

Board Policy

Code No. 903.1R2

OUTSIDE ORGANIZATIONS

Any organization that intends to raise money or secure donations to benefit the Bettendorf Community School District shall file a mission statement with the Board of Education prior to beginning operations. Projects exceeding \$20,000 and impacting the District's facilities or equipment shall require approval of the Board. Included in this initial statement shall be the following:

- 1) The purpose of the group
- 2) How funds will be raised
- 3) General statement on how funds will be used and identified as allowable expenditures
- 4) Established accounting and administrative controls; suggested controls include, but are not limited to:
 - a) A budget must be established and approved prior to the beginning of each fiscal year
 - b) All money received will be receipted and a record kept thereof
 - c) Expenditures greater than \$500.00 must be pre-approved by the group's board of directors prior to disbursement
 - d) Two (2) people must count and initial deposit ticket on a regular basis
 - e) An internal control structure must be developed, documented, and in place
 - f) A treasurer's report at each meeting should reflect the current status of the group's fund balance as well as reflecting commitments outstanding
 - g) Annual report of the group's activities shall be submitted to the Director of Financial and Business Services
 - h) An annual audit shall be performed if annual receipts are greater than \$100,000
- 5) The Federal Employer Identification Number under which the organization operates
- 6) If and when deemed necessary, the organization will follow the statutory bidding required for goods or services equal to or exceeding a cost of \$50,000 (*See also Board Policy #801.5 Bids and Awards for Construction Contract.*)
- 7) The Board reserves the right to accept or decline any and all contributions, donations and gifts to the District.
- 8) Organizations will be required to participate in the school district's insurance program for Liability and Errors and Omissions Insurance coverage.
- 9) Organizations will comply with Board Policy 708 regarding care, maintenance, and disposal of school district records.

Annually, each organization having receipts, disbursements, or fund balances exceeding \$5,000.00 is suggested to obtain bonding for those who handle funds. If an organization chooses not to do so, they will have recognized that the expense associated with obtaining bonding exceeds the benefits. Each group is also encouraged to file an annual renewal letter with the District. The renewal letter should state changes, if any, to the original mission statement and/or operating procedures. All changes should be documented.

Cross Reference:

- 402.4 *Gifts to Employees*
- 708 *Care, Maintenance, and Disposal of School District Records*
- 801.5 *Bids and Awards for Construction Contracts*
- 903 *Public Participation in the School District*

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