The Walden School of Liberal Arts

Fiscal Procedures and Policies Handbook



Approved by Board of Trustees 3/17/2017

Walden School of liberal Arts adheres to all fiscal procedures and policies for the management of public funds as outlined in Utah Administrative Code and Utah State Board Rule. Employees receive annual or semi-annual training regarding fiscal procedures and policies to ensure that they are trained to handle funds in a legal, ethical and responsible manner. These policies shall be reviewed and approved by the Walden Board of Trustees on an annual basis.

P-100 Overview of Division of Fiscal Responsibilities

**Board of Trustees**

1. Provides oversight of budget development and timelines.

2. Assures that budget is aligned with strategic goals.

3. Assures that financial controls are in place and are being followed.

4. Reviews and approves annual budgets.

5. Reviews financial reports and clarifies financial activity.

6. Verifies that school has proper insurance coverage in place.

7. Ensures that school assets are properly secured.

8. Reviews annual audit report and management letter and acts on areas of concern.

9. Reviews and approves purchases over $5000.

10. Plans for financial health of the school.

11. Ensures internal controls and segregation of duties.

12. Makes decisions regarding loans and bonding.

**Financial Manager**

1. Prepares, presents, and executes annual budget with input from administration.

2. Provides fiscal oversight of expenditures.

3. Ensures that budget is in alignment with established goals and needs.

4. Prepares the annual financial report and annual program report.

5. Provides oversight of accounting system development and management.

6. Prepares financial reports.

7. Prepares reports for bondholders, grantors, and other fiscal agencies.

8. Provides update on budget changes to board of trustees.

9. Reconciles accounts and accounting system to ensure accuracy.

10. Oversees preparation of Transparent Utah.

11. Prepares Utah Consolidated Application budgets and manages reimbursements.

12. Prepares for audit and coordinates audit work with auditors while on-site.

13. Generates special financial reports for administrative and board review.

**Administration**

1. Implements appropriate security measures to secure building assets.

2. Works with business manager to design and implement financial controls, manage accounting systems, and execute financial policies and procedures.

3. Reviews monthly financial reports and recommends budget revisions.

4. Prepares salary tables in collaboration with Financial Committee and Financial Manager and oversees hiring.

5. Together with the purchasing committee, makes purchasing decisions, with approval from the board for purchases greater than $5000.

6. Oversees and approves all grant applications

7. Prepares for audit and coordinates audit work with auditors while on-site.

8. Implements any audit recommendations and corrects concerns from audit.

**Business Manager**

1. Provides fiscal oversight of any employee who manages receivables.

2. Prepares deposits and takes deposits to the bank at least twice a week.

3. Together with the administration and financial officer, designs and implements financial controls, manages accounting systems, and executes policies and procedures.

4. Prepares and provides oversight for expedition and fundraiser budgets.

5. Manages accounts receivable and payable.

6. Enters financial data into Quickbooks.

7. Classes transactions appropriately.

8. Serves on the purchasing committee to make purchasing decisions

9. Prepares for audit, coordinates audit work with auditors while on-site.

10. Implements audit recommendations and corrects concerns from audit.

11. Provides cost analysis and vendor comparisons for purchasing decisions.

12. Creates and oversees teacher classroom budgets.

13. Provides collection services.

**Front Desk Cashier**

1. Receives payments for school fees, lunch, expeditions, etc.

2. Provides pre-numbered & dated receipts at the time of payment.

3. Keeps all cash & checks in a safe.

4. Delivers cash & checks to the business manager on a daily basis.

**Purchasing Committee (Administrators and Business Manager)**

1. Meets weekly to approve or deny purchase requests from teachers, staff, and administrators.
2. Approves new employee contracts.

2. Ensures that purchase approvals fall within the constraints of approved budget.

3. Suggests budget amendments.

P-101 General Fiscal Policies

Purpose: Walden School of Liberal Arts (Walden)has established minimum standards regarding the use and management of public funds under Utah State Board of Education Rule 277-113 (R277-113). Employees and Board Members are required to participate in annual financial training and adhere to transparent and ethical financial practices and accountability as outlined below:

1. **Board of Trustee Responsibilities**
2. New members of the Walden Board of Trustees must complete the *Finance* module of the USOE *Governing Board Online Training* in their first year of board service.
3. All current members will complete this training as soon as possible.. Board members will update this training annually.
4. Walden’s Board of Trustees reviews and approves financial policies and procedures annually consistent with R277-113-4.
5. Policies are updated annually to ensure they are consistent with requirements of R277-113.
6. The Board provides all fiscal oversight as outlined in the P-100 *Division of Fiscal Responsibilitie* .

**III.** **Board of Trustees Treasurer** **Responsibilities** A. The treasurer ensures that Walden’s Finance Committee conducts a financial risk-assessment report and properly develops and adheres to a sound system of internal controls consistent with the requirements of R277-113-5;

A. The treasurer reviews school financial statements, records and policies on a quarterly basis;

B. The treasurer provides oversight and makes recommendations to the Board of Trustees on the RFP process conducted by school management to hire external auditors and other professional services;

C. The treasurer communicates with the external auditors annually and receives a direct report of audit findings, exceptions, and other matters noted by the auditor;

D. The treasurer presents the annual audit reports and findings or other matters communicated by the external auditor or other regulatory bodies to the Walden Board of Trustees in a public meeting;

E. The treasurer ensures that matters reported by external audits, internal audits, or other regulatory bodies are resolved in a timely manner.

