

703: Internal Accounts Policy

I. Purpose:

- a. Providence Creek Academy has set the following policy to ensure that proper management of school funds in local accounts, including student organizations, athletic programs, field trips, and other PCA sponsored activities.
- b. When there is a question about process relating to this policy, the following holds precedence (highest to lowest) – Delaware Code, Delaware Regulation, PCA Policy, PCA Procedure.

II. Definitions:

The definitions listed below are for practical purposes only. Please refer to the State of Delaware for legal definitions.

- a. Deposit: Money that is turned into the Business Office for deposit into a PCA local fund.
- b. Deposit Verification Form: This must be filled out and accompany any deposit made to PCA. These may be found in the Business Office.
- c. Expenditure: Any approved purchases or expenses made by Providence Creek Academy.
- d. Supply Request: Employees requesting a purchase on behalf of PCA must complete this form and have two signatures including an immediate supervisor, the Head of School, or designee.
- e. Student Organization: Student groups under the supervision of a designated district staff member, for example National Junior Honor's Society.
- f. Affiliated Organizations: Any parent and/or other organization whose purpose is to be supportive of the students and community at Providence Creek Academy, for example PCA Ballet Program.

III. Policy Statement:

- a. General Fundraising Guidelines:
 - i. All monies raised by fundraising shall be for the benefit of the students, student organizations, and/or the school.
 - ii. All fundraising shall be conducted after obtaining approval from the Head of School. This will include the reason, nature of the fundraiser, dates, the vendor, and the organization conducting the fundraiser.

- iii. All expenditures must be for services and/or goods that will directly benefit the students and/or meet the guidance related to the approved fundraising or donation activity.
 - iv. The group conducting the fundraiser must receive prior approval for purchases and expenditures, in accordance with applicable policies and procedures.
 - v. Student and affiliated organizations are prohibited from establishing outside bank accounts. Under no circumstances should funds be deposited into a personal account.
- b. Deposits:
- i. Employees must turn in funds collected on behalf of Providence Creek Academy on a daily basis to the Business Office. At this time, employees must fill out a Deposit Verification Form to accompany the deposit.
 - ii. For deposited checks that are returned by the bank, the party responsible for the returned check must pay any fees associated with it.
- c. Expenditures:
- i. Employees may not obligate school funds for reimbursement or other expenditures without a pre-approved Supply request.
- d. Authorization:
- i. Deposits:
 - 1. All deposits must have a signature from the employee turning in the deposit and the verifier with the Business Office.
 - ii. Expenditures:
 - 1. All purchases made on behalf of PCA must have prior approval, including signature from an immediate supervisor, the Head of School, or designee.
 - 2. Expenditures over \$5,000 must have prior approval by the Board of Directors.
 - iii. Check Authorization:
 - 1. Petty cash checks may be signed by two (2) of the authorized personnel, including:
 - a. Head of School
 - b. President of the Board of Directors
 - c. A minimum of two (2) other members of the Board of Directors.
 - 2. All checks must have two signatures.

- a. Employees may not sign for their own request.
3. All checks must have a receipt.
4. Invoices may not be broken up and paid by petty cash checks for the purpose of bypassing the standard payment system.

IV. Responsibility:

- a. It is the collaborative responsibility of the Board of Directors, the Business Office, and Head of School to ensure all aspects of this policy are followed.
- b. The Board of Directors is responsible for ensuring that there are five (5) authorized signors for petty cash checks at all times, including the Board of Directors president, two (2) Board of Directors members, the Head of School, and Business and Finance Coordinator.
- c. Employees making deposits and/or expenditures are responsible for complying with this policy.
- d. The Citizen's Budget Oversight Committee and Board of Directors will review all checks and reconciliations at their respective monthly meetings.

V. Related Policies:

- a. Fiscal Management

VI. Related Procedures and Documents:

- a. State of Delaware Office of Management and Budget Chapter 7 – Purchasing and Disbursements: <https://budget.delaware.gov/accounting-manual/documents/chapter07.pdf?ver=0112>
- b. Supply Request Form
- c. Deposit Verification Form

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS APRIL 27, 2021