

# Cape Henlopen School District



Oliver Gumbs, Director of Finance  
Business Office  
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**TO:** All Cape Henlopen School District Employees  
**FROM:** Oliver Gumbs, Director of Finance  
**DATE:** July 25, 2024  
**RE:** FY 25 Accounting Manual Certification Form

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The Cape Henlopen School District has adopted an internal accounting manual. These guidelines are in accordance with the Budget and Accounting Policy Manual, Chapter 11, which outlines specific criteria for responsibility related to internal controls.

The manual outlines the procedures for the management of all district funds (i.e., grants, donations, field trips, fundraising, student/internal accounts, etc.) As a program sponsor who may be responsible for the management of these funds, you are required to acknowledge that you have read and understand the requirements contained in this document. You may review the document online at the district website under Staff Resources.

All fundraising activities (including on-line fundraising sites, camps and/or tournaments) intended to raise funds for a Cape program **MUST** be approved by the Building Administrator, District Administrator, and the Director of Finance. All requests must be submitted in advance on the district fundraising form and should include a copy of all related correspondence or fliers. If the fundraising activity requires the use of a Cape Facility, facilities use form must be completed and approved by the District Facilities Management Department, prior to any advertisement of the activity. Absolutely no advertising or solicitation of sponsorship may be done prior to receiving these written approvals. All funds raised for a specific purpose/program must remain with that program for the intended use. Absolutely no funds shall be transferred to another student account with a participant who no longer participates in the fundraising group activity/program.

Please sign and date this memo acknowledging that you have reviewed the District Accounting Manual; and understand the financial, fundraising, and payroll/benefit policies contained therein.

Thank you in advance for ensuring that the Cape Henlopen School District adheres to the guidelines for managing district funds. If there are any changes to the manual or payroll and fundraising requirements, you will be notified by written memorandum. Should you have any questions or concerns, please do not hesitate to contact the building senior secretary (athletic secretary for coaches). The Business Office will collaborate with that secretary to provide a response to your inquiry.

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I acknowledge that I have reviewed the District Accounting Manual and agree to abide by the established district procedures and policies.

**NAME/TITLE: (please print)** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **BUILDING:** \_\_\_\_\_

**POSITION AND/OR COACH:** \_\_\_\_\_ **DATE:** \_\_\_\_\_