



Fill My Tummy Fund

Donation Procedure

1. Policy Statement & Purpose

The Reynoldsburg City Schools Fill My Tummy Fund (the "Fund") is established to accept voluntary donations from staff, families, community members, and organizations to help offset students' unpaid meal charge balances. The Fund is administered by the Food Service Department in accordance with USDA guidance on Alternative Funding Sources (*Overcoming the Unpaid Meal Challenge*, p. 44) and the district's Unpaid Meal Charge Policy.

This document establishes procedures for accepting, tracking, and distributing donations to the Fund, consistent with legislative requirements that donated funds be distributed equitably, and that donor intent be documented in writing whenever funds are targeted to specific schools.

2. Fund Location

The donation is routed through a non-profit/foundation, then transferred to the NPFS account for distribution.

- The Food Service Director will notify the district's business manager/treasurer before the sub-account is opened so it is set up correctly in the accounting system.
- If a donor requests tax-deductibility that the NPFS account cannot provide, the donation may instead be routed through the district's General Fund or an affiliated nonprofit/foundation, at the business office's direction, then transferred to the NPFS account for distribution.
- All deposits are reconciled monthly between food service records and the business office's general ledger.

3. Acceptance of Donations

- **How donations are accepted:** donations can be made online using the Fill My Tummy Fund Form, or by check made out to Reynoldsburg City Schools with "Fill My Tummy Fund" in the memo/note line. All gifts are routed through the Food Service office.
- **Receipting:** every donation is logged on a Donation Log with date, amount, donor name (or "anonymous"), payment method, and whether the donor designated the gift (see Section 5). A receipt is issued to the donor for their records.
- **Eligible debt:** donations may be applied to Delinquent Debt.
- **Timing:** donations may be accepted and distributed at any point during the school year; the district is not required to wait until year-end.

4. Default Distribution Method

Undesignated donations (the majority of gifts) are distributed using the **pro-rata method**:

1. Identify all student accounts with a negative balance as of the distribution date.
2. Total the negative balances across those accounts.
3. Divide the donation amount by the total negative balance to get a coverage percentage.
4. Apply that percentage to each account, reducing every negative balance by the same proportion, until the donation is exhausted or all balances reach zero.

If the donation amount exceeds total negative balances, remaining funds are held in the Fund's sub-account for the next distribution cycle rather than distributed as credit.

The Food Service Director runs distributions on a regular cadence (recommended: monthly, and additionally at semester end) and documents the calculation on a Distribution Worksheet retained per Section 7.

5. Donor-Designated Gifts

A donor may request that their gift be applied to a specific school. The intent is to be documented in writing and applied as specified.

Process:

1. The donor completes and signs the **Donation Designation Form** at the time of the gift, stating the exact scope of the designation.
2. The Food Service Director reviews the form for feasibility (e.g., enough eligible accounts exist in that scope) before accepting the designation.
3. The signed form is filed with the Donation Log and retained per Section 7 — it is the audit trail connecting the donation to the accounts it paid down.
4. Within the designated group, the pro-rata method (Section 4) is still used to divide the gift equitably among eligible accounts in that group, unless the donor's written instructions specify otherwise.
5. If a designation cannot be honored as written (e.g., no negative balances exist in that group), the Food Service Director will contact the donor to confirm an alternative use before applying the funds.

6. Confidentiality Protocol

Which students carry negative balances is confidential student information. To protect it:

- Only the Food Service Director and one designated bookkeeper/cafeteria manager may view student-level account balances during a distribution.
- Distribution Worksheets identifying individual students by name or ID are stored in a locked file or access-restricted digital folder, not shared with classroom teachers, building administrators, or the general ledger clerk.
- Aggregate figures only (total dollars distributed, number of accounts affected) may be shared with the school board, business office, or public for reporting purposes.
- Donors are never told which specific students received their gift.

7. Recordkeeping & Retention

Record	Retained By	Retention Period
Donation Log (all gifts, receipts issued)	Food Service Director	5 years (or per district records policy, whichever is longer)
Signed Donation Designation Forms	Food Service Director	5 years
Distribution Worksheets (calculation + accounts credited)	Food Service Director, access-restricted	5 years
Monthly reconciliation records	Business Office	Per district records policy

At each distribution, the Food Service Director confirms that total dollars distributed (plus any carryover held for the next cycle) equals total dollars donated to date, and notes the reconciliation on the Distribution Worksheet.

8. Annual Review

The Food Service Director and Director of Business Operations/Treasurer review the Fund each June to confirm:

- Total donations received vs. total distributed for the year
- Any carryover balance and plan for its use
- Whether the default distribution method is still working as intended
- Whether policy updates are needed based on USDA guidance changes

Findings are summarized for the school board or superintendent as part of the district's annual Unpaid Meal Charge Policy review.