

**SERIES 6000  
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## **6000 FISCAL MANAGEMENT**

*“An effective bookkeeping and budgeting system is needed in every parish elementary school for the following reasons:*

- A. To insure orderly financial management, displaying income and expenses in such a way as to focus attention on program priorities;*
- B. To provide financial information to administrators, school board members, and diocesan departments in a consistent, easy-to-understand and easy-to-use format; and*
- C. To provide assurance to the school’s many publics that the school administration is responsible and exercising good stewardship.”*

CATHOLIC SCHOOL MANAGEMENT

## **6100 BUDGET**

### **6110 BUDGET PREPARATION**

The financial administrator of each school will work with the School Board’s Finance Committee to prepare an annual school budget that reflects the actual cost of maintaining the school. The proposed budget must conform to the diocesan Chart of Accounts and be prepared according to the calendar approved by the Diocese. Maintenance, utilities, janitorial, and other services that are used in conjunction with the parish plant should be prorated so that the budget is a true picture of education costs.

The proposed budget shall also anticipate future costs for deferred maintenance and the depreciation of capital improvement.

### **6120 BUDGET APPROVAL**

The proposed budget jointly prepared by the school’s financial administrator and the school Board’s Finance Committee shall be carefully reviewed by the school’s Board of Education and, if approved, be submitted to the school’s pastor/rector for his approval. A copy of this pastor/rector-approved budget for the school will be submitted to the diocesan Superintendent of Catholic schools and the CFO of the Diocese of Fresno.

### **6130 BUDGET AMENDMENT**

The school’s financial administrator has the grave responsibility of operating the school within the limits of the approved budget. Any significant deviation from any part of the approved budget requires the written authorization of the school’s pastor/rector.

The school shall review and amend its school’s budget by October 31 if the school’s projected enrollment and tuition income estimates were significantly below the school’s actual enrollment or tuition income.

## **6200 SCHOOL INCOME**

The normal sources of school income are tuition and fees. It is the responsibility of each school to generate the income necessary to operate and maintain the school. The pastor/rector has the final responsibility to comply with diocesan policies, regulations, and practices. The major supplementary

source of income for elementary schools is parish subsidy according to the resources of the parish together with fundraising and other advancement or development activities.

#### **6210 TUITION RATE**

The pastor/rector and the school's financial administrator, in consultation with the local school board, shall establish the school's tuition schedule in conformity with diocesan policy.

The determination of the school's rates should be guided by the following principles:

- A. Within the limits imposed by the socio-economic character of the school's attendance area, serious effort shall be made to defray the actual per pupil cost of instruction by way of income from tuition, fees, gifts, bequests, endowments, foundation grants, alumni activities, and parent/student fund-raising.
- B. The actual per pupil tuition should be charged for each child in the family; however, the school may set discounted tuition rates for additional children from the same family.

#### **6211 TUITION CONTRACT**

#### **6212 TUITION ASSISTANCE**

Each school shall have a tuition assistance plan or program for "active and practicing Catholic families" unable to pay full tuition. This plan should be included in the parent/student handbook. The following guidelines should be included in each school's tuition assistance plan:

- A. The plan shall include a calendar with deadlines indicating when the FACTS application for tuition assistance must be submitted to be eligible for *Our Faith, Our Family, Our Future* tuition assistance and the eligibility deadline for school and parish supported tuition assistance. This calendar will also include the normal dates that each type of tuition assistance is awarded or denied.
- B. The confidentiality used in managing the private information contained in the FACTS tuition assistance application.
- C. The school's general criteria used to determine the financial need and tuition assistance granted to families.
- D. The requirement that tuition assistance is granted for one school year only and families must reapply each year to obtain continuing tuition assistance.
- E. The general school rule for the maximum amount of tuition assistance awarded to each child shall be stated in the school's application. The general norm is not to award a family a full tuition grant.
- F. The encouragement of families of other parishes to seek tuition assistance from their pastor.

##### **6212.1 ASSISTANCE FROM NEIGHBORING PARISHES**

Families from a parish without a school who attend another parish's school may be charged a per pupil cost. The neighboring parish in which such families are registered and active is strongly encouraged to assist in paying on behalf of such families the differences between the parish and non-parish tuition rate.

