

## **Policy Recommendations – January 27, 2025**

### **Miscellaneous Policies:**

- 205.5-Board Member Social Media Engagement
- 504.5-Use of Motor Vehicles
- 602.1-Basic Instruction Program
- 901.9 (New)-Naming of Facilities
- 1005.5 (Rescind)-Revenue Enhancement, Gifts, and Facility Naming Rights
- 1005.5-R (Rescind)-Regulations for Policy 1005.5

### **800 Series-Business Procedures:**

*Policies 801.1 thru 803.5 were reviewed with recommended changes to the following:*

- 801.1-Planning, Preparation, Requirements, and Publication of Budget
- 801.2 (Rescind)-Budget Implementation
- 801.3-Transfer of Funds
- 801.5-Student Activities Fund
- 801.6-Capital Assets
- 801.7-Internal Controls
- 801.7-R-Regulations for Policy 801.7
- 801.8-Financial Records
- 802.1-Local, State, Federal, and Miscellaneous Revenue
- 802.3-Education Supply Fees
- 802.3-R-Regulations for Policy 802.3
- 802.6-Investments
- 802.10-Cash in School Buildings
- 803.5 (Rescind)-Receiving Equipment, Supplies, and Services

## Policy 205.5 Board Member Social Media Engagement

The board sees the value in promoting the excellent work and accomplishments of the district's students and staff. Social media is one of many effective communication tools that the district may utilize. Board members have been publicly elected to govern the district and accept a fiduciary responsibility. That responsibility means board members agree to always act in the best interest of the district. For this reason, the board shall expect that individual communications and social media posts made by board members will reflect the values and decorum expected of elected officials in the school community.

All board members enjoy rights to freedom of speech under both the US and Iowa constitutions. As such, the district will not limit protected speech of any board members. Certain categories of speech are not protected and may be subject to regulation. Additionally, board members should be aware that protected speech can still subject individuals to legal liability. ~~If using social media to discuss district related matters, board members should be aware that they may be prohibited from blocking individual communications and posters based upon the content of their posts. This may constitute viewpoint discrimination, which is when a governmental actor treats speech differently based on the opinion or perspective of the speech or speaker, which is prohibited by the US and Iowa constitutions.~~ **Only the board president is designated as official spokesperson authorized to speak on behalf of the board. Any postings by board members about district related matters on their individual social media accounts shall not be considered official action of the district. Official statements of the district shall be made only on district social media accounts through the designated spokespersons of the district or the entire board speaking as a governing body.**

The board as a whole and individual board members in their governance role have legal obligations to safeguard the privacy of information related to student and employee matters. Board members will refrain from posting or communicating on social media in a way that violates the district's obligation to protect the privacy of its students and employees.

Board members are uniquely positioned in the school community to be both accessible and responsive to community concerns about the effective governance of the district. As a result, the board will remember their obligation to safeguard student and employee privacy when responding to any social media posts or communications, even if the response is intended to correct information for the rest of the school community. Board members will direct concerned individuals to the appropriate district staff to address their inquiry or complaint in accordance with board policy.

Adopted: 11/23

Related Policy: 403.35

Legal Reference: §§ 21; 22; 20 USC 1417(c); 34 CFR 99.3;

US Const Amend I, Iowa Const Art I-Sec 7; Lindke v. Freed, 601 US (2024)

IASB Reference: 200.04

**Policy 504.5**  
**Use of Motor Vehicles**

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center(s) or another building within the district for the purpose of attending educational or extracurricular activities. Students may not loiter around or be in their vehicle during the school day without permission from the building principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the building principal.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district's rules shall be reason for revocation of school driving and parking privileges, as well as other disciplinary action including suspension and expulsion.

Adopted: 6/70  
Reviewed: 4/11; 4/12; 7/13; 10/14; 11/17; 12/20; 10/23  
Revised: 7/07; 9/09  
Legal Reference (Code of Iowa); §§ 279.8; 321  
IASB Reference: 502.10

**Policy 602.1  
Basic Instruction Program**

The basic instruction program will include, but not be limited to, the courses required for each grade level by the Iowa Department of Education and reflect educational standards. The instructional approach will be gender-fair and multicultural.

The basic instruction program of students enrolled in early childhood programming will include curricula and instruction designed to develop and extend literacy skills in expressive and receptive language, numeracy, social and interaction skills, and fine and gross motor skill acquisition.

The basic instruction program of students enrolled in junior kindergarten or kindergarten is designed to develop healthy emotional and social habits, literacy and communication skills, numeracy, the capacity to complete individual tasks, character education, and the ability to protect and increase physical wellbeing with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades 1 through 6 will include English language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual arts and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades 7 and 8 will include English language arts, social studies including instruction related to civics, mathematics, science, health, human growth and development, family and consumer science, career, technology education, physical education, music, visual arts, world languages, and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades 9 through 12 will include English language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (~~3~~<sup>2</sup> units), foreign language (~~4~~<sup>2</sup> units), financial literacy (1/2 unit), vocational education (12 units), and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's

plan should describe the program, its goals, the effective materials, the activities, and the method for student evaluation.

An individual student may advance through the academic sequence offered in the instruction program at an accelerated pace provided the age, appropriateness, and affordability can be reasonably accommodated.

It is the responsibility of the superintendent [or designee] to develop administrative regulations stating the required courses and optional courses for early childhood, junior kindergarten, kindergarten, grades 1 through 6, grades 7 and 8, and grades 9 through 12.

