if facts and circumstances indicate that the use also serves some public purpose (**OAG#95-5-1**).

Fund Raisers

Internal Revenue Service holds organizations responsible for informing the public what portion of purchases, admissions, etc. are tax deductible as charitable donations (or that they are not). The ruling states the importance of determining, in advance of solicitation, the portion of payments attributable to the purchase of admission or other privilege and the portion solicited as a gift. The ruling says that in those cases in which a fund-raising activity is designed to solicit payments intended to be in part a gift and in part the purchase price of admission or other participation in an event, separate amounts should be stated in the solicitation and clearly indicated on any ticket or other evidence of payment furnished to the contributor. For more information, request Publication 1391 from the IRS and/or consult with a CPA, public accountant, or enrolled agent who actively practices in the area of individual income tax preparation.

68B.22 Gifts accepted or received.

1. Except as otherwise provided in this section, a public official, public employee, or candidate, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor. A public official, public employee, candidate, or the person's immediate family member shall not solicit any gift or series of gifts from a restricted donor at any time.
2. Except as otherwise provided in this section, a restricted donor shall not, directly or indirectly, offer or make a gift or a series of gifts to a public official, public employee, or candidate. Except as otherwise provided in this section, a restricted donor shall not, directly or indirectly, join with one or more other restricted donors to offer or make a gift or a series of gifts to a public official, public employee, or candidate.
3. A restricted donor may give, and a public official, public employee, or candidate, or the person's immediate family member, may accept an otherwise prohibited nonmonetary gift or a series of otherwise prohibited nonmonetary gifts and not be in violation of this section if the nonmonetary gift or series of nonmonetary gifts is donated within thirty days to a public body, the department of administrative services, or a bona fide educational or charitable organization, if no part of the net earnings of the educational or charitable organization inures to the benefit of any private stockholder or other individual. All such items donated to the department of administrative services shall be disposed of by assignment to state agencies for official use or by public sale. A person subject to section 8.7 that receives a gift pursuant to this subsection shall file a report pursuant to section 8.7 .

4. Notwithstanding subsections 1 and 2, the following gifts may be received by public officials, public employees, candidates, or members of the immediate family of public officials, public employees, or candidates:

- a.* Contributions to a candidate or a candidate's committee.
- b.* Informational material relevant to a public official's or public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
- c.* Anything received from anyone related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
- d.* An inheritance.
- e.* Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient. This paragraph shall not apply to receptions described under paragraph "r".
- f.* Items received from a bona fide charitable, professional, educational, or business organization to which the donee belongs as a dues-paying member, if the items are given to all members of the organization without regard to individual members' status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.
- g.* Actual expenses of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the donee has participation or presentation responsibilities.
- h.* Plaques or items of negligible resale value which are given as recognition for the public services of the recipient.
- i.* Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
- j.* Items or services solicited by or given to a state, national, or regional government organization in which the state of Iowa or a political subdivision of the state is a member for purposes of a business or educational conference, seminar, or other meeting; or solicited by or given to state, national, or regional government organizations, whose memberships and officers are primarily composed of state or local government officials or employees, for purposes of a business or educational conference, seminar, or other meeting.
- k.* Items or services received by members or representatives of members at a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional government organization in which the state of Iowa or a political subdivision of the state is a member, or received at such an event by members or representatives of members of state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.
- l.* Funeral flowers or memorials to a church or nonprofit organization.
- m.* Gifts which are given to a public official or public employee for the public official's or public employee's wedding or twenty-fifth or fiftieth wedding anniversary.

n. Payment of salary or expenses by a person's employer or the firm in which the person is a member for the cost of attending a meeting of a subunit of an agency when the person whose expenses are being paid serves on a board, commission, committee, council, or other subunit of the agency and the person is not entitled to receive compensation or reimbursement of expenses from the state or a political subdivision of the state for attending the meeting.

o. Gifts of food, beverages, travel, or lodging received by a public official or public employee if all of the following apply:

(1) The public official or public employee is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state, or to develop markets for Iowa businesses or products.