1. **School Employee Responsibilities**

Walden School administrators, faculty and staff shall fulfill the following fiscal responsibilities under R277-113-4:

A. Walden management has adopted all fiscal policies required under R277-113-5, including cash handling and internal controls of funds, compliance with Utah Code§ 51-4-2(2) regarding deposits, policies regarding the expenditure of public funds, school fees, fundraising, and donations.

B. All policies are attached at the end of this policy and are linked to the school website at [www.waldenschool.us](http://www.waldenschool.us)

C. Walden management provides semi-annual fiscal policy and procedure training and all employees are required to attend this training. A general overview of fiscal policies and procedures is presented to the entire faculty and staff at the beginning of each fiscal year, and more specialized training is provided separately for elementary and secondary employees, and for specific employees, such as accounting personnel, coaches, and expedition leaders, on policies specific to job function consistent with R277-113-4.

**P-102 PURCHASING POLICIES**

1. Walden shall adhere to all Utah State Procurement rules as outlined in the Utah State Procurement Code UCA 63G-6a.
2. The following information is not intended to replace or supplant Utah law, but to provide a manageable overview of school level policies and procedures for purchasing.
3. The purpose of this policy is to provide a systematic process with controls for appropriate decision authorization, fund accounting and processing responsibility. It is designed to provide direction regarding policies and procedures and to maintain internal controlsC. This document will help staff and administration of the school to:
4. Outline the proper approval process for purchasing decisions, including the level of authority needed at various levels.
5. Manage control of funds.
6. Ensure that state law and other applicable rules and policies are followed in the accounting process.
7. This policy complies with Utah State Procurement Code (UPC)§ 63G Chapter 6 and adopts Utah State Procurement R33. In accordance with UPC, the Board may adopt its own procurement rules. The adoption of school rules shall be set forth in this policy, otherwise Rule R33 applies. Accordingly, Walden Finance Committee shall implement purchasing procedures.
8. Applicable Laws and Rules

1. This policy complies with the Utah State Procurement Code (UPC) Utah Code § 63G Chapter 6; Utah Code §53A-30; and adopts Utah State Procurement R33 and Utah State Board of Education R277-113;

2. Unless other board or school rules that exceed the rules and procedures required by law, are set forth in this policy, state law and state administrative rules apply.

The School Finance Committee, comprised of the school administrators, business manager, and accountant shall implement all purchasing procedures

1. **Purchasing Authority**
2. The Walden Finance Committee or designee shall serve as the chief procurement officer for the School.
3. The Finance Committee is delegated authority by the Walden Board of Trustees to carry out the procurement functions of the School and to ensure such functions are in accordance with established policies and written procedures.
4. The Finance Committee may delegate, in writing, purchasing authority to other school employees as necessary to fulfill the purpose and philosophy of this policy.4. The Finance Committee may withdraw delegated authority.
5. **Purchases Involving Contracts, Agreements or Leases**
6. For purchases involving recurring payments (monthly, quarterly, annually, etc.) over a fixed period, the method for determining the amount of the purchase and, therefore, the proper purchasing procedures to be used is: recurring payment amount x number of maximum recurring payments = amount of purchase.
7. Calculating the maximum number of recurring payments shall include all potential options to renew the contract/agreement/lease beyond the initial contractual period.
8. Contracts/agreements/leases that contain an automatic renewal clause are prohibited
9. Contracts that extend beyond the current fiscal year must contain a “no Non-Payment Default” clause.
10. Contracts that are anticipated to be equal to or greater than $10,000 must be approved by the Business Administrator prior to initiating the formal bid process.
11. **Title I Purchasing Policy**
12. All durable goods purchased with Title I funding, such as COMPUTERS (computers, monitors, iPads), TECHNOLOGY RELATED PURCHASES (cameras, iPods, white boards, etc.), and TITLE I FURNITURE (filing cabinets, bookshelves) are considered equipment, regardless if the purchase price is over $1000, and will be coded to object code 10.730 and tracked on an inventory list to prevent loss or misplacement.
13. All durable goods purchased with Title I grant funds must be clearly labeled as property of said grant.
14. **Specific Approval Requirements at various cost points**

