



7.3 HANDLING OF FUNDS POLICY

7.3.1 Electronic Transfer of Funds

I. PURPOSE

The purpose of this policy is to set forth the circumstances in which Oak Hill Montessori Community School (OHMCS) may make electronic funds transfers.

II. POLICY

It is the policy of OHMCS to abide by State law when making an electronic funds transfer.

III. TRANSFERS ALLOWED FOR CERTAIN PURPOSES

A. OHMCS may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement fund; and
4. For vendor payments.

IV. POLICY CONTROLS

A. OHMCS will only make payments via electronic funds if the following policy controls are met:

1. The OHMCS Board must annually delegate the authority to make electronic fund transfers to one or more designated business administrators;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;



3. The initiator of the electronic transfer must be identified;
4. The initiator must document the request and obtain an approval from the designated business administrator before initiating the transfer;
5. A written confirmation of the transaction must be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction; and
6. A list of all transactions made by electronic funds transfer must be submitted to the school board at its next regular meeting after the transaction.

Legal References: Minn. Stat. § 124E.16 (Charter Schools – Reports)
Minn. Stat. § 471.38 (Claims)

7.3.2 Expense and Reimbursement – Board and Staff

I. PURPOSE

The OHMCS Board recognizes that board members, officers, and employees (“Personnel”) of OHMCS may be required to travel or incur other expenses from time to time to conduct OHMCS business and to further the mission of the school.

The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by all staff.

II. GENERAL STATEMENT OF POLICY

It is the policy of OHMCS to reimburse only reasonable and necessary expenses actually incurred by Personnel. All school district business expenses to be reimbursed must be approved by the supervising administrator.

When incurring business expenses, OHMCS expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend OHMCS money as carefully and judiciously as the individual would spend his or her own funds.



- Report expenses, supported by required documentation, as they were actually spent.

III. REQUEST FOR REIMBURSEMENT

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Reimbursement Report. The Expense Reimbursement Report shall be submitted to the Executive Director.

The school director shall submit his/her Expense Report to the Board treasurer or designee prior to payment.

IV. RECEIPTS

Receipts are required for all expenditures billed directly to OHMCS.

V. GENERAL TRAVEL REQUIREMENTS

A. Advance Approval from Director

All trips involving air travel or at least one overnight stay must be approved in advance by the individual's supervisor; however, any out-of-state travel must be approved by the OHMCS Board.

B. Necessity of Travel

In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which OHMCS will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to OHMCS outweigh the costs, less expensive alternatives, such as participation by telephone or the availability of local programs or training opportunities, shall be considered.

C. Personal Travel Expenses.

Individuals traveling on behalf of OHMCS may incorporate personal travel or business with their school-related trips; however, Personnel shall not arrange travel at a time that is less advantageous to OHMCS or involving greater expense to OHMCS in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel are the sole responsibility of the individual and will not be reimbursed by OHMCS.



VI. AIR TRAVEL

A. General

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. OHMCS will reimburse or pay only the cost of coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

- ### **B. Frequent Flyer Miles and Compensation for Denied Boarding**
- Personnel traveling on behalf of OHMCS may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

VII. LODGING

Personnel traveling on behalf of OHMCS may be reimbursed at the usual and customary room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness.

VIII. OUT-OF-TOWN MEALS

Personnel traveling on behalf of OHMCS are reimbursed for the reasonable and actual cost of meals (including tips) subject to the maximum per diem meal allowance as set by the IRS.

IX. GROUND TRANSPORTATION

Employees are expected to use the most economical ground transportation appropriate under the circumstances.

X. PERSONAL CARS

Personnel are compensated for use of their personal cars when used for school business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at



the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

XI. PARKING/TOLLS

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on school business will be reimbursed. The costs of parking tickets, fines, car washes, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

XII. ENTERTAINMENT AND BUSINESS MEETINGS

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved by their supervisor at OHMCS and qualify as tax-deductible expenses. Detailed documentation for any such expense must be provided, including:

- date and place of entertainment
- nature of expense
- names, titles and corporate affiliation of those entertained
- a complete description of the business purpose for the activity including the specific business matter discussed

XIII. OTHER EXPENSES

Reasonable business related telephone, internet, and fax charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of OHMCS.

XIV. NON-REIMBURSABLE EXPENDITURES

OHMCS maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. All other expenses need to be approved by the Director.



7.3.3 Fundraising

I. PURPOSE

The purpose of this policy is to establish criteria for the administration of fundraising activity by OHMCS. The primary purpose of fundraising is to support the school's educational programs.

II. GENERAL STATEMENT OF POLICY

Fundraising is defined as the making of a direct donation to the school, or the purchase of an admission, service or tangible good, at a regular or special fundraising event or campaign of the school. Oak Hill Montessori Community School's Board of Directors are responsible for interpreting the provisions of this policy.

