

ADMINISTRATIVE REGULATION

No. 608

Board of Trustees Douglas County School District

FINANCES

FINANCING ZONE AND STATE COMPETITIONS (HIGH SCHOOL LEVEL)

It is impossible to budget with any accuracy for zone and state competitions since as the budget is prepared there is no way to predict how many or where such activities will occur. For this reason, it is necessary to take a portion of each year's annual discretionary funds and create a contingency fund.

In schools under 500 pupils, the contingency will be 10% of the school's discretionary monies. Schools over 600 pupils should budget 5% of their discretionary funds in the contingency account.

During the fiscal year, the contingency fund is to be used only for unanticipated emergency expenditures. Each expenditure out of the school's contingency fund must be approved in advance by the Director for Business Services.

Any funds remaining in the contingency account when zone and/or state competitions require funding will be used first. In the event that a school's contingency fund is exhausted through the legitimate call upon this fund for emergency reasons approved by the Director, then the District will assume all other costs of zone and/or state competitions.

The District's procedure of requiring that all zone and state competitions be financed at the least possible cost will continue and the Director for Business Services must have involvement in the arrangements for such activities.

See Policy related to this Administrative Regulation

Date Adopted: 10/80