

MADERA UNIFIED SCHOOL DISTRICT  
GIFT OF PUBLIC FUNDS INFORMATION AND DISTRICT FUND EXPENDITURES

The District must maintain a responsible balance between providing reasonable support and the fiduciary responsibility not to make a gift of public funds.

## FOOD

### Employee Meals (other than out of county travel)

The District does not pay for an employee's lunch while attending local (within a 30 mile radius) staff development or other training sessions, unless the lunch is included in the cost of the training. If the training dismisses for a lunch period, employees are responsible for their own meals.

### Meetings/Staff Development

1. Morning or Afternoon meetings that last two or more hours may include coffee, water and a single snack.
2. All day meetings are to include a lunch break long enough to allow participants to leave for a meal on their own. If time constraints make for a working lunch, the appropriate SEC member can approve a working lunch. Cost should not exceed per diem.
3. Meetings that run from mid-afternoon (after school) or past 6 p.m. may include water, soda or a substantial snack. Cost should not exceed \$10.00 per person.

### Other

For crisis intervention or others who are providing a service to the district and cannot break for lunch, a simple lunch or pizza may be provided. Cost per person should not exceed \$10.00 per person. A sign-in sheet and an agenda must accompany the paperwork to pay for all approved food purchases.

## FLOWERS AND CANDY

1. Purchase of flowers or candy with District funds are prohibited.
2. Flowers purchased for decorations and as part of an awards ceremony or as decorations at a public event are authorized.
3. A gift of flowers to show sympathy due to illness or death, or to express joy or congratulations is *personal* and prohibited.

## GIFT CERTIFICATES

Gift Certificates to individuals are not allowed. Gift certificates are characterized as gifts of public funds, even when purchased for an event with a public purpose, because they confer a tangible private benefit to an individual.

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To avoid making a gift of public funds, gift certificates may be donated by merchants or individuals for raffles and door prizes.

### CHARITABLE CONTRIBUTIONS

School Districts may not *donate* public funds for charitable purposes. For instance, a district may not donate funds to an individual student, or use school equipment for a charity fund-raising drive. This rule does not prohibit a school from providing students with essentials needed at school (e.g. pencil, pens, paper), because this is expressly authorized by statute and serves the educational mission of the schools.

Foster and Homeless student needs may be addressed through Student Services and do not fall under this section of the policy.

### STUDENT BODY FUNDS HELD WITH DISTRICT (NOT PARENT CLUB FUNDS)

Student body funds must be expended on "activities on behalf of the students approved by the school authorities." Student body funds are public funds, subject to the constitutional prohibition against the gift of public funds. This rule does not prohibit giving a scholarship or award to an identified class of students under statutory guidelines, as these are specifically authorized by statute as a public purpose.

### AWARDS – STAFF AND STUDENTS

1. Awards to employees for exceptional contributions, and to students for excellence, is authorized. Awards to community members are not unless you are recognizing volunteers that have been working at a school site.
2. A district can recognize superior work accomplishments of an employee, within specified guidelines. Life transitions, weddings, and the like, occur for everyone, therefore, **cannot be considered** superior accomplishments.
3. Awards are often signified by letters of commendation, board resolutions, trophies, certificates, plaques, medals, badges, pins and the like.
3. Awards may be given to recognize years of service and retirement. A District wide annual ceremony is held to recognize those employees and is allowable with General Funds. Cost of food, decorations, and awards are approved.
4. Awards to Students may purchased through **Title One and may not exceed 5%** of your allotted Title One budget. Plaques, medals, badges, pins, certificates and backpacks may be

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purchased. For more information on what you can purchase as an Award, contact the Categorical Office.

### REWARDS & STUDENT MOTIVATION

1. Awards to students for excellence are authorized. Approved items include trophies, certificates, and other appropriate items such as pencils or tokens.
2. Rewards to students may only be paid with General Fund.
5. Approved items include entry to zoo, pizza party or other events and are allowable through General Funds. PBIS motivational items shall be funded with General Funds. T-Shirts, pencils, backpacks, etc. are appropriate.
6. Title One cannot pay for rewards for student's or staff.

### CLOTHING – STAFF & STUDENT

Certain positions in Child Nutrition, Warehouse, Print Shop, Transportation and Maintenance are provided uniforms and laundry service. Clothing, other than a District uniforms, is not allowed to be purchased with District Funds. MUSD logo or school logo shirts can be purchased for staff with donated funds.

Student may not be given a school shirt purchased with General Funds. It is recommended that all school shirts and school logo material be purchased through their Parent Club.

For PBIS incentive and motivational rewards, student may earn a shirt that has been purchased with General funds. The shirt must be different than a traditional "school name" shirt and must stand out for positive behavior and character.

### CONCLUSION

By law a District is required to examine each expenditure from district funds. The Business Office may approve only legally authorized expenses against the proper funds of the district. They must also determine whether the purchase constitutes a gift of public funds.

Because public officers have a special duty to uphold the public trust and to use public funds strictly for public purposes, school officials should avoid any expenditure which creates even an appearance of impropriety.