



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Financial Management	DPA Policy Number: 101
	Effective: 7/1/2015
	Approval:
	Approval:
Revision Number: 01	Date:1/10/2018

Overview: The school shall employ staff who will administer the daily fiscal and accounting functions. The Governing Board shall provide fiscal oversight. The school will contract with an independent certified public accountant to provide support in analyzing, reconciling and adjusting account balances and to ensure the records are maintained in accordance with generally accepted accounting principles (GAAP). All financial statements are to reflect an accrual basis of accounting in accordance with GAAP.

Scope: This applies to financial transactions processed by the school.

Policies/Procedures:

- I. **Basis of Accounting:** The School, based on best practices recommended by the Georgia Department of Education, will maintain the modified accrual basis of accounting. Modified accrual recognizes revenue when it is available and measurable. Modified accrual recognizes expenditures during the period in which the liability is incurred. Financial statements will be converted to the accrual basis in accordance with GAAP.
- II. **Chart of Accounts:** The School shall utilize the established Georgia Department of Education set of GASB chart of accounts to systematically properly record all accounting and grant activity in Quick Books. Georgia Department of Education Office and Business Operations Financial Review Division was established for the purpose of reviewing financial records and accounting of local governing school boards and assisting local units of administration in training personnel in financial and budgetary accounting.

Financial Review is responsible for issuing and updating the chart of accounts utilized by local units of administration (LUAs) in reporting budget and financial data to the Georgia Department of Education.

Staff members in Finance & Human Resources are required to follow the GADOE GASB chart of accounts which will assist with management of the operations and preparation of financial statements, as well as guidance and consistency of the DE46 File upload as required by the State of Georgia LUA/DeKalb County School District Accounting and Compliance Division.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- III. **Cash Management:** The School shall maintain its cash accounts at a qualified, FDIC insured bank. The school shall maintain separate operating and payroll accounts. Deposits over the threshold of FDIC Insurance are to be collateralized in a bank offering such services at 110% of the deposit. A collateralization form must be sent to the bank quarterly for signature and verification of deposit coverages.
- IV. **Accounts Receivable:** The school shall maintain accounts receivable for scheduled receipts due but not yet received. Outstanding accounts receivable are aged on a thirty, sixty, ninety day schedule and assessed for collectability based on historic experience.
- V. **Accounts Payable (General):** Vendors and suppliers should be paid within 30 days of their issue, taking advantage of discounts as appropriate. In rare circumstances, payments can be made on a greatest need/greatest dependency basis along with an approved payment plan.
- VI. **Budget:** The school must prepare an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget (if applicable). The annual initial **draft budget forecast** must be presented to the Board no later than May 15th for the subsequent fiscal year. These documents are submitted to and reviewed and approved by the Board and can be modified by the Board as necessary. Reports showing budget vs. actuals, and a forecast of future projects as requested, must be prepared regularly by the Director of Finance & Operations & Operations and reviewed by the Finance Committee. These reports are presented to the Board at each meeting. Additionally, a contingency budget must also be presented to the Head of School and Board of Directors with a range between 5 and 10%
- VII. **Insurance and Bonding:** The school should maintain minimum levels of insurance coverage as deemed appropriate by the Board, including: general liability, business and personal property, worker's compensation, personal injury liability, unemployment, fidelity bond, director and officer insurance.
- VIII. **Records Retention:** All records should be inventoried according to the records retention schedule set forth by the Dekalb County School District. Retention schedules should be established for all units.
- IX. **Reporting:** The Director of Finance & Operations & Operations shall maintain supporting records to prepare the school's financial reports. These reports include (but are not limited to) budget vs actuals, trial balance, cash flow projections, quarterly reports to the IRS and others as required.
- X. **Audit:** Independent audits of the financial statements shall be conducted annually by a Certified Public Accountant selected by the Board. The Board shall select and approve the audit of record by May 30th not to exceed 5 years of service. Board will review the scope and results of the audit. The Board will also receive notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally,



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

the Board will develop a corrective action plan to address all relevant weaknesses noted by the auditor.

Contacts: Director of Finance & Operations Office (404) 937-2000

Accounts Payable/ Direct Invoices	DPA Policy Number: 201
	Effective: 7/1/2015
	Approval:
	Approval:
Revision Number: 01	Date: 1/10/2018

Overview: The School is expected to exercise prudent judgment in obtaining items/services so that costs can be kept to a reasonable level. The School should ensure that the purchase/service is both reasonable and necessary under the circumstances, in the course of official school business and that the procurement process is not circumvented.

Scope: This applies to all direct invoice requests from staff and Board members.

Policies/Procedures:

- I. Requests for direct invoice payments should be submitted for approval and combined with the original quote for service and/or original receipt such as reimbursements. All invoices are to be date stamped and received via the normal U.S. Mail process to eliminate the possibility of oversight of payment in the event of unforeseen absence or turnover.
- II. The type of expenditures that can be paid on a direct invoice includes and is not limited to the following; membership, dues, registration, utility bills, telephone bills, reimbursements, and service requests such as lawn maintenance etc.
- III. The following documentation must accompany the Direct Invoice request:
 - a. Invoice
 - b. Sales receipt
 - c. Meeting/Training Agenda (if applicable)
 - d. Name and address of vendor
 - e. Date of Service
 - f. Description of goods/services
 - g. Amount for each individual item
- IV. Items which are not complete and signed with the original signatures will be returned to the requestor.
- V. Direct invoices must be approved by the Head of School or by a full majority of the Board for Board member requests.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- VI. Year-end close is June 30th during this time there will be an established deadline to process new invoices associated with the fiscal year budget & expense closeout.

Contacts: Director of Finance & Operations, Director Office (404) 937-2000

Employee/Non-employee, Group Meals, Special Meals	DPA Policy Number: 202
	Effective: 7/1/2015
	Approval:
	Approval:
Revision Number: 01	Date: 1/10/2018

Overview: An employee may request payment for “Pre-approved” meals provided to employees, non-employees and special guests who may not leave the meeting site or are working on behalf of the school. Pre-approval must contain the Head of School or Principal signature prior to the event.