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| Purchases from Federal grants & programs | All purchases from Federal funding sources, such as Title IA, Title IIA, IDEA, and CNP, shall be approved by the Board of Trustees. Property costing over $1000 shall be capitalized. An inventory list will be maintained and equipment will be appropriately depreciated. All equipment purchased with Federal funds will be labeled as property of that specific program. |
| Purchase is under $5000 | For purchases less than $5000, entities are encouraged to seek the best possible sources of supply based on factors such as price, prior vendor performance, and delivery; and to utilize school or State contracts where possible. |
| Purchase is $5000 to $50,000 | No fewer than two vendors shall be contacted for verbal price quotes. Quotes for goods and services shall include a complete description of the product or service to be purchased, the quantity, the vendor name, address, name of the person providing the quote, quote date, unit and extended price, shipping charges if applicable and delivery and payment terms. A brief comment should accompany the documentation explaining the rationale for vendor selection. All documentation should be submitted to the Finance Committee and is subject to approval. |
| Purchase is over $50,000 | Purchases over $50,000 shall be formally bid by the Finance Committee in accordance with adopted bidding policies and procedures. Requesting entities shall provide the Finance Committee with complete descriptions, specifications, and suggested sources for the goods/services requested. |
| Professional Services over $50,000 | Purchases in excess of $50,000 for construction, architect, and/or engineering services shall be formally bid with public notice given in accordance with adopted bidding policies and procedures. All of the solicitations and advertisements to be bid shall be issued from the Purchasing Committee after receiving approval from the Board of Trustees and Administration. The Purchasing Committee shall coordinate the receipt, opening, review and awarding of all solicitations in accordance with the policy. |

1. **Purchasing Directives for School Employees**
2. Start the purchase request process as far in advance of need as possible
3. Ask for help from the Purchasing Committee when a question arises.
4. Make purchases **only after** the employee’s purchase request is returned with approval and appropriate signatures.
5. Use mail, email, or fax to purchase items, creating written documentation.
6. Ensure that specifications are detailed enough that there can be no confusion as to the item(s) ordered.
7. Clearly write the employee’s name and the purpose of the purchase on all receipts and return to the financial office within 24 hours. No sales tax can be reimbursed. The school’s tax exempt number must be used in the initial purchase.
8. **Justification for Sole Source Purchase Exemptions**
9. An employee must use sole source justification when a specific vendor, not brand, is the **only** available source that will satisfy the specifications. Examples of circumstances that could necessitate a sole source purchase are as follows:
   * When compatibility of equipment, accessories, replacement parts, or service is a paramount consideration.
   * When a sole supplier’s item is needed for trial use or testing.
   * For purchase of items for resale.
10. If an employee is not able to obtain at least two quotes for a desired product or service, the purchase is considered a sole source purchase.
11. Sole or single source procurements shall be used only if the goods or services are reasonably available from a single supplier.
12. Any request that the procurement be restricted to one potential contractor or vendor shall be accompanied by an explanation as to why no other vendor is suitable or acceptable to meet the need.
13. In cases of uncertainty, competition shall be solicited.
14. The Finance Committee shall make the final determination as to whether the procurement shall be made as a sole or single source procurement.
15. The Finance Committee shall conduct negotiations, as appropriate, as to price, delivery, and terms whenever a sole or single source approval has been granted.
16. The Finance Committee or designee may utilize alternative procurement methods to purchase certain items when determined to be more practical or advantageous to the school. Alternative procurement methods including informal price quotations and direct negotiations may be used for the following:

a. Used vehicles including used material handling equipment, heavy equipment, grounds/facilities maintenance equipment, etc.

* b. Hotel conference facilities and services
* c. Food/catering services for approved events and training/instructional programs
* d. Honorariafor speakers and professional trainers/instructors
* e. School fundraising activities.

1. **Purchase Approval Forms**
2. Purchase approval forms must be used for expenditure approval and are available to all employees via Google Docs. To receive approval, the form must contain the following information:
   1. Item or items to be purchased
   2. Date of requestc.
   3. State contract search results if items is over $1000
   4. At least two bids if the item is over $5000.
   5. At least three bids if the item is over $30,000
   6. Vendor to be used
   7. Price of item or items
3. **Reimbursement Forms**
4. It is preferable for employees to have expenditures approved in advance through the purchase approval form process (Subsection H, above).
5. If expenses are incurred by employees for emergencies or unusual basis, reimbursement forms will be required to reimburse expenses. Every reimbursement form must be signed by the Finance Committee. These unanticipated expenses may include but are not limited to:
   1. travel and per diem expense,
   2. classroom supplies and materials,
   3. conference and workshop fees, etc.
6. An expenditure form must be completed and approved before reimbursements will be made.
7. Reimbursement forms must include the following:

a. Date of purchase

b. Item or items purchased

c. Purpose or account classification for items

d. Vendor used

e. Price of item or items

f. Signature of business manager or Administrator

g. Attached receipts or invoices from the vendor

1. Reimbursement forms must be submitted for payment within thirty (30) days after purchase has been made or travel completed.
2. Reimbursements for flowers and alcoholic beverages are not allowed by state law.

**J. Emergency Procurements**

1. Emergency Condition Defined:
   1. An emergency condition is a situation that creates a threat to public health, welfare, or safety as may arise by reason of floods, epidemics, riots, equipment failures, or other reason as may be determined by the Purchasing Committee, administrator, or designee.
   2. The existence of this condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods.
2. Authority to Make Emergency Procurements
   * 1. Emergency procurements using other than normal bid or price quotation procedures may be made only by the Purchasing Committee, a school administrator or designee, except that school employees, confronted with an emergency condition occurring after normal business hours, on weekends or holidays, are authorized to make the necessary purchase(s) to meet the emergency.
     2. The Purchasing Committee shall be notified promptly or as reasonably practical.
     3. Procurement shall be made according to policy as near as possible and still assure that the required supplies, services, or construction items are procured in time to meet the emergency.
     4. Given this constraint, such competition as is practicable shall be

obtained.

