

DISCOVERY COMMUNITY SCHOOL POLICY

Committee: Finance

Number: FIN.01

Title: Submission of Money

Created: 12/04

Date Reviewed:

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LEGAL/REGULATORY REFERENCE

POLICY STATEMENT

Money is submitted to the Discovery Community School (DCS) for various purposes in support of school operations. The DCS Treasurer has a procedure for identifying the purpose of and tracking submissions of monies.

POLICY DISCUSSION

1. For the purpose of this policy, “money” is defined as personal checks, corporate checks, money orders, and other non-cash methods deemed appropriate by the DCS Treasurer. Cash, credit cards and debit cards are not acceptable forms of submission.

2. Monies are submitted to DCS for the following purposes:

Contributions: annual family financial pledge for children currently enrolled at DCS (generally \$20/child/month or \$200/child/year);

Fees: additional money requested in support of specific school activities or events; and

Donations (to be applied to the DCS budget based on the recommendations of the Steering Committee) received from:

2.3.1 community members above and beyond contributions and fees; or

2.3.2 non-community members in general support of the school.

3. The Treasurer follows all standard bookkeeping procedures for:

timely accounting of deposits;

monthly bank account reconciliations; and

preparing DCS budget reports (September and January) to present to Steering Committee.

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Approved by _____
DCS/Carl Sandburg Principal

Date

Approved by _____
DCS Chair

Date

POLICY AUTHOR(S)

Nancy Whittaker, Susie Shavey, Shannon Barnes

REVISION HISTORY