Scope: This applies school-wide.

Policies/Procedures:

- I. Under certain, infrequent circumstances, employees may be required to stay at the worksite during meal-time such as training sessions or meetings. Under these situations, the school may purchase meals for the affected employees. Purchase of the meals should be pre-approved by the Head of School prior to the event.
- II. The following documentation must accompany the request:
 - a. Pre-approval from the Head of School or full majority of the Board for Board related requests.
 - b. Itemized receipt
 - c. List of attendees
 - d. Meeting/training agenda
- III. Meals may be provided to non-employees if: the individuals are serving in an advisory capacity or providing pro-bono service to the school, it is a matter of extraordinary courtesy, necessity and in the best interest of the school, and the meal is pre-approved by the Head of School. This explicitly excludes normal visits, meetings, or reviews from state, federal or other local organizations/representatives. The same documentation is required as in item II above.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contacts: Director of Finance & Operations Office (404) 937-2000

Purchasing/Procurement	DPA Policy Number: 301
	Effective: 7/1/2015
	Approval:
	Approval:
Revision Number: 01 Date: 1/10/2018	

Overview: All purchases should be guided by: price, quality and dependability. Purchases above \$5,000 must be approved by the Board.

Scope: This applies to purchase orders/requisitions.

Policies/Procedures:

- I. All purchases (with the exception of those that can be paid with a direct invoice form) must be requested through a requisition form (i.e. supplies, equipment, software, instructional materials, etc). The designated staff member will prepare all requisitions for pre-approval from the Director of Finance & Operations, and the Finance Director will attain higher approval authority from the Head of School after conducting the initial budget availability check.
- II. Requisition forms must include the specific items needed, quantity, estimated cost, and justification. The requisitioner (requestor) cannot be the approver. The Director of Finance & Operations will check for immediate supervisor such as "Principal" or Title I Liaison signature.
- III. When approving purchases, it must be determined that: the expenditure is budgeted; if funds are available (. i.e. cash flow); if the expenditure is reasonable, and consistent with the approved school policies; and if the price is competitive and prudent.
- IV. In attaining the best value, the school should:
 - a. Purchases < \$4,999– use sound business practices
 - b. Purchases >\$5,000- \$9,999 – Obtain three written quotes seek Board of Directors approval.
 - c. Purchases > \$10,000 – Use a formal RFP process to procure goods or services. Personal services are excluded from the RFP process, but are still subject to the written quote requirement based on the dollar amount. Educational materials which are directly related to curriculum and secured by copyright are excluded from the RFP process.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- V. Once requisitions are approved, a purchase order may be issued as appropriate.
- VI. All invoices associated with a purchase order should have the purchase order attached and signed with by the appropriate manager before payment.

Purchasing/Procurement -Nutrition	DPA Policy Number: 301-1	
	Effective:	
	Approval:	
	Approval:	
Revision Number: 00	Date: 9/24/2019	Approval:

DeKalb Preparatory Academy Nutrition Program Plan for procuring items for use in the Child Nutrition Program is as follows. The procurement plan and procedures provide for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

All procurement procedures and activity will comply with Federal regulations and standards in 7 CFR 210.21, 2 CFR 200.317-326, and Appendix II to Part 200 and Georgia law, rules, and regulations, and local Board of Education policy.

The Director of Finance & Operations will be responsible to ensure there is no acquisition of unnecessary or duplicative items as required in 2 CFR 200.319.

Code of Conduct:

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by Child Nutrition Funds.

- No employee, officer, or agent of Dekalb Preparatory Academy nor its Board of Directors shall participate in selection, award, or administration and management of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Conflicts of interest arise when any of the following has a financial or other interest in the selection for the award:
 - a) An employee, officer, or agent
 - b) Any member of the employee's immediate family
 - c) His or her partner



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

d) An organization, which employs or is about to employ any of the above

- Dekalb Preparatory Academy employees, agents, or officers shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- Failure of any employee to abide by the above-stated Code could result in appropriate disciplinary action, including suspension or dismissal. Interpretation of the Code will be given at any time by contacting the Director of Finance & Operations at 404-937-2009. Dekalb Preparatory Academy and its Board of Directors will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the school food authority.

1. DEKALB PREPARATORY ACADEMY will comply with procurement regulations as required by 2 CFR 200.318-326, 7 CFR 210.21, Appendix II to Part 200, and all applicable Federal, State, and local requirements for school nutrition programs.

Procurement thresholds are DeKalb Preparatory are as follow:

- The formal purchase threshold is \$10,000 or greater.
- The (informal) purchase threshold is \$5,000- \$9,999
- All other purchase thresholds less than \$4,999 we are to use sound business practices

2. The following procedures will be used for all other purchases:

Category	Request Quotes Frequency	Methods	Review Quotes and requisitions
Equipment -Large	As Needed	Formal Bid or three quotes depending on the amount	As Received
Equipment/Supplies -Small	As Needed	Three Quotes when necessary for amount	As Received
Equipment parts and maintenance	As Needed	Three Quotes when necessary for the amount	As Received



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Food Service Management Company Services	Annually and may renew up to 4 annual renewals	IFB or RFP	As received
--	--	------------	-------------

3. Formal bid procedures will be applied on the basis of a:

- Centralized System
X Individual School
Multi-School Systems
State Contract
Combination of above (specify):

4. Because of the potential for purchasing more than \$ 5,000 value, it will be the responsibility of Director of Finance & Operations to document the amounts to be purchased so the correct method of procurement will be followed.