* + 1. In order to be approved and reimbursed to the employee, an explanation for the need for the emergency purchase shall be included with the request. The explanation shall include an explanation of both the emergency and the employee’s inability to secure prior approval for the purchase. A third emergency procurement reimbursement request by any one employee must be reviewed and approved by the Walden board in a public meeting or document.

**K. Disposition of Excess and Surplus Property**

1. Definition of “property”

* 1. The term “property” means all tangible assets such as equipment, materials, supplies, furniture, textbooks, etc.
  2. “Property” specifically excludes real property (land) holdings. The disposition of surplus property is authorized under Utah Code Ann. §63A-29-401, R33-26 and §53A-12-207. Under this section, the term “excess property” means property no longer in use or needed at a specific location, regardless of condition. All property belongs to the School, excluding leased or loaned, regardless of funding source; whether by transfer, gift, grant or by donation, is School property.

1. Authorization by Finance Committee
   1. The School Finance Committee or designee determines the disposition of all excess and surplus property.
   2. No school employee may give, donate, sale, barter, trade, advertise or post for sale, regardless of condition, to any person, group, organization or School employee except as may be authorized by the School Finance Committee or designee.
   3. All proceeds acquired as a result of the Finance Committee’s authorization belong to the School.
2. Rules for Disposition
   1. The Finance Committee shall dispose of the surplus in the most cost effective and efficient manner attempting to recoup the maximum value. Whenever possible and practical, attempts to dispose of the surplus might include the following before disposing as trash or refuse:

(1) Return the property to the original supplier for credit;

(2) Issue a competitive request for offers;

(3) Hold a public auction or surplus sale; or

(4) Sell as recyclable scrap material.

4. Board members and employees shall pay special attention to the disposal of State or school owned surplus electronic devices consistent with R33-26. Surplus State-owned electronic data devices must be disposed of through the vendor under contract with the State, unless a separate contractual agreement has been entered into with the manufacturer or supplier of the device for proper destruction and disposal.

5.Prohibition of School Employee Preference

6.Authority of Finance Committee to Establish Pricing

* 1. The Finance Committee or designee shall enable staff to set and establish market pricing and give authority to negotiate a fair and reasonable price with the public.
  2. The primary intent of establishing pricing is to recoup the cost of storage, handling, sale/auction expenses and any anticipated disposal costs.

1. Inventory Control

a.All items purchased or donated with a value greater than $1000 are to be recorded for inventory purposes.

b.The items are added to an inventory list that contains the serial number, the date the item was purchased or donated, the value, and a description of the item.

c. All items purchased with Title I funding must be inventoried and clearly labeled as such.

ILLEGAL ACTIVITIES

***Employee Acting in Official Capacity***

Any person acting as a procurement officer for Walden School of Liberal Arts, or who in any official capacity participates in the procurement of supplies, services, construction, real property or insurance for any such political unit is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization from any person interested in the sale of such supplies, construction, real property, or insurance.

***Employee Use of Employment Position or Influence***

Any person using their employment position or influence Walden School of Liberal Arts for the purpose of obtaining goods or services for personal benefit or the personal benefit of others shall be subject to disciplinary action up to and including dismissal and possible criminal charges. Such activities shall include, but are not limited to:

* Purchases at discounted rates not available to the general public;
* Acceptance of goods and services at no or reduced cost; or
* Purchases with the intent of avoiding sales taxes.

***Permissible Employee Exception***

It is permissible to obtain goods and services for personal use at discounted rates where suppliers typically offer educational discounts to employees of the School. Such discounts are characterized by being made available to all employees regardless of position or influence. Employees are responsible for the payment of sales tax and purchase arrangements shall not be made through the use of District purchase orders or purchasing/travel cards.

***Vendor Actions***

A person who is interested in any way in the sale of any supplies, services, construction, real property, or insurance to Walden School of Liberal Arts, is guilty of a felony if the person gives or offers to give any emolument, gratuity, contribution, loan, or reward, or any promise thereof to any person acting as a procurement officer, or who in any official capacity participates in the procurement of such supplies, services, construction, real property, or insurance, whether it is given for his own use or for the use or benefit of any person or organization.

***Permissible Vendor Exception***

A person who is interested in expressing tangible 6F-103 Purchasing Policy appreciation to the School and wishes to remain compliant with this section; is encouraged to donate directly to Walden School of Liberal Arts, which has been specifically established for the purpose of accepting contributions and donations from patrons and friends of education, and as an established 501(c)(3) non-profit organization, qualifies the donor for possible tax advantages. Otherwise, donor commitments to always strive to be responsible and responsive to School needs and to provide quality products and services at fair prices in a reasonable time frame is an adequate and sufficient expression of appreciation.

**REFERENCES**

Utah Code Annotated Title 63G, Chapter 6 Utah Procurement Code - State law establishes procurement policy for all agencies of Utah State government and the Rules, Regulations promulgated by the Walden Board of Trustees are as directed by the statute and are complimentary to the provisions therein. The complete text of the Utah Code, Title 63, Chapter 56 is incorporated by reference into this policy. These documents are available at the Purchasing Department. Utah Code Ann §§53A-20-101 (1)(7), 101.5, 103 and 105 -

An officer or employee of a school may not make a purchase or encumber indebtedness on behalf of the school without the approval of the Finance Committee or Board of Trustees.

