

Policy # 61 Tuacahn High School

**Fiscal Policies** (General Practices for Fiscal Integrity) (Utah Admin. Code R277-113-5)

- 61.1 The fiscal policies and procedures outlined in this policy section relate to Utah Code and Board (USOE) guidelines established by the Utah State Legislature and take effect September 1, 2013. These policy guidelines govern the use of public funds and comply with Utah Public Officers and Employees and Utah Educator Standards (R-277-515).
- 61.2 All **cash handling procedures** will be conducted by properly designated school officials who have been trained and authorized to handle cash, cash receipting, checks, credit cards and other like items requiring proper receipts and accountability measures. The proper procedure for these transactions will be as follows:
  - 61.2.1 All such transactions will flow through either the Administrative Assistant or the Business Manager. Such transactions for the above listed items will be conducted on a daily basis, or at a minimum on a Monday, following a weekend event where all cash items, including checks and credit card receipts will be locked securely for safety and accountability until the next regular work day.
  - 61.2.2 The internal procedures will be conducted as follows for Tuacahn High School events that include transactions related to the collection, deposit and reconciliation of cash or like value items:
    - 61.2.2.1: All funds will be totaled and matched with ticket sales and ticket totals being verified by number and sales amounts with at least two appointed officials conducting the cash item totals. Then, a deposit slip will be completed and reviewed/reconciled by either the Principal or Vice Principal and a copy shall be recorded and kept in a separate location. The deposit will then be made by two individuals designated by the Board of Directors (preferably school administrators). For example, if the deposit is to be made by the Principal, he shall be accompanied to the bank by the Business Manager or the Vice Principal where the cash and proper receipts will be deposited into proper school accounts as per Utah Code 51-4.2.
  - 61.2.3 Internal controls governing proper procedures for both receipting, depositing and the expenditure of funds follow audit guidelines and Utah Code standards with the **expenditure process** to be conducted as follows:
    - 61.2.3.1 All expenditures to be made by either check or electronic transfer, including payroll, travel reimbursement, approved item reimbursement, over-payment, cancellations, or any other

formally approved amount will be initiated with a check request form. The form will be submitted to the Business Manager. The Business Manager will review the request or invoice and determine if its authenticity or value relates to like value of goods or services rendered to or for Tuacahn High School. The Business Manager will then determine the proper amount accompanying the request and review it with the Principal or Vice Principal. If approved by the second administrator, a check or electronic transfer amount will be verified/recorded by signature(s), and paid on a timely basis. In addition, a member of the Board of Directors, appointed by the Chairman of the Board for Tuacahn High School will review all expenditures on a monthly basis for both accuracy and verification of benefit to the school. S/he will report such activity to the Board at their regularly scheduled meeting dates. If s/he determines there may be a concern or discrepancy, s/he will discuss it with school officials. If there is a problem that cannot be resolved relating to either a receipt or an expenditure, he will report it to the Board for resolution. If the discrepancy or concern is egregious in nature, or in violation of Utah Code guidelines or ethical conduct, s/he may report it to the Board Chairman who will determine if the concern needs to be addressed with USOE officials or the Office of the State Auditor.

- 61.3 The use of the tax exempt number assigned to Tuacahn High School will be determined by appropriate school officials, namely the Principal, Vice Principal or Business Manager, with no exceptions.
- 61.4 All contractual agreements for goods and services, to include faculty salary statements and service agreements, school supplies, electronic advertising, copy machines, marketing apps, email accounts, and infrastructure support entities.....and any other school supply vendors, will be done on an annual basis with no multi-year contracts to be initiated nor approved/signed (Utah Code 63G-6a-1204(7)).
  - 61.4.1 No school improvements related to construction, school improvements, supplies, remodeling, purchase of renovation needs or other construction projects will be completed without approval of the office Construction Management (DFCM) and in compliance with Title IX; and all other applicable state code guidelines. Exclusive contracts must be approved by designated USOE officials as they relate to fiscal integrity and school needs with a maximum non-approval limit exceeding \$5,000.
- 61.5 Fundraising guidelines for Tuacahn High School will be as follows:

61.5.1 All **Fundraising** activities for Tuacahn High School shall be approved by the Finance Committee of the school with a final review by the school Principal and approved by the Board of Directors in regularly scheduled meetings and in compliance with Article X of the Utah Constitution. This is to include fees, fee waivers (as determined by USOE guidelines), and shall include fundraising events, programs, policies and practices that relate to fund-raising by teachers, parents, student clubs, and private individuals (donations) with integrity and compliance with established guidelines that are not in violation of Utah Code mandates (R277-407). All fundraising events shall follow the same cash handling procedures and receipting procedures as listed in 61.2 above.

61.5.1.1 Tax exempt number use for fundraising events must be approved the Principal, Vice Principal or Business Manager in advance of the fundraising event.

61.5.2 Only approved personnel to be determined the administration of the school shall be authorized to conduct fundraising activities on behalf of Tuacahn High School for the Performing Arts. No one other than approved school officials shall have access to school controlled bank accounts and procedures. No students shall have access to bank accounts, procedures or information related to such.

61.5.3 No one shall enter into a fundraising contractual agreement without approval of the Finance Committee and/or with final approval of the school Principal and the Business Manager to include teachers, students and Booster Club organizations (parents).

61.6 **Donations and Gifts** designated for Tuacahn High School must be approved by school administrators before a donation receipt is rendered. Values shall not be determined by school officials other than cash. Gifts, goods, materials and equipment designated for the improvement of the school are accepted graciously and gladly by Tuacahn High School and shall be approved by school officials as such. All school related donations and gifts shall be deemed as such and the school tax exempt status shall be determined by the school Business Manager and Principal.

61.6.1 Some donation materials may not be suitable to the mission and goals of the school and may be denied as such by school officials. Compliance with IRS regulations for acceptable donations will be followed closely with application to Title 63G, Chapter 6 and Utah State Code regulations and approved practices.

61.6.2 Naming rights and Capital Campaign restrictions for Tuacahn Center for the Arts shall be followed and coordinated with appropriate personnel. In addition, donor recognition procedures and events shall be determined in consultation

and coordination with Tuacahn Center for the Arts personnel as they comply with approved guidelines and procedures according to Utah Code requirements.