III. REGULAR FUNDRAISING PROJECTS

- A. Annual Appeal: When an annual fundraising appeal is planned and administered by OHMCS, monies from this venture will be used for supporting academic programs of the school.
- B. Selective Grants: The Executive Director or designee oversees and administers the selective grant writing process. The Executive Director, designee, or Board Chair is responsible for approving, including signing as needed, any and all proposals and inquiries that are in accordance with the approved operating budget and strategic plans. Monies secured through grants will be used according to the stipulations of each grant agreement, and, if applicable, at the discretion of the Board.
- C. Capital Campaigns: The Executive Director, designee, the Board, or any of its designated committees shall administer project-specific capital campaigns that are intended to generate funds for the purpose of the lease, purchase or lease with option to purchase, of real estate. Monies from capital campaigns will be used exclusively for the purpose established in the campaign itself.
- D. Paid Admissions and Small Revenue: Events Requiring paid admission to any activity sponsored by the school is considered a fundraising activity. Any monies raised by paid admission in excess of expenses will be used by the Executive Director or designee consistent with the purpose of the school's educational programs, including specific initiatives as authorized by the



Executive Director or designee, in conjunction with the sponsoring organization, group or individual, and/or as articulated in the approved proposal relating thereto. The Executive Director or designee has authority to approve small-scale social events that are projected to raise money.

- E. Community Fundraising Programs: The Executive Director or designee has the authority to enroll to participate in fundraising programs that are driven by community participation. Examples of such programs include but are not limited to: Amazon Smile, Box Tops for Education, and Kowalski's Groceries for Good Causes.

IV. PROPOSING FUNDRAISING OPPORTUNITIES

A proposal for any fundraising activity whether it benefits Oak Hill Montessori Community School or another organization must be submitted to the Executive Director or designee at the business office of the school at least ten (10) calendar days before the event. A proposal for fundraising must include:

- 1) a narrative description of the activity,
- 2) a budget for the event itself, including the funds needed and/or expected,
- 3) identification of the proposed individuals/groups administering and/or operating the activity,
- 4) the purpose and/or project for which the monies will be used, and
- 5) an outline and due date for a report summarizing the planning, operation and results of the fundraising activity, including without limitation a final statement of costs/revenue.

The Executive Director may, in their discretion, require evidence of insurance of type and amount reasonably satisfactory to protect the school in the context of the proposed fundraising activity. Any development activity projected to raise more than \$10,000 gross will be reported to the Board of Directors by the Executive Director.



7.3.4 Student Fees

I. PURPOSE

Oak Hill Montessori Community School operates in compliance with Minnesota Public School Fee Law to require and to prohibit pupil fees as allowed.

Therefore, will not deny a student an education because of economic inability to furnish books and supplies necessary to complete graduation requirements.

may charge fees in areas considered extra-curricular, non-curricular, or supplementary to the requirements for the successful completion of a required class or educational program.

II. POLICY STATEMENT

It is the policy of the Board of OHMCS to fully comply with state law regarding pupil fees.

III. POLICY

A. Allowed Fees. Oak Hill Montessori Community School may require payment of fees in the following circumstances:

1. Any program where the final product becomes the personal property of the student, at the student's option;
2. Extracurricular activity charges and admission fees, where attendance is optional and where the fee is the same for all students, including home school students;
3. Security deposits for the return of materials, supplies, or equipment;
4. Physical education apparel, if not provided by the student under Board guidelines;
5. Items of personal use or optional purchases, such as student publications, class rings, yearbooks, and graduation announcements;



6. Driver's education fees for school students when they do not exceed costs;
 7. Field trips considered supplementary to the school's educational program;
 8. Reasonable rental fees, for school instruments;
 9. Reasonable transportation fees for the following:
 - a. Extracurricular activities that are optional to the student;
 - b. Students who live less than two miles from the school, ensuring that no student is denied transportation due to inability to pay the fee; and
 - c. Post-secondary education site.
- B. Prohibited Fees. Oak Hill Montessori Community School is not authorized to and will not charge fees for the following:
1. Textbooks, workbooks, art materials, laboratory supplies, towels;
 2. Supplies necessary for participation in any required instruction;
 3. Required field trips as part of the basic educational program;
 4. Graduation caps, gowns, and diplomas or any specific form of dress necessary for any educational program;
 5. Instructional costs for school personnel in a graduation course or program required for graduation;
 6. Library books required to be utilized for any educational course or program;
 7. Fees for any activity the student is required to attend;
 8. Costs for any required educational course or program;
 9. Fees for locker rentals;
 10. Transportation costs for students living two miles or more from school;



- C. Withholding Grades or Diplomas Prohibited. Oak Hill Montessori Community School may not withhold rights or privileges, including the receipt of grades or diplomas, for failure to pay a required fee, but may take other collection action as allowed.
- D. Fees for Lost or Destroyed Materials. Oak Hill Montessori Community School may charge fees for textbooks, workbooks, and library books that are lost or destroyed by students and must annually notify students of this possibility.
- E. Waiver of Fees. A student fee may be waived by Oak Hill Montessori Community School for students whose parent(s) are serving or have served in the military in the past year or if the student is unable to pay the fee.

Legal References: Minn. Stat. § 124E.03 (Charter Schools – Applicable Law)
Minn. Stat. §§ 123B.34-.39 (Pupil Fee Law)