A licensed architect must prepare plans for construction or alteration of any school if the total estimated accumulated costs exceed $80,000. It shall be the policy to publicly announce all requirements for architect/engineering services and to negotiate contracts on the basis of demonstrated competence, qualification, and reasonable price. Utah Administrative Code R23-1-20 - Procurement for Construction - Small purchases $50,000.00 or less.

Utah Administrative Code R33-5-530 - Construction & Architect-Engineer Selection – Small purchases $50,000.00 or less.

Walden School of Liberal Arts complies with the principle that minority and women business enterprises must be given a fair opportunity to compete for all procurement administered by the school.

EMPLOYEE TRAVEL AND PER DIEM EXPENSE POLICIES

When travel is being undertaken for school activities, conferences and workshops, etc., certain expenses may be reimbursable as per Utah State Code Rule R25-7. All reimbursements must be pre-approved by the School Administrator or Finance Committee and the following guidelines apply:

Both in state and out-of-state travel must be approved by the School Finance Committee or designee. The approval of a travel reimbursement form may be considered as documentation of prior approval for travel.

***Reimbursement for Meals***

Employees who travel on school business may be eligible for a meal reimbursement when approved by the finance committee in advance. . Per diem rates will be paid according to the U.S. General Services Administration. You can find those rates by going to http://www.gsa.gov/portal/category/21287.

Gratuities must be included in the cost of a meal.

When meals are provided as a part of a conference, no reimbursement will be made for that meal.

Complimentary meals of a hotel, motel and/or association and meals included in registration costs are deducted from the per diem rate. Actual meal cost includes tips. Receipts must be provided for all meals.

Alcoholic beverages are not reimbursable.

## *Reimbursement for Lodging*

Employees who travel on School business may be eligible for a lodging reimbursement when approved by the finance committee in advance. Per diem rates will be paid according to the U.S. General Services Administration. You can find those rates by going to http://www.gsa.gov/portal/category/21287.

For stays at a conference hotel, the school will reimburse the actual cost plus tax for in- state conferences further than 100 miles, and for out-of-state travel. The number of travel days must be preapproved by the Finance Committee. Generally, only nights of actual conference days will be reimbursed, unless travel arrangement could not be made to arrive on the day of the conference. The traveler must include the conference registration receipt with the Travel Reimbursement Request.

Employees traveling less than 100 miles from their home base are generally not entitled to lodging reimbursement, although requests can be made in advance to the Finance Committee in special circumstances.

A proper receipt for lodging accommodations must accompany each request for reimbursement. A proper receipt is a copy of the registration form generally used by motels and hotels which includes the following information: name of motel/hotel, street address, town and state, telephone number, current date, name of person/persons staying at the motel/hotel, date(s) of occupancy, amount and date paid, signature of agent, number in the party, and (single, double, triple, or quadruple occupancy).

***Reimbursement of Incidentals***

Employees who travel on school business may be eligible for a reimbursement for incidental expenses.

* Travelers will be reimbursed for actual out-of-pocket costs for incidental items such as transportation costs.
* Tips for maid service, doormen, and meals are not reimbursable.
* No other gratuities will be reimbursed.
* Include an original receipt for each individual incidental item above $19.99.
* The school will reimburse incidental ground transportation and parking expenses.
* Travelers shall document all official business use of taxi, bus, parking, and other ground transportation including dates, destinations, parking locations, receipts, and amounts.
* Personal use of such transportation to restaurants is not reimbursable.
* The maximum that airport parking will be reimbursed is the economy lot parking rate at the airport they are flying out of. A receipt is required for amounts of $20 or more.
* Telephone calls related to school business are reimbursed at the actual cost.
* The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount for business telephone calls and personal telephone calls made during stays of five nights or more.

***Reimbursement for Transportation***

Employees who travel on school business may be eligible for a transportation reimbursement.

* Air transportation is limited to Coach or Excursion class.
* All reservations (in state and out-of-state) should be made by the school Administrator or Business Manager for the least expensive airfare available at the time reservations are made.
* The maximum reimbursement for parking, whether travelers park at the airport or away from the airport, is the economy lot parking rate at the airport they are flying out of.
* Reimbursement for a private vehicle will be at the rate of 56.5 cents per mile if a school vehicle is not available to the employee and travel has been pre-approved.
* Mileage will be computed using Mapquest or other generally accepted map/route planning website, or from the latest official state road map and will be limited to the most economical, usually traveled routes.

STUDENT FEE AND FEE WAIVER POLICIES

Walden School of Liberal Arts adheres to all fee policies under Utah State Code 53A-12. The following information is not intended to replace or supplant Code, but to provide a manageable overview of school level policies and procedures regarding school fees.