Adopted: 6/70  
Reviewed: 6/11; 1/18; 2/24  
Revised: 7/12; 9/13; 4/15; 9/19; 2/21; 6/21; 8/24  
Legal Reference (Code of Iowa): §§216.9; 256.11; 279.8; 280.3-14;  
281 IAC 12.5, .11; 20 USC § 1232h; 34 CFR Pt 98  
IASB Reference: 603.01

**Policy 901.9 (New Policy)**  
**Naming of Facilities**

District facilities, whether new or substantially remodeled (hereafter referred to as “district facilities”), may be named or re-named only as set forth in this policy.

**STANDARD NAMING PROCEDURES**

These procedures apply in the absence of a Naming Rights Agreement.

Names for district facilities shall be considered only after the superintendent [or the superintendent’s designee] formulates a recommendation, or multiple recommendations, to the Board of Directors. The superintendent may, or if directed to do so by the board, appoint a committee to formulate recommendations regarding names for district facilities under consideration. The committee may be comprised of administration, staff, students, parents, and other community members, as the superintendent deems advisable.

Under these Standard Naming Procedures, the superintendent, any committee appointed by the superintendent, and the board shall consider the following parameters:

1. Any name considered should be reflective of the community and represent Linn-Mar excellence;
2. No district facility should be named for any person; however, the district retains the right to name areas, equipment, or other property within a district facility for any person;
3. A district facility name should not be in a direction or be directional;
4. A district facility name should not be an animal;
5. A district facility name should be culturally sensitive;
6. Any name considered should include consideration of whether initials or shortened versions of the name have other meanings;
7. Any name considered should not conflict with the long-term intended purpose and function of the facility; and
8. Prior to the adoption of a new name, the students and parents served by the district facility under consideration should have an opportunity to provide input.

Following consideration of the above factors, the Board of Directors will determine whether to adopt the name of the district facilities under consideration.

## **NAMING RIGHTS AGREEMENTS**

Notwithstanding anything to the contrary herein, the Board of Directors may enter into an agreement with any person or entity regarding the naming rights for space, equipment, or property within any district facilities in recognition of a substantial monetary donation or other significant contribution to the district. Any such agreement is subject to and conditioned upon the following criteria and such other limitations, conditions, and procedures as the district may adopt by administrative rule:

- A. All such agreements shall be subject to board approval;
- B. The above parameters set forth in numbered paragraphs (1)-(8) of the policy shall apply to a Naming Rights Agreement;
- C. No such agreements shall require or permit district facilities to be named for an entity whose positions, opinions, and/or reputation are, in the sole determination of the board, inconsistent with the mission, vision, and values of the Linn-Mar Community School District;
- D. No such agreement shall require or permit district facilities to be named in a manner that would violate any applicable law or regulation, or jeopardize any tax-exempt financing; and
- E. All such agreements shall provide that, notwithstanding the other terms thereof, the board may change the name of the district facilities at any time if the board determines that a designated name no longer complies with the terms of this policy.

Adopted:  
Related Policies: 802.7

## **Policy 1005.5 Revenue Enhancement, Gifts, and Facility Naming Rights**

### **PURPOSE**

The board understands that corporate and private donors are guided by a philanthropic desire to provide resources that are not only useful but timeless in promoting the educational mission of the district. Further, the board recognizes that the development of alternative sources of funding for the district's educational programs and facilities is desirable. Opportunities are available to enhance or supplement traditional sources of district revenue through the pursuit of fundraising activities, sponsorships, partnerships, marketing activities, grants, and other similar activities. Naming rights to district facilities and/or portions or components of district facilities may also present opportunities for fundraising and revenue enhancement.

The board also recognizes that individuals within the community may wish to contribute additional funds, books, supplies, or equipment to enhance or extend the district's programs or facilities. These revenue enhancement opportunities are subject to certain limitations and restrictions as approved by the board, and all such gifts and revenue enhancement activities must be consistent with the educational mission of the district and contemporary standards of good taste within the Linn-Mar Community School District.

The purpose of this policy is to establish parameters for the acceptance of gifts, donations, partnerships, and grants and for the pursuit of revenue enhancement opportunities which may include naming rights of district facilities and other enhanced programming. These parameters align with state codes which clarify that gifts, bequests, and donations are to be used in accordance with the terms of the gifts, bequests, or donations. Therefore, a gift, bequest, or donation that is not in keeping with the district mission, philosophy, or practice will not be accepted.

### **GUIDELINES**

Gifts to schools and revenue derived from revenue enhancement activities including facility naming rights will be used to:

1. Enhance student education and achievement;
2. Assist in the maintenance of existing academic, activity, and athletic programs and facilities;
3. Assist in the development and funding of new academic, activity, and athletic programs and facilities;
4. Provide scholarships for students participating in academic, activity, or athletic programs who demonstrate merit or financial need; and
5. Provide support through recognition for professional staff to enhance academic, activity, or athletic programs.

The board has the authority to accept such gifts and donations as may be made to the district or any facility within the district. The board reserves the right to decline to accept any gift which does not contribute toward the achievement of the goals of the district or ownership of which would tend to adversely affect the district.

Any gift accepted by the district will become the property of the district, may not be returned without board approval, and is subject to the same controls and regulations as



are other properties of the district. The district will be responsible for the maintenance of any gift it accepts, unless otherwise stipulated. In no case will the acceptance of a gift be considered to be an endorsement by the district of a commercial product, service, business enterprise, or an institution of learning.