##### **6212.2 TUITION POLICY FOR NON-PARISHIONERS**

Schools may charge a different rate for "active and practicing Catholic families" who are registered in another parish when:

- A. The parish of residence makes no contribution to the support of the receiving school; and

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B. The nonresident families make no regular contribution to the general funds of the parish supporting the school.

Non-Catholic families may be expected to pay full per pupil cost for each child enrolled in the school. Any arrangements for reduction should be clearly identified in the school's approved plan.

### **6213 TUITION DELINQUENCY**

The pastor/rector, principal, and local boards are to exercise discretion in determining criteria by which inability or unwillingness to pay tuition and fees is judged, but any action in individual cases shall be taken only after the school complies with the following guidelines:

- A. Each school shall have a consistent, written policy detailing how financial delinquency will be handled.
- B. Each school shall publish its delinquency policy in the school handbook and shall bring it to the attention of parents well before decisive action is to be taken.
- C. "Pupil records (transcripts/cumulative folders) shall not be withheld from requesting districts because of any charge or fees owed by the pupil and/or parents. This applies to pupils in grades K-12 in both public and private schools." (Section 438C, Title V, California Education Code)
- D. Report cards may NOT be withheld from a student in a public forum that may cause embarrassment to the child. Report cards may normally be withheld from parents if their child's tuition account is not up to date. (See policy 4230)

### **6214 FINANCIAL OBLIGATIONS UPON TRANSFER**

No student who has attended any Catholic elementary or secondary school within the Diocese of Fresno shall be allowed to retransfer to any other diocesan elementary or secondary school until all financial obligations have been met at the student's previous school. These financial obligations shall include, but not be limited to:

- A. Payment of all tuition and fees,
- B. Fines which may have been imposed in accordance with the rules of the previous school.

### **6220 FUND-RAISING EVENTS**

Schools traditionally help defray expenses and supplement basic school programs by fund-raising in the school community, parish community, and general community. The most common forms of fund-raising activities are: festivals and carnivals, programs, dinners, auctions, raffles, book fairs, product sales, etc. These fund-raising events are typically sponsored by parent groups and organizations, booster clubs, youth clubs, teachers, students, and members of the general school or parish community (for major fund-raising events see also policy 6243). If students will be involved in a particular fund-raising activity, the activity must be conducted in accord with diocesan Safe Environment guidelines.

No fund-raising activity or event shall be conducted without formal approval by the school's administrator and pastor/rector. To obtain the school's written authorization for a major fund-raising activity, the sponsor must submit a written fund-raising proposal to the school administrator using the "Fund-Raising Proposal" form that includes:

- A. The specific purpose for the fund-raising activity;
- B. An outline and timeline of the proposed fund-raising activity;
- C. the desired fund-raising monetary goal;
- D. An initial working budget for the activity;
- E. The checks and balances methods to be used to safeguard the funds (see policies 6400ff); and
- F. A specific plan for using the funds to achieve the purpose of the activity.

#### **6221 CONDUCT AND METHODS**

In all cases, the sponsoring group and its event exist only for the benefit of the school.

- A. The conduct of the event and the methods employed by the sponsoring groups should conform to the fund-raising policies of the diocese and tasteful and moral standards appropriate for church activities.
- B. When questions of taste, judgment, or the image of the church are involved, it is incumbent on the sponsors of the event to consult the pastor.
- C. It is expected that all fund-raising activities shall comply with any and all federal, state, and local laws and regulations including any tax filings and special licenses. Compliance to the diocesan insurance liability regulations is mandatory.
- D. Officials of private, diocesan, or inter-parochial schools planning to solicit funds through some special event or personal appeal should consult and inform the local pastor regarding the event. When there is no conflict with parish events or appeals, pastors are encouraged to support and accommodate schools through appropriate announcements, etc.

#### **6222 STATUS**

The sponsoring group at all times derives its tax-exempt status because it is a member of the diocese of Fresno Education Corporation and is subject to diocesan policies and regulations. Therefore, the pastor is ultimately in charge and responsible for whatever occurs at any of these events, whether held on parish premises or away from the parish plant.

Parent or other support groups that lend financial assistance to the school are not to be separately incorporated.