(2) The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting are not a gift under section 68B.2 , subsection 9, or this section.

(3) The public official or public employee plays a significant role in the presentation to the business or businesses on behalf of the public official's or public employee's agency.

p. Gifts other than food, beverages, travel, and lodging received by a public official or public employee which are received from a person who is a citizen of a country other than the United States and are given during a ceremonial presentation or as a result of a custom of the other country and are of personal value only to the donee.

q. Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

r. Gifts of food, beverage, and entertainment received by public officials or public employees at a function where every member of the general assembly has been invited to attend, when the function takes place during a regular session of the general assembly. A sponsor of a function under this paragraph shall file a report disclosing the total amount expended, including in-kind expenditures, on food, beverage, and entertainment for the function. The report shall be filed with the person or persons designated by the secretary of the senate and the chief clerk of the house within five business days following the date of the function. The person or persons designated by the secretary of the senate and the chief clerk of the house shall forward a copy of each report to the board.

5. For purposes of determining the value of an item given or received, an individual who gives an item on behalf of more than one person shall not divide the value of the item by the number of persons on whose behalf the item is given and the value of an item received shall be the value actually received by the donee.

6. A gift shall not be considered to be received by a public official or public employee if the state is the donee of the gift and the public official or public employee is required to receive the gift on behalf of the state as part of the performance of the person's duties of office or employment.

7. A person shall not request, and a member of the general assembly shall not agree, that a member of the general assembly sell tickets for a community-related social event that is to be held for members of the general assembly in Polk County during the legislative session. This section shall not apply to Polk County or city of Des Moines events that are open to the public generally or are held only for Polk County or city of Des Moines legislators.

8. Except as otherwise provided in subsection 4, an organization or association which has as one of its purposes the encouragement of the passage, defeat, introduction, or modification of legislation shall not give and a member of the general assembly shall not receive food, beverages, registration, or scheduled entertainment with a per person value in excess of three dollars.

92 Acts, ch 1228, §9; 93 Acts, ch 163, §6 ; 94 Acts, ch 1092, §5 - 7 ; 2001 Acts, ch 24, §19 ; 2003 Acts, ch 145, §286 ; 2003 Acts, ch 161, §1 , 2 ; 2005 Acts, ch 76, §5 ; 2007 Acts, ch 5, §2

Reports on gifts received on behalf of state, see § 8.7

Solicitations for capitol complex projects, see § 8A.108

Subsection 3 amended

68B.25 Additional penalty.

In addition to any penalty contained in any other provision of law, a person who knowingly and intentionally violates a provision of sections 68B.2A through 68B.7 , sections 68B.22 through 68B.24 , or sections 68B.35 through 68B.38 is guilty of a serious misdemeanor and may be reprimanded, suspended, or dismissed from the person's position or otherwise sanctioned.

[C71, 73, 75, 77, 79, 81, §68B.8]

87 Acts, ch 213, §3; 92 Acts, ch 1228, §12

C93, §68B.25

93 Acts, ch 163, §9

279.29 Claims - investments.

The board shall audit and allow all just claims against the corporation, and no order shall be drawn upon the treasury until the claim therefore has been audited and allowed. In any district in which the board consists of five or more members, an audit made by one or more members of the board designated by the board or by a certified public accountant employed by the board, and certified to the board by such member or members of the board or by such accountant, shall satisfy the requirements of this section with respect to the audit of a claim.

Pending audit and allowance of claims under this section, the board shall invest moneys of the corporation to the extent practicable, and the board may provide for the joint investment of moneys with one or more school corporations pursuant to a joint

investment agreement. All investments of funds shall be subject to sections [12B.10](#) and [12B.10A](#) and other applicable law.