The district accepts monetary contributions designated for specific purposes and donations of equipment or materials, if acceptable to the district. As instructional equipment becomes more complicated and diverse, it is imperative that attention be given to technical and curricular compatibility. Before supplies, books, equipment, or other items are purchased or donated approval must be obtained from the superintendent or school board.

## **REVENUE ENHANCEMENT**

The district will consider opportunities for revenue enhancement such as sponsorships, partnerships, grants, advertising, and fundraising. Any revenue enhancement opportunity pursued by the district must be consistent with the values and educational mission of the district. The board has the exclusive discretion to determine whether to accept or decline any revenue enhancement opportunity. The factors to be considered by the board include, but are not limited to:

1. The extent to which such revenue enhancement opportunity limits or restrains the district's discretion or its ability to pursue other opportunities;
2. The duration of the arrangement or agreement and the district's ability or discretion to terminate the arrangement or agreement;
3. The extent to which the revenue enhancement opportunity imposes any obligation on the district, either presently or in the future, financial or otherwise, and whether the opportunity is subject to conditions acceptable to the district;
4. The extent to which the revenue enhancement opportunity constitutes a conflict of interest or creates the appearance of, or a potential for, a conflict of interest;
5. The extent to which the revenue enhancement opportunity interjects advertising or commercialism in the schools or classrooms; and
6. The context of the relationship of the entity providing the revenue enhancement opportunity to district business operations or patron consumerism.

The superintendent [or designee] may establish an ad hoc committee to investigate, evaluate, and/or consider potential revenue enhancement opportunities, compliance with board policies and state codes, and the potential to advance the learning and engagement of students and report its finding and recommendations to the board.

## **FACILITY NAMING RIGHTS**

The district recognizes that naming rights of buildings and/or portions or components of buildings may present opportunities for revenue enhancement and fundraising. Special requests to name buildings or other facilities in honor of people who have contributed to the betterment of the district's academic activities or athletic programs, or alumni who have distinguished themselves, will be considered by the board. Such requests should be made to the superintendent [or designee].

The naming of any building, room, or facility in the district must be approved by the board. Where naming rights are to be offered or implemented as a component of a fundraising drive relating to the construction of a new building or facility or the renovation of an existing building or facility, the board authorizes the superintendent to establish a committee to follow the parameters for facility naming rights and the recognition of donations. The board reserves the right to decline any donation that includes the condition of naming rights as unacceptable to the district.

## **DELEGATION OF RESPONSIBILITY**

It is the responsibility of the administration to consult with potential donors and benefactors regarding potential gifts to the district or proposals to enhance revenue and to report these potential gifts and opportunities to the board for approval or rejection. Consultation with potential donors may occur in collaboration with the Linn-Mar School Foundation, a nonprofit 501(c)(3) organization established to support the district.

Adopted: 7/07

Reviewed: 3/13; 6/15; 7/19; 7/22

Revised: 4/14

Related Policy: 802.7; 901.9; 1005.5-R

**RESCIND due to new 901.9 Policy on Naming of Facilities**

## Policy 1005.5-R Regulations Regarding Revenue Enhancement, Gifts, and Facility Naming Rights

The board recognizes that donations and sponsorships from corporate or private sources for programs and activities related to education can provide valuable enhancement of the educational opportunities available to the students of Linn-Mar Community School District. For that reason, the Linn-Mar Board of Directors may enter into sponsorship and/or partnership arrangements under certain conditions.

### DEFINITIONS

- Educational Partnership: An educational partnership is a mutually beneficial cooperative relationship in which partners share values, objectives, and/or human or financial resources to enhance learning for students.
- Educational Sponsorship: An educational sponsorship is an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services, or other benefits in exchange for recognition of its products or entity for a specified period of time.

### GUIDELINES

Gifts, bequests, or donations will be used in accordance with the terms designated by the donor, partner, or sponsor. However, the district reserves the right not to accept a gift, bequest, or donation that does not fit with its mission, philosophy, or practice.

### AUTHORITY

On behalf of the board, the superintendent will work with a committee to recommend sponsorships or partnerships which will benefit the district. The members of the committee will include, but not be limited to two administrators, two parents, one staff member, one Linn-Mar School Foundation representative, and the superintendent. The conditions of the educational sponsorship partnership will be in writing and will include the following:

1. A statement of specific benefits of the sponsorship or partnership to the district or particular school including how the sponsorship/partnership will increase student participation in academic activities or athletic programs or how the students will otherwise benefit from the agreement. The statement should also address how the sponsorship/partnership would address equity and parity across the district.
2. The duration of the agreement and a statement that the board has the right to terminate the agreement without penalty if it determines in its sole discretion that the agreement is having an adverse impact on student education.

3. A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This will include a statement of the limitations of the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
4. A guarantee of the monetary value to be received by the district pursuant to the agreement and how the benefits arising from the agreement will be distributed.
5. A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defines those rights. If no exclusive rights are created, the sponsorship/partnership will not limit the discretion of the board or its personnel in the use of sponsored or non-sponsored materials.
6. A statement that the board or superintendent must approve its identification as a co-sponsor in all publicity materials and retains the exclusive right to authorize the use of the district's name, logo, or other similar information.
7. A statement disclosing any relationship between the sponsor or partner or any of its employees or major stockholders and any student, district employee, board member, or the superintendent.
8. A statement that the sponsorship will comply with all applicable federal and state laws, local ordinances, board policies and regulations, and all pre-existing board contracts.
9. A statement that any participation by any student or district employee in any activity established pursuant to the agreement will be purely voluntary and that no sponsorship or partnership shall exploit any student or district employee.
10. A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or district employee whose likeness may appear in any materials disseminated by the partner or sponsor.
11. A statement that no sponsor or partner will be permitted to collect personal information including names, street and email addresses, or telephone numbers of students or district employees because of the sponsorship or partnership.
12. A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials in accordance with board policy.

