



## CLASSROOM ACCOUNT POLICY

*This policy was approved by the Governing Council on April 27, 2016.*

### **Purpose**

This policy sets forth guidelines and directions for the use and management of classroom accounts.

### **Background**

Colorado public schools receive funding from the state to support their educational activities; however, state funding typically is not adequate to fully sustain the teachers in their efforts to meet the needs of their students. In most Colorado schools, as a consequence, families raise additional funds in a variety of ways to assure that legitimate pedagogical requirements are met.

At MPCS, families provide financial support in a number of ways:

1. By making donations to the MPCS Foundation through the Annual Give Campaign and other vehicles such as endowments and in-kind donations.
2. By paying Student Materials Fees and Field Trip costs.
3. By buying out volunteer hours.
4. By participating in all-school and individual class fundraisers.

Refer to the Fundraising Policy for more information about school-wide fundraising practices.

This policy outlines the manner in which funds are held. The Fundraising Policy deals with fundraising processes and administrative matters.

### **Sources of Funding**

Each MPCS class has two separate sources of funding. They are referred to as:

1. **The School Budget** (funds provided for each class, within the general operating funds of the school). The school budget is intended to cover consumables, based on materials fees charged to parents; and materials and supplies necessary to facilitate the curriculum. Lead classroom teachers, and specials teachers will be given a budget for their classroom by the Director of Operations each year. Funds will be allocated by the start of the school year with periodic updates, as requested.
2. **Classroom Accounts** (not a physical bank account, but rather a sum of money within the MPCS Foundation bank account designated for that class, and funded by school and class fundraising activities). This money is intended to cover field trips and other enhancements to students' learning experience. These funds are held by the Foundation.

### **School Budget**

The school accounts for each class are funded by the MPCS budget. These are NOT fundraising accounts.

- Each class has a budget amount set at the beginning of the year based on available funds, the number of students in the class, and the specific pedagogical requirements of each grade.

- The account is used to purchase supplies, curriculum support materials, furniture, and equipment for the classroom.
- Requests for funds are initiated by the class teacher and are sent to the Director of Operations using a Purchase Request Form. Purchases are either made through the Purchase Order process or by the Reimbursement process.
- These funds are not transferable to any other accounts.
- Items purchased with these funds are the property of MPCS.
- Unused funds for each year are NOT carried over into the next year.

### **Class Account**

- Class accounts are funded by all-school fundraisers, individual class fundraisers, and individual family contributions as defined in the Fundraising Policy.
- The primary purposes for Class Accounts are field trips and class celebrations. Beyond those expenditures, class account funds may be used for other class needs not funded by the school budget, following approval by the Director of Education.
- Each class has funds established and held by MPCS Foundation on behalf of that class and managed by the class teacher with oversight from the Director of Operations and MPCS Foundation Treasurer. The Foundation writes a check to the School Budget to allocate funds to the class. The accounts may NOT have an ATM card.
- Payments of over \$500 require the prior approval of the Director of Operations.
- A record of all deposits and withdrawals for each class account will be maintained by the Foundation President and Treasurer. This record may be reviewed at any time by the Director of Operations or class parents, by request. The Director of Operations and MPCS Foundation will have electronic access to these accounts for review and oversight.
- The Foundation may add funds to the class account at any time, although funds may not be available immediately after a fundraiser.
- ECE accounts stay with the individual ECE classroom and accrue year to year.
- Each grade's class account stays with the class as it moves up through the school.
- Each new first grade classroom will have a class account established at the beginning of the year.
- The current 8th grade account is closed out at the end of each school year. Any unused funds are transferred into the Parent Council account.
- Differences may arise over the use of funds; the parties involved are encouraged to resolve such differences in accordance with this policy. Unresolved disputes are referred to the Director of Operations for mediation and resolution.
- Reconciliation of these accounts will be the responsibility of MPCS Foundation. End of year account balances for these accounts will be reflected in the MPCS Foundation balance sheet and reported on the MPCS Foundation 990 Tax form.
- In the event of the dissolution of MPCS, any remaining fund balances in the class accounts become an asset of MPCS Foundation.

### **Note on Tax Deductibility**

- Individual family fees to help pay for field trips are not considered donations and are not tax deductible.
- All questions about such deductions should be referred to a qualified tax professional.
- Nothing in this policy is intended to be used for the purpose of tax avoidance as defined by the Internal Revenue Code and other applicable laws.

### **POLICY HISTORY**

Original proposal: March 30, 2016.

Approved: April 27, 2016.