#### **6224 REQUIREMENTS**

- A. The need and purpose of any fund-raising must be clear and necessary.
- B. All funds raised should be applied to the stated purpose as soon as practical (see policies 6270, 6400, and following).
- C. Funds raised should not be allowed to accumulate without good and stated reason, and the approval of both the principal and the pastor.
- D. Restrictions stipulated by the donor or implicit in the solicitation must be scrupulously adhered to.
- E. Fund-raising should not take advantage of children or detract from the primary educational purposes of the student, class, or school.

#### **6230 GIFTS, GRANTS, AND BEQUESTS**

Either the pastor or the principal may accept, on behalf of and for the school, any bequest, grant, or gift of money or property for a purpose deemed by them to be suitable. Suitability shall be determined according to the following criteria:

- A. The gift has a purpose consistent with that of the school.
- B. The gift does not begin a program which the school would be unwilling to assume when funds were exhausted.
- C. The gift does not bring undesirable or hidden costs to the school.
- D. The gift places no restriction on the school operation.
- E. The gift does not imply endorsement of any business or product.
- F. The gift is not inappropriate or harmful to the best education of the students.
- G. The gift is not in conflict with any provision of the California State School Code.

The money or property shall be used as designed by the donor. If the amount or restrictions on the money or property are such that utilization extends beyond the school year of the gift, grant, or bequest, the approval of the pastor is required for acceptance by a parochial school; the approval of the Superintendent for a diocesan high school.

#### **6240 OTHER RECEIPTS**

##### **6241 MISCELLANEOUS COLLECTIONS AND CAMPAIGNS**

Any solicitation or collection of money from students is subject to the regulations and provisions of this Handbook. Funds collected shall be used for the purposes publicized in advance of or at the time of solicitation.

##### **6242 COMMERCIAL ENTERPRISES**

Commercial enterprises may never promote merchandise directly to students. Students may not act as carriers of brochures or promotional literature on behalf of such merchandise, especially literature with attached response cards requesting home addresses. Schools shall neither accept premiums nor permit agents to present lessons or mini-educational programs in exchange for the promotion of commercial goods.

Book cover publishers do not, strictly speaking, sell a product to be purchased by the school or the parents. Nevertheless, the principal should scrutinize carefully the business practices or any such publisher with whom the school contracts.

##### **6243 PARENT GROUPS' AND OTHER SCHOOL ORGANIZATIONS' FUNDS**

All major fund-raising activities must be approved by the school's administrator and pastor (rector). To obtain school approval, the sponsoring group or organization shall submit a written proposal as described in policy 6220 to the school administrator. The school administrator and school board shall review this proposal and shall make their recommendations to the pastor.

The management of all school approved fund-raising activities is an administrative function of the school. The school administrator shall work with the school's pastor to coordinate and integrate the fund-raising activities of the school and its organizations with those of the parish. See also policy 6220ff.

All funds raised by a local parent group or other school organization shall be used only for the purpose(s) approved by the pastor and principal. Every groups' or organizations' funds shall be managed according to diocesan policy and the group or organization's by-laws that must be approved by the pastor and Bishop. See also policies 6440 and 6471.

##### **6224 SCHOLARSHIP FUND**

Each school shall establish a scholarship fund. The school should have published criteria and procedures for obtaining scholarships and should apply them consistently and equitably to all qualified recipients.

While the size of such a scholarship fund and its disbursements will vary from school to school, the funds shall be distributed on the basis of need only and shall be posted to the tuition accounts of grantees.

##### **6245 STUDENT ACTIVITY FUND**

These funds shall be used for such purposes as are determined by the by-laws and the regular proceedings of the student organization.



**6250 BOOK RENTAL AND SUPPLIES**

Each school should determine its need for books and supplies after due consideration of available monies as well as the need for:

- A. Religion and family life textbooks, teacher's manuals, and other basic instructional materials.
- B. Consumable materials, learning kits, duplicating materials, and pupil supplies.
- C. Books for libraries or resource centers.
- D. Audiovisual materials, computer materials, and supplies.

Monies collected for books and supplies must be used for the purposes listed in this subdivision. Under no circumstances shall they be transferred to another account classification.

**6260 FEES**

**6261 SERVICE FEES**

Fees for programs provided through the Office of Catholic Education will be announced annually (see 2150).