A. When a formal procurement method is required, the following COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE NEGOTIATION in the form of a Request for Proposal (RFP) procedures will apply:

- An announcement for an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed on the school district website to publicize the intent of the School Food Authority to purchase needed items. The advertisement for bids/proposals or legal notice will run a minimum of 10 business days.
- The announcement for an IFB or RFP will also be posted on the Georgia Procurement Registry for solicitations valued at \$10,000 or more.
- An advertisement is required for all purchases over \$ 10,000. The announcement will contain a:
 - general description of items to be purchased
 - deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
 - date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - deadline for submission of sealed bids or proposals, and
 - address of location where complete specifications and bid forms may be obtained



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - Contract period
 - DEKALB PREPARATORY ACADEMY is responsible for all contracts awarded (statement)
 - Date, time, and location of bid openings
 - How vendor is to be informed of bid acceptance or rejection
 - Delivery schedule
 - Set forth requirements (terms and conditions) for which bidder must fulfill for bid to be evaluated
 - Benefits to which the School Food Authority will be entitled if the contractor cannot or will not perform as required
 - Statement assuring positive efforts will be made to involve minority and small business
 - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the School Food Authority's non-profit Child Nutrition account
 - Contract provisions as required in 7 CFR 210.21 and 2 CFR 200.318-326
 - Contract provisions as required in 7 CFR Part 210.21 (f) for all cost reimbursable contracts
 - Contract provisions as required in 7 CFR Part 210.16(a)(1-10) for Food Service Management Company contracts
 - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
 - Method of evaluation and type of contract to be awarded
 - Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)
 - Specific bid protest procedures including contact information of person and address and the date by which a protest must be received
 - Provision requiring access by duly authorized representatives of the School Food Authority, State Agency, United State Department of Agriculture, or Comptroller to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- Method of shipment or delivery upon contract award
- Provision requiring contractor to maintain all required records for five (5) years after final payment and all other pending matters (audits) are closed for all negotiated contracts
- Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- Signed statement of non-collusion
- Signed Debarment/Suspension Certificate or statement included in contract certify compliance with the regulation with Debarment/Suspension. DEKALB PREPARATORY ACADEMY will verify through EPLS on www.SAM.gov
- Provision requiring "Buy American" as outlined in 7 CFR Pan 210.21(d); specific instructions for prior approval of all of non-domestic product(s). This includes the following documentation:
 1. Documentation that requests consideration of the use of alternative domestic food before approving an exception,
 2. Requirement for documentation of the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food (supported by a third part agricultural market report from AMS or USDA), and
 3. A requirement to document the use of a non-domestic alternative food due to insufficient and not reasonably available quantities of satisfactory quality.
- Specifications and estimated quantities of products and services prepared by DEKALB PREPARATORY ACADEMY and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by Director of Finance & Operations and date specified.
- Director of Finance & Operations will be responsible for securing all bids or proposals.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- Director of Finance & Operations will be responsible to ensure all DEKALB PREPARATORY ACADEMY procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals. (Ex.: quality, delivery, service, etc.)
 - i. Price
 - ii. Response
 - iii. Responsible
 - iv. Other factors determined relevant to each solicitation

In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the DEKALB PREPARATORY ACADEMY, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- Director of Finance & Operations or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- Director of Finance & Operations or designee will review the procurement system to ensure compliance with applicable laws.
- Director of Finance & Operations or designee will be responsible for documenting the actual product specified is received.
- Anytime an accepted item is not available, Director of Finance & Operations or designee will select the acceptable alternate. The contractor must inform Director of Finance & Operations or designee by predetermined day/time as set forth in the contract if a product is not available. In the event a non-domestic agricultural product is to be provided to DEKALB PREPARATORY ACADEMY, the contractor must obtain, in



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

advance, the written approval of the product. Director of Finance & Operations or designee must comply with the Buy American Provision.

- Full documentation as to the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Director of Finance & Operations.
- Director of Finance & Operations or designee will be responsible for maintaining all procurement documentation.

B. If the amount of purchases for items is less than DPA formal purchase threshold using IFB or RFP, the following procedures, including quotes, will be used. Quotes from at least three qualified sources will be required per federal guidelines.

The DeKalb Preparatory Academy process for purchases over \$ 5,000 are as follows:

1. Written Specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. Director of Finance & Operations or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes will be awarded by Director of Finance or designee. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or other factors deemed appropriate for the product being procured.
6. Director of Finance & Operations or designee will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. Director of Finance & Operations or designee will be responsible for documentation that the actual product specified is received.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

8. Any time an accepted item is not available, Director of Finance & Operations or designee will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

9. Quotations will be awarded on the following criteria: (Ex.: quality, delivery, etc.)

a. Response

b. Responsible

c. Price

d. Other factors determined relevant to each quote.

10. Director of Finance & Operations or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

C. If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, NON-COMPETITIVE PROPOSAL procedures may be used only when one of following apply:

1. The item is available only from a single source;
2. After solicitation of a number of sources, competition is determined inadequate,
3. The state agency authorizes non-competitive proposal in response to a written request from DEKALB PREPARATORY ACADEMY; or
4. An emergency for the requirement does not permit a delay resulting from competitive solicitation.

The following procedures will be followed when utilizing Single Source procurement:

- Written Specifications will be prepared and provided to the vendor.
- Director of Finance & Operations or designee will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
- Director of Finance & Operations or designee will be responsible for documentation that the actual product or service specified was received.
- Director of Finance & Operations or designee will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation is met.

D. Purchasing Threshold for purchases that are less do not exceed 4,999:

This purchase method of procurement may be used for the acquisition of supplies or services where the aggregate dollar amount does not exceed \$ 4,999.99. To the extent practicable,



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

purchases will be distributed equitably among qualified suppliers. Purchases may be awarded without soliciting competitive quotations if the price is considered reasonable.

A log of all purchases will be kept for documentation purposes. Document information will include (at a minimum) the date of purchase, product(s) requested, purpose, vendor name, and price paid.