## **PROHIBITIONS**

No agreement will be entered into if the sponsorship, gift, or donation involves or gives the appearance of involving any activity that could result in the following:

1. Promotion of hostility or violence,
2. An attack on ethnic, racial, or religious groups or any other group specified in board policy,
3. Discrimination prohibited by any law or board policy,
4. Promotion of the use of alcohol, firearms, drugs, tobacco/nicotine, or weapons,
5. Promotion of sexual, obscene, or pornographic activities, and

6. Promotion of any image that is not in keeping with the established goals and purposes of the board and Linn-Mar Community School District.

## LIMITATIONS

1. Donations of any form are to be made either to the Linn-Mar School Foundation or to the Linn-Mar Community School District.
2. Staff must not individually benefit as the result of a gift, sponsorship, or partnership. The benefits of a gift, sponsorship, or partnership must go to the district to be distributed or assigned as appropriate.
3. Any sponsorship or partnership agreement must not compromise the professional standards and ethics of the staff. In the case of the district or individual schools, sponsorship/partnership agreements must not limit or direct academic debate in the classroom or influence the curriculum or other school programs.
4. Written agreements must be retained for at least seven years after the expiration of the sponsorship or partnership.
5. Written agreements must not endorse or recommend any product or service. Furthermore, neither staff nor students may be involved in marketing commercial products or services of sponsors or partners.
6. Plaques denoting the sponsorship or partnership will be displayed in an area designed to recognize contributions or donations near the entrance of the facility, or another designated area, and will follow guidelines on size and appearance.

Adopted: 7/07

Reviewed: 3/13; 6/15; 7/19; 7/22

Revised: 4/14

Related Policy: 1005.5

Legal Reference (Code of Iowa): 279.42; 279.8; 565.6

IASB Reference: 217; 402.04; 704.04

**RESCIND due to new 901.9 Policy on Naming of Facilities**

**Policy 801.1 ~~Planning, Preparation, Requirements, and Publication of Budget~~  
Budget Planning**

~~The planning of the budget document will be a continuous process and will involve long term planning, study, and deliberation by the Superintendent of Schools, the Board of Directors, administrative staff, faculty, and citizens of the school district.~~

~~This budget process will include the following three phases:~~

- ~~1. Educational program and its impact upon the budget;~~
- ~~2. Estimated income; and~~
- ~~3. Estimated expenditures.~~

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected. **The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.**

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- a. the amount of revenues to be raised by taxation;
- b. the amount of revenues from sources other than taxation;
- c. an itemization of the amount to be spent in each fund; and
- d. a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the superintendent [or designee] to prepare the budget for review by the board prior to the April ~~15<sup>th</sup>~~ **30<sup>th</sup>** deadline each year. **The district will provide all of the information necessary for the Proposed Property Tax Statement to the Department of Management by March 15.**

**Mailing of Proposed Property Tax Hearing Statements is completed by the county auditor by March 20. A public hearing notice for the Proposed Property Taxes shall be published not less than 10 days and not more than 20 days prior to the date of hearing. The hearing notice is published in a newspaper designated for official publication in the school district. The hearing notice must also be posted on the district website and district social media accounts on the same day it is published in the newspaper. The hearing on the Proposed Property Tax must be a unique and separate meeting and be the only item on the agenda.**

Prior to the adoption of the proposed budget by the board, the public ~~will be~~ **is** apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April ~~15<sup>th</sup>~~ **30<sup>th</sup>**.

The proposed budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the proposed budget and public hearing information at least 10 ~~days~~ but no more than 20 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April ~~15<sup>th</sup>~~ **30**. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and ~~other proper authorities~~ **the Iowa Department of Management**.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year. ~~Prior to the board approving the amendment, the board secretary will publish the proposed budget amendment and public hearing information at least 10 days, but no more than 20 days, prior to the public hearing.~~

Adopted: 6/70  
Reviewed: 10/12; 12/13; 5/15; 1/22  
Revised: 7/10; 12/18  
Legal Reference (Code of Iowa): §§ 24; 257; 279.8; 297; 298; 618  
IASB Reference: 703.01

## Policy 801.2 Budget Implementation

The final certified budget will be considered as the authority for all expenditures to be made during the fiscal year.

Any expenditure to be made that exceeds the final certified budget will be made only in accordance with procedures specified by the Code of Iowa.

These procedures permit the expenditure of closing cash balances of the preceding fiscal year and the expenditure of unanticipated income from sources other than taxation during a fiscal year by amending the budget.