**6262 OTHER CHARGES**

Apart from the tuition and annual per pupil fees as established by the Office of Catholic Education, no other charges or financial requirements may be made as a condition of admission, attendance, or reception of normal school services. However, the school's membership fee in the Parent Organization may be collected annually at the same time as the student fees.

In accord with local circumstances, pastors may prudently solicit pledges to parish funds or drives, but in no case should the plea be made in such a way as to discourage attendance or to deny admission or readmission to any pupil. It is recommended that school parents be made generally aware of the financial condition of the school and the extent of subsidies from the general funds of the parish.

**6263 SPECIAL FEES**

Fees for the activities and events of local school or parish programs, e.g. graduation, science lab fees, reception of Confirmation, etc., shall be announced annually. These fees should be held to a minimum and in any case shall not exceed the per pupil cost of the activity or service.

For the fees for bus service, cafeteria service, extended care, etc., ordinarily the charge shall not exceed the levels necessary to operate and maintain a self-supporting service.

**6263.1 SCHOOL BUS OPERATION**

Besides conforming to all applicable laws for school bus operation, anyone who charges for ridership must file with the proper authorities to operate a passenger stage (see policy 6610ff).

**6270 RESTRICTED FUNDS**

The fact and concept of restriction of funds is absolute, whether that restriction is specific or general. In rare and unusual cases, relief from an unrealistic restriction may be obtained through the diocesan Vicar General and the diocesan attorney.

### **6271 EXPLICIT RESTRICTIONS**

When funds are made available to the parish or to the school and those funds have been designed by the donor for a specific use or purpose, the funds are considered restricted and may not be used for any other purpose without the donor's written permission.

Funds given to the school or parish with the requirement that they be used at the discretion of the pastor or principal are to be considered as restricted. It is the responsibility of the recipient to specify the purpose for which the funds are to be used, to obtain the donor's consent, if possible, and to determine that the funds are expended for the designed purpose. This designation may be changed at a later date, but the donor's consent should again be solicited.

Specific gifts shall not be channeled into ordinary operation budgets, except for special programs or facilities.

### **6272 IMPLIED RESTRICTIONS**

The restriction on any fund-raising can be implied as well as explicit. If the school, school-related organization, or the parish undertakes to raise funds for a specific purpose, then the announcement of that purpose at the time of solicitation establishes a restriction on the fund. Accordingly, in setting fund-raising goals, officials of school related organizations shall consult with the pastor and principal to avoid restricting major funds to purposes that do not merit priority in the school's special needs.

Funds raised in excess of what is needed to accomplish the restricted purposes are still obliged to be spent for those restricted purposes unless sufficient amounts of donated funds are released for another purpose by the donors.

### **6273 LEGAL RESTRICTIONS**

When funds are received through estates, wills, bequests, and probate distributions, any legal restrictions are to be met. Upon notification that the school has been named the beneficiary of an estate, an estate file is to be opened in the Chancery Office and all distribution papers are to be signed in the Chancery Office.

### **6300 EXPENDITURES**

#### **6310 EMPLOYEE COMPENSATION**

##### **6311 PAYROLL**

It is the policy of the diocese that all salaries shall be paid by check to the school staff no later than the last working day of each month or period in which payment is due.

##### **6312 LEGAL AND BENEFIT OBLIGATIONS**

In parish schools, it is the responsibility of the pastor to observe the legal and financial requirements related to employee compensation according to the timeline and directives of the government and the diocese.

#### **6320 PURCHASING GUIDES**

Ordinarily the principal is delegated to exercise the procurement function from the school. In this capacity, it is the responsibility of the principal to see that equipment and materials adequate to accomplish the objectives of the school program are not only budgeted, but available to all classes.

**6321 PURCHASING PROCEDURES**

- A. Within the limits defined by the approved school budget, the principal shall be responsible for all expenditures connected with the school.
- B. In parish schools, the pastor is urged to allow the principal to sign checks of less than \$300.
- C. No employee may obligate the school for any purchase without a requisition form signed by the principal or his/her delegate. Purchases in excess of \$300 must be approved by the pastor.

**6330 PAYING FOR GOODS AND SERVICES**

The Principal or delegated representative shall authorize payment for goods and services under the following conditions:

- A. They have been contracted for within budget limits.
- B. They have been purchased according to relevant purchasing policies and regulations
- C. They have been inspected and certified by the responsible employee as having been received in acceptable condition.