E. Miscellaneous Provisions:

1. A new product may be purchased on a one-time basis without competitive bid, if the purpose is to evaluate the product.
2. The School Food Authority agrees that the reviewing official of each transaction will be Director of Finance & Operations or designee.
3. Payment will be made to the vendor when the contract has been met and verified and has met the DEKALB PREPARATORY ACADEMY 's procedures for payment. (If prompt payment is made, discounts, etc. are accepted.)
4. Specifications will be updated as needed.
5. If product is not as specified, the following procedure will take place:
6. Supplier will be contacted via email or phone
7. An-arrangement will be made to replace the product or if appropriate, adjust price
8. Other as deemed necessary by situation

F. Emergency or "Pressing Need" Purchases

If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by Director of Finance & Operations or designee. The following emergency procedures shall be followed. All emergency procurements shall be



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

approved by Director of Finance & Operations or designee at a minimum, the following emergency procurement procedures shall be documented:

- item name
- dollar amount
- vendor, and
- reason for emergency

The contractor shall agree to retain all books, records and other documents relative to the contract agreement for five (5) years after final payment, or until audited by DEKALB PREPARATORY ACADEMY, whichever is sooner. The DEKALB PREPARATORY ACADEMY, its authorized agents, and/or State and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

2. DEKALB PREPARATORY ACADEMY shall agree to retain all books, records and other documents relative to the award of the contract for five (5) years after final payment. Specifically, the DEKALB PREPARATORY ACADEMY shall maintain, at a minimum, the following documents:

- Written rationale for the method of procurement;
- A copy of the original solicitation;
- The selection of contract type;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The basis for award cost or price;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

G. The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds. These written standards of conduct include:

1. No employee, officer or agent of Dekalb Preparatory Academy School Nutrition Program shall participate in the selection or in the award or administration of a contract supported by program if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent;
 - b. Any member of the immediate family;
 - c. His or her partner,
 - d. An organization which employs or is about to employ one of the above.
2. DeKalb Preparatory Academy and its Board of Directors employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

Penalties for violation of the standards of code of conduct will include reprimand, suspension, dismissal or any legal action necessary.

H. Surplus and Salvage

DeKalb Preparatory Academy and its Board of Directors will follow the Federal regulations and standards in 7 CFR 210.21, 2 CFR 200.317-326, and Appendix II to Part 200 and Georgia law, rules, and regulations, and local Board of Education Administrative Regulation/Policy.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contacts: Director of Finance & Operations & Operations Office (404) 937-2000

Contracts	DPA Policy Number: 203
	Effective: 7/1/2015
	Approval:
	Approval:
Revision Number: 00 Date:	

Overview: The execution of contracts shall be within the scope of the school's strategic plan and overall mission.

Scope: This applies to all contracts/service agreements.

Policies/Procedures:

- I. All contracts shall be in writing and signed and dated by Head of School (or in certain circumstances a representative of the Board). Every executed contract with original signatures shall be on file within the Business Office.
- II. The school must have the signed, executed contract before payments can be made against the contract/agreement. Each contract should be assigned a contract number for tracking in the financial system.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- III. All contracts must be first approved by the Board (for any amount), prior to execution.
- IV. Contracts must be amended with prior approval from the Board to extend the time period, to modify the dollar amount, and/or change the scope of work.
- V. Invoices should contain the following information before payment is approved:
 - a. The invoice should be on letterhead of the vendor;
 - b. A description of the services performed;
 - c. Dates and number of hours spent on each day for the services rendered;
 - d. Signature of the Head of School, or other appropriate manager which serves as approval to make the payment. Services should be verified before any approval signature.
- VI. The Director of Finance & Operations shall review all invoices to ensure they are within the terms of the contracts.

Contacts: Director of Finance & Operations & Operations Office (404) 937-2000

Basic Financial Management – Capitalization Policy	DPA Policy Number: 101
	Effective: 1/1/2018
	Approval:
	Approval:
Revision Number: 00	Date: 1/1/2018

This accounting policy establishes the threshold of \$1,000.00 for capitalization and depreciation of fixed assets. Assets meeting these requirements shall be recorded for both book and tax purposes in the records of Dekalb Preparatory Academy.

Fixed asset definition: A fixed asset is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; *and* (2) was acquired or produced for a cost greater than \$1,000. Fixed assets must be capitalized and depreciated for book and tax purposes.

Capitalization thresholds: Dekalb Preparatory Academy establishes \$1,000 as the minimum threshold amount for capitalization. Fixed assets costing below this amount shall be expensed in its financial statements (or books).



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Capitalization method and procedure: Fixed assets shall be recorded at historical cost as of the date acquired, and depreciated beginning on the date the fixed asset is placed in service.

A fixed asset costing less than the threshold stated above shall be recorded as an expense for financial statement and tax purposes. A fixed asset with an economic useful life that is less than 12 months shall be expensed for financial statement and tax purposes, regardless of the acquisition or production cost.

For an intangible asset to qualify for capitalization purposes, it must meet all of the following requirements:

1. The acquisition cost is at least \$ 1,000.00.
2. The intangible asset has a useful life greater than one year.
3. The Academy has the ability to sell, transfer, license, or rent the asset to another party OR the asset arises from a contractual or legal right.
4. The asset is nonfinancial in nature and not acquired or created primarily for the purpose of generating income or profit, the result of a capital lease transaction, or goodwill.

All intangible assets meeting the capitalization requirements specified above will be amortized unless the intangible asset has an indefinite life.

DEFINITIONS: Intangible Assets - Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one year. Examples include, but are not limited to, easements, water rights, timber rights, patents, copyrights, trademarks, and computer software (purchased, licensed, and internally generated).

Easements - The right to use land belonging to another for a particular use.

Water rights - The right to access or use water from a water source (i.e., a river, stream, pond or source of groundwater).

Patents - The legal protection granted to an individual, company, or organization from the United States federal government or a foreign government giving the owner the exclusive right to produce and sell an invention for a given period of time.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Copyrights - The legal protection granted to authors or artist for their works from the federal government. This gives the owner the exclusive rights to produce or sell the artistic or published work for a specified period of time.