[C51, §1146, 1149; R60, §2037, 2038; C73, §1732, 1733, 1738, 1813; C97, §2780; S13, §2780; C24, 27, 31, 35, 39, § **4239**; C46, 50, 54, 58, 62, 66, 71, 73, 75, §279.26; C77, 79, 81, §279.29]

86 Acts, ch 1226, §4; 92 Acts, ch 1156, §11

Exceptions, § [11.21](#)

279.30 Exceptions.

Each payment must be made payable to the person entitled to receive the money. The board of directors of a school district or an area education agency may by resolution authorize the secretary, upon approval of the superintendent or designee, or administrator, in the case of an area education agency, to issue payments when the board of directors is not in session in payment of reasonable and necessary expenses, but only upon verified bills filed with the secretary or administrator, and for the payment of salaries pursuant to the terms of a written contract. Each payment must be made payable only to the person performing the service or presenting the verified bill, and must state the purpose for which the payment is issued. All bills and salaries for which payments are issued prior to audit and allowance by the board must be passed upon by the board of directors at the next meeting and be entered in the regular minutes of the secretary.

[C35, §4239-g1; C39, § **4239.1**; C46, 50, 54, 58, 62, 66, 71, 73, 75, §279.27; C77, 79, 81, §279.30]

92 Acts, ch 1187, §4; 2006 Acts, ch [1152](#), [§34](#)

Chapter 279.60

New section effective July 1, 2005. “The board of directors of a school district may take action to adopt a resolution to establish, and authorize expenditures for the operational support of, an entity or organization for the sole benefit of the school district and its students that is exempt from federal income taxation under section 501(c) (3) of the Internal Revenue Code. The entity or organization shall reimburse the school district for expenditures made by the school district on behalf of the entity or organization. Prior to establishing such an entity or organization, the board of directors shall hold a public hearing on the proposal to establish such an entity or organization. Such an entity or organization shall maintain its records in accordance with Chapter 22 (of the Code of Iowa), except that the entity or organization shall provide for the anonymity of a donor at the written request of the donor. The board of directors of a school district shall annually report to the department of education and to the local community the administrative expenditures, revenues, and activities of the entity or organization established by the school district pursuant to this section. The department shall include in its annual condition of education report a statewide summary of the expenditures and revenues submitted in accordance with this section.”

Note: Chapter 11.6 (1) (a) was also amended to require an audit of “the revenues and expenditures of any nonprofit school organization established pursuant to section 279.60.”

291.12 Duties of treasurer - payment of warrants.

The treasurer shall receive all moneys belonging to the corporation, pay the same out only upon the order of the president countersigned by the secretary, keeping an accurate account of all receipts and expenditures in a book provided for that purpose. The treasurer shall register all orders drawn and reported to the treasurer by the secretary, showing the number, date, to whom drawn, the fund upon which drawn, the purpose and amount.

[C51, §1138 - 1140; R60, §2048 - 2050; C73, §1747 - 1750; C97, §2768; S13, §2768; C24, 27, 31, 35, 39, § 4316; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §291.12]

298A.8 Student activity fund.

The student activity fund is a special revenue fund. A student activity fund must be established in any school corporation receiving money from student-related activities such as admissions, activity fees, student dues, student fund-raising events, or other student-related co curricular or extracurricular activities. Moneys in this fund shall be used to support only the co curricular program defined in department of education administrative rules.

94 Acts, ch [1029](#), §8

IOWA ADMINISTRATIVE CODE SECTION 281-12.6(1)

“Each board shall sponsor a pupil activity program sufficiently broad and balanced to offer opportunities for all pupils to participate. The program shall be supervised by qualified professional staff and shall be designed to meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others.”

BOARD POLICY REFERENCE

103.09 – Fund Raising Activities

The District prohibits the solicitation of funds and goods from students or employees by non-school organizations or persons without the consent of the Superintendent or superintendent's designee.

All marketing materials regarding a fund raising activity or event will be subject to prior approval by the Superintendent or superintendent's designee before any distribution of postings are done at buildings.

All fund raising activities must comply with other board policies that address funding, and individuals must follow applicable procedures for collecting money in the District.

- By action of the Board 9/20/76; Revised 12/13/82, Reviewed 7/8/91, 11/23/98; Revised 09/19/05 (with title change)
- Edited 09/05

302.01 Handling of Cash and Other funds Received

Local, State, Federal, and Miscellaneous Income

All income received by the District shall be classified under the official accounting system and be deposited into the official District depository as set by the Board and in accordance with the laws of the State of Iowa.