***Elementary School Fees***

As per state code 53A-12-102(a), fees are not charged for students in grades K-5 for any school activity during the regular school day. No fee can be charged for materials, or supplies used in grades K-5. Teachers may supply parents with a list of suggested donations of school and classroom supplies, but each list provided to a student's parent or guardian pursuant to Subsection (4)(b) shall include and be preceded by the following language:

            "NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

***Elementary Donations***

Walden offers parents the opportunity to contribute a $75 donation to pay for the year’s activities and field trips, making clear that this is not a required fee Parents are also invited to help by providing donations for various school programs, such as the annual School Carnival. In the past we have had parents help to fund our Shakespeare Competition, playground equipment, and even the Walden Vehicle!

Walden welcomes donations of time and money and may from time to time let parents and other stakeholders know of specific needs, but will never make families feel bad about not being able to donate. We will bot publish contribution amounts. Walden is a non-profit organization and all donations are tax deductible.

***Allowable Secondary School Fees***

As per Utah Code, 53A-12-102(a), Walden’s Middle and High School’s charge fees to help cover the costs of some supplies and materials, computer use, and various activities. A handful of classes and extra-curricular activities, such as art, cooking, theater, and sports, are assessed fees to defray the added costs. Walden also assesses fees to help cover the cost of our Walkabout and Timp Lodge Expeditions. Extra-curricular expeditions are optional and are invoiced as students choose to participate. K-5 students are not asked to pay any fees. Fees are approved annually by the Board of Trustees. A fee and fee waiver guide is sent to families each fall.

***Donation Policy***

Walden invites, but does not compel, K-5 parents to contribute a $75 donation to pay for the year’s activities and field trips. Secondary student parents are invited to donate when possible. In the past parents have helped to fund our Shakespeare Competition, Expedition Scholarships, and even the Walden Vehicle.

Walden welcomes donations of time and money and may from time to time let parents and other stakeholders know of specific needs, but we will never make families feel bad about not being able to donate. We will never publish contribution amounts or volunteer hours. Walden is a non-profit organization and all donations are tax deductible.

***Fees and Fee Waivers***

In accordance with Utah Code 53A-12-102, fee waivers, partial fee waivers or other provisions are made available to Walden families who qualify to ensure that no student is denied the opportunity to participate because of an inability to pay the required fee, deposit, or charge.

Walden families who believe they may qualify for fee waivers are asked apply by filling out the Free and Reduced Price School Meals application forms available on the Walden website Dashboard at [www.waldenschool.us](http://www.waldenschool.us).

***Secondary Class Fee and Project Fee Policy***

If a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver provisions of Utah Administrative Code R277-407-6.

***Extracurricular Activity Fee Policy***

Fees may be charged, subject to the Board approved fee schedule, in connection with any school-sponsored program or activity which does not take place during the regular school day or which takes place in the summer regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

Secondary students are asked to participate in International Baccalaureate projects in the 8th, 10th and 12th grade years. Projects sometimes require materials and supplies that might not be affordable for all families. Walden provides a scholarship fund to cover the reasonable cost of projects for any student who applies.

Walden’s Middle School and High School offer a variety of travel experiences for students at the end of each school year. Extracurricular travel experiences are optional and require the payment of fees to cover the cost of travel. Walden will offer at least one travel option each year that is subject to fee waivers so that all students will have the opportunity to participate in travel experiences. Trips that have accepted fee waivers in the past include a California/Nevada Deep Space Science Expedition, various trips to Southern and Eastern Utah, and an annual trip to the Cedar City Utah Shakespeare Festival Competition.

***Replacing Materials and Supplies***

Students at all grade levels may be required to replace supplies provided by the school which are lost, wasted or damaged by the student through careless or irresponsible behavior.

***Fee Schedule***

The current year’s schedule of Board Approved fees is available on the Walden Website.

WALDEN CASH RECEIPTS POLICY

***Scope of Policy***

This policy applies to all Walden School administrators, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payments in any form on behalf of the school. The scope includes all activities at the school and in locations where school activities and public funds are collected.

***Segregation of Duties***

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits, and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to our small size and limited staffing, our school administration will provide additional management supervision and review of cash receipting records.

***Definition***

Public funds: are defined as money, funds, and accounts regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including LEAs or other public bodies [Utah Code 51-7-3(26)].

***Specific Cash Receipts Policy***

1. Walden will comply with all applicable state and federal laws.
2. All receipting of funds at Walden will be done at the cashier’s office. No receipting will be done in other offices or in unapproved off-site locations. Employees will instruct payers to take all cash, checks, and credit card transactions to the cashier for receipt. Provisions will be made for cash receipting/collection at approved off-site activities or functions.
3. Walden employees will not open bank accounts, outside of the control of the school, for the receipting or expending of public funds associated with school-sponsored activities. The business manager’s office must approve all checking and savings accounts used in LEA or individual school business.
4. All funds are kept in a secure location controlled by the cashier until they can be deposited in a school-approved fiduciary institution. Funds should be deposited 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.
5. If the cashier has left for the day or funds are receipted on the weekends, administrators should be available to lock cash receipts of cash boxes in the school safe until the next business day. Cash receipts will not be taken home by employees or volunteers, or left in offices.
6. All checks should be made payable to the school and restrictively endorsed upon receipt. Checks should not be made payable to employee, a specific department, or a program.
7. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
8. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded in the school’s accounting records. A pre-numbered receipt will be issued for each transaction. Passwords should be established on accounting system computers and changed periodically.
9. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
10. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
11. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.