Trademark - A name, word, phrase, logo, symbol, design, or image that identifies that the product is from a unique source.

Purchased Software - Purchased software is software that the Academy pays an upfront cost in order to use. This may be software that we pay for initially and then pay an additional annual maintenance fee in order to receive upgrades and support from the vendor.

Licensed Software - Licensed software is software that the Academy has the right to use for a specified period of time based on an agreement with the vendor.

Internally Generated Software - Internally generated software is software developed by Academy staff or an entity contracted by DPA, or acquired from an external entity but requiring more than minimal incremental effort on the part of the Academy to begin to achieve its expected level of service capacity.

Contacts: Director of Finance & Operations (404) 937-2000

Contracts	DPA Policy Number: 203
	Effective: 7/1/2015
	Approval:
	Approval:
Revision Number: 01	Date: 1/10/2018

Overview: The execution of contracts shall be within the scope of the school's strategic plan and overall mission.

Scope: This applies to all contracts/service agreements.

Policies/Procedures:

- VII. All contracts shall be in writing and signed and dated by Head of School (or in certain circumstances a representative of the Board). Every executed contract with original signatures shall be on file within the Business Office.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- VIII. The school must have the signed, executed contract, W9, and certificate of liability, and proper back ground check prior to conducting business with a contractor and before payments can be made against the contract/agreement. Each contract should be assigned a contract number for tracking in the financial system.
- IX. All annual contracts must be first approved by the Board (for any amount), prior to execution.
- X. Contracts must be amended with prior approval from the Board to extend the time period to modify the dollar amount, and/or change the scope of work.
- XI. Annual recurring licensing must be included in the annual contractual approval process for such services: Software licensing, annual books, annual testing, access to web, state practice testing. A list of annual licensing must be provided to the Director of Finance & Operations by February 1st each year for initial review.
- XII. Invoices should contain the following information before payment is approved:
 - a. The invoice should be on letterhead of the vendor;
 - b. A description of the services performed;
 - c. Dates and number of hours spent on each day for the services rendered;
 - d. Signature of the Head of School, or other appropriate manager which serves as approval to make the payment. Services should be verified before any approval signature.
- XIII. The Director of Finance & Operations will review all invoices to ensure they are within the terms of the contracts.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contacts: Director of Finance & Operations Office (404) 937-2000

Banking/Disbursements/Deposits	DPA Policy Number: 401	
	Effective: 3/22/2016	
	Approval:	
	Approval:	
Revision Number: 02	Date: 1/10/2018	Approval:

Overview: This policy outlines policies and procedures associated with bank accounts and check disbursement procedures.

Scope: This applies to all bank accounts of Dekalb Preparatory Academy.

Policies/Procedures:

- I. Bank accounts can only be established through the authority and approval of the Board.
- II. There is one major bank account for efficient accounting and business purposes:
 - a. Administrative – our financial ledger records the inflow and outflow of all funds for regular operating expenditures (All accounts payable, and payroll see below)
 - b. Payroll – Strictly for payroll expenses. Funds shall be transferred from Administrative account to cover payroll expenses only
- III. Additional accounts for specific purposes may be also established by the Board.
- IV. Each account's bank statement shall be reconciled to the general ledger each month.
- V. Checks may not be written to Cash, Bearer, or Petty Cash. Under no circumstance, will any individual sign a blank check.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- VI. Signature authorities include the Head of School, Board Chair, Board Treasurer and the Principal(s). The Principal(s) should sign checks for the Head of School only in extenuating circumstances whereby the Head of School is not available. The Head of School shall initial all copies of checks that were signed by the Principal(s).
- VII. The Business Office prepares all checks for signature and provides the checks with the original invoices signed as verification of product or service receipt to the Head of School along with the check register that is signed off by the Director of Finance & Operations.
- VIII. All checks received must be receipted with information identifying the appropriate data from the check including the name, check number, amount and date received the event i.e. field trips, sports, donations etc. The receipt must be initialed by the appropriate staff (e.g. front office staff) and given to the Business Office for deposit.
- IX. Checks received must be immediately restrictively endorsed and stamped "for deposit only" and prepared for deposit. All funds received should be maintained in a secured safe until deposited. All funds on site are to be counted by Wednesday night before close of business. Deposits should be made weekly at a minimum.
- X. All incoming mail should be opened, and date stamped by the front office staff, checks logged appropriately, and mail/checks distributed as deemed appropriate by the Director of Finance & Operations. Confidential information such as background checks, court ordered documents, and the like should not be opened by the front office but should be provided to the Director of Finance & Operations for the HR/Business Manager to open in confidentiality.
- XI. All cash received should be accepted with a receipt issued that contains a signature from the receiver and the person in receipt of the funds. These funds should be immediately provided to Finance for deposit into the school safe.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contacts: Director of Finance & Operations Office (404) 937-2000

Banking/Credit Card Acceptance	DPA Policy Number: 401-1
	Effective:
	Approval:
	Approval:
Revision Number: 02	Date: 9/24/2019

DeKalb Preparatory Academy accepts debit/credit card payments via a chase credit/debit card machine located in the financial department.

School related purchases including and not limited to the following:

- School meal purchases subject to pre-approval
- Background checks with Georgia Bureau of Investigation (GBI)
- Book fees for lost & damaged books
- Patches for uniform shirts
- Field trips
- Sports and club payments
- End of the year class trip

All payments are receipted at the time of purchase via a copy of the credit/debit receipt which is signed off by the payor. DeKalb Preparatory retains a copy of the receipt with the credit/debit card information truncated by the letter x with the exception of the last 4 digits.

DeKalb Preparatory Academy shall not store a copy of the entire credit card number in our files, nor does the Chase machine store credit/debit card data. Information shared within the department of finance is held in strict confidence.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contacts: Director of Finance & Operations Office (404) 937-2000

Banking/Contingency Fund	DPA Policy Number: 402
	Effective: 5/23/2017
	Approval:
	Approval:
Revision Number:	Date: 3/20/2018

Overview: Adequate fund balance and reserve levels are necessary components of the school's overall financial strategy and key factors in assessing the school's financial strength and fiduciary integrity. Maintenance of a fund balance assures adequate resources for cash flow and mitigation of short term revenue shortages. It can also enable planning for programmatic improvements. This policy outlines guidelines associated with the usage of this reserve fund.