**6340 INCIDENTAL TEACHING SUPPLIES**

In order to facilitate the purchase of necessary incidental teaching supplies, it is recommended that each elementary school principal budget, under classroom supplies, a specified amount for each classroom teacher. Its use shall be subject to local procedures.

**6350 RELATIONS WITH VENDORS**

Visits and interviews with representatives of textbook companies, suppliers, and commercial enterprises are left to the discretion of the principal or business agent. Ordinarily, good administration demands that agents be interviewed by appointment only, in order not to interfere with the planned activities of the school personnel.

**6400 ACCOUNTS**

**6410 INTERNAL CONTROL**

The chief administrator of each school shall establish a system of controls that will safeguard the school's resources and assure proper, correct, and complete recording of economic transactions. The system, in written form, shall include:

- A. Cash handling procedures,
- B. Purchasing procedures,
- C. Inventory procedures,
- D. Payroll procedures, and
- E. Tuition billing and collection.

**6420 SYSTEM**

All schools shall follow the standard accounting and payroll procedures established by the Diocese of Fresno. Schools shall process all school monies through checking and savings accounts designated for school use only (see policies 6470ff and 6471).

**6430 FINANCIAL RECORDS**

Schools shall keep records of all financial transactions related to the school and keep them distinct from all other parish financial records. They are required to preserve the following records in a safe place for five (5) years:

- A. Payroll records

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- B. Income tax W-2 forms
- C. Canceled checks
- D. Bank statements
- E. Invoices
- F. Purchase orders
- G. Tuition and fee ledgers

Bank accounts and all financial records should be balanced monthly. They should be ready and available for inspection at any time.

All government programs (i.e. lunch, milk) require the keeping of special records which are kept on file for three (3) years.

Schools shall keep their ledgers permanently. They shall keep other financial records and receipts for the current year and the five previous years. These records include:

- A. Monthly financial reports
- B. Record of checks cashed
- C. Accounting ledgers

#### **6440 FINANCIAL STATEMENTS**

- A. The school shall provide the following written financial statements:
  - 1. For the Pastor, principal, and school board: monthly and annual financial statements and any other requested reports
  - 2. For the Diocese of Fresno: monthly and annual financial statements on the diocesan provided forms and any other requested reports
- B. The school's parent group and all other school organizations shall provide the following written financial statements:
  - 1. For the Pastor, principal, and school board: monthly and/or quarterly financial statements as requested, an annual financial statement, and any other requested reports
  - 2. For the Diocese of Fresno: annual financial statements on the diocesan provided forms and any other requested reports
- C. Copies of these reports and statements are to be retained in the school's files for at least five (5) years.

#### **6450 INVENTORIES**

With the exception of consumable supplies such as paper, crayons, etc., a listing of all supplies and equipment by quantity, acquisition date, and value shall be maintained and updated at least annually. This shall be done to maintain a record of assets and to provide documentation together with serial numbers in event of insurance claim. This record should be kept in a safe place entirely separate from the school building.

#### **6460 MONIES IN SCHOOL BUILDINGS**

All school monies, other than necessary petty cash, shall be receipted, entered into the account book, and prepared for bank deposit. Large sums of money are never to be kept in the school building. Bank deposits should be made as frequently as practical, but at least once a week.

**6461 PETTY CASH**

Reimbursement for petty cash shall be based on receipts or vouchers. The administrator shall place an upper limit on amounts charge to petty cash. Payments in excess of this limit, never more than fifty dollars (\$50), shall be made by check through the regular accounts. All petty cash funds shall be kept in a secure, private place under exclusive control of no more than two responsible persons.

**6462 STUDENT ACTIVITY FUND**

The collection of money for a Student Activity Fund always requires prior approval by the principal. The distribution of funds requires the authorization of the appointed moderator. This fund may be maintained in a separate account.

**6470 BANKING**

**6471 BANKINGS/SAVINGS ACCOUNTS**

All monies raised by Catholic schools and school organizations are raised in the name of the church, and, therefore, the Bishop and school pastors (rectors) as the Bishop's delegates are legally and canonically responsible to ensure that these funds are secure and are used for the intention for which they were raised.

