



# **Cape Fear Center for Inquiry Policy and Procedure Manual**

## **Series 700 Fiscal Management**

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## **710 Reimbursement Procedure**

For reimbursement for bona-fide school expenses, a reimbursement request form is available in the main office or through the Business Operations Coordinator. Requests must be accompanied by an original receipt. Retain a copy of your receipts and check request.

## **720 Donations, Gifts and Contributions**

As a part of the operations of CFCI, representatives of the school such as Board Members, Administration Team members or other designated faculty and staff may accept gifts, donations and contributions to the school. The following policy is designed to avoid potential conflicts of interest or perceptions of favoritism or bias for the school and its representatives when engaged in such activities.

1. No donation, gift or other contribution should be given or accepted as a quid pro quo. No favorable treatment or bias should be expected or given to any individual, group, business, vendor or other entity in return for any donation, gift or contribution.
2. Donations, gifts or contributions are not to be accepted from any vendor that is participating in a bidding process for a pending contract for services or merchandise with CFCI.
3. Donations, gifts or contributions are not be accepted from any vendor that has been awarded a contract for services or merchandise by CFCI within 60 days after the awarding of the contract or purchase.
4. Donations, gifts or contributions from any vendor that has a current contract for services or merchandise with CFCI beyond 60 days of the awarding of the contract or purchase are limited amounts that are not substantial or material.
5. The Director shall not directly participate in any collection of donations, gifts or contributions from faculty and staff. The Director shall not have knowledge of which staff members made such donations, gifts or contributions or in what amounts.
6. The Administrative Team will develop procedures for accepting donations, gifts or contributions that comply with this policy.

**Revised 3-15-2011**

## 730 Fund-Raising

There are two types of fund-raisers (outside of Partnership fund-raisers) that may take place at CFCI:

1. School-wide fund-raisers that are held **to benefit an agency outside of CFCI**, such as the UNITE Project, UNICEF, the Heifer Project, American Cancer Society, etc. All members of the CFCI community are invited to contribute, and all of the proceeds go the recipient agency. Only one of these fund-raisers is allowed per semester. Anyone desiring to hold a school-wide fund-raiser should take a written request to the Administrative Team (AT) to get it approved. The AT will inform the Board of the event and beneficiary/ies chosen. The Administrative Team will put the event on the community calendar, inform the front office and post on the CFCI web-site.
  
2. School-wide, classroom, or grade-level fund-raisers may be held **to benefit CFCI students or programs**, such as the Art, Music, Spanish, Technology, P.E. programs or community service.. In order to hold a fund-raiser for CFCI students/programs, one must :
  - 1) Get approval from the AT, who will check the CFCI community calendar to make sure that there are no facilities conflicts, or conflicts with other fund-raisers scheduled (such as Partnership, other grade levels, etc.)
  2. The AT will notify the front office staff for posting on school calendars.
  - 3) The AT will then notify teachers of the fund-raiser via E-mail, and teachers will be asked to place a notice of the approved fund-raiser in their classroom newsletters.

**Raffles** – Items may be donated to the school for raffle purposes. The Director will ensure that the items offered are appropriate. The school may advertise raffled items, or if appropriate, a local radio station may be used to assist us in advertising. This service must be at no charge to the school. Proceeds from a raffle must be designated for a particular use prior to a raffle.

**Sales** – Students of CFCI will not participate in door-to-door sales. However, there may be sales events held where students may be present. Students can participate in a “booth” type selling with certain restrictions. There can be no solicitation – patrons must come to the “booth” to purchase the item. Adequate adult chaperones must be present with the children at all times.

**Revised 3-15-2011**

## **740 Mileage Reimbursement**

### **For Faculty Handbook**

1. If an administrator, staff or faculty member represents CFCI at a state-sponsored meeting, mileage will be reimbursed at the rate of \$.40 per mile. Mileage logs/information will be turned into the Business Operations Coordinator for reimbursement, and will not go through the L3 committee.
2. If an administrator, staff or faculty member attends a professional development session, mileage reimbursement estimates and requests will need to be included on the proposal form that is submitted to L3 for approval.

## 750 Handling Cash

It is important that the school has a clear policy on handling cash in the interests of protecting all staff involved and allowing audits to be carried out efficiently.

This policy must be followed for any money collected for school field trips, supplies, donations, or instructional activities.

This policy does not apply to funds specified for Partnership, School Photos, or Hot Lunches.

For the purpose of this policy, **“cash” includes coins, currency, checks, and money order transactions.** All persons who accept cash assume the responsibility of following the cash handling procedures outlined below.

1. All checks and money orders accepted by a Cape Fear Center for Inquiry employee must be made payable to Cape Fear Center for Inquiry. Do not accept checks or money orders made payable to an individual or business.
2. No cash is to be left unsecured at any time. Cash should not be kept anywhere in classrooms overnight. Cash should not be taken home. At no time during the school day should money be left lying about but should be locked away when it is not being handled. Staff should be very discreet about the temporary storage of cash and should not make any pupil aware of where it is being kept. All funds must be turned in to the Business Office daily and a receipt will be issued. Do not leave cash in the front office mailboxes. The funds received will be kept in a secure place until they are deposited.
3. Faculty/Staff members are authorized to accept cash from students/parents for activities/events for which they are responsible.
  - a. The faculty or staff member will document all cash received. Documentation should include Date Received, Received From, Amount, and Type of Payment.
  - b. No expenditures can be made directly from funds received. Funds are to be deposited in the CFCI bank account.
  - c. The Business Operations Coordinator will keep a running total of the amount received for each activity or event.

**Approved 7-21-09**