Cash Receipts

Cash in an amount greater than \$25.00 may not be accepted on behalf of the District without providing an approved receipt. All transactions involving cash will be completed with a receipt with appropriate documentation for the building showing cash being received.

Monies in School Buildings

Money is to be deposited each day according to guidelines established by the administration. Any money left overnight in a school building must be held in a secured location.

It is the responsibility of the Superintendent or superintendent's designee to develop appropriate administrative regulations dealing with cash receipts.

- Cross Reference: [Administrative Regulation 302.01A](#), [Administrative Regulation 302.01B](#), [Administrative Regulation 302.01C](#), [Administrative Regulation 302.01D](#), [Administrative Regulation 302.01E](#), [Administrative Regulation 302.01F](#), [Administrative Regulation 302.01G](#)
- Legal References: Iowa Code §§ 291.12, 126.1
- By action of the Board 9/20/76, 2/14/83; Reviewed 10/14/91; Revised and combined 1/24/00; Revised 11/26/07
- Edited 11/07

405.01 FOOD SERVICE

Meal Charges

In accordance with state and federal law, the Davenport Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Intermediate and High Students (grades 6-12): All meal purchases are to be paid at time of service. Students may pay by cash or check during meal service but are encouraged to prepay into student accounts. Cash and Check prepayments are accepted by food service personnel between 7:00 a.m. and 1:00 p.m. For convenience, the district offers an online payment system My School Bucks. Account balance and daily purchases may be monitored through the online system. Students who do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in the student account. No alternate food or beverage items are provided to students in grades 6- 12 in the case of insufficient funds.

Preschool and Elementary Students (grades preK-5): All meal purchases are to be paid at time of service. Students are encouraged to prepay into student accounts. Cash and Check prepayments are accepted by food service personnel between 7:00 a.m. and 1:00 p.m. For convenience, the district offers an online payment system My School Bucks. Students who do not have sufficient funds shall be allowed to charge meals up to \$10.00. Charging of a la carte items such as milk is not allowed. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Students who do not have sufficient funds and who have reached the maximum charge limit will be allowed to select milk

and up to 1 serving of fruit and 2 servings of vegetables. The school principal will be informed of continuing fund insufficiency to address family needs.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Adults: All meal purchases are to be paid at time of service. Adults who do not have sufficient funds shall not be allowed to charge meals or a la carte items.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$5.00. Families will be notified by letters sent home and phone call from Food & Nutrition and/or school office staff. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Adopted: Legal Reference:

- 42 U.S.C. §§ 1751 et seq.
- 7 C.F.R. §§ 210 et seq.
- U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).
- U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).

- U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).
- Iowa Code 283A.
- 281 I.A.C. 58.

506.01 Collection of Money from Students

Non-School Organization and Activities

It shall be the policy of the District to prohibit the solicitation of funds and goods from students by non-school organizations or persons. Person to person solicitation of students to participate in fund raising drives is prohibited; however, approved posters may be displayed to inform students of up-coming programs. Students participating in such programs do so as individuals and not as representatives of any school in the District.

Resale-Instructional Supplies

Instructional supplies for use in the curriculum and other items stocked for resale or rental must be approved by the Deputy Superintendent or designee.

Student Insurance

Each year monies may be collected from students wishing to purchase insurance programs that have been offered by the District.

Clubs and Organizations

All money making projects sponsored by a school club or organization must be approved by the building principal before the project begins. Book clubs, which are completely voluntary as far as the purchase of books by pupils, are permitted. Teachers must assume full responsibility for collecting the money, for any losses that might occur, and for any problem that is related to the club. Books from book clubs shall be purchased in the name of the teacher as an individual, not in the name of the District.

Solicitation by Students

The principal of the building must authorize the collection of any funds or goods in the community or in the school before any collection is made. Such solicitations and collections should be held to a minimum.