As approved by the pastor, separate banking and savings accounts shall be established exclusively for the schools and its organizations' funds according to the guidelines established by the Diocese of Fresno and the Diocese of Fresno Education Corporation. These guidelines require that:

- A. All checking and savings accounts established for a school and its organizations shall be under the name of "The Diocese of Fresno Education Corporation" and shall have added the name of the school and the school organization if applicable. No school or school organization accounts shall be established in the name of any individual, in the name of the principal in the name of the school or school organization alone, or in the name of the pastor of the school parish. A corporate resolution authorizing the establishment of these accounts is available from the Bishop's office.
- B. All checking and savings accounts established for a school or its organizations shall include the following persons as authorized signers on the account: the Bishop of the Roman Catholic Diocese of Fresno, the Vicar General of the Roman Catholic Diocese of Fresno, and the pastor (or Superintendent if it's a Diocesan Administered school).
- C. Signature Requirements:
  1. **For School Accounts:** Only one signature is required for all transactions for the school's accounts. The persons authorized to sign on these accounts shall include the Bishop, Vicar General, and pastor (or Superintendent if a Diocesan Administered School). The pastor (or superintendent of a Diocesan Administered School) may authorize the school principal, associate priest, or other person to be a signatory on the school's accounts. No other person may be authorized to sign on school accounts without the expressed written permission of the Bishop (See also policies 6321 and 6330).
  2. **For School Organization Accounts:** Two signatures shall be required for all transactions for accounts established for school organizations. At least one of these two signatures shall be the Bishop, Vicar General, pastor (or Superintendent of a Diocesan Administered School), principal, or the pastor (or Superintendent's) designee. With the pastor and principal's approval, school organization's officers may be the second signatories for school organization accounts.

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- D. The tax identification number for all school or school organization accounts is 94-1347028. No other tax identification number may be used. This tax identification number may not be used for any other accounts without the expressed written permission of the Bishop.
- E. In accordance with the diocesan guidelines, the school's Pastor, in consultation with the principal and the local school board, shall determine the maximum amount of money school organizations shall hold in local banking and savings accounts.

Pastors shall determine the number, types, and location of depository accounts for the schools under their jurisdiction (see policy 6243 regarding school organizations).

#### **6472 RECEIPTS**

All receipts shall be deposited intact in the school's appropriate bank account.

#### **6473 EXPENDITURES**

Except for small cash outlays from a revolving petty cash fund, all expenditures shall be made by check.

#### **6474 REVOLVING FUND**

A revolving petty cash fund for small cash outlays may be established at a fixed amount usually not to exceed \$100. The receipts for cash outlays and the cash balance must always equal the fixed amount. The revolving fund shall be reimbursed by check for the total of the receipts submitted.

#### **6475 BORROWING**

No school, school board/education committee shall borrow money except through the processes established by the diocese.

#### **6500 SALES TAX**

Whenever the school sells books, supplies, uniforms, or any other tangible personal property for profit, it is necessary for the school to obtain a seller's permit from the nearest local office of the State Board of Equalization. Before a school applies for a seller's permit, the Office of Catholic Education must be consulted.

Each and every school engaged in sales for profit shall have on file at the Office of Catholic Education, a statement and description of any operation conducted for profit run by the school itself.

Accurate records of taxable sales must be maintained and are subject to audit by the State. Reports are to be made and sales taxes on school sales income remitted to the State in accord with regulations of the board of Equalization.

#### **6510 TAXABLE AND NON-TAXABLE FOOD ITEMS**

Schools do not need a permit to sell meals or food products for human consumption except under the following conditions:

- A. When the school owns vending machines, part of the gross receipts is subject to tax. The amount is determined by current state sales and use tax regulations.
- B. When schools or student organizations sell food products to students or to both student and non-students within a place, the entrance to which is subject to an admission charge, such as a place where school athletic events are held, the sales to both groups are taxable.

### **6520 EXEMPTIONS FOR NON-PROFIT PARENT ORGANIZATIONS**

Non-profit parent/teacher associations and equivalent organizations are consumers of tangible personal property which they sell, provided the profits are used exclusively in furtherance of the purposes of the organization. Consequently, sales of tangible personal property (rummage sales, cook books, etc.) and food products for the purpose mentioned above are exempt from sales tax.