***Petty Cash/Change Funds Policy***

1. Petty cash and change funds must be authorized by the LEA business office.
2. All petty cash and change funds will be reflected on the school’s accounting records and reconciled monthly.
3. These funds should not exceed amount designated by the LEA business office.
4. All petty cash funds and change funds should be kept locked, in a secure location.
5. Checks may not be made payable to “cash” or “bearer” and cashed by LEA or school employees to create change funds or petty cash funds outside of the approved petty cash and change fund accounts.
6. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the principal.
7. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.
8. Funds are subject to unannounced counts by LEA personnel at any time

Procedures for Cash Receipts

1. Mail should be opened by an individual independent of the cash receipt process, and funds received should be documented in a cash receipts log.
2. The cashier’s cash drawer or safe should be locked and secured at all times
3. The front office should receipt all funds immediately (cash, checks, credit cards, etc.) by student name, if applicable; provide customers with a pre-numbered receipt; and retain a duplicate copy in the daily receipt or register detail.
4. Cash count sheets will be used for cash receipts at games and other school-sponsored activities after hours or off-site. These sheets will be completed by two individuals, signed by a member of school administration on the day of the collection, and retained for verification in the daily receipt or register detail.
5. Funds received shall be recorded in the school’s accounting records. A daily receipt or register detail report shall be printed; reconciled to the actual deposit, the receipt book, and the cash receipt log; and retained for verification by administration, along with the copy of the deposit slip in the daily receipt or register detail.
6. The deposit shall be placed in a secured, locked location until it can be deposited in a school-approved fiduciary institution.
7. 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.
8. An LEA employee independent of the cash receipting process shall verify that the daily receipt or register detail reconciles to the validated deposit slip.
9. Monthly, bank reconciliation(s) should be performed on all school-approved accounts.
10. Monthly, bank statements and bank reconciliations should be reviewed and approved by school administration.
11. The Board Treasurer will review and approve bank statements, bank reconciliations, and journal entries on a quarterly basis.
12. No collecting of receipts or funds is to be done in other offices or at unapproved offsite activities or functions. Employees should never hold funds on any occasion for any reason.
13. Detailed activity budget vs. actual statements should be reviewed by program directors, coaches, teachers, etc., on a quarterly basis for accuracy and reasonableness.

WALDEN FUNDRAISING AND DONATION POLICY

***Purpose of Policy***

The purpose of this policy is to establish Walden School of Liberal Arts policy and procedures governing the initiation, authorization, and review of all fundraising activities of the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

The school encourages community and business partnerships that enhance and supplement the public education system. The school also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

***Scope of Policy***

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school sponsored events.

It is expected that in all dealings, school and school employees will act ethically and consistent with the school‘s ethics training, the Utah Educator Standards, the Public Officers’ and Employees’ Ethics Act, and State procurement law.

***General Policy Statements for School and School-Sponsored Activities***

1. “Public funds” are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including schools or other public bodies [Utah Code 51-7-3(26)].
2. Fundraising is permitted within the school to allow the school and schools to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. “School-Sponsored” means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by Walden that support the school or authorized curricular school clubs, activities, sports, classes or programs and also satisfy one or more of the following criteria. The activity:
   * Is managed or supervised by a school employee.
   * Uses the school's facilities, equipment, or other school resources.
   * Is supported or subsidized, more than inconsequently, by public funds, including the school’s activity funds or minimum school program dollars.
   * Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53A-11-1205 through 1208.
4. Walden is committed to appropriate distribution of unrestricted funds and the management of fundraising to ensure that the educational opportunities of all students are equal and fair.
5. Walden is committed to principles of gender equity and compliance with Title IX guidance. Walden commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
6. All fees for school-sponsored activities must be properly noticed and approved by the Walden Board of Trustees and are subject to fee waiver provisions R277-407.
7. Administrators, consistent with school policy, have the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
8. Annually, the Finance Committee will review all planned expeditions, activities, and fundraisers and determine that all can legally be designated as school- sponsored..
9. All monies raised through fundraisers for school-sponsored activities are considered public funds. Walden is ultimately responsible for the expenditure and allocation of all monies collected and expended through student and school organized fundraising. This included funds raised through Walden’s Parent Community Council, which is an auxiliary arm of the school and not a separate legal entity.
10. The collection of money associated with fundraisers for school-sponsored activities will comply with the school cash receipting policies.
11. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with the school cash disbursement policies.
12. Properly approved school-sponsored activities may:
    * Use the school’s name, facilities, and equipment.
    * Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
    * Be insured under the school’s risk management policy (pending approval by the school risk manager) or general liability insurance policy.
    * Provide additional compensation or stipends for school employees with the approval of a Walden’s Finance Committee, and under school payroll policies.
13. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah code and Utah State Board of Education rules.
14. Authorization and supervision of fundraising for school-sponsored activities:
    * + Fundraising at Walden shall be approved in writing, prior to the activity, by the Finance Committee and supervised by a member of the faculty or other school employee designated by a school administrator. The Finance Committee shall ensure that the activity has been appropriately classified as a school-sponsored activity. Fundraisers expecting to earn more than $50,000 must be approved by Walden’s Board of Trustees.
      + Donations from individuals or organizations will follow the school’s gift and donation policy.
      + The sale of banners, advertising, signs or other promotional material that will be displayed on school property must be approved by the principal before the items are initiated or printed, and must meet community standards.
      + Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.