Adopted: 6/70  
Reviewed: 10/12; 12/13; 5/15; 1/22  
Revised: 7/10; 12/18  
Legal Reference (Code of Iowa): § 24.9  
IASB Reference: 703.02

**RESCIND-Wording including in updated 801.1 policy.**



### Policy 801.3 Transfer of Funds

~~The board may loan monies between funds through an official board resolution. The resolution must specify the funds from which and to which the transfer will be made. The board will exercise this authority judiciously.~~

When the necessity for a fund has ceased to exist, ~~or when the board is given authority to transfer categorical or other funds and has met the conditions of exercising the authority,~~ the balance may be transferred to another fund or account ~~or the expenditures may be directed~~ by board resolution, ~~as required.~~ **School district monies received without a designated purpose may be transferred in this manner.** School district monies received for a specific purpose or upon vote of the people may only be transferred by board resolution when the purpose for which the monies were received has been completed ~~or when authority to exercise local discretion to expend funds flexibility has been granted.~~ Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund ~~unless state authority allows such a transfer without a vote.~~

If all requirements for district use of funds under the Preschool Foundation Aid, Professional Development Supplement, Home School Assistance Program, Teacher Leadership Supplement, or any discontinued fund have been met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of remaining funds by passage of a board resolution into the district's flexibility account in accordance with law. Before the expenditure of amounts in the flexibility account, the district shall publish notice of the time, date, and place of a public hearing on the proposed resolution approving said expenditures. The board must find and certify that the statutory requirements of each original source of funds have been met before adopting the resolution approving the expenditures. The district will present a copy of the signed board resolution to the Department of Education.

The district may transfer by board resolution from the general fund to the student activity fund an amount needed to purchase or refurbish protective and safety equipment required for any extracurricular interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association (IHSAA) or Iowa Girls High School Athletic Union (IGHSAU).

If the before and after school program exceeds the amount necessary to operate the program, the excess amount may, following a public hearing, be transferred by resolution of the ~~school~~ board **of directors of the school corporation** for deposit into the general fund **of the school corporation** to be used for **school** district general fund purposes. The district will present a copy of the signed board resolution to the Department of Education.

**Beginning in fiscal year 2024, unexpended and unobligated dollars that remain at the end of a fiscal year in addition to ongoing revenues may be transferred to the Teacher Salary Supplement (TSS) program from Professional Development Supplement (PDS), Talented and Gifted (TAG), and Teacher Leadership Supplement (TLS) without board action.**

The district may choose to request approval from the School Budget Review Committee (SBRC) to transfer funds to make a program whole, prior to its elimination.

Temporary transfers, ~~a loan from one fund to another, will be at a rate of interest consistent with the state rate. The loan will~~ **(loans) of funds are permitted between funds but must** be repaid ~~off to the originating fund, with interest,~~ by October 1<sup>st</sup> ~~of the~~ following **the end of the** fiscal year ~~to which the loan was made.~~

It is the responsibility of the board secretary ~~for designee~~ to make recommendations to the ~~superintendent and the~~ board regarding ~~loans and~~ transfers and to provide ~~supporting evidence for~~ the **documentation justifying the** transfer.

Adopted: 6/70  
Reviewed: 10/12; 5/15; 12/18  
Revised: 7/10; 12/13; 9/21; 1/22; 8/23  
Legal Reference (Code of Iowa): §§ 24.21-22; 257.10; 279.8; 279.42; 298A; 289 IAC 6  
IASB Reference: 701.02

## Policy 801.5 Student Activities Fund

Revenue raised by students or from student activities is deposited and accounted for in the student activities fund. This revenue is the property of and is under the financial control of the board. ~~Upon recommendation by the respective building principal,~~ **S**tudents may use this revenue for purposes approved by the superintendent [or designee].

Whether such revenue is collected from student contributions, club dues, **and** special activities or result from admissions to special events or from other fundraising activities, all funds will be under the jurisdiction of the board and under the specific control of the superintendent [or designee]. The revenue will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent [or designee].

It is the responsibility of the board secretary ~~[or designee]~~ to keep student activity accounts up-to-date and complete.

Any unencumbered **class or** activity account balances will automatically revert to the activity fund ~~of the school~~ when **a class graduates or an** activity is discontinued.

Adopted: 6/70  
Reviewed: 7/10; 12/18; 1/22  
Revised: 10/12; 12/13; 5/15  
Related Policy: 801.4  
Legal Reference (Code of Iowa): §§ 279.8  
IASB Reference: 704.05

## Policy 801.6 Capital Assets

The **school** district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the **school** district in its financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as required or modified by law; to improve the **school** district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include **school** district buildings and sites, construction progress, improvements other than buildings and sites, land, and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with a historical cost equal to or greater than \$5,000, **except for intangible right to use lease assets**. The federal regulations governing school **meal lunch** programs require capital assets attributable to the school **meal lunch** program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset per the schedule below:

Class Description	Useful Life
Buildings	50 years
Site Improvements	20 years
Outdoor Equipment	20 years
Roof Replacements	20 years
Audiovisual Equipment	10 years
Machinery and Tools	15 years
Computers	6 years
Communications Equipment	10 years
Furniture and Accessories	20 years
Licensed Vehicles	8 years
Athletic Equipment	10 years
Custodial Equipment and Appliances	15 years
Musical Instruments	10 years

All intangible assets (**except for right to use lease assets**) with a purchase price equal to or greater than \$175,000, with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of

the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

All equipment used by employees or students to meet the educational mission of the district must be tagged in a manner to identify them as permanent property of the Linn-Mar Community School District.

The district recognizes the importance of classifying leases of intangible assets as assets or liabilities in financial statements. When operating as a lessor, the district will recognize a lease liability and an intangible right-to-use lease asset. When operating as a lessee, the district will recognize a lease receivable and a deferred inflow of resources consistent with the requirements established in GASB 87.