Receipts

Receipts should be issued for all monies collected except for items that are immediately presented to the purchaser.

School-related Organizations

School related organizations such as P.T.A., Dads' Club, Boosters, Band Parents, etc., must receive prior authorization for all money making projects and activities from the building principal.

Deposits

All monies collected are to be deposited the same day; no funds are to be held at the school. School-sponsored activities will deposit funds into the district activity fund. Non-sponsored collections of funds must be deposited with the appropriate organization and such funds will not be held in the school building.

- Cross Reference: [Board Policy 301.01 Handling of Cash and Other Funds Received](#)
- By action of the Board 11/8/76; Revised 4/11/83; Revised 5/13/96; Revised 8/12/02
- Edited 8/02

506.02 Activity Funds

Collection of any funds for school activities must have the approval of the building principal and an administrative director. All activity funds shall be under the financial control of the Board.

Records and procedures relating to activity funds shall be in accordance with those found in *Uniform Financial Accounting for Iowa Schools* published by the Department of Education.

An audit of these accounts shall be made at the same time as the annual audit of school funds.

- Cross Reference: [Board Policy 302.1 Handling of Cash and Other Funds Received](#)
- By action of the Board 11/8/76; Revised 4/11/83; Revised 2/14/00
- Edited 2/00

ADMINISTRATIVE REGULATION REFERENCE

302.01A - Handling of Cash and Other Funds Received

Local Funds

Funds generated from local sources include taxes levied on assessed values of local property plus such miscellaneous items as tuition, materials fees, sales of books and supplies, sales and rental of property, interest from investments, gifts, and payments from other agencies.

State Funds

Receipts from state sources apply only to the General Operating Fund.

The principal amount is as computed under the provisions of Chapter 422 and 405A of the Code of Iowa. Other items include special grants from the School Budget Review Committee, reimbursement for non-public school transportation, reimbursement for children living in foster care facility, reimbursement for special education children placed by district court, payment of Phase I, II and III of the Educational Excellence Program, state vocational education payments, and state grants and various other State – funded initiatives.

Federal Funds

Most federal funds are received as categorical aids for specific programs. Expenditures are not authorized unless specific funds have been received or assurance of the receipts has been received. Vocational aid from federal sources is non-categorical in nature and such funds, when received, are merged with other General Fund monies for expenditure purposes. Any federal funds received for the purpose of assisting in the cost of new construction will be deposited in the Capital Projects Account for expenditure on authorized projects.

Miscellaneous Income

Service Fees

A specified fee may be charged to each student enrolled in the school system as a rental or use fee to cover the cost of supplying textbooks for each course of study. The administration shall determine, subject to approval by the Board of Directors, the amount for each grade level sufficient to ensure the proper number of additional and/or

replacement textbooks and other non-consumable instructional materials deemed appropriate.

Sales of Books, Equipment & Supplies

The administration shall provide a system for the sale of surplus books, equipment and supplies. Guidelines shall be established and approved by the Board.

Equipment items due for replacement because of age or condition may be "traded in" as a portion of the purchase cost of the replacement.

Equipment that is usable but obsolete and has significant value may be sold by taking sealed bids. If bids are requested but no bids are received, the administration may proceed to negotiate the sale of such equipment to interested individuals or companies. Such sales are approved by the Board before becoming final.

Surplus books, unusable equipment items of little value, and obsolete supply items may be disposed of by the administration for the highest available offer. Detailed records of all contacts made in the attempt to sell such materials shall be maintained and available for inspection. Auctions may be held with approval by the Board.

Accumulation of Funds

The Voted Physical Plant and Equipment Fund, when authorized by the electorate, is used to accumulate funds for new construction, major remodeling, equipping new facilities, and site purchases as necessary. Funds may accumulate from year to year until balances are sufficient for such major expenditures.

The Regular Physical Plant and Equipment Fund, which may be levied by action of the Board of Directors, is used to accumulate funds for new construction, major remodeling, equipping, new facilities site purchases and site improvement.

