



South Bend Community School Corporation
Department of Financial Services
Auditor's Office

TO: All Fiscal Officers, Fund Supervisors, Directors, School Leadership & Admin Support
FROM: Marlaina Johns, Director of Internal Audits
DATE: November 17, 2025
RE: Employee Gift Policy

Dear Team,

We know this time of the year we like to show our gratitude for one another and sometimes that happens in the form of gifts.

Remember, gifts for employees can NOT be purchased from/with SBCSC funds. This applies to all funds - even grants.

This is per the State Board of Accounts. All compensation (including gifts) an employee receives from SBCSC/grant funds must be:

1. first approved by the School Board, and
2. reflected in an employee's W2.

We recommend working with your school's PTO to see what might be available this year or in the future.

We understand this may be upsetting to hear, as it was a common occurrence in the past, and for that we apologize.

We are working hard to correct past practices and appreciate your help in making sure we treat taxpayer dollars responsibly with a focus on the children we serve.

With Gratitude,

A handwritten signature in blue ink that reads "Marlaina Johns".