The district recognizes a lease liability and an intangible right-to-use lease asset with an initial value of \$5,000.00 or more. At the commencement of a lease, the district initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date plus certain initial direct costs to place the asset in service. The lease asset is then amortized on a straight-line basis over the life of the lease.

The capital assets managements system must be updated **monthly** to account for the addition/acquisition, disposal, and/or relocation/transfer of capital assets. It is the responsibility of the superintendent in conjunction with the chief financial/operating officer to count and reconcile the capital assets with the capital assets management system on June 30th each year.

It is the responsibility of the superintendent in conjunction with the chief financial officer to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent [or designee] to educate employees about this policy and its supporting administrative regulations.

Adopted: 7/03  
Reviewed: 7/10; 5/15; 12/18  
Revised: 10/12; 12/13; 12/19; 6/21; 1/22; 10/22  
Legal Reference (Code of Iowa): §§ 257.31(4); 279.8; 297.22-25; 298A  
IASB Reference: 802.04  
*Mandatory Policy*

## Policy 801.7 Internal Controls

The board expects all board members, employees, volunteers, consultants, vendors, contractors, students, and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The board is entrusted with public dollars, and no one connected with the school district should do anything to erode that trust.

**Internal controls are used to help ensure the integrity of district financial and accounting information. Adherence to district-established internal control procedures** is the responsibility of all employees of the school district. The superintendent, chief financial officer, business manager, and board secretary ~~[or designee]~~ **are shall be** responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval by the board. Administrators ~~will~~ **shall** be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity ~~will~~ **shall** report their suspicions immediately to their immediate supervisor ~~and/or~~ the superintendent, the business manager, or a member of the Finance/Audit Committee. The superintendent ~~will~~ **shall** have primary responsibility for any necessary investigations and will coordinate investigative efforts with the board's legal counsel, auditing firm, **the Iowa Auditor of State's office**, and other internal or external departments and agencies, including law enforcement officials, as the superintendent may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint ~~about a potential financial impropriety~~ involves the superintendent, the concern ~~will~~ **shall** be brought to the attention of the board president or vice president, who ~~will~~ **shall** be empowered to contact the board's legal counsel, **Iowa Auditor of State's office**, insurance agent, auditing firm, and any other agency to investigate the concern or complaint. ~~As the elected leader of the board, the board president will manage the board and related actions including board meetings, analysis of information related to concerns and/or complaints, and all communication internally and externally to the district.~~

~~Upon approval of the board, the superintendent [or designee] may contact the state auditor or elect to employ the school district's auditing firm to conduct a~~

~~complete, or partial, forensic internal control SAS99 audit annually, or otherwise as often as deemed necessary.~~

The superintendent **or board president will shall** ensure the ~~state auditor~~ **Iowa Auditor of State's office** is notified **as required by law** of any suspected embezzlement, ~~or~~ **theft, or other financial irregularity** pursuant to Iowa law. The superintendent **and/or board president in coordination with the Iowa Auditor of State's office, will determine whether to conduct a complete or partial audit.** The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school district. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action, up to and including termination.

Adopted: 5/09

Reviewed: 7/10; 5/15; 12/18; 1/22

Revised: 10/12; 12/13

Legal Reference (Code of Iowa): §§11, 279.8

IASB Reference: 707.05

Policy 801.7-R ~~Regulations Regarding~~ Internal Control Procedures ~~Regulation~~

Fraud, financial improprieties, or fiscal irregularities include but are not limited to:

- a. Forgery or unauthorized alteration of any document or account belonging to the district;
- b. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- c. Misappropriation of funds, securities, supplies, or other assets;
- d. Impropriety in the handling of money or reporting of financial transactions;
- e. Profiteering because of “insider” information of district information or activities;
- f. Disclosing confidential and/or proprietary information to outside parties;
- g. Accepting or seeking anything of material value, other than items used in the normal course of advertising from contractors, vendors, or persons providing services to the district;
- h. Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment;
- i. Failing to provide financial records to authorized state or local entities;
- j. Failure to cooperate fully with any financial auditors, investigators, or law enforcement;
- k. Any other dishonest or fraudulent act involving district monies or resources;
- l. Acting for purposes of personal financial gain, rather than in the best interest of the district; and
- m. Providing false, inaccurate, or misleading financial information to district administrators or the board of directors.

~~The superintendent [or designee] will investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. The superintendent and/or board president shall notify the Iowa Auditor of State's office of any suspected fraud, embezzlement, or financial irregularities as required by law. The district will comply with all investigation procedures and scope as directed by the Iowa Auditor of State's office.~~ All employees involved in the investigation ~~will shall~~ be advised to keep information about the investigation confidential. ~~The superintendent and/or board president may engage qualified independent auditors to assist in the investigation.~~

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent and/or board president, or board vice president if the investigation centers on the superintendent, ~~will shall~~ issue a report to the board and appropriate personnel. ~~If final disposition of the matter and any decision to file or not file a criminal complaint, or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation, will be made in consultation with district legal counsel.~~ The results of the investigation



~~will~~ **shall** not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

Adopted: 5/09  
Reviewed: 10/12; 12/13; 5/15; 12/18; 1/22  
IASB Reference: 707.05-R(1)

## Policy 801.8 Financial Records

Financial records of the school district are maintained in accordance with Generally Accepted Accounting Principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

