

Financial Policies

Audit Committee:

The Board of Directors shall establish an audit committee, which shall:

Be responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services. The committee should periodically review this policy, no less than once every five years to assess its continued adequacy.

Be made up of members of the Board and possess knowledge of or obtain a basis understanding of financial reporting and auditing. The committee should be no fewer than three members.

Review the annual audit, or any other work performed by a contracted auditor, and provide a report to the Board of Directors.

Cash Receipts:

All receipting of funds at the school should be done at the front office/desk. No receipting should take place in the classroom or in unapproved off-site locations. Employees shall instruct payers to take all cash and checks to the front office for receipt. Provisions should be made for cash receipting/collection at approved activities or functions.

All funds shall be kept in a secure location controlled by the front office/desk until they are deposited in a school-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a), in a school-approved account. Employees should never hold funds in any location for any reason.

If a cashier has left for the day or funds are receipted on the weekends, employees should seek the assistance of administrators to lock cash receipts or cash boxes in a secure school location until the next business day. Cash receipts should not be taken home by employees or volunteers for any reason, or left in offices.

All checks are to be made to John Hancock Charter School and restrictively endorsed upon receipt. Checks are not to be made payable to an employee, a specific department, or a program.

Appropriate internal controls and segregation of duties should be implemented for all cash activity. These may include tickets, pre-numbered receipts, deposit slips; cash tally sheets, receipt registers, lists, cash reconciliations, reports, etc. Cash should always be verified and counted by two individuals.

All funds (cash, checks, credit card payments, etc.) received must be receipted by student name, if possible, and recorded in the school's accounting records. A pre-numbered receipt will be issued for each transaction. Passwords should be established on the accounting system computers and changed periodically.

Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).

Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).

Periodic and unscheduled audits or reviews should be performed for all cash activity.

All activities involving cash must be supervised by a school employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.

All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.

Fundraising

Fundraising is permitted within the LEA to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.

“School Sponsored” means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the school, school board, administration, or board committees, including the parent organization or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:

1. Is managed or supervised by school administration, staff or authorized volunteers
2. Uses the school's facilities, equipment, or other school resources
3. Is supported or subsidized, ore than inconsequently, by public funds, including the school's activity funds or minimum school program dollars.

All monies raised through fundraisers for school-sponsored activities are considered public funds. All funds shall follow the Cash Receipts section of this policy and other applicable school policies and state laws and rules. This includes all donations to the school, regardless of whether or not such donations are part of any fundraising activity or event.

Properly approved school-sponsored activities may:

1. Use the school's name, facilities, and equipment
2. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
3. Be insured under the school's liability insurance policy.
4. Provide additional compensation or stipends for school employees with the approval of the director or immediate supervisor and under school payroll policies and consistent with the school's budget

School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules and school policies.

Donations, Gifts and Sponsorships

The school may accept donated products that carry the donor company's name, trademark, logo, or limited advertising on the product (e.g. cups, T-Shirts, hats, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

Cash Donations:

1. Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with the school's cash receipting policies.
2. Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.

Donor and Business Partner Recognition

1. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on the school's buildings or structures with written approval from the director. The board may grant approval for the naming of buildings, structures, rooms or other facilities.
2. The director may authorize banners, flyers, posters, signs or other notices recognizing a donor or school business partner.

Equipment, Supplies, or Goods

The school may accept donated equipment, supplies or goods for use in the school or school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.