### **6530 FOOD SERVICE**

It is the responsibility of the principal and pastor, in consultation with the local school board, to determine the type and extent of the local food service.

### **6531 SCHOOL LUNCH AND/OR MILK PROGRAMS**

The principal or delegated official must be aware of and carefully follow the state and federal guidelines for meal and/or milk programs, especially the detailed stipulations about costs, charges, and anonymity of receipts where these exist. Required reports must be accurately and promptly submitted.

### **6532 OPERATION**

Each school shall comply with applicable health and safety code regulations regarding the operation of a food service. The local health department has a right to inspect the premises and to make a consumer protection Food Inspection Report. Reported violations should be corrected as indicated.

### **6600 AUXILIARY AGENCIES**

#### **6610 TRANSPORTATION**

Schools are encouraged to reduce diocesan vehicle use and the transportation of students to a minimum. Whenever possible, schools should use chartered transportation for field trips and student activities (see policy 4800ff).

#### **6611 SCREENING OF DRIVERS**

- A. Employee Drivers: Before a school directs an employee to use a school-owned or personal vehicle for any reason including driving alone or transporting students, employees, or volunteers, the schools shall screen that driver and have the driver annually complete the "Diocese of Fresno, Employee Driver Statement" which can be found in the Diocese of Fresno HR and Risk Manual." All employee drivers must meet the requirements listed in this statement.
- B. Volunteer Drivers: Before a school allows a volunteer to use a personal vehicle for transporting students, employees or other volunteers, the school shall screen that driver and have the driver annually complete the "Diocese of Fresno, Volunteer Driver Statement" which can be found in the "Diocese of Fresno HR and Risk Manual." All volunteer drivers must meet the requirements listed in this statement.

#### **6612 VEHICLE USE RULES**

- A. School-Owned Vehicles and Busses: Only screened and designated diocesan employees may drive school-owned vehicles (see policy 6611). No volunteers may drive school-owned vehicles. Schools that provide school-owned bus service must have written permission from the diocese to do so. To gain this permission, the school shall certify that it has met all of the regulations, laws, and licensing requirements of the State of California for transporting students. Under no circumstances shall a school operate a bus that is not in good operating condition, has not met all state requirements, and is not driven by a properly trained, screened, and licensed driver.

- B. Chartered or Public School Busses: The diocesan preferred method of transporting students for field trips and student activities is a properly certified chartered or public school system's bus. Only chartered school bus companies (common carriers) who have a current "Certificate of Insurance" on file with the diocese shall be used. Under no circumstances shall a school rent or borrow a bus and provide a driver.
- C. Personally-Owned Vehicles: When a school must use personally owned vehicles to provide transportation, the school shall require all drivers to be screened according to the requirements of policy 6611.

#### **6613 TRANSPORTATION BY PUBLIC SCHOOL DISTRICT**

Public school districts may furnish transportation to non-public school children upon the same terms and in the same manner and over the same routes of travel as is permitted children attending the public school. Their permission is not mandatory and allows only actual transportation to and from school.

#### **6620 VOLUNTEERS FOR AUXILIARY AGENCIES**

Volunteers are not to be retained for carrying out auxiliary services unless the parish has the volunteer workers compensation insurance available through the Diocesan Insurance Administrator.

#### **6700 NON-INSTRUCTINAL OPERATIONS**

##### **6710 RESPONSIBILITY FOR CLEANING, MAINTENANCE, AND SECURITY OF PLANT**

An effective educational program requires clean, safe, business-like, and attractive physical facilities.

- A. The principal is responsible for directing and supervising the custodial staff. He/she shall provide each custodian with a work schedule and shall carry on a continuous inspection of all buildings, equipment, playgrounds, and playground apparatus to discover conditions which might be dangerous to the health, safety, and comfort of the students or personnel. The principal shall make arrangements for the annual programs of safety inspection, renewal, replacement, and refurbishing for the school and its grounds.
- B. All personnel shall be responsible for the proper use of buildings, grounds, and equipment in the school.
- C. All personnel shall immediately report to the principal any defects in building, furniture, or equipment which might prove injurious to the comfort, health, or safety of teachers, students, or other persