



Colorado Springs School District 11

8/1/2016

School Year 2016/17

**FISCAL RESPONSIBILITIES & PROCEDURES
for all Staff/Teachers**

The Board of Education and District 11 require that all funds collected by District employees be handled with fiduciary responsibility. This responsibility stems from laws, regulations and policies which protect both the District as well as the employee. Financial responsibility involves each and every employee because we are all responsible for protecting and conserving District resources and using these resources in a prudent manner for designated purposes.

In the ongoing effort to be good custodians of taxpayer dollars in our day-to-day activities and represent financial transparency for our stakeholders/public, below are the expectations and guidelines for Staff/Teacher Collection Forms and Revenues Generated by School or Student Activities Reconciliation Form (DFG-E).

Staff/Teacher Collection Form

Any time funds are collected for any reason and/or purpose the money must be recorded on a Staff/Teacher Collection Form. Examples include but are not limited to: class fees, field trips, fundraisers, School & Student Activity (SSA) clubs, etc.

Employees are **not** to keep money in the classroom overnight (reference policy DM). Money must be submitted to the school business office, with a Staff/Teacher Collection Form, on a **daily** basis. At time of turn in, a receipt should be provided by the Admin. Asst. / Business Sec. as funds are verified by both parties together.

There is a template for the Staff/Teacher Collection form; however, a class roster is acceptable but must contain the following information: student name, method of payment (must include check # if paid by check), amount paid, grand total collected, signature and date of collector.

The Staff/Teacher Collection form template can be found via the intranet, forms tab, accounting

Revenues Generated by School or Student Activities Reconciliation Form (DFG-E)

Form DFG-E must be completed any time funds are collected for a fundraiser or a fee that is not board approved. Board approved fees can be found on policies JQ.

Key points to keep in mind regarding the process for the DFG-E form:

- ✓ Must obtain pre-approval signature and date from the Principal prior to collecting funds
- ✓ Must notify Admin. Asst. / Business Sec. once pre-approved
- ✓ Must obtain pre-approval from Volunteer Services (if required)
- ✓ Any contracts involved may **only** be signed by the Principal
- ✓ If selling items there could be sales tax requirements (please discuss with Admin. Asst. / Business Sec.)
- ✓ If selling items tracking of inventory could be required (i.e. t-shirts, candy bars, lanyards, etc.)

Attachments for reference:

- ✓ Staff/Teacher Collection Form
- ✓ Revenues Generated by School or Student Activities Reconciliation Form (DFG-E)
- ✓ Inventory Tracking Form

Electronic templates for the above items can be found via the intranet, forms tab, accounting



I have read the 2016/17 Fiscal Responsibilities & Procedures for Staff/Teachers dated 8/1/16 and know that I am responsible for the directives as noted. I will file for my reference.

Staff/Teacher

Date

(Please complete and return to the Admin. Asst. / Business Sec. by individual schools deadline)