***Fundraising Standards for School and School-Sponsored Activities***

* 1. Walden reserves the right to prohibit, restrict or limit any fundraising activities associated with the school.
  2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be asked to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from the fundraisers.
  3. Participation in fundraising shall not affect a student’s grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student’s fundraising effort affect their participation time or standing on any team, club or group, except as to fee waiver requirements.
  4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other school employee or volunteer.
  5. Walden will not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
  6. Door-to-door sales are prohibited for all students in elementary and middle schools. High school students may participate in one door-to-door campaign per sport, club, or group per year. Suitable procedures must be used by the schools, administrators and supervising faculty to safeguard students and funds collected. Procedures must be clearly communicated to parents.
  7. Approval may be denied for fundraising activities that would expose the school or school to risk of financial loss or liability if the activity is not successful.
  8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
  9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the accounting office to be included with the deposit detail.
  10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
  11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students’ personally identifiable information protected by FERPA.

***Non-School-Sponsored Activities and Fundraisers***

1. Activities, clubs, groups and their associated fundraisers or other activities that are not school- sponsored or groups, clubs, sports, and programs that are not managed by school employees are deemed to be non-school-sponsored. Non-school-sponsored activities may:
   * NOT use the school’s name without express school permission.
   * NOT use the school’s facilities, equipment, and other assets or staff unless a facilities use agreement is initiated and approved. These agreements should follow school policy for other facilities use agreements.
   * NOT utilize school employees (in their official capacity) and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
   * NOT be insured under a school’s risk management or insurance policy. Non-school-sponsored activities must provide their own insurance through a third-party insurer.
   * NOT provide additional compensation or stipends for school employees, if the activity is not substantially different from an school employee’s regular job functions and duties and outside of the employee’s contract hours (See school employee disclosure agreement below).
   * Not co-mingle public funds and private fundraising proceeds or expenditures.
   * Not use school records to contact parents or students.
2. Parental notification by a Walden employee is required if school employees are involved in the planning, administration, advertising, or serving as staff for a non-school-sponsored activity and if school students are involved.
3. Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to the school or to an individual school to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow the guidance established in the school ‘s donations and gifts policy.
4. Non-school-sponsored activities may work in conjunction with the school to raise funds. Walden may allow these groups to use school facilities at little or no charge in exchange for contributions or percentages of proceeds. The school may choose to provide some level of support or pay for portions of these activities. These arrangements shall be set forth in a written agreement or contract, and all transactions will be conducted as “arm’s-length transactions.” These agreements shall take into consideration the school’s fiduciary responsibility for the management and use of public funds and assets. The terms of these contracts will be approved by Walden’s Finance Committee.
5. Non-curricular clubs specifically authorized under Utah Code 53A-11-1205 through 1208 are not considered school-sponsored.

(*See the document: “Is It School-Sponsored?” at* [*http://schools.utah.gov/internalaudit/Best-Practice/Fundraisers.aspx*](http://schools.utah.gov/internalaudit/Best-Practice/Fundraisers.aspx)

***Employee Relationships and Disclosure***

1. Participation in Private or Non-School-Sponsored Events
   1. School employees:
      * May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
      * Must ensure that personal participation in activities is separate and distinguishable from the employee’s public employment, official job title, or job duties.
      * May not contact students in the school using education records or information obtained through public employment unless the records or information are available to the general public.
      * May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
      * May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
      * May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
      * May not require private or non-school-sponsored activities for credit or participation in school programs.
      * Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator’s regular employment.
2. Walden employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. The LEA employee’s employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
3. Walden employees may engage in outside employment with a private entity or other separate organizations that does not interfere with LEA duties or job functions. Employees must complete the LEA disclosure agreement annually when engaging in outside employment that is similar to the employee’s official job duties or functions.
4. Parental notification is required if LEA students are recruited to participate in these activities.
5. Walden employees may not set up bank accounts for activities or fundraisers associated with school responsibilities or job functions.
6. Walden employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. Walden employees may not direct operating expenditures to outside funding sources or groups to avoid school procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. Walden employees must comply with school procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

***Capital Fundraising/Large Fundraising Projects***

All fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the Finance Committee and the Walden Board of Trustees. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the Board of Trustees for review:

* Prospective construction, maintenance or renovation plans and estimated costs
* Proposed naming opportunities
* Proposed fundraising timeline
* Loans or financing agreements
* Maintenance or upkeep requirements and costs
* Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities)

A. Audits

1. All Walden board members and employees shall adhere to all Utah purchasing rules and regulations in all school purchases.

2. All purchases made with school, state and federal funds shall comply with all state, federal, and Utah State Board of Education Rules.

The Walden Board of Trustees will secure an annual State Compliance Audit and a financial audit to ensure that all policies and procedures are being followed. Both audits must be submitted to the State Auditor’s Office.