ST. MARY PARISH SCHOOL BOARD

SCHOOL ACTIVITY FUNDS: PRINCIPLES & PROCEDURES MANUAL

Prepared by

St. Mary Parish School Board

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PART 1 SCHOOL ACTIVITY FUNDS RESPONSIBILITY AUTHORITY, AND USES

DEFINITION AND PURPOSE OF SCHOOL ACTIVITY FUNDS

School activity funds were created by R.S. 17:414.3 which require every public-school principal to maintain a school fund for the management of any money which accrues to benefit the school. School activity funds are those monies collected by students, school personnel, parents and/or parent groups for school purposes, for school-related purposes, or for charitable or other approved agencies. Activity funds shall contribute to the educational experience of students and shall not conflict with but shall add to the instructional program and general welfare of the school.

RESPONSIBILITY FOR SCHOOL ACTIVITY FUNDS

School principals, when they accept their appointment as the school administrator, they assume ultimate responsibility for **all activity accounts in their school.**

The board holds the school principal fully accountable and personally liable for any shortages, deficits, or mismanagement of any funds. All school personnel are required to comply with all adopted Board policies, Louisiana Revised Statutes, and the Louisiana Code of Governmental Ethics. The principal is responsible for ensuring that **all** school personnel (administrative, instructional, and non-instructional) understand the Board's policies, principles, and procedures.

All Principals, Assistant Principals, Dean of Students, and bookkeeper are required to read this manual at the beginning of each school year so that they understand the policies, principles and procedures and that they agree to abide by the policies, principles and procedures adopted by the St. Mary Parish School Board.

To assist newly assigned principals, an audit will be conducted within a reasonable period of time following the departure of the prior principal. Any findings or discrepancies will be reviewed with the new principal and/or bookkeeper/secretary to aid them in correcting any existing procedural problems. Additionally, the Accounting Department will review this manual with all incoming principals on an individual basis to ensure their understanding of principles and procedures as they relate to school finances. The

Accounting Department will also provide assistance in training new bookkeepers and in explaining any policy, principle, or procedure that any school personnel do not

SAFEGUARDING MONEY, RECORDS, AND INVENTORIES

All financial records, money, and inventories shall be subject to appropriate security measures, which would protect them from theft, loss, unauthorized entry, fire, water damage, etc.

When using a fireproof filing cabinet, it must be locked at all times, and the keys should be restricted to an authorized few. When a safe or vault is available, the combination should be changed, if possible, whenever there is a change in personnel. The combination should be restricted to an authorized few and not left available for others to read. The Accounting Department must be notified when a change to the combination has been made and shall keep copies of all current combinations on file for the Superintendent.

RECORD RETENTION POLICY

Louisiana Revised Statute 44:36J preservation of records, states that "all persons and public bodies having custody or control of any public record, other (han conveyance, probate, mortgage or other permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the state archivist and director of (he division of archives, records management and history of the Department of the State."

It is recommended that you preserve and maintain all records according to the schedule. All records of the school shall be subjected to appropriate security measures which would protect them from theft, loss, unauthorized entry, fire, water damage, etc. In the event any school records are lost, the principal must submit a written explanation to the Superintendent. The principal shall supervise the disposal of all records and maintain a record of the disposal, including a list of the items disposed of the disposal date and the names of those observing the disposal. Records of a confidential nature (those that contain social security numbers and/or other personal identifying information) to be disposed of can be brought to the COC for secure disposal. Locking receptacles provided by a vendor specializing in secure record disposal are located at the COC warehouse.

HOW LONG TO KEEP BUSINESS RECORDS

Records	How Long to Retain
1. Firm Records	
Accounting Records	
Annual General Ledger Detail	7 years
Annual Financial Reports	7 years
Bank Statements & Cancelled Checks	7 years
Depreciation Schedule	7 years
Equipment Records & Invoices	5 years (after disposition)
Monthly Financial Reports	7 years
Payroll Files & Related Reports	7 years
Vendors, Invoices, & Paid Bills	7 years
W2 Form or 1099 Form	7 years
Administrative Records	
Accident Reports & Claims (After an accident or settlement)	7 years
CPE Records	7 years after term
Client Newsletters and Alerts	7 years
Corporate Documents, Agreements, Annual Reports, Minutes, Bylaws	Permanent
Firm Publications & Promotional Brochures	7 years
Insurance documents & Policies	7 years after term
Leases & Contracts	7 years after term
Personnel Files (Post Employment)	7 years after term
Retirement Plans {Sec. 401 (K)Plan Information}	Permanent
Tax Returns	Permanent
Worksheet & Related Backup Documents for tax returns	7 years
Time & Charges	
Client Billing Statements	7 years
Employee Timesheets	7 years
Direct Charges Sheets	7 years
Accounts Receivable Reports	7 years
Work in Progress Reports	7 years
Tax Exemption Documents including application for exemption	Permanent

Records	How Long to Retain
Shareholders Documents, agreements, & contracts	Permanent
Worksheet & Related Backup Documents for tax returns	7 years
Time & Charges	
Client Billing Statements	7 years
Employee Timesheets	7 years
Direct Charges Sheets	7 years
Accounts Receivable Reports	7 years
Work in Progress Reports	7 years
Tax Exemption Documents including application for exemption	Permanent
Shareholders Documents, agreements, & contracts	Permanent

Records	How long to Retain
2. Client Records	
Annual Financial Statements	
Current Clients	7 years
Former Clients	7 years
Audit Reports	
Current Clients	7 years
Former Clients	7 years
Bookkeeping & Payroll Files	7 years
Complies & Reviewed Monthly & Quarterly Financial Statements	7 years
Forecast & Projects	7 years
Litigation Support Files	3 years
Pencil Draft	
Financial Statement Reports	Destroy Immediately
Tax Returns	Destroy Immediately
Permanent Files	
Current Clients	Permanent
Former Clients	7 years
Reports and Government Agencies	
Current Clients	7 years
Former Clients	7 years
Special Reports	7 years
Tax Returns	
Current Clients	7 years
Former Clients	7 years
IRS Audit Files	
Current Clients	7 years
Former Clients	7 years
Work Paper Files	
Current Clients (Audit)	7 years
Compilation & Reviews	7 years
Tax	7 years
Estate & Gift Tax	Permanent
Special Reports	7 years
Forecast & Projects	7 years
Valuations	7 years
Audit & Review Back up	7 years
Former Client Audits	
Compilation & Review	7 years
Tax	7 years
Special Reports	7 years
Valuation	7 years
Audit & Review Back Up	7 years

THEFT OR LOSS OF MONEY

It shall be the responsibility of the principal or other administrator in charge of any school to report promptly any loss or theft of funds or suspected loss or theft of funds by telephone to the Superintendent, Assistant Superintendent or Chief Financial Officer. The principal is also required to submit a written report to the Superintendent within 24 hours of any such incident to include a description of the loss, identification of the perpetrators, if known, and any suggested measures to prevent reoccurrence of similar incidents.

The Office of the Chief Financial Officer will investigate the theft or loss of funds. The principal or other school personnel will provide cooperation and assistance. Upon completion of the investigation, the Accounting Department will give a verbal report to the Superintendent or his designee. The principal will notify the local police department or the sheriff's department if necessary.

PROHIBITED USES OF SCHOOL ACTIVITY FUNDS

The following are prohibited uses of school activity funds:

- Lending money to faculty members, school employees, or students for any reason or purpose.
- Use of school funds for faculty luncheons and banquets, corsages, flowers, etc.
- Purchase of gifts or anything of economic value for faculty or other school employees.|
- Extra supplements to regularly assigned and paid employees for duties inherent to an employee's position as delineated in the Job description. Example: After care
- Payment of union dues (dues to educational organizations that benefit the faculty, staff or students are permissible).
- Cashing personal or school checks.
- Christmas gifts or cash gifts to students (checks written to students for fund raising prizes are allowed).
- Ordering and paying for merchandise for personal use through the school and later reimbursing the school for the purchase.
- Donations from the General Fund.
- Payment of local civic dues such as Rotary Club, Lions, Club, Chamber of Commerce, etc.
- Purchasing materials and/or services from a family as stated in the Louisiana Ethics Code.
- Contributions for fundraising drives and other charitable organizations.
- Purchasing and/or paying for fuel in non-board owned vehicles (mileage reimbursement is acceptable.
- The purchase of alcoholic beverages.

RESPONSIBILITY TO REPORT VIOLATIONS

Secretaries, assistant principals, principals, and employees of the St. Mary Parish School Board, having knowledge or suspicions of a violation of the policies and procedures outlined in the School Activity Fund Principles and Procedures Manual, are required to notify the Superintendent, Assistant Superintendent, or Chief Financial Officer immediately.

No employee shall be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner regarding his/her employment for reporting a violation.

PTA, PTO, BOOSTER CLUBS & OTHER OUTSIDE ORGANIZATIONS

To prevent any conflict of interest, school employees shall not be officers or involved with the financial transactions of Parent-Teacher Associations (PTA), Parent Teacher Organizations (PTO), Booster Clubs, and any other organization. This directive would not apply to those organizations that deposit all money within the school activity fund.

ETHICS

The St. Mary Parish School Board requires ethical conduct for all principals, assistant principals, and employees who manage or perform duties involving School Activity Funds. They are as follows:

Personal Gain - It shall be a breach of ethics to attempt to realize personal gain by any conduct inconsistent with the proper discharge of the employee's duties.

