

SCHOOL - COMMUNITY ASSOCIATIONS

In order to maintain acceptable accounting standards, the district may approve any of the following options for school/community associations which raise funds on behalf of school district programs.

1. The principal's office will maintain an account for the school/community associations by establishing a line item in the activity fund for this organization. Funds would then be handled under the rules and regulations of any other school district line items.
2. School/community associations desiring to maintain a separate checking account but to utilize the district's Federal I.D. number, may do so if the principal approves and if the following procedures are followed:
 - a. A monthly report must be submitted to the building principal.
 - b. The building principal must submit the monthly report to the central office along with the school's monthly building activity fund report.
 - c. Both reports would then be presented to the board for approval.
 - d. All records are then subject to audit and must be submitted to the central office annually for review by the district's auditor.
3. School/community associations which do not desire to use the district's Federal I.D. number and which maintain a separate checking account may be required to demonstrate that (a) they utilize an officer's social security number or (b) they are a non-profit organization and have provided the building principal with verification of their Federal I.D. number, the type of non-profit organization, and their non-profit status under Iowa law.

Approved: May 8, 1995
Reviewed: May 28, 2013
Revised: