

Cape Henlopen School District



Oliver Gumbs, Director of Finance
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TO: Cape Henlopen School District Affiliated Organization Officers
FROM: Oliver Gumbs, Director of Finance
RE: Board Policy 908 and Accounting Manual Certification Form

The Cape Henlopen School District has adopted Board Policy 908 (Affiliated Organizations) and an internal accounting manual. The policy and guidelines have been established to ensure there are proper organizational procedures, policies, and internal controls for the organizations. These requirements have been established to ensure financial transparency for the Cape Henlopen School District community.

The manual outlines the minimum organizational requirements to enable the group to perform fundraising activities, in support of student activities. As an affiliated organization officer 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/Business Office Information/Accounting.

All fundraising activities (including online fundraising sites, camps and/or tournaments) intended to raise funds for a Cape program **MUST** be approved in advance by the building administrator (Athletic Administrator for Sports), Director of Business Operations and the Superintendent. All requests must be submitted 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, a facility 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.

Thank you in advance for ensuring that the Cape Henlopen School District adheres to the guidelines for managing affiliated organization funds. If there are any changes to the manual and fundraising requirements, you will be notified by written memorandum. Should you have any questions or concerns, please do not hesitate to contact the Administrative Assistant II/Building (Administrative Assistant II/ Athletic for coaches). The Business Office will work with that secretary to provide a response to your inquiry.

Please sign and date this memo acknowledging that you have reviewed the District Accounting Manual; and understand the organizational policies and procedures contained therein.

I acknowledge that I have reviewed the District Accounting Manual and agree to abide by the established district procedures and policies. I further understand that fundraising privileges on behalf of the Cape Henlopen School District and related activities may be revoked for non-compliance of the policies and procedures.

NAME (please print): _____ **OFFICER TITLE (please print):** _____

SIGNATURE: _____ **BUILDING:** _____

EMAIL: _____

AFFILIATED ORGANIZATION: _____ **DATE:** _____