

## **Expenditure of Public Charter School Funds for Meals, Refreshments and Gifts**

The public charter school recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend district funds in the course of conducting district business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various charter school meetings, gatherings to celebrate charter school successes or recognize individual achievements, contributions or outstanding service to the charter school and other charter school-sponsored activities. Such expenditures may be made with prior director approval only, subject to the provisions of this administrative regulation.

The use of public charter school funds, as used in this regulation, means the use of money in any of the general accounts of the public charter school. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that the charter school may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

### **Meals and Refreshments**

Public charter school funds may be used to pay for individual or group meals only if official public charter school business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the public charter school to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the public charter school as a part of Board or administrative work sessions, at public charter school committee meetings or other charter school-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members and administrative staff may use public charter school funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar public charter school-sponsored activities, not to exceed \$15 per participant and subject to the following additional requirements:

1. The purchase of alcoholic beverages with public charter school funds is strictly prohibited;
2. The use of public charter school funds for parties is prohibited.

## **Gifts**

There are numerous occasions that may arise whereby Board members, administrators or other charter school staff may feel the need to recognize employees, i.e., Secretaries' Day, employees' week, birthday, etc. A Board member, administrator or other charter school employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

1. The public charter school may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing public charter school funds, as approved in advance.
2. Administrators may use public charter school funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed \$50 per person;
3. No other expenditure of public charter school funds for gifts is permitted without prior authorization from the Board or director.

## **Credit Card Use**

School personnel may be approved for use of school credit cards upon proper training, agreeing to this policy in writing, and after sufficient experience with the school. The director or designee shall review all credit card purchases on a monthly basis in addition to supervision provided by the Board Treasurer. Credit card users agree to the following operational protocols;

1. The director must approve all expenditures over \$1,000. Another administrator must approve the director's expenses. Written proof of approval must be included in the monthly statement after the adoption of this policy.
2. The total school monthly credit card maximum shall be set to \$100,000.
3. Each card may have a unique limit based on their role with the school.
4. A full accounting of purchases must be provided on a monthly basis. For meal and restaurant purchases an itemized receipt must be provided. The accounting must include the total amount, reason for purchase, and any other notes as appropriate.
5. Purchases deemed unauthorized by the school will be repaid by the credit card users personally as appropriate.

The Board will approve all credit card users during a regular board meeting.