### GOVERNMENTAL FUND TYPE

1. General Fund: **This fund is the chief operating fund of the district. It is used to account for all financial resources except those accounted for and reported in another fund.**
2. Special Revenue Fund: **These funds account for the proceeds of specific revenue sources other than trusts or major capital projects, that are legally restricted or committed to expenditure for specified purposes other than debt service or capital projects.**
  - a. Management Levy Fund
  - b. Public Education and Recreation Levy Fund (PERL)
  - c. Student Activity Fund
3. Capital Projects Fund: **These funds are used to account for financial resources to acquire or construct major capital facilities or other capital assets (other than those of proprietary funds and trust funds) and to account for revenues from SAVE.**
  - a. Physical Plant and Equipment Levy Fund (PPEL)
  - b. Secure and Advanced Vision for Education (SAVE)
4. Debt Service Fund: **This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.**

**PROPRIETARY FUND TYPE: These funds account for operations of the school district operated similar to private business for which a fee is charged to external users for goods or services, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis.**

1. Enterprise Fund
  - a. School Nutrition Fund
  - b. **Childcare Fund**
  - c. **Internal Service Fund**
  - d. **Community Education**
  - e. **Preschool (Nonvoluntary, state)**
  - f. Aquatic Center Fund
  - g. Student Store Fund

### ~~2. Internal Service Fund~~

**FIDUCIARY FUNDS: These funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity.**

1. Trust
  - a. Expendable Trust Funds
  - b. Non-expendable Trust Funds
  - c. Pension trust Funds
2. Custodial Funds

#### **NON-FIDUCIARY SCHOLARSHIP FUND**

Account Groups: **These groups are the accounting records for capital assets and long-term debt.**

1. General Capital Assets Account Group
2. General Long Term Debt Account Group

~~The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital project funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.~~

The board may establish other funds in accordance with Generally Accepted Accounting Principles (GAAP) and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent in conjunction with the ~~chief financial officer~~ **school business official** to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the board.

Adopted: 3/17  
Reviewed: 12/18; 1/22  
Revised: 2/21

Related Policy: 801.1

Legal Reference (Code of Iowa): §§ 291; 298; 298A; 281 IAC 98

IASB Reference: 701.03

### **Policy 802.1 Local, State, Federal, and Miscellaneous Revenue**

Revenues of the school district are received by the board treasurer [or designee]. Other persons receiving revenues on behalf of the school district will promptly receipt the money and deposit the money in a timely manner.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. To aid the process of collecting revenues, ACH payments, credit card payments, and other electronic payment systems may be allowed on certain payments due to the district. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for preschool through 12th grade during the regular academic school year are set by the board based upon the recommendation of the superintendent [or designee] in compliance with current law. Tuition fees for summer school are set by the board prior to offering the program.

The board may charge materials fees for the use or purchase of educational materials ~~in accordance with state code~~. **Educational m**aterials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent [or designee] to recommend to the board when **educational** materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent [or designee] to recommend to the board a fee schedule for renting school district property.

The board grants the superintendent [or designee] the authority to contract with a collection agency to collect non-sufficient funds (NSF) checks and unpaid student fees. The use of a collection agency must be communicated to all Linn-Mar patrons in accordance with all state and federal Laws.

Proceeds from the sale of real property are placed in the Physical Plant and Equipment Levy (PPEL) fund. However, following a properly noticed public hearing, the board of directors may elect to deposit proceeds from the sale of real property or buildings into any fund under the control of the school corporation. Notice for the public hearing must be published in a newspaper of general circulation within the district not less than 10 and no more than 20 days prior to the proposed public hearing. Notice of the public hearing must include the date, time, and location of the public hearing and a description of the

proposed action. The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- a. Goods and services directly and reasonably related to the educational mission;
- b. Goods and services offered only to students, employees, or guests which cannot be provided by private enterprise as the same or lower cost;
- c. Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;
- d. Goods and services which are not otherwise available in the quantity or quality required by the school district;
- e. Telecommunications other than radio or television stations;
- f. Sponsoring or providing facilities for fitness and recreation;
- g. Food service and sales;
- h. Sale of books, records, tapes, software, educational equipment, and supplies;
- i. Items displaying the emblem, mascot, or logo of the district or that otherwise promote the identity of the district and its programs if sold on district property;**
- j. Souvenirs and programs relating to events sponsored by or at the district if sold on district property; and**
- k. Goods, products, or professional services which are produced, created, or sold incidental to the district's teaching, research, and extension missions.**

It is the responsibility of the superintendent [or designee] to bring to the board's attention additional sources of revenue for the school district.

Adopted: 6/70  
Reviewed: 12/13; 5/15; 12/18  
Revised: 7/10; 10/12; 1/22  
Related Policy: 801.1; 802.8  
Legal Reference (Code of Iowa): §§ 12C; 23A; 24.9; 257.2;  
279.8; 41; 282.2, .6, .24; 291.12; 297.9-12, .22; 301.1  
IASB Reference: 704.01

### Policy 802.3 Educational Supply Fees

To eliminate the necessity of collecting small amounts of money throughout the school year for consumable supplies, workbooks, etc., it is policy to collect an educational supply fee from each student at the beginning of each school year.

Students who enroll late or transfer to other schools during the school year will be charged or refunded on a monthly basis. ([Refer to Policy 802.3-R](#))

**Educational supply fees for students enrolled in the Homeschool Assistance Program (HSAP) will be the same as regular enrolled students. Students that are enrolled as “homeschool dual enrolled students” will have the educational supply fee prorated for the amount of time they attend classes in a district building.**

Adopted: 6/70  
Reviewed: 7/10; 12/18; 1/22  
Revised: 10/12; 12/13; 5/15  
Related Policy: 802.3-R

### Policy 802.3-R Educational Supply Fees Regulation

Students who are enrolled after the beginning of the school year will be charged a fee for consumable materials on the following schedule:

Enrolling In	Amount of Fee
September	100%
October	100%
November	100%
December	85%
January	60%
February	60%
March	45%
April	45%
May	0%

Students who drop from enrollment in the district are entitled to a refund on the following schedule:

Withdrawing Enrollment	Amount of Refund
September	50%
October	50%
November	50%
December	50%
January	25%
February	25%
March	0%
April	0%
May	0%

As granted by [Policy 802.1](#), the district will use a collection agency to collect non-sufficient funds (NSF) checks and unpaid fees. At minimum, two attempts will be made via written correspondence.

**Educational supply fees for students enrolled in the Homeschool Assistance Program (HSAP) will be the same as regular enrolled students. Students that are enrolled as “homeschool dual enrolled students” will have the educational supply fee prorated for the amount of time they attend classes in a district building based on the tables above.**

## Policy 802.6 Investments

~~The Board of Directors hereby directs the board treasurer in conjunction with the board secretary to manage the investment of funds for the district.~~ School district funds in

excess of current needs are invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

1. To provide safety of the principal;
2. To maintain the necessary liquidity to match expected liabilities; and
3. To obtain a reasonable rate of return.

In making investments, the school district will exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within 15 months of receipt. When investing operating funds, the investments must mature within 397 days or less. If, during the current budget year an amount of public funds will exceed operating funds by at least 33 percent, the amount of public funds that exceed operating funds by greater than 33 percent may be invested in certificates of deposit at federally insured depository institutions which mature within 63 months or less, in accordance with state and federal laws. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the board treasurer ~~in conjunction with the board secretary~~ to invest funds in excess of current needs in the following investments:

- a. Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- b. Iowa Schools Joint Investment Trust Program (ISJIT);
- c. Obligations of the United States government, its agencies, and instrumentalities;
- d. Certificates of deposit and other evidence of deposit at federally insured Iowa depository institutions; ~~and~~
- ~~e. All other investments authorized or hereafter authorized by the Code of Iowa.~~

It is the responsibility of the board treasurer ~~in conjunction with the board secretary~~ to oversee the investment portfolio in compliance with this policy and the law ~~and to report portfolio compliance to the superintendent semi-annually.~~

~~Where possible, it is the policy of the district to diversify its investment portfolio. Assets are diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.~~

It is the responsibility of the board treasurer ~~in conjunction with the board secretary~~ to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the board for review and approval. The board treasurer ~~in conjunction with~~



~~the board secretary~~ will also provide the board and superintendent with information about and verification of the outside person's fiduciary bond. Contracts with outside persons will include a clause requiring the outside person to notify the school district within 30 days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of the school district audit. Contracts with outside persons will not be based on the performance of the investment portfolio.

The board treasurer ~~in conjunction with the board secretary~~ is responsible for reporting to and reviewing with the superintendent and the board, semi-annually, the investment portfolio's performance, transaction activity, and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. The report will also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It will also be the responsibility of the board treasurer ~~in conjunction with the board secretary~~ to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It is the responsibility of the board treasurer to deliver a copy of this policy to the school district's depositories, auditor, and outside persons doing investment business with the school district.

It is will also be the responsibility of the board treasurer to develop a system of investment practices and internal controls over the investment practices. The investment practices are designed to prevent losses, to document the officer's and employees' responsibility for elements of the investment process, and to address the capability of the management.

The board treasurer will review the investment practices and internal controls process with the superintendent annually.

Adopted: 6/70  
Reviewed: 7/10; 10/12; 12/18  
Revised: 12/13; 5/15; 11/18; 1/22  
Legal Reference (Code of Iowa): §§ 11.2, .6; 12.62; 12B.10, 10A;  
12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123  
IASB Reference: 704.03-Option II  
*Mandatory Policy*

### Policy 802.10 Cash in School Buildings

The amount of cash that may be kept in the school buildings for any one day is sufficient for that day's operations. Funds raised by students are kept in a safe in a secured area and then deposited in the authorized depository in a timely manner.

The minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the superintendent [or designee] to **develop administrative regulations to** determine the amount of cash necessary for each day's operations, **to establish any necessary petty cash accounts, to determine how often deposits must be made,** and to comply with this policy.

Adopted: 7/10  
Reviewed: 10/12; 12/13; 5/15; 12/18  
Revised: 1/22  
Related Policy: 802.8  
Legal Reference (Code of Iowa): § 279.8  
IASB Reference: 702

### Policy 803.5 Receiving Equipment, Supplies, and Services

All equipment and supplies purchased in the name of the district should be received and verified through the administrative office originating the purchase order. Whenever this procedure is impossible and/or impractical, the business office will be notified by the employee receiving such equipment, supplies, and services.

It is the duty of the business office to certify the receipt of all equipment, supplies, and services.

Adopted: 6/70  
Reviewed: 10/12; 5/15; 12/18; 1/22  
Revised: 12/13

**RESCIND-Does not pertain to current district procedures**