Cash Receipts

Cash received on behalf of the District by an employee will be deposited into the appropriate District fund (general, student activities, other). The employee will issue a receipt for all amounts in excess of \$25.00.

Monies in School Buildings

Money held at the buildings will be held in a secured, locked location. Money should not be left overnight at a school building whenever possible. District employees should not transport money, but should call for the outside courier service to pick up money to be transported to the bank for deposit.

- Updated 6/82, 4/91, 7/03
- Reviewed 5/96, 11/97, 7/99, 7/03



Davenport Community School District
Acknowledgement of Cash Handling Policies and Procedures

Strong internal controls for cash handling are necessary to prevent mishandling of District funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. All District employees have a fiduciary responsibility to the District to handle cash transactions in accordance with District policies and procedures.

A District employee is strictly liable for loss of any cash collected by him/her for the District.

I acknowledge receipt of the policies and procedures prescribing management of cash. I agree to accept responsibility for the accounting and control of cash in accordance with such policies and procedures.

I further understand that failure to comply with these policies and procedures or comparable component policies and procedures could result in disciplinary action up to and including termination and possible criminal sanctions.

Date: _____

Employee: _____

“Cash” is defined as coin, currency, checks, money order and credit card transactions

Cash Handling

- Separate the components of cash handling – collecting, depositing and reconciling
- Pre-numbered receipts must be utilized and a copy given to the customer for all transactions over \$25
- Cash must be stored in a secure location until deposited
- Do not leave cash in unlocked desk drawers, filing cabinets or classrooms
- Balance cash receipts prior to deposit

Fees

- Costs associated with field trips may not be passed along to students if the field trip is part of class and is not optional
- If a student is required to compete in a competition as part of class, they cannot be required to pay for any part of the competition or costs associated with it

Gift Certificates

- And cash are NOT an allowable expense. This includes movie passes, coupons for free merchandise, etc.

The Gift Law

- Prohibits a public employee from accepting or receiving, directly or indirectly, any gift or series of gifts with a value greater than \$2.99 from a person or company who is seeking to be a party to a sale, purchase, lease or other type of contract with the employer.

Petty Cash

- The limit on Petty Cash is \$100 per week
- Original receipts must be submitted with supervisor’s approval
- Is not given in advance

Registration

- Petty cash will be delivered by a security courier the day of registration
- You may keep petty cash for the year or return at the end of registration
- Registration money will be picked up by security courier. Cloth moneybags should be locked and plastic bags must be sealed
- Do not keep your deposit in your building overnight, in your car, or take home
- If your deposit is not ready when security arrives, mark it “DO NOT DEPOSIT – RETURN TO (BLDG)” and it will be returned the next day for you to prepare

Vending

- Have two people present when emptying vending machines
- Separate duties for emptying cash and filling machine
- Do a regular vending machine recap to account for deposits and inventory
- Cash collected from vending is not to supplement or replace Petty Cash
- Deposits are to be made on a regular basis

Fund Raising-Iowa Raffle Guidelines

- The District no longer holds a gambling license for the schools and parent/booster organizations.
- These groups will need to apply for their own license.

Student Fund Raising

- Students may raise funds for school sponsored or non-school sponsored with permission of building principal
- Approval should be obtained at least 2 weeks prior to event
- District form is available to request fund raiser

Gate Receipts

- Activities office is responsible for: establishing gate receipt kits, reconciling ticket sales report, and monitoring events
- Ticket Sellers are responsible for: Issuing tickets; counting money and completing ticket sales report; returning deposit, start up cash, ticket report and unused tickets to event supervisor
- Ticket Takers are responsible for: Collecting ticket from every customer and returning container of sold tickets to event supervisor
- Event Supervisor is responsible for: Delivering gate receipts kit to ticket sellers; supervising gate operation; safeguarding and returning ticket report, unused tickets and container of sold tickets to activity office; depositing gate receipts

NOTE: This does not include policies and procedures in their entirety and should not be interpreted as such. For a complete set of guidelines along with Statutory References and Definitions, please refer to the Cash Handling Policies and Procedures Handbook.