Scope: This applies to the reserve/contingency bank account of DeKalb Preparatory Academy.

Policies/Procedures:

- I. The school will maintain a balance in the reserve account equivalent to at least 3 (three) months of operating expenses as required by the State Board of Education and the DeKalb County School District. The balance will be determined annually simultaneously with the approval of the subsequent years budget.
- II. If the balance meets the 3-month minimum threshold requirement, these funds can be used for emergency cash-flow needs, unplanned facility related expenses, revenue shortfalls, or any other unplanned, but necessary expenses.
- III. If the balance does not meet the 3-month requirement, these funds can be used for emergency cash-flow needs for payroll expenses or an unplanned facility emergency.
- IV. If the balance exceeds the 3 –month minimum requirement, the excess funds can be used for programmatic improvements as determined by the board.
- V. All disbursements from this fund require board approval.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contacts: Director of Finance & Operations Office (404) 937-2000

Finance/HR Records Disposal	DPA Policy Number: 402	
	Effective: 1/1/2018	
	Approval:	
	Approval:	
Revision Number: 00	Date:	Approval:

Overview: Dekalb Preparatory Academy complies with the State of Georgia Retention Schedules for Local Government Paper & Electronic Records which pertains to "All Local Government Entities in the State of Georgia."

Scope: This information applies across the board on record retention of all staff, student and shareholders.

The subsequent sections of this policy shall reference the link to education portion of the state record retention policy requirement.

archives.doe.k12.ga.us › *Local Government Record Retention Policy*



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Contact: Director of Development Office (404) 390-3817

Development & Fundraising Campaign Policies	DPA Policy Number:
	Effective:
	Approval:
	Approval:
Revision Number: Version 1	Date: 4/24/19

➤ Purpose.....	28
➤ Duration.....	28
➤ Policy.....	28
○ Section 1: Fund Development Committee.....	28
○ Section 2: Fund Development Yearly Goal.....	28
○ Section 3: Donor Recognition.....	29
○ Section 4: Directed Donations.....	29
○ Section 5 Annual Campaign.....	29
○ Section 6: Yearly Auction Event.....	29
○ Section 7: Grant Policy Statement & Internal Procedures.....	30
○ Section 8: Grade-Level Trips.....	33
○ Section 9: Request for Items by Teachers/Advisors.....	33
○ Section 10: Student Fundraising/ Fundraising Fridays.....	33
○ Section 11: Fundraising and Collection of Goods.....	34
○ Section 12: All Other Charitable Fundraising & Solicitation of Goods.....	34
○ Section 13: Fundraising Communication.....	35
○ Section 14: Fundraising Situations Outside of this Policy.....	35



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

Purpose

The purpose of DPA primary fundraisers is to raise funds to supplement funding received from federal, state and local government sources.

The revenue from these campaigns enables DPA to maintain as well as improve, the operations and educational programs of the school. These campaigns also provide an opportunity for DPA to connect with the larger community through online, direct mail pieces and other updates that communicate the school's mission and accomplishments.

Duration

This policy is permanent.

Policy

All DPA fundraising efforts should be coordinated between the Director of Development, Head of School, the Fund Development Chair and Principals.

SECTION 1. Fund Development Committee

- a. The Fund Development Committee reports to the Governing Board and the Head of School and is a standing committee of the Board.
- b. The committee may include:
 - i. Fund Development Chair
 - ii. Head of School
 - iii. Governing Board Chair
 - iv. Finance Chair
 - v. Director of Finance and Operations
 - vi. Representative from the Auction Committee
 - vii. Representative from the Annual Campaign Committee
 - viii. Volunteers

SECTION 2. Fund Development Yearly Goal

- a. The financial goal for the primary fundraisers will be recommended by the Director of Development to the Head of School, then set by the Governing Board as a part of the approved budget each year.
- b. The strategies consist of the following:
 - i. Annual Campaign: Individual contributions made by school families and staff, and families and individuals within the greater community, secured primarily through direct mail/electronic solicitation



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- ii. Miscellaneous and Special Events: including a yearly auction event
- iii. Grants: Foundation grants and business support through the solicitation of local family foundation and businesses for sponsorship or other types of partnerships with the school, including corporate sponsorship
- c. If the target goal for the annual campaign or auction is exceeded in a given year, the Fund Development Chair will work with the Finance Committee to make a recommendation to the Governing Board as to how any additional funds raised through fund development shall be allocated.

SECTION 3. Donor Recognition

- a. Thank-you letters from the Head of School and the Campus Principals will be sent to all individuals, foundations and corporations who make a financial contribution to DPA through any campaign including significant in-kind contributions received by teachers.
- b. Management of thank-you letters is a function of the Development Office.

SECTION 4. Directed Donations

- a. DPA generally does not accept directed donations, that are for projects outside of our strategic focus areas in scope. Exceptions may be made as deemed appropriate by the Head of School and the Governing Board.

SECTION 5. Annual Campaign

- a. The annual campaign consists primarily of a direct appeal for individual financial contributions to the school.
- b. The annual campaign supplements the funding received from the state and DeKalb County Public Schools.
- c. As a charter school, funds raised by the annual campaign are used to sustain and enhance the operations and educational programs of the school.
- d. As the main fundraisers for the school, families will be encouraged to focus their monetary and volunteer support to the direct appeal.