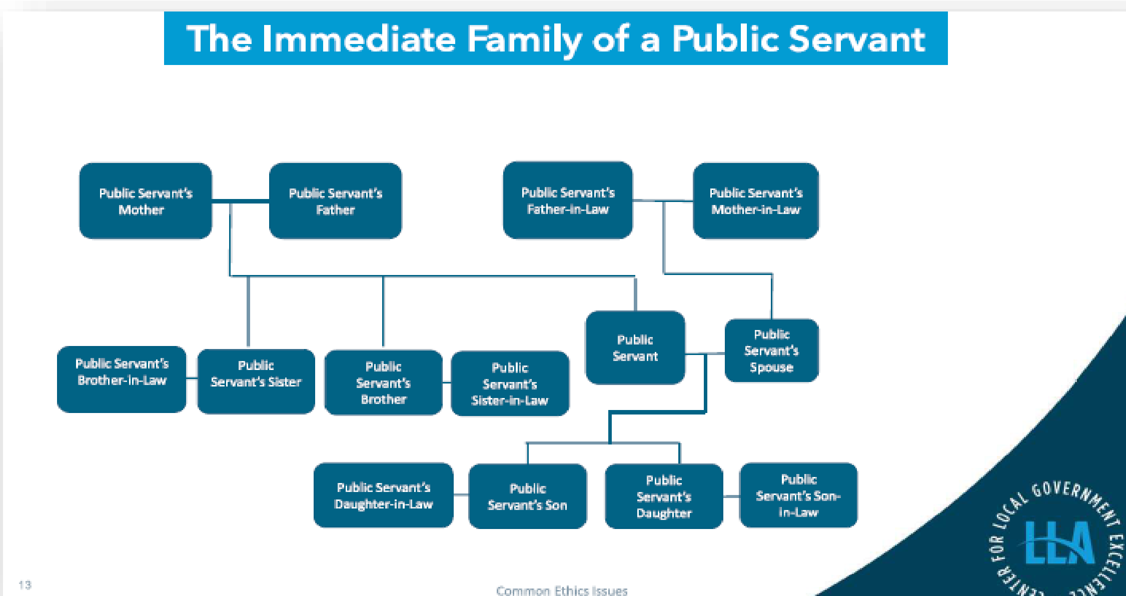
Influence - shall be a breach of ethics to attempt to influence any public employee to breach the standards of ethical conduct set forth in this section.

Gratuities - Il shall be a breach of ethics to accept or agree to accept from another person a gratuity or an offer of employment in connection with a decision, approval, disapproval, or recommendation for a purchase or a contract with a vendor.

Kickbacks - It shall be a breach of ethics for any payment of gratuity or offer of employment as an inducement for an award of a contract or purchase.

Conflicts of Interest - It shall be a breach of ethics for any employee to participate directly or indirectly in the procurement of goods and services when the employee knows that the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement, a business or organization has any member of the employee's immediate family who has a financial interest pertaining to the procurement, or a school board member or any member of the school board members immediate family who has a financial interest pertaining to the procurement.

NOTE: "Immediate family" as the term relates to a public servant means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents his spouse, and the parent of his spouse.



ASSIGNMENT OF FACULTY TO FUNDS, CLUBS, OR ACCOUNTS

The principal shall assign various School Activity Fund Accounts to members of the faculty except for the General Fund. The General Fund shall be assigned to the principal of the school. Along With the principal each faculty member shall be held accountable for depositing funds within these accounts, and to keep spending and purchasing within the boundaries of the money that is available.

Faculty members are encouraged to maintain good financial records and balances for themselves. Periodic reconciliation with the school's monthly report is encouraged and will provide you with better protection should problems arise down the road. Always document {the receipt of funds and always obtain documentation for the funds that you turn over to bookkeeper or someone else.

Should any member of the faculty encounter problems with their accounts, the principal shall be promptly notified. If the problem has not been resolved within a reasonable time by the principal, faculty members shall then notify the Accounting Department who will in turn investigate and provide assistance.

FINANCIAL EXIGENCY AND RELATED MATTERS

The Accounting Department will implement any or all of the following six steps should a school experience problem with its school activity funds. School principals are required to fully cooperate with the Chief Financial Officer and the Superintendent in the event such steps are undertaken. They are intended to support a comprehensive risk analysis and to bring a process of restoring stability to the school should financial problems arise. They are:

Step 1 - Disrupt Purchasing and Spending

When financial problems surface, the foremost priority must be to stop, or at least slow, the momentum of spending. It is also common for school staff to ignore the crisis and to continue spending. Should this happen, the Accounting Department will instruct the principal to put an immediate freeze on purchasing. The purpose of the freeze is (1) to buy time until analysis and decision making is complete so that permanent changes can be made, and (2) to prevent the financial problem from worsening. Decisions to purchase or spend funds at the school level after the freeze has been implemented shall rest solely with the Accounting Department and/or the Superintendent.

Step 2 - Procure all Financial Records and Blank Checks

The Accounting Department shall have the authority to take possession of all financial records and blank checks at school should financial problems arise. This action must be authorized by the Superintendent. The primary objective is to review the financial records to gain knowledge, to determine how the problem arose, and to prevent records from being destroyed.

Step 3 - Determine if Cash Flow Assistance is Necessary

There may be a temporary period where cash shortfalls are needed within the School Activity Funds. Before a thorough analysis of the financial records is undertaken and before faculty members are interviewed, the Accounting Department needs to determine if cash flow assistance is needed. Depending on the severity of the crisis, the Superintendent shall have the authority to loan funds to the school.

Step 4 - interview Faculty Members/Staff, Bookkeeper and Principal

Once Steps 1 through 3 have been implemented, the Accounting Department shall prepare an analysis of why the school experienced a financial problem. This will include interviews with the Bookkeeper, the Principal, and selected faculty members or staff. School personnel shall cooperate fully with the investigation. False or misleading statements shall be considered willful neglect of duty and will be considered as grounds for termination. If needed during the investigation, the Superintendent and/or the Accounting Department have the authority to ask for assistance from the Board's external auditor and/or from the Louisiana Legislative Auditor.

Step 5 - Report Findings to the Superintendent and/or Board

At the completion of the interviews, a draft of the report shall be prepared and presented by the Accounting Department to the Superintendent. The Superintendent and Chief Financial Officer will discuss and review the information contained in the draft and/or make any necessary changes. Before a final report is presented 10 the Board, it is forwarded to the Board's external auditor and attorney. The report could be delayed if the Board's attorney or external auditor requests additional test work at the school. Once the investigation has been finalized, the Superintendent shall present a final report to the Board for review. If evidence of theft or misappropriation of funds has been uncovered, the report will also be forwarded by the Superintendent to the Louisiana Legislative Auditor and the St. Mary Parish District Attorney as required by law.

Step 6 - Recommend Additional Controls in the School Activity Fund Manual (if needed)

The final step in the process is for reflection and refinement. This should be viewed as an opportunity to establish a better mechanism for anticipating problems in the future. The new procedures shall be prepared by the Accounting Department and presented to the Superintendent for review. The Board's external auditor shall also review the proposed changes and shall make recommendations for changes. Any revisions to the School Activity Fund Principles and Procedures Manual will be shared with all principals.

CLASSIFICATION OF FUNDS

In governmental accounting, and specifically school accounting, we use fund accounting. Fund accounting allows a bookkeeper to demonstrate that funds are received and expended in accordance with restrictions, if any, placed on the source of funding. Fund accounting is also required under state law, LSA-RS 17:414. School activity funds should be classified in one of the following categories:

General Fund - The General Fund is used to account for all revenues and expenditures, which tend to benefit the general school population. Revenues and expenditures in the General Fund are not restricted to any specific group or activity.

Athletics - Funds received from athletic events and from students who participate in different athletic programs. Each sport should be listed and maintained in separate accounts and shown as separate accounts on the financial statement. Examples include football, basketball, baseball, cheerleaders, etc. These funds are restricted and cannot be used for any purpose other than those intended by the group, sponsor, and principal.

Classes Funds raised by the students of a class (senior class, junior class, etc.). Class accounts should be established on the basis of graduation so that balances would automatically follow the class until graduation. Graduating class accounts should be closed at the end of the fiscal year, with the graduating class making provision for the disposition of remaining balances prior to graduation. Any inactive and unclaimed restricted balances may be transferred to the General Fund with authorization from the principal. Otherwise, these funds are restricted and cannot be used for any purpose other than those projects and activities approved by the sponsor or students of the class.

Clubs - Funds raised by the students of a club (4H, Band, FBLA, etc.). These funds are restricted and cannot be used for any purpose other than those projects or activities approved by the sponsor or students of the club.

Grants - Funds received by the school for a specific purpose. These funds are restricted and cannot be used for any purpose that is not stated in the grant.

MONTHLY FINANCIAL STATEMENTS

Principals are responsible for submitting a monthly financial statement. This report is to be prepared by the school secretary/bookkeeper and sent to the principal for review and approval. Funds and/or accounts should be listed separately on the monthly financial statement and should not be grouped with other accounts, Also, negative balances should not be shown in the "Ending Balance Column" for any fund or account. Financial statements reflecting negative balance(s) will be returned to the school for corrections(s).

The deadline for submitting the monthly financial statement is on or before the 20th day of each month following the period covered. At the end of each month, a copy of the financial statements including the ledger report, outstanding check listing and sequential lists of checks, receipts, activity transfers and general ledger transfers are to be forwarded to the Central Office along with a copy of the bank statement and bank reconciliation. The monthly financial statement is to be signed by both the secretary and the principal. Copies of the monthly financial statement should be distributed to all coaches and club sponsors.

