

# Cape Henlopen School District



Oliver Gumbs, Director of Finance  
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**TO: All Cape Henlopen School District Employees**  
**FROM: Oliver Gumbs, Director of Finance**  
**RE: Accounting Manual Certification Form**

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 responsibilities 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 online 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.

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 Administrative Assistant II/Building (Administrative Assistant II/Athletic for coaches). The Business Office will collaborate with that Administrative Assistant II 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 financial, fundraising, and payroll/benefit policies contained therein.

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:** \_\_\_\_\_

The Cape Henlopen School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. (El Distrito Escolar Cape Henlopen ofrece oportunidades iguales de empleo y sin discriminación de raza, color, credo, religión, género (incluyendo embarazo, parto y sus condiciones médicas), nacionalidad, ciudadanía o ascendencia, edad, discapacidad, estado civil, servicio militar(veterano), información genética, orientación sexual, o identidad de género, en contra de víctimas de violencia doméstica, ofensas sexuales, acoso, o bajo cualquier otra categoría protegida por la ley local, estatal, y federal.) Ned Gladfelter, Employee/Student Compliance Officer; OCR/Title IX Office of Human Resources; Amanda Archambault, Student 504 Compliance Officer, 1270 Kings Highway, Lewes, DE 19958.