SECTION 6. Yearly Special Event

- a. The yearly auction event shall consist of a silent & live auction and raffle event.
- b. The yearly auction event supplements the funding received from the state and DeKalb County Public Schools.
- c. Families are encouraged to support the auction through the sales of tickets, donations of goods, or monetary support for specific initiatives, and the live and silent portions of the auction at the event.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

SECTION 7. Grants Policy Statement

I. Purpose

The purpose of this organization-wide Policy Statement on Grant Administration is to establish policies for the administration of grants at the DeKalb Preparatory Academy, Inc. (DPA).

II. Persons and Areas Affected

This is an organization-wide Policy Statement affecting all constituents that research, apply for and administer grants.

III. Policy

A. Authority to Apply for Grant Funding

Only the Board President and Head of Schools or an authorized designee may sign and submit grant applications on behalf of the DeKalb Preparatory Academy.

B. Coordination of Grant Policy and Grant Operations

The DeKalb Preparatory Academy Development Office must be able to track and manage grants at all stages of the grants process from funding research through project closeout. To accomplish this policy requirement, the Development function of DPA is hereby established within the school's administrative office. The Development Office of DPA shall be responsible for:

- 1) Developing, revising and distributing the official grants policies and procedures of the DeKalb Preparatory Academy.
- 2) Coordinating the tracking of grant applications, awards and major project management decisions associated with awarded grants.
- 3) Assisting with the interpretation and application of city, county, state, federal or other grants policies.
- 4) Assisting with the resolution of disputes between the DeKalb Preparatory Academy and its funding sources.
- 5) Offering training and technical assistances to services.

C. Submission of Grant Applications

All grant proposals submitted to a government funding source must first be authorized for submission by a resolution of the Board of Directors. Only the Board President or Head of Schools may sign grant applications.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

D. Acceptance of Grants

The Board President, Head of School or an approved designee are the only persons authorized to sign and accept grant awards.

E. Proposal Development

The **Resource** Development Office is an organization-wide point of contact for funding research and the writing of grant proposals. The role of this office is to:

- 1) Research opportunities, write proposals/applications and manage reporting.
- 2) Inform all departments about funding opportunities.
- 3) Assist with proposal writing.
- 4) Review proposals written by staff upon request.
- 5) Offer grants training and technical assistance when applicable.

F. Departmental Responsibility for Grants

School Administrators and key technical staff are responsible for generating funding ideas, helping to identify funding opportunities, participating in program planning and proposal writing and managing the day-to-day functions associated with a successful grant award.

G. Principals are accountable for the grant expenditure **compliance** within their departmental jurisdiction. In cases where more than group is responsible for a grant, a lead shall be designated for accountability.

H. Each lead/principal shall:

- 1) Appoint a grants liaison for the department.
- 2) Designate a project manager for applicable grant awards to the department.
- 3) Implement awarded grant projects according to the terms and conditions of each grant award.
- 4) Ensure that the department's grant liaison tracks grant expenditures **compliance balances** and consults with the Development Office on a regular basis.

DPA Internal Grant Management Procedures

- Everyone that submits a proposal is to provide a copy of all submitted applications and proposals which shall be stored in the Development Office grant files and in the **Finance Department**.
- **All requisitions must be processed through the finance department via the requisition process. Party responsible for requisitioning the finance department shall provide to the finance department 3 quotes and a rubric of the selection criteria**



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- The grant contract/compliance documents and award letter will stipulate if the grant is a reimbursing grant or direct purchase requisitioning grant. After the item is purchased and paid, the finance department will provide a copy of the proof of payment and the finance department will submit the reimbursement requests.
- Development will receive a copy of the completed documents for tracking such as the invoice, supporting documentation and confirmation of submission for grant compliance and filing. Note: The Development Office is responsible for submitting reimbursement requests.
- Party responsible is to provide a complete original of all grant contracts and agreements to the Development Office **and Finance Department** after Board of Directors and/or Head of School's approval and signature.

Complete government grant contracts typically include:

- Grant Budget
- Budget Adjustment Instructions
- Grant Agreement
- Special Conditions
- Reporting Requirements
- Auditing Requirements
- Grant Recognition Requirements
- Contact information for grant compliance and reporting

Complete foundation grants awards typically include:

- Award Letter
- Reporting Requirements
- Grant Budget
- Grant compliance and reporting
- Grant Recognition Requirements (when applicable)
- Contact information for

Director of Development to provide requisition requests, contracts, audit requirements and budget changes in regular weekly reports to DPA Finance Department.

DPA Development contact email: Development@dekalbprepacademy.org.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

SECTION 8. Grade-Level Trips

- a. Each year, scholars may go on a major (i.e., overnight and/or out-of-town) trip that plays an essential role in building community and enhancing students' school experience.
- b. Though families are asked to pay for most of the expenses for these trips, some fundraising efforts are needed to offset the costs of these trips for the school and families in need.
- c. Organizers of the major grade-level trips may sponsor two to three fundraisers per year, one of which can be a school dance or fall festival. These events will be approved by the Principal and coordinated by teachers and volunteers.
- d. Additionally, the DPA Foundation, established in 2019 by DPA's Board of Directors, designates board contributions to providing scholarships for students to attend or participate in trips or activities that they would not have otherwise been able to afford.

SECTION 9. Request for Items by Teachers/Advisors

- a. School staff members need to have the freedom to directly request from the DPA community items or goods they need for their work.
- b. At their discretion, school staff may request small items or goods from the DPA community wish list. (e.g., supplies for a class project, tissues, hand sanitizer, etc.).
- c. Larger items should be requested through the regular school budget process as appropriate.

SECTION 10. Student Fundraising/Fundraising Fridays

- a. Limited fundraising to support school-sponsored/school-based events (school clubs, organizations, teams, and committees) is appropriate, even desirable, as it builds awareness and community.
- b. Clubs, organizations, teams, committees, and other student/school groups may request up to two (2) "Fundraising Fridays" on campus per year in order to sell goods, services, or privileges (such as "Hat Day") to raise funds for their group. All Fundraising Friday requests must be approved by the Principal. No single group will be permitted to have more than two Fundraising Fridays in a school year. Except by specific permission of the Principal in response to extraordinary circumstances, student fundraising will be limited to these Fundraising Fridays. (Note: If a Fundraising Friday has not been claimed by a group by Monday of that week, a group that has already used two Fundraising Fridays may be allowed to claim that Friday.)