AUDIT OF SCHOOL ACTIVITY FUNDS

Auditing is the process of comparing what exists to what should exist. it consists of someone who is independent of the school, examining the financial statements and the records that were used as the basis for them. It involves a study of internal controls to make sure that assets are safeguarded, that the accounting system is reliable, and that board policies and state law are complied with.

The role of the auditor is to study the school's internal control and examine its records in order to form an opinion about the compliance of the school to financial policy and the correctness of the school's financial statements. On occasion, there will either be disagreements between the auditor and school personnel, or the auditor will discover some irregularities. In all cases deemed, in the judgment of the auditor, to be material, the board must be notified. It is not the main duly of the auditor to find such irregularities, but they cannot be ignored.

The role of the school's personnel is to assist the auditor. You are to assist by preparing schedules when needed and providing all necessary information or records when requested. At this time, it is to the benefit of the school personnel 10 ask questions of the auditors concerning accounting or financial matters, since the auditor is also there to help improve the school's system.

All St. Mary Parish Schools will be audited annually. Additional audits may be performed as deemed necessary. Audit findings include, but are not limited to, the following:

- Failure to conform to established Board policies
- Poor accounting procedures
- Unauthorized indebtedness
- Failure to write receipts covering all amounts received
- Failure to enter all amounts received
- Failure to deposit funds promptly
- Unauthorized purchases
- Bookkeeping errors
- Unauthorized disbursements for gifts or meats
- Unreported thefts of money or equipment
- Shortage of funds or deficit spending by fund or account
- Failure to make athletic night deposits
- Disbursements for loans to individuals
- An apparent shortage of funds due to incompetence

- Failure to file school financial statements timely
- Failure to follow fundraiser procedures
- Failure to follow Board Purchasing Policy
- Failure to follow Board Travel Policy
- Supporting documentation is missing from checks written
- Mismanagement of concessions, vending machines or fundraisers

PART 2: SCHOOL ACTIVITY FUNDS: BANKING, RECEIPTS, AND EXPENDITURES

CHECKING ACCOUNT

Each school should have only one school activity fund checking account at a bank insured by the FDIC and located nearest to the school. Signature card authorizations should be kept to a minimum and current. School checks should be printed with "Void after 90 Days" to keep checks from being outstanding for more than this time period. Principals are encouraged to select an interest-bearing checking account. Any interest earned should be recorded in the General Fund account only.

It is recommended that all checking accounts establish three (3) authorized signatories whenever possible. All checks written must carry two authorized signatures, one of which must be the principal and the other being an assistant principal, dean of students, school bookkeeper/secretary, or other designee. For unusual circumstances in which only one (1) signature is available, authorization must be received in writing from the Chief Financial Officer. **SIGNATURE STAMPS ARE NOT ACCEPTABLE IN ANY CIRCUMSTANCES**.

INVESTMENTS

If a school has excess funds (more than an amount needed for the next year's operations) in an individual account, then the principal is allowed to invest these funds. Allowable types of investments are limited to certificates of deposit, other time deposits, and savings accounts. Investments must also be held with one of the banks located within St. Mary Parish.

Interest earned and received from these investments must be deposited into the account to which the investment belongs. Interest must be expended in accordance with the purpose of the fund into which it is deposited. All investments made must be recorded in the records of the school funds. The investment and the interest earned must be reported and accounted for in any review or reconciliation of the school funds.

PETTY CASH FUND

A petty cash fund may be established and recorded on the financial statements in an amount not to exceed one hundred dollars ($100.00). The expenditure to establish the petty cash fund must be made from the General Fund account by check. The check shall not be made out to "CASH", but instead to an individual (for example, the principal, the asst. principal, or the bookkeeper). That individual will then cash the check (not from school funds) and deposit the cash in the petty cash box.

The petty cash fund shall be spent in accordance with the same restrictions and guidelines as any other expenditure. Petty cash funds disbursed on behalf of a restricted account (i.e., Athletics) must reimburse the General Fund.

Expenditures paid from petty cash must be supported by a signed receipt (See Page 11), an invoice, or voucher. At any given time, the total amount of petty cash on hand plus the total amount on the signed receipts, invoices, or vouchers must equal the total amount of the petty cash authorized.

To replenish the petty cash fund, write a school check in the same manner as the check written to establish the fund. The amount of the reimbursement check must be the exact amount of the supporting documents (receipts, invoices, or vouchers). These receipts, invoices, or vouchers should be attached to a check request and the duplicate check and then filed in check number sequence.

SCHOOL: ________________

PETTY CASH RECEIPT

No. _________ Date: ___________

Paid To: ______________________ $__________

Purpose: _______________________________

Account No: ____________________

Receiver's Signature: __________________________

LOUISIANA LAW

Louisiana R.S. 17:414.3(8)(4) requires deposits in the school fund accounts to be made by the principal, or his/her designee among the school staff. State law further requires every deposit to the school fund account to be entered in the separately maintained record.

ST MARY PARISH SCHOOL BOARD POLICY

School Cash Online payments must be used at all schools. This will ease the record keeping duties of school staff and reduce the amount of checks/cash received and processed at the school. If a circumstance arises where cash is the only means of payment, approval to collect cash MUST be first approved by the principal and then approved by the COC accounting office.

ALL monetary transactions will be collected digitally through School Cash Online's Point of Sale (POS) devices. Any cash collected MUST be first approved by the principal and then approved by the COC accounting office.

In the event cash is collected at an after-hours event, the cash must be counted and reconciled by both the person collecting the cash and an Administrator prior to leaving the event. Money must be locked up in designated safe prior to leaving campus or brought to bank for night deposit.

No employee should collect funds on behalf of the school via Venmo, Paypal, CashApp, ApplePay, or any similar platform.

All monies received must be deposited in the school's authorized bank account. Cash received on behalf of the school may not be disbursed for any reason; it must be deposited in full.

Cash collected at a sporting event's concessions stand must be submitted for deposit with a completed "Game Concessions Deposit" form.

Each teacher/employee which collects money shall maintain a "Collection Log" which will list the name of the person paying the money, the amount received, the date collected, and the date the money was given to the bookkeeper to deposit.

A Cash Receipt Voucher/Teacher Collection Log form, including the date, student names and amounts, school account for the money to be credited to, and the total amount of money, signed by the bookkeeper and the person depositing the money, shall be kept on file supporting the deposit. At the discretion of the principal, a receipt may be given to students turning in money. If receipts are issued, the school shall maintain a cash receipt ticket book for receipts given to students.

All monies received shall be deposited daily, if appropriate, or at least every two to three days. The school bookkeeper shall prepare a deposit slip daily. A copy of the deposit slip shall be filed along with the documentation which will make up the deposit.

FUND EXPENDITURES

Checks shall be written for all expenditures made from school activity funds (except in the case of disbursements from the petty cash fund, if used). The following guidelines apply to the issuance of checks:

- School purchases may not be made without prior written approval from the principal. A signed purchase requisition and/or purchase order must be submitted to the principal for approval, which should be evidenced by his/her signature also, before any purchase can be made. Purchases that are made by teachers, school employees or other persons associated with the school and without the authorization of the school principal or when money is not available within a fund (aka: advance purchasing) are the sole responsibility and obligation of the individual making such purchases. All purchases made with School Activity Funds should utilize the policies and procedures of the St. Mary Parish School Board. Also, when telephone quotes or written quotes are necessary, documentation should be placed behind the invoices and the checks.
- Schools are exempt from paying sales taxes; therefore, the school should not pay sales taxes. If sales taxes are charged, the net amount of the invoice should be paid.
- The school should make every effort to pay its bills on a timely basis. Payments must be made with pre-numbered school activity fund checks and not cash.
- Checks should never be signed in advance or post-dated, and should never be made to a vendor, person, or company when funds are not available.
- Checks should have original signatures. Signature stamps are not acceptable as a means of signing checks. Also, signature stamps are not acceptable on any school activity funds form or report.
- Checks must not be made out to "Cash". In the event that a check needs to be written to obtain cash (for petty cash fund reimbursement or for gate change at athletic events), the check must be written to an individual (for example, the

principal or sponsor – never the bookkeeper). That individual will then cash the check (not from school funds) and disburse the cash as necessary. The use and disbursement of this cash must be documented and substantiated by receipts for the petty cash fund and by signatures of individuals 1 verify the receipt of cash.

- All payments for goods and services made from school activity funds must be supported by an itemized invoice or some other detailed document from a business. Statements from vendors may not be used to support cash disbursements. Additionally, handwritten receipts from employees may not be used to support cash disbursements. Because supporting documents are necessary for all payments, in certain instances (stamps, officials at athletic events, etc.), it may be necessary for the school to prepare a document and have it signed by the vendor.
- No payment should be made until there is evidence that the items have been received and that the amounts ordered and invoiced agree with the items received as to quality and quantity. In order to prevent duplicate payments, a payment should be made only from an itemized and original invoice - never from a statement or packing slip. All pages of the invoice should be defaced in some manner to prevent duplicate payment of an invoice.
- Funds received from charitable gaming organizations must be expended for educational purposes and in order for students to derive the maximum educational gain. No monies from these sources are to be spent on teachers' luncheons, administrative travel, or other uses that benefit a single individual or group of individuals personally.

THOU SHALT NOT SPEND MONEY THOU DOES NOT HAVE. Do not overdraw individual activity accounts without the written permission from the Superintendent or Chief Financial Officer.

Voided checks must be kept on file. A check cannot be altered, erased, or destroyed. Should an error be made, mark the check "VOID", and write another check. Remove the signature section of the voided check and retain the check in the numerical file of canceled checks.

