



**TO:** Principals and Office Managers  
**FROM:** Susan R. Tucker, Director, Fiscal Services  
**RE:** Gifts or Awards to Employees and Collection of Monies  
**DATE:** August 4, 2021

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### **Gifts or Awards to Employees and Non-Employees**

This is a reminder that as a Governmental entity, the District is prohibited from using public funds for gifts to employees or non-employees (volunteers) as it may be considered a misappropriation (gift) of taxpayers' money.

**Exception:** In accordance with Education Code Section 44015, and Board Policy 4156.2, the Board deems "special recognition should be given to long-time employees of the District in the form of special awards beginning with completion of the fifteenth (15th) year of service and at five year intervals thereafter. These awards shall be in the form of certificates, plaques, pins, or other objects, as determined by the Superintendent through regulations and within budgetary constraints."

### **Collection of Monies, Field Trips, Outdoor School and Lost/Damaged Library Books**

To ensure proper accounting and internal fiscal controls for monies collected at your school site, the following procedures should be followed:

- Teachers and administrators collecting funds from students must submit a classroom roster clearly noting the students who have submitted monies along with all cash and checks to the school office within two weeks.
- The school office staff prepares a deposit transmittal attaching a copy of the classroom roster and submits to the Fiscal Services for deposit. (*For auditing purposes, a copy of the classroom roster and deposit transmittal is to be retained at the school site.*)
- Cash and checks must be secured at all times and sent to Fiscal Services as soon as possible. If funds collected exceed \$600, transmit deposit within 3 days, all other deposits within two weeks of receipt.
- Refunds and purchases must be processed through Fiscal Services and NEVER from cash on hand.
- Donations/gifts/grants received from employer matching gifts, parents, parent organization groups and online fundraising/crowdfunding campaigns (see [Board Policy](#)) need to have the [Request for Acceptance of Gifts](#) form submitted with the transmittal and cash/check.

These procedures are in place for your protection as well as the District's.

Thank you for your understanding and cooperation.

**CC:** Administrative Assistants  
Cabinet  
Directors