

	<p>HANDLING OF GIFTS, DONATIONS AND FUNDRAISING PROCEEDS</p>	<p>G31.00 Adopted March, 1997 Page 1 of 1</p>
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POLICY

It is the policy of the Seattle School Board that the handling of gifts, donations, and fundraising proceeds is as follows:

1. District employees who receive public funds in the form of gifts, grants, donations, or fundraising proceeds by cash, check, or any other form, must, except as set forth in paragraph 3, transmit those monies within 24 hours of receipt to the District accounting office for immediate deposit with the County Treasurer;
2. If the funds are earmarked for use by a particular school or program, the accounting office will put them in a separate account for use by that school or program;
3. District employees who receive monies that are intended by the donor to be deposited with the Alliance for Education, or another separately incorporated 501(c)(3) set up to benefit a District school or program, must immediately transmit those monies to that 501(c)(3) for deposit.
4. All separate non-profit organizations which receive funds intended to benefit the District, or a District program or school, shall be subject to District oversight and reporting requirements in accordance with agreements between the District and the non-profit organization.
5. District staff are prohibited from holding un-reported or un-deposited public funds, and prohibited from opening or operating any banking or checking account which contains public funds, without the express written authorization of the District comptroller. All District funds, and all funds intended to benefit the District, must be handled under either paragraph 1 or 3 above. Failure to comply with this policy shall subject employees to appropriate disciplinary action.

FORMER CODE: replaces previous D 14.00 Gifts and Bequests

REFERENCE: Const. Art. 12, Sec. 15; RCW 43.09.240