Scan all checks and receipts into School Funds Online for documentation.

New vendors will only be added by the accounting department at the COC. Any new vendors will require a current W-9 to be added.

PART 3 SCHOOL ACTIVITY FUNDS: GENERAL POLICIES, PRINCIPLES, AND PROCEDURES AGENTS, SOLICITORS, COLLECTORS AND PROMOTERS

No agents, solicitors, collectors, promoters or other persons of like employment are allowed to visit the school without the specific approval of the Assistant Superintendent or Chief Financial Officer, who authorizes permission and notifies the school of granted authorizations. Please be advised that permission to visit the schools in no way implies any obligation on the part of the school or school principal. The decision whether to participate in any activity, service or offering is left to the discretion of the principal.

Sales representatives may not visit schools and confer with teachers unless authorized by the Assistant Superintendent. Promoters are prohibited from distributing any type of literature containing solicitation for a private or commercial enterprise.

Purchase from vendors by faculty and staff members and the collecting, receipting and disbursing of funds by staff members during the course of the working day is prohibited. Under no circumstances can personal transactions be placed in school accounts.

EMPLOYING OF PERSONNEL AND PAYING OF SUPPLEMENTS

Schools shall not directly employ (pay) personnel or supplement salaries of personnel. Payment should be made through the Accounting Department. A "Request for Addition/Supplements to Payroll" (Form E1) must be filled out completely, signed by the principal, and sent to the payroll department along with a school check for the total amount to be paid. Form E-2 will be used to pay bus drivers for field trips or other events, and Form E-l will be used to report all other supplemental pay. Payments, less appropriate withholdings, will then be made by the St. Mary Parish School Board with the middle of the month payroll. The E-l and E-2 forms must be received by the payroll department no later than the 5th day of the month in which the payment is to be made.

The E-l and E-2 forms shall be used to pay all school board employees' supplemental pay with no exceptions. This includes payment to janitors, cafeteria workers, teachers, bus drivers, secretaries, gate workers, etc., for work performed at the school or at school functions. This includes work performed at athletic events and other extracurricular activities and events, as well as transportation to and from these events.

The E-l and E-2 forms shall not be used when the school pays anyone who is not a school board employee (referred to hereafter as a contractor; includes self.employed persons). If a school intends to pay a contractor during a calendar year, then the school must submit a request for St. Mary Parish School Board to issue a check through the Accounts Payable Department. At the time of the request, the schools check, made payable to the St. Mary Parish School Board covering the amount of the payment must be submitted to the Accounts Payable Department. The school must also submit the contractors' mailing address and either the social security number or tax identification number. The Accounts Payable Department will mail a 1099 Form to the contractor at the end of the year.

FUND-RAISING ACTIVITIES AND REPORTS

A fund-raising activity is defined as any activity involving the participation of a student body or a school. recognized group undertaken for the purpose of deriving funds for a school or a school-sponsored group. Only fund-raising activities approved in writing by the principal may be scheduled. Utmost discretion should be used in limiting such fund-raising activities to those which are necessary for the school.

Permission for each fund raiser must be obtained from the principal prior to the event, using the Request Form for Fund-Raising. Once the fund raiser is complete, a summary should be prepared, recapping the receipts and expenditures to determine the actual profit. Principal evaluation will be necessary at this time to determine whether this particular fund raiser should be conducted in the future. The school principal is directly responsible for all types of pay entertainment or fund-raising activities carried on in the school, sponsored by the school or sponsored in the name of the principal and under his/her supervision in planning special programs and activities or in conducting any activity which involves the raising of money. According to the Louisiana Office of Charitable Gaming, the following apply regarding football pools and raffles:

- Football pools are only legal if the entire amount of the monies collected is distributed back to the winners—this is not a legal fundraising event.
- Raffles are only legal if the following occurs:

    1. They must be administered by a club or organization that is associated with the school such as a Booster Club or Parent/ Teacher Organization.
    2. There must be a letter from the principal approving the organizing and administering of the raffle.
    3. Once an approval letter is obtained from the principal, then an application must be completed and submitted, along with the approval letter, to the Office of Charitable Gaming—this application is found online at the Office of Charitable Gaming.
    4. The executive director of the Office of Charitable Gaming will review the application and determine feasibility and if he approves, will send an approval to the organization overseeing the raffle.
    5. Once the raffle is held, a "Raffle Accountability Sheet' will need to be filled out and sent to the Office of Charitable Gaming—this form is found online at the Office of Charitable Gaming.
    6. This process will need to be followed for every Raffle that is held.

GIFTS, GRATUITIES AND AWARDS

As a public institution, the St, Mary Parish School Board follows state and federal law regarding the acceptance of gifts and gratuities. The acceptance of gifts, payments or other benefits from those with whom St. Mary Parish School Board does business can be improper. A gift is defined as anything of value which is provided to the extent that payment or consideration of equal or greater value is not received in return including but not limited to, tickets to sporting or cultural events, items of food, meals, use of facilities, forgiveness of debts, interest in real property, investments, or merchandise, or a rebate or discount that is not available to the general public. Free travel expenses are also defined as gifts with regard to this policy. St. Mary Parish School Board employees who are in a position to make or influence a decision to spend district funds shall not solicit or accept any personal gifts, favors or benefits of more than nominal value during a calendar year from any single person or organization that might benefit from the employee's decision. This provision does not apply to: (a) Meals provided at an event at which the employee participates in a seminar or similar activity; (b) Travel expenses and meals paid for by local, state, federal, or foreign government agency.

This prohibition shall not be construed to prevent vendors from providing opportunities for school employees to see or hear about new ideas, equipment, and/or materials.

La. Rev Stat Ann 42.1111 states, in part, that "No public servant shall receive anything of economic

value, other than compensation and benefits from the governmental entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position. Based on an opinion from the Office of the Louisiana State Legislative Auditor, employee recognition of little economic value (including but not limited to plaques, pens, and meals) may be given to teachers, principals, secretaries and other employees. Generally, $25.00 is considered reasonable for the cost of a gift.

In accordance with La. Rev Stat. Ann 42.1111 and with St. Mary Parish School Board policy, no cash gifts can be given to School Board employees or students, whether in appreciation or as a "bonus" or for any other reason. For the purposes of this policy, gift certificates for merchandise are considered cash and cannot be given in lieu of cash as a gift. Cash awards and other gifts may be given to students as contest prizes and incentive awards only when the winning students are not "predetermined". Care should be taken to limit such expenditures to a reasonable amount.

In any situation where there is a question of whether a particular expenditure is allowable, it is recommended that the principal contact the Accounting Department, in writing, requesting further clarification. Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

TRAVEL REIMBURSEMENT

Reimbursement to principals, faculty and staff members for travel and other related expenses may be made from school activity funds in accordance with the St. Mary Parish School Board travel policy and in accordance with the purpose of the fund. Reimbursements made from school activity funds for travel expenses are subject to the same guidelines, maximums and restrictions as are reimbursements made by the St. Mary Parish School Board.

All persons requesting reimbursement must complete the appropriate reimbursement form for either in parish or out-of-parish travel. The person requesting reimbursement must sign and date the form. The principal must approve faculty/staff requests for reimbursement. Requests for reimbursement should be filed on a monthly basis.

The board shall reimburse employees and School Board members for expenses incurred while on official Board business within budgetary limitations. Such reimbursement shall be in accordance with the following guidelines:

A. DEFINITIONS:

1. Official Domicile — the official domicile for employees shall be the person's workplace. For employees who work in more than one location, the official domicile shall be determined by the Superintendent or his designee. Every employee will be assigned an official domicile, and no travel or subsistence expenses shall be allowed at the place of official domicile except as authorized in section E, Reimbursement for Transportation. Subsistence, and Other Expenses below.
2. Travel Period - The travel period shall be a period of lime between the time of departure and the time of return.
3. In-Parish Travel - In-parish travel is all travel within the borders of St. Mary Parish or travel through adjacent parishes between points within St. Mary Parish when such is the most efficient route.
4. Out-of-Paish Travel – Out-of-parish travel is travel where the destination is outside of St. Mary Parish.
5. Special Meals - Special meals are meals for persons who are considered guests of the St. Mary Parish School system and for employees who are on official business. All requests for reimbursement for special meals must be accompanied by a receipt as authorized by section EJ Reimbursement for Transportation. Subsistence. and other Expenses.

B. ELIGIBILITY FOR REIMBURSEMENT OF TRAVEL EXPENSES:

1. Employees shall be eligible to receive reimbursement for travel when away from the official domicile or in accordance with section E, Reimbursement for Transportation, Subsistence, and Other Expenses.

2. Employees shall be reimbursed on an actual expense basis for all reasonable travel expenses as outlined herein. The request for reimbursement must be accompanied by a receipt or other supporting documentation for each item claimed.

C. AUTHORITY TO INCUR TRAVELING EXPENSES:

1. All travel shall be authorized and approved by the appropriate department head. Such approval authority may be delegated as deemed appropriate by each department head.
2. In-parish travel shall be limited to necessary trips, and requests for reimbursement for in parish travel shall denote the date, destination, and mileage.
3. Out-of-parish, but within the state, travel shall be approved by the department head.
4. All out-of-state travel shall have prior approval of the Superintendent. Proper forms shall be completed and submitted prior to the date of the requested trip. Emergency situations may be approved by the Superintendent or his designee.

D. Transportation:

1. Travel routes should be the most direct and usually traveled route. All mileage shall be computed using googlemaps.com.