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

- c. To promote healthy habits and encourage more variety among fundraisers, groups using Fundraising Fridays will be limited to one "food-based" fundraiser (bake sale, candygrams) per year.
- d. Fundraising for clubs, organizations, teams, committees, and other student/school groups is limited to the use of Fundraising Fridays. No other solicitation—whether within or outside the school community, including online (website, PayPal)—is allowed. Any additional funding needs should be requested through the regular school budget process as appropriate.

SECTION 11. Fundraising and Collection of Goods to Benefit the Larger Community

Solicitation of goods or funds to benefit the larger community will be limited as follows:

- a. Student Community Service. Students learn most by contributing to the larger community through direct involvement rather than by soliciting funds from others.
- b. Advisory, class, and club benefits will focus on acts of service, not on raising monies and the presentation of a check. No advisory, class, or member of a club or group should carry out any fundraising in the context of their service/benefit.
- c. In-school collections of goods for charities (e.g., canned food drive) sponsored by groups of students (by clubs, advisory, etc.) are appropriate and acceptable on a limited basis.
- d. Drives will not exceed two per month, and they will be by prior arrangement/permission with the Principal.

SECTION 12. All Other Charitable Fundraising or Solicitation of Goods

- a. In order to minimize fundraising demands on the DPA community and avoid having to choose between publicizing one charitable cause over another, the school will limit all other solicitation of funds or goods for the broader community to posting on the school's community bulletin board.
- b. Inclusiveness. In all fundraising, the school should honor the economic diversity of its families.
 - i. All should feel welcome, regardless of the size of their contributions. Entrance charges for events and dues/fees for participation in clubs or other activities should be modest.
 - ii. Every effort will be made to coordinate fundraisers so that they are spread out over the school year in order to avoid placing a burden on families and/or subjecting them to "giving fatigue."



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

SECTION 13. Fundraising Communication

- a. It is important to know and understand something about the organization and initiatives being undertaken by students and school groups and for fundraising to be centrally coordinated. At the same time, publicity for solicitations of donations or goods should not dominate communication from the school and should be kept to the minimum necessary.
- b. All fundraising requests must be reviewed with the Director of Development and receive approval from the appropriate Principal or the Head of School.
- c. Any group using a "Fundraising Friday" or sponsoring a charity drive must make an informative announcement or presentation at a staff meeting and in the newsletter to acquaint the members of the school with the project and its goals.
- d. The monthly school calendar will include a listing of all upcoming fundraisers and field trips.
- e. The community bulletin board and television in lobby, near the entrance of the campus can be used to make available information about current and upcoming service initiatives, publicize fundraising events and happenings, and sign up for Fundraising Fridays. The school's Fundraising Policy and practices will also be posted there.
- f. The use of the DPA newsletter, morning announcements, emails, and mailings home for fundraising or solicitation of goods will be limited and must be approved by the Head of School and Director of Development.
- g. Any representative of the school (staff, student, or parent/guardian) seeking financial and/or in-kind donations from businesses should first receive approval from the Head of School and the Director of Development.

SECTION 14. Fundraising Situations Outside of This Policy

- a. Novel situations involving fundraising will arise, with new ideas and proposals for activities that do not easily fit in an established category.
- b. The Development Team and DPA's Fund Development Committee will make recommendations to the Head of School regarding any fundraising proposal that is not already covered by this policy.



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

DEVELOPMENT GIFT PROCESSING PROCEDURE

Overview

The following provides information on our gift processing procedures.

Purpose

The purpose of this procedure is to ensure the security of processing monetary and in-kind donations.

1. The Business Manager opens; date stamps and distributes the mail to respective departments. Development related check/credit card/in-kind donations with any envelopes or correspondence are copied by the Business Manager and originals (except checks for deposit) are given to development. A **copy** of the award letter, grant compliance document such as grant covenants and checks stub are kept in the finance department. The finance department processes all actual checks. Development processes credit cards including recurring gifts using donor management software.
2. The Development Director enters in copies of checks/credit card donations into the Bloomerang database weekly. Development's Income Summary reports will be delivered by monthly by close-of-business on the first Friday following closing month. The Business Manager makes check deposits, processes credit card reports from Bloomerang and prepares a General Ledger batch entry. If there are any questions regarding a particular check, then Business Manager will see to clarify with Development.
3. When donors directly deliver gifts of cash and/or gift cards to the school, those funds and/or gift cards must be given to the Business Manager, Development Director. If the Business Manager or Development Director is offsite the School Leader receives the funds for delivery to the Business Manager who then completes a receipt, and provides the information to the Development Director for the donor's records. This receipt should be done in duplicate so that the donor and the organization both retain a copy. The donor signs the receipt and keeps one copy. Finance maintains the other Receipt copy; development receives a copy of the receipt that are logged as gifts of cash or gift cards into Bloomerang

Contacts: Director of Development (404) 390-3817



DeKalb Preparatory Academy

"Where Every Student Has A Gift"

GIFT RECONCILIATION PROCEDURE

Overview

The following provides information on our gift reconciliation procedures.

Purpose

The purpose of this procedure is to ensure the proper steps are taken between Development and Finance when recording a gift.

2. Development will reconcile its records by producing a weekly Income Summary Report, which is a journal transaction report from Bloomerang. This report will be given to Finance to be reconciled on a weekly (frequency adjusted as needed) basis to verify that all donations have been appropriately recorded and coded.
3. Supporting documentation such as deposit slips and credit card transaction reports, directly from banks or vendor are required to verify deposit amounts and reconcile fundraising data to ensure reporting accuracy. If there are discrepancies between the coding weekly transactional total in Development and the General Ledger in Finance, the two departments will work to reconcile the discrepancies the week of the deposit or the following business day.