2. Out-of-state travel shall be approved by the Superintendent considering the purpose of the travel, benefit the system/ number of personnel involved, and the frequency of travel. Among the factors to be considered should be the length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc, Written approval of the Superintendent or his designee prior to departure shall be required for rental of vehicles traveling out of stale. Such approval may be given when vehicle rental is an economical means by which the purposes of the trip can be accomplished.

3. St. Mary Parish School Board system-owned vehicles must comply with the following regulations:

4. Personally owned vehicles shall be subject to the following:

   a. When two (2) or more persons travel in the same personally owned vehicle, only one charge shall be allowed for the use of the expenses of the vehicle.

E. REIMBURSEMENT FOR TRANSPORTATION, SUBSISTENCE. AND OTHER EXPENSES:

1. Transportation

   a. Mileage driven by an employee in a privately-owned vehicle while in the conduct of official St. Mary Parish School Board business shall be reimbursed on a per mile basis. Mileage reimbursement is based on the current IRS rate.

   b. Employees using motor vehicles on official St. Mary Parish School Board business shall be reimbursed for storage and parking fees, ferry fares, road fares, and bridge tolls.

   c. Air travel shall be reimbursed only at coach or economy class rates except as otherwise provided herein. The difference between the air coach or economy class rates and first-class air rates shall be paid by the traveler, if the travel was performed at first class air rates. If space is not available in less than first class air accommodations in time to carry out the purpose of the travel, the employee shall secure a certification from the airline indicating this fact. The certification shall be attached to the travel voucher.

   d. When out-of-state travel is required, air travel will be the preferred mode of transportation. However, occasions may arise where it is more economical or desirable to travel by motor vehicle. In such cases, the mileage of reimbursement shall not exceed the cost of air travel, which would have otherwise been incurred. It shall be the responsibility of the employee to provide documentation of air fare costs to substantiate the allowable mileage of reimbursement.

2. Meals

   a. Employees will be provided with a per diem allotment for meals while traveling based on the current travel form.

b. Employees will be reimbursed for special meals. Documentation must be provided on the travel reimbursement indicating the purpose of the special meal and why it is in the names of all persons attending for which reimbursement is requested must be provided on the travel voucher

3. Lodging

a. Employees who have obtained prior approval to attend a convention or conference will be reimbursed for lodging expense at the single room convention or conference site rate provided that upon request for reimbursement the original hotel/motel receipts and convention or conference site verification are attached to the travel voucher.

b. Employees will be reimbursed, based upon original hotel/motel receipts (single room rate), for lodging cost while traveling.

4. Other Expenses

a. Communication expenses relative to official St. Mary Parish School Board business

b. Registration fees at conferences - receipts required

c. Charges for storage and handling

d. Taxi or local public transportation fares

e. Tips for baggage handling

f. Vehicle parking cost

g. Vehicle rental, when documented and approved

h. Collision deductible waiver insurance is reimbursable and should be included when renting a vehicle. Personal accident insurance when renting a vehicle shall not be reimbursable.

a. Any personal mileage on a vehicle rented for official St. Mary Parish School Board business is not reimbursable.

F. REQUEST FOR REIMBURSEMENT

1. All requests for reimbursement shall be submitted on the approved travel form.

    a. All travel reimbursement request shall be completed in full, signed by the person requesting reimbursement, approved and signed by the appropriate department head(s), and submitted to appropriate personnel.

    b. Reimbursement for the prior month's expenses shall be made on the 15th or last day of the month as normal check processing will allow when the travel voucher has been appropriately approved and submitted on or before the fifth (5th) working day prior to the check processing date.

2. Direct billing to the St. Mary Parish School Board shall be approved by the Superintendent or his designee prior to the occurrence of (he activity. When direct billing has been approved, the person receiving said approval shall complete a travel reimbursement noting the direct billing status and attach to the voucher copies pertinent thereto, such as airline tickets, hotel receipts, conference registration, etc.

3. Out-of-parish travel, involving a significant amount, may be submitted anytime during the month; reimbursements are issued on the 15m and the last day of the month, and reimbursement requests should be forwarded to the Accounts Payable Department at least 5 days before those dates.

4. For control purposes: the School Board credit card will not be given to other than a few individuals. Anyone wishing to charge on the credit card will advise the Chief

Accountant, Executive Secretary or the Chief Financial Officer in advance as to when the vendor is to be called, so that they may be available at the time of the call. After the vendor has been contacted and the vendor requests the credit card number, the call should be transferred to the authorized party above, who will provide the credit card information. The call will then be transferred back to the original party if any further instructions are required.

PART IV SCHOOL ACTIVITY FUNDS: PURCHASING

PURCHASING

The principal of each school is personally responsible for payment of authorized debts incurred by the school. The St. Mary Parish School Board is not liable for payment of any items purchased by a school.

School purchases may not be made without prior written approval of the principal. Purchases which have not been specifically authorized by the principal are solely the responsibility and obligation of the individual making such purchases. (Also refer to the section, "Activity Fund Use Authority," for further information regarding approval an authorization of purchases.)

The principal should ensure that only goods that are necessary are ordered, that they are ordered on a timely basis, that goods ordered are of the appropriate quality and quantity, that they are obtained at (he lowest possible cost and that the system provides for follow-up on unfilled orders, poor quality items, etc.

The school should make every effort to pay Its bills on a timely basis and to take advantage of any cash discounts offered as a result of early payment.

If a school needs to make a purchase more than $10,000, they should contact the purchasing agent.

PURCHASE ORDERS

Purchase orders serve the function of being a control mechanism for school purchasing. The use of purchase orders allows the school 10 plan its expenditures and to realize an obligation for materials ordered but not yet paid for.

A requisition shall be issued for all purchases of furniture, fixtures, equipment, athletic supplies, and equipment to be purchased through the Central Office. A requisition shall also be issued for materials and supplies paid for by the St. Mary Parish School System through school allocations.

Louisiana R.S. 17:414.3(B)(3)(a) provides that there must be a request in order for funds to be withdrawn from School Activity Funds. This is a requirement separate and distinct from that of the principal's signature on each check for withdrawal. Further, the statute states that the request for withdrawal of funds must have two signatures, one being the principal's.

Complete and accurate records of all purchase orders must be maintained.

1. The St. Mary Parish School Purchase Order form must be used for all purchases requiring purchase orders.

2. Purchase orders are not official unless signed and dated by the principal.

3. A purchase order may be issued as follows. The amount of the purchase order shall not be changed upon receipt of the billing or invoices.

    - The purchase order should be issued for the amount of the purchase if the amount is known in advance. It is not necessary for taxes and freight charges to be exact. The purchase order amount should not be changed upon receipt of the invoice. The most critical aspect of issuing a purchase order is ensuring that the quantity, description, and individual prices of the items to be purchased are identified before the purchase is made.

    - Purchase orders issued for an amount not to be exceeded.

    - The quantity and description of the items to be purchased should be identified before the purchase is made. A total maximum amount should also be established prior to the purchase.

    - A purchase order may be issued as described above.

    - The purchase order should also identify the individuals authorized to make purchases under the order.

4. Purchase orders shall be completed in duplicate with the original sent to the vendor and a copy kept for file records.

- Invoices, vouchers, and a copy of the check, when paid, shall be attached to the school's copy of the purchase order and filed with all other paid invoices in check number sequence.

- If the sponsor/faculty member requesting a purchase order and the person approving it are the same, then a different person is required to sign the invoice or receiving document upon receipt of the merchandise.

- When the purchase order is paid a check number and date paid must be recorded.

- If a purchase order is voided, the date that it is voided must be recorded.

PART V SCHOOL ACTIVITY FUNDS: BUDGETING

BUDGETING

Budgeting is an important financial management and control tool which is encouraged for all senior high school athletic departments and is strongly recommended for all schools. The following briefly explains how a simple budgetary practice may operate within the school.

Budgeting is financial planning. The budget is an estimate of available funds and proposed expenditures for a fiscal year. The general fund budget should show the estimated beginning balance, estimated revenues and proposed expenditure in the same manner that they appear on the annual financial statement, and the estimated ending balance.

The principal or his designee should be responsible for developing a budget for the general fund. Additionally, during the year plans will change, requiring a change in the budget. This is referred to as amending the budget. When revenues appear not be sufficient to meet original estimates, then steps must be taken to adjust the budget.

When additional revenues are anticipated and are to be expended, the budget must be amended. The principal is also responsible for assuring that these adjustments are made. Periodically during the year, the principal or his designee should prepare the production of a "budget comparison". This report will compare budgeted amounts with actual to date. In simple terms, "how are we doing in terms of our original plan"?

Most of the work involved in budgeting restricted funds is performed by the club sponsors. The sponsors should present to the principal; budgets of estimated beginning balance, estimated total revenue, proposed total expenditures, and estimated ending balance. Periodically the principal should supply each sponsor with a budget comparison, relating total budgeted amounts to actual period to date total amounts. The original budget must be retained with the rest of the accounting records for that period. Additionally, adjustments made during the year, and copies of the periodic budget comparisons must also be retained.

It should be noted that budgets are recommended for all high school athletic departments in order to ensure compliance with all federal regulations.

PART VI SCHOOL ACTIVITY FUNDS: ATHLTIC ADMISSIONS CONTROLS FOR AUTHLETIC EVENTS

GENERAL ADMISSION TICKET SALES

General admission tickets sales must be purchased online through school cash online or at the gates using the point-of-sale device.

All Officials and Security must be paid through a school funds online check.

ATHLETIC CONCESSIONS

Concession tickets sales must be purchased online through school cash online or at the gates using the point-of-sale device.

PART VII: FIXED ASSETS

FIXED ASSETS

St. Mary Parish School Board manages more than $100 million in assets, including land, buildings, and equipment. Given the extensive volume of these fixed assets, it is essential that each **principal** and **department head** take an active role in ensuring the accuracy and reliability of the fixed asset system.

The St. Mary Parish School Board: Accounting Department Fixed Asset Procedure Manual provides a comprehensive overview of the procedures and responsibilities associated with managing fixed assets at department heads or school locations.

- Each section has brief as possible, containing step-by-step instructions, with sample copies of pertinent documents included.
- Please read the information provided in the manual; if you have questions, you may call the Fixed Asset Personnel listed below.

Principals and department heads must return the completed and signed inventory documents by the requested deadline via pony to the central office to the Purchasing Agent, or email them to inventory@stmaryk12.net.

PART VIII SCHOOL FACILITY USAGE POLICY

ST. MARY PARISH SCHOOL BOARD

TABLE OF FEES

Full Day *

Location	Profit	Non-Profit
Auditorium/Cafetorium	600	400
Cafeteria (Elementary Only)	300	250
Cafeteria with kitchen (Elementary Only)	400	300
Gymnasium	450	350
Classroom/Conference Room	300	200
Library	400	300

Flat Fees

Service	Per Employee Per Hour	Fee
Custodian's services	per employee per hour	$15.00
Food service employee's services	per employee per hour	$20.00
Maintenance employee's services	per employee per hour	$25.00
School administrators or teacher's services	per employee per hour	$30.00

- Fee per hour shall be 15% of the daily fee.

DOCUMENTS

Monthly Financial Reports

School: ____________________________

Month: ____________________________

______ Bank Reconciliation Report (All reports)

______ Bank Statement

______ Outstanding Checks

______ Trial Balance Report

______ Receipts & Disbursements

______ Receipt Register

______ Check Register

______ Journal Entry Register

______ Positive General Fund Balance

______ Positive Restricted Accounts Balance

______ No Outstanding Check Over 1 Year Old

______ No NSF Checks

______ Copy of Checks written to person that are signers on account

End of Year Financial Reports
School: ________________________
Month: ________________________

______ Bank Reconciliation Report (All reports) ______

Bank Statement

______ Outstanding Checks

______ Trial Balance Report

______ Receipts & Disbursements

______ Receipt Register (June 1,2026-June30,2027)

______ Check Register (June 1,2026-June30,2027)

______ Journal Entry Register (June 1,2026-June 30,2027)

______ Purchase Order Register (June 1,2026-June 30,2027)

______ Positive General Fund Balance

______ Positive Restricted Accounts Balance

______ No Outstanding Check Over 1 Year Old

______ No NSF Checks

Ticket reconciliation forms

School Name: ______________________________
Date of Event: ______________________________
Event/Sport ______________________________

Receipts

Total amount collected at the event: ____________________

Total amount collected in advance sales: + ____________________

Total: = ____________________

Expenditures

Officials: ____________________
Security: + ____________________
Miscellaneous: + ____________________ =
Total Expenditures: - ____________________

Beg Change + ____________________

Total Deposit: = ____________________

Ticket Reconciliation

Ticket Information:

Ticket Color:	____________	Ticket Color:	____________
Ticket Price:	____________	Ticket Price:	____________
Beginning Ticket Number:	____________	Beginning Ticket Number:	____________
Ending Ticket Number:	____________	Ending Ticket Number:	____________
Total Tickets Sold:	____________	Total Tickets Sold:	____________
Tickets Damaged/Destroyed/Complimentary:	____________	Tickets Damaged/Destroyed/Complimentary:	____________

Total Cash Received ____________________ Total cash Deposited ____________________

Total Credit and Online Sales: ____________________

Preparer Signature: ______________________________
Sellers Signature: ______________________________

Receipt Number: ____________________
Date: ____________________

*To determine the actual number of tickets sold (or given out), take the actual ending ticket number (the number of the last ticket sold or given out), subtract the actual beginning number and add 1 to the total. Trust us, this works!

Ticket Reconciliation Form

School Name______________________________
Date of Event______________________________
Event/Sport_______________________________

Dater Beginning Cash was Withdrawn: _________________________________

Amount of the check: ____

Who was the beginning cash written to: _________________________________

Date beginning cash was redeposited: ___________________________________

The amount of the beginning changed redeposited: _______________________

Difference: ____

Explanation:

____

____

____

____

Please send a copy of the beginning check, receipt from SFO, and bank deposit slip.

ANTICIPATED OUT OF DISTRICT TRAVEL – ONE DAY

FOR TRAVEL BEGINNING JANUARY 1, 2026.

EMPLOYEE INFORMATION

Name: ____________________ Employee ID | | | | | | |

Title: ____________________ Homebase:

DESCRIPTION OF TRAVEL

Date of Travel: ____________________

Origination Address: ____________________

Destination Address: ____________________

Purpose of Travel:

ANTICIPATED EXPENSES

TRANSPORTATION: Total miles, round trip: __________ @ 72.5 cents/mile $ 0.00

Include printed map.

I ATTEST THAT MY PERSONAL VEHICLE IS INSURED: __________ INITIAL HERE

OTHER ANTICIPATED EXPENSES:
Itemize and retain receipts for reimbursement (ex. parking, registration, etc.)

TOTAL ANTICIPATED EXPENSE: $ 0.00

EMPLOYEE SIGNATURE

____

EMPLOYEE SIGNATURE **DATE**

FUNDING SOURCE

MUST BE COMPLETED BY ASSOCIATED SUPERVISOR

____

FUNDING SOURCE

APPROVAL TO TRAVEL – ALL SIGNATURES ARE REQUIRED PRIOR TO TRAVEL

☐APPROVE ☐DISAPPROVE PRINCIPAL ____________________ DATE: __________

☐APPROVE ☐DISAPPROVE SUPERVISOR ____________________ DATE: __________

☐APPROVE ☐DISAPPROVE ASST. SUPERINTENDENT ____________________ DATE: __________

- **Send to principal or supervisor for review.**
- **Supervisor will forward to Assistant Superintendent for review.**
- **The approved or disapproved copy will be returned to the individual making the travel request.**
- **For additional expense reimbursement details, see SMP Policy DJD (SIMBLI Ref#403.10).**

Reimbursement Request for Out of District Travel – One Day

Upon your return, please update the information below and submit the following:

- ☐ Copy of approved Anticipated Travel Form.
- ☐ Documentation to substantiate time, place, and business purpose (i.e. badges, meeting agendas, etc.)

Employee Information

Name: ______________________ Employee ID ☐☐☐☐☐☐

Title: ______________________ Homebase:

Description of Travel

Date of Travel: ______________________

Origination Address: ______________________

Destination Address: ______________________

Purpose of Travel:

Documented Expenses

TRANSPORTATION: Total miles, round trip: __________ @ 72.5 cents/mile $ 0.00

Include printed map.

I ATTEST THAT MY PERSONAL VEHICLE IS INSURED: __________ INITIAL HERE

OTHER EXPENSES: __________

Include itemized receipt.

TOTAL REIMBURSEMENT: $ 0.00

Employee Signature

EMPLOYEE SIGNATURE **DATE**

Funding Source

MUST BE COMPLETED BY ASSOCIATED SUPERVISOR

FUNDING SOURCE

Approval to Reimburse – All Signatures are Required

☐ APPROVE ☐ DISAPPROVE PRINCIPAL ______________________ DATE: __________

☐ APPROVE ☐ DISAPPROVE SUPERVISOR ______________________ DATE: __________

☐ APPROVE ☐ DISAPPROVE ASST. SUPERINTENDENT ______________________ DATE: __________

- **Send to principal or supervisor for reimbursement approval.**
- **Supervisor will forward to Assistant Superintendent for reimbursement approval.**
- **Must be submitted within 30 days of final date of travel or within fiscal year requirements.**
- **For additional expense reimbursement details, see SMP Policy DJD (SIMBLI Ref#403.10).**

ST. MARY PARISH SCHOOL BOARD

IN-DISTRICT TRAVEL REIMBURSEMENT REQUEST FORM

FOR TRAVEL BEGINNING JANUARY 1, 2026

Print Form

Name: ______________________ Date: ______________________

Employee ID#: [| | | | |] Homebase: Cents/Mile **72.5**

Use https://www.google.com/maps or a similar site, to find the distance traveled between locations.

COMPLETED FORM MUST BE SUBMITTED WITHIN 30 DAYS OF THE LAST DAY OF THE MONTH.

Date	Point of Origin	Location Visited	Mileage	Reimbursement
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

Total Mileage: 0.0 **TOTAL REIMBURSEMENT REQUESTED:** $ 0.00

State the purpose and date of trips other than for official business connected with responsibilities covered in your job description.

BANK DAILY & BILL DELIVERY

I certify that the above is a true statement of the travel expenses incurred by me in the service of the St. Mary Parish School Board during the date(s) shown on the face of this claim; that all items were for the official business of the St. Mary Parish School Board; and that the vehicle used was covered by minimum liability insurance.

Signature: ______________________ Approved: ______________________

Revised LH 01.06.2026

St. Mary Parish Public Schools

FUNDRAISER REQUEST FORM

SCHOOL NAME AND SPONSOR'S NAME:

CLUB / ORGANIZATION:

NAME OF COMPANY:

PRODUCT OR ITEMS TO BE SOLD:

AMOUNTOF MONEY TO BE RAISED:

TOTAL COST OF EACH ITEM TO CUSTOMER:

AMOUNT OF PROFIT TO BE MADE ON EACH ITEM:

TOTAL EXPECTED PROFIT:

SELLING DATES:

REASON FOR FUNDRAISING:

Please explain details of the fundraising project (individual/group goals, consequences of falling short of goal, disposition of left-over products, plan of action, etc.).

SPONSOR'S SIGNATURE__________________________________

OFFICE ONLY

Approved by: ____, **Principal** **Date:** _________

Approved by: ____, **District Accounting Clerk** **Date:** _________

RECONCILIATION

Total Cash Sales: ____________________ **Total Online Sales:** ___________________________

Grand Total Sales: ____________________ **Total Cost:** ________________________________

Expected Profit: _____________________

Actual Profit: ______________________

Difference: _______________________

Explanation If Profit Was Negative: ____

Signature of Principal after Reconciled: ____

All Reports must be turned into the Central Office 15 workdays after the fundraiser!

PLEASE ATTACH:

____VENDOR CONTRACT OR FLYER
____ORDER FORMS
____ INVOICE
____PACKING SLIPS
____PRINT OUTS FROM SFO TO COMPLETE FORMS
____DEPOSIT SLIPS FROM BANK SHOWING THE DEPOSIT

NOTE TO SPONSOR: ITEMS SHOULD NOT BE ORDERED PRIOR TO AQUIRING ALL APPROVING SIGNATURES. VENDOR CONTRACTS ARE TO BE SIGNED BY THE PRINCIPAL UPON APPROVAL OF THE DISTRICT ACCOUNTING CLERK.

ST. MARY PARISH SCHOOL BOARD

REIMBURSEMENT FOR TRANSPORTATION

Date ____________________ Date out ________________

School ____________________ Time out ________________

Bus Driver ____________________ Date Return ________________

Employee ID # ____________________ Time Return ________________

Address ____________________ Beg Odometer ________________

____________________ Ending Odometer ________________

Telephone # ____________________

Bus Owner & Number ____________________ Miles Driven ________________

Club or Class ____________________

Destination ____________________

Total Miles ________ mi. @ $ ________ Extension $ -0-

Operator's Fee ____________

Operation/Bus Fee -0-

Bus Operator Signature ____

Approval of Sponsor ____

Approval of Principal ____

Approval of Supervisor/Director ________________________________

Approval of Assistant Superintendent ____________________________

Paid check # ____________ **Dated** ________________

TIMESHEET

FOR THE MONTH OF: ______________________ EMPLOYEE ID #: ______________________

NAME: ______________________ POSITION: ______________________

ADDRESS: ______________________ PROGRAM: ______________________

______________________ ACCOUNT NO.: ______________________

WEEK NUMBER		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hrs
1	MORNING	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
	AFTERNOON	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
2	MORNING	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
	AFTERNOON	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	0.0 hours
3	MORNING	In BEB	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
	AFTERNOON	In 5:00	Out 5:30	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
4	MORNING	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
	AFTERNOON	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
5	MORNING	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
	AFTERNOON	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	

COMMENTS:

DATE: ______________________

__________ APPROVED

__________ DISAPPROVED

____

SUPERVISOR'S SIGNATURE

TOTAL HOURS: ______________________

HOURLY RATE: ______________________

TOTAL GROSS PAY: ______________________

____

EMPLOYEE'S SIGNATURE

____

SUPERINTENDENT'S SIGNATURE

REQUISITION FORM

☐ **Requisition** ☐ **Receiving Report** ☐ **Delivery Ticket**

DEPT:	**REQUESTED BY:**	**NOTES/REMIT TO:** ☑ **Quote or Cart Attached**
LOCATION:	**DELIVERY TO:**	
VENDOR NAME:		**REQUEST FROM DEPARTMENT:** ☐ **Check** ☐ **Credit Card** ☐ **Purchase Order**
VENDOR'S ADDRESS:		**Fund - Account Number - Dept/Loc**
PROGRAM:		

Item No.	Page Number	Catalog Number	Description	Rec'd Date No.	Qty.	Unit Cost	Discount	Total
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00
							0.0%	$ 0.00

PREPARED BY ______________________ Date

REVIEWER ______________________ Date
Administrator/District Staff

REVIEWER ______________________ Date
Director/Supervisor of Fund

Subtotal	$ 0.00
***Shipping/Handling**	
Total from previous page	
TOTAL	$ 0.00

FINAL APPROVAL

____
PURCHASING AGENT OR SUPERINTENDENT Date

ST. MARY PARISH SCHOOL BOARD
ASSET ACQUISITION FORM

DATE:______________________

LOCATION ______________________
ROOM NUMBER ______________________
ITEM ______________________
DESCRIPTION ______________________
MANUFACTURER ______________________
MODEL ______________________
SIZE ______________________
SERIAL NUMBER ______________________
VENDOR ______________________
P.O. ______________________
INVOICE NUMBER ______________________
CHECK NUMBER ______________________
COST ______________________
FUND/ CODE ______________________

FIXED ASSET INPUT

TAG NUMBER ______________________
TYPE ______________________
CLASS ______________________
DETAIL ______________________
DATE ENTERED ______________________
ENTERED BY ______________________

*** IF ACQUIRING MULTIPLE ITEMS USE BACK OF SHEET ***

ST. MARY PARISH SCHOOL BOARD

ASSET DISPOSAL FORM

DATE:__________________________

ITEM __________________________

TAG NUMBER __________________________

SERIAL NUMBER __________________________

LOCATION __________________________

ROOM NUMBER __________________________

REASON FOR DISPOSAL __________________________

____

____

____

____

REQUESTED BY: __________________________
SUPERVISOR / PRINCIPAL

REVIEWED BY: __________________________
COC REPRESENTATIVE

APPROVED BY: __________________________
COC SUPERVISOR

ORIGINAL SIGNATURE REQUIRED - NO STAMPS

IF TRANSFERRING MULTIPLE ITEMS USE BACK OF SHEET

REVISED DECEMBER 2013

ST. MARY PARISH SCHOOL BOARD

ASSET TRANSFER FORM

DATE:______________________________

ITEM ______________________________

TAG NUMBER ______________________________

SERIAL NUMBER ______________________________

NEW LOCATION ______________________________

NEW ROOM NUMBER ______________________________

OLD LOCATION ______________________________

OLD ROOM NUMBER ______________________________

REASON FOR TRANSFER ______________________________

____

____

APPROVED BY: ______________________________
SUPERVISOR / PRINCIPAL

RECEIVED BY: ______________________________
AUTHORIZED LOCATION/SCHOOL REPRESENTATIVE

DELIVERED BY: ______________________________

ORIGINAL SIGNATURE REQUIRED - NO STAMPS

IF TRANSFERRING MULTIPLE ITEMS USE BACK OF SHEET

OFF-SITE USAGE OF FIXED ASSETS FORM

School Name/Department: ____________________________

Asset Description: ____________________________

Tag Number: ________________ Serial Number: ____________

Date Signed Out: ____________________________

_____ I do not have any school fixed assets in my personal possession.

_____ I do have school fixed assets in my personal possession for which I accept full and complete responsibility for any damages due to abuse, neglect, accidents or acts of nature. I will return the asset to the school in working condition.

Signed By: ____________________________

Approved By: ____________________________

CHECK-IN INFORMATION

DATE RECEIVED: ____________________________

RECEIVED BY: ____________________________

PROPERTY INCIDENT REPORT FORM

(Required whenever property damage occurs on a school/office site)

School:_____________________________ Date:_______________________

Date/Time of Incident:____________________________

Was entry made into any part of the building ? _____ Yes _____ No

Which Police Department was called? _________________________________

Does the School have a security system? _____ Yes _____ No

Did the system report the break-in or incident? _____ Yes _____ No

Custodial hours necessary to clean up:___________________________

Was maintenance called? _____ Yes _____ No

Check as many as apply: _____Burglary _____Broken Windows/Doors

_____Larceny _____Other Vandalism

_____Arson _____Carelessness

Specific details of loss or damage (where, what, how, etc.):

____

____

____

MATERIALS AND ASSEST STOLEN, DESTROYED OR DAMAGED
(Attach additional sheet, if necessary)

No. of Items	Name of Item	Description (Model, Serial No., etc.)	Stolen	Destroyed	Damaged	Approx. Purchase Price

______________________________ Signature of Person Preparing Report

______________________________ Signature of Principal/Department Head

St. Mary Parish Schools

474 Highway 317 • P.O. Box 170 • Centerville, LA 70522
337-836-9661 • www.stmaryk12.net

ST. MARY PARISH SCHOOL BOARD APPLICATION FOR USE OF FACILITIES BY OUTSIDE ORGANIZATION

NAME OF ORGANIZATION (LESSEE)	DATE(S) REQUESTED
SCHOOL REQUESTED	TIME(S)REQUESTED
AREA OF SCHOOL REQUESTED	WILL ADMISSION BE CHARGED? _______YES _______NO
PURPOSE/TYPE OF EVENT	ANTICIPATED ATTENDANCE

NOTE: APPLICATION MUST BE RECEIVED 2 WEEKS PRIOR TO THE EVENT

ONCE APPROVED, THE LESSEE AGREES TO:

1. Provide liability insurance: a minimum of $1,000,000 combined single limit per occurrence coverage; St. Mary Parish School Board (SMPSB) named as an additional insured; indemnify and hold SMPSB harmless against any loss or liability for or on account of any injury to (including death of) persons or damages to properly, including cost, attorney fees and expenses incident thereto, arising from lessee's occupancy of the leased premises; hold SMPSB harmless for any loss, damage, or liability incurred by the actions of the individual, business, or company that was contracted by lessee; provide proof of said liability insurance must be provided at least two weeks in advance to school principal or facility supervisor.
2. Assume responsibility for any individual, business, or company which provides catering, decorating or other services for an event that the contracted individual, business, or company will possess all applicable licenses, permits, qualifications, and required insurance to perform such services.
3. Assume responsibility for the character, acts, and conduct of all persons admitted to said premises, or to any portion of said building by the consent of said lessee or by or with the consent of the lessee's employees, or any person acting for and on behalf of the said lessee.
4. At its expense, secure the presence of sufficient police force, stagehands, and other personnel to maintain order and protect the persons and property, the sufficiency of and the type of security to meet the approval of the principal or supervisor.
5. Pay fee where one is required in advance. Pay cost of custodian's service at a flat rate of $15.00 per hour for a minimum of two hours. Food service employee at $20.00 per hour and gym maintenance fee of $25.00 per hour for a minimum of three hours. School Administrator or teacher services at $30.00 per hour.
6. Abide by all Board and school policies pertaining to use of school facilities included in the application.
7. Sign and abide by the attached Drug-Free Workplace Agreement.
8. Upon inspection and acceptance of the leased premises, assume full responsibility for the conditions thereof and agrees to indemnify lessor against liability to third parties resulting therefrom.
9. Pay the cost of repairing all injury and damages which may be done to the building or any of the fixtures, furniture, or furnishings thereof by any act of lessee or any of the lessee's employees or agents or anyone visiting the building upon the invitation of the lessee including the patrons of the attraction or function for which lessee is hereby renting the premises herein above described.

TABLE OF FEES

Fees shall be paid at least two weeks in advance of the event. Notice of cancellations must be submitted prior to the event. If not, charges will be made as stated in the contract.

RENTAL FEE	$	Signature of Organization's Representative	
CUSTODIAN SERVICES	$		
FOOD SERVICE EMPLOYEE	$	Address	
GYM MAINTENANCE	$		
SCHOOL ADMINISTRATOR	$	Phone Number	
TEACHER SERVICES	$		
TOTAL	$	Check No.	Cash

CONTACT PERSONS

Please list the persons supervising the event and their phone numbers.

NAME	NUMBER
NAME	NUMBER

ST. MARY PARISH SCHOOL BOARD DRUG-FREE/SMOKE-FREE WORKPLACE AGREEMENT

The St. Mary Parish School Board provides a drug-free and smoke-free workplace for its employees and the students in their charge. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance, including alcohol and drugs, tobacco products, etc. are prohibited in any workplace operated by the St. Mary Parish School System.

A drug-free zone is an area inclusive of any property used for school purposes by any school, within one thousand feet of any such property, and school buses. School property means all property used for school purposes, including playgrounds.

I, representing ______________________________ do hereby acknowledge that the above policy will apply to my organization when using St. Mary Parish School Board facilities.

____ _______________

Name and Signature of Organization's Representative Date

POLICY KG - USE OF SCHOOL FACILITIES

The functions of school buildings and grounds- shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities.

Use of school buildings and grounds by the community shall be considered a secondary function so as not to interfere with regular school day programs of the students. When school facilities are used by the community, they will assume all responsibility for all expenses involved in utilities and upkeep of the building.

Permission to use school facilities must be approved by the principal of individual schools.

The St. Mary Parish School Board shall not be considered a sponsor for any outside group or organization and will not assume responsibility or liability for any outside activity.

When the School Food Service Department is used by the school or community groups for food service, one or more of the school food service employees shall be in charge to ensure control over school food service foods as well as to ensure proper use and care of equipment and facilities. If the facility is used for activities other than food service without school food service personnel present, the equipment and food items must be secured.

When any group requests use of school facilities, the group must first show that they have liability insurance coverage with the School Board being made an insured party in the insurance contract. The amount of liability insurance shall be set by the School Board.

GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES

1. Use of the school facilities by parent organizations and other organizations devoted to instruction of children or well-being of the community shall be permitted provided such use does not interfere with educational activities at school.
2. Permission for use of school facilities by individuals or organizations must be secured from the principal of the school involved. Use of the building shall not interrupt the school's instructional program.
3. When such use involves admission charges, any money-making project or in some instances general use, reasonable fees shall be charged as well as fees for any necessary staff services. The fees shall follow those as published in the *Table of Fees*.
4. Whenever an outside group uses school facilities, the user shall submit the required Application for *Use of School Facilities by Outside Organizations*, which shall clearly state the purpose and hours of use. The user shall agree to abide by all regulations, submit proof of any liability insurance with the proper rider attached as described and agree to pay for any damage that may be done to school property.
5. The organization using the facilities agrees to indemnify and hold harmless the St. Mary Parish School Board from all loss, damage, liability or claims directly or indirectly arising out of the organization's operations or use of the premises.
6. Use of School Playground During Summer
   A. It is the policy of the School Board to allow school playgrounds to be used by organized recreational groups sponsored by civic or other organizations.
   B. Such recreational groups shall have adult supervision, shall be responsible for any destruction and shall submit proof of liability insurance, but otherwise shall be exempt from charges.

7. Use of School Facilities for Political Meetings

   School facilities shall not be made available for political meetings designed to foster the candidacy of an individual. Forums of candidates for political office will be allowed.

8. Use of School Facilities for Private Use

Elementary schools and their cafeterias may be used for repast assemblies. Otherwise school facilities shall not be used by private individuals for private use such as wedding receptions, showers, etc.

9. Use of School Facilities by Educational, Cultural, Recreational or Civic Organizations of St. Mary Parish.

A. Organizations eligible for waiver of rental fee when no admission is charged:
   1) St. Mary Parish Public Schools -- curricular, extra-curricular meetings of teachers and other employee organizations. Staff services may be charged if applicable.
   2) Youth/School Related Organizations -- as determined by the principal, such as parent/teacher organizations, Boy Scouts, Girl Scouts, etc.
   3) City, Parish, State or Federal Governmental Agencies -- Police Department, Fire Department, etc.
   4) Community Service Agencies -- Public Health Services, Welfare Department, etc.

B. Organizations charged for use of school facilities when activities are held:
   1) All non-profit educational, cultural, religious, recreational, and civic groups not in 9-A above shall be charged a minimal fee as listed in the *Table of Fees.*
   2) All profit-making organizations shall be charged the fee for "Profit" organizations as listed in the *Table of Fees.*
   3) If the youth of the community would benefit from the proposed activities, the fee may be waived by the principal.

C. Organizations charged for use of school facilities when admission is charged:
   1) All profit or non-profit educational, cultural, religious, recreational, and civic groups whether in 9-A or B, above shall pay in accordance with the approved fee schedule when admission is charged.
   2) Exceptions shall apply to student, civic and parent/teacher functions when held to raise money for school-connected and approved projects. In such cases, these groups may be charged fees for overhead expenses (as applicable to 2. above) according to the type of function and the amount of admission charged.

D. Other requirements:
   1) Fees
      a. Fees charged for use of school facilities shall be paid at least two (2) weeks in advance of the scheduled event.
      b. Checks shall be made payable to the school and submitted to the principal. The school will then pay 60% of the rental fee and the total received for services to the School Board to cover the cost of the staff and utilities. The check to the School Board will include a transmittal form.
   2) Custodial Services
      a. Any organization using any school facility whether it is charging admission or not must agree to a custodian or appropriate staff member being present during the activity.
      b. A flat rate per hour will be charged and is due at least two (2) weeks in advance of the scheduled event.
      c. The principal shall validate that the hours paid equals the number of hours rendered.
   3) Gym Use by Outside Organization
      a. Whenever a gymnasium is used by an outside organization, all electrical equipment such as lights, scoreboard, etc. must be examined by the St. Mary Parish School Board electricians prior to event to determine everything is in working order.
      b. A fee of $25.00 per hour shall be assigned and paid in advance to the school.
   4) Liability Insurance
      a. Any organization which uses any school must submit a liability insurance policy or proof of insurance in the amount of $1,000,000 combined single limit per occurrence to the principal of the school at least two (2) weeks in advance before approval for use is granted.

b. This policy must apply to personal and property damages which may occur during the event and shall list the St. Mary Parish School Board, its members, and employees as additional named insureds.

5) Building Security and Supervision
   a. During use of school facilities, the building security and supervision are the lessee's responsibility.
   b. Use of a school facility is subject to the general condition that adequate adult supervision and/or security shall be provided by the organization.
   c. The need for security services shall be determined by the school principal.
   d. Principals have the option of waiving paid supervisory (security) services for activities that do not warrant such if satisfactory volunteer help is available for school sponsored or school-related activities.

Revised: November 2004
Revised: December 14, 2017

Ref: Constitution of Louisiana, Art. VII, Sec. 14
La. Rev. Stat. Ann. §§14:91.7, 17:81, 17:240, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21

Board minutes, 11-8-73, 12-8-77, 9-9-04, 12-14-17

St. Mary Parish School Board

UPON AGREEMENT TO PRACTICES AND POLICIES WITHIN THIS USE OF FACILITIES AGREEMENT, THE LESSEE AND PRINCIPAL WILL SIGN.

____ ______________
ORAGANIZATION REPRESENTATIVE NAME AND SIGNATURE DATE

____ ______________
PRINCIPAL'S NAME AND SIGNATURE DATE

PLEASE MAKE THREE COPIES:

____DISTRICT COPY (ASSISTANT SUPERINTENDENT'S OFFICE)

____SCHOOL'S COPY (TO BE KEPT ON FILE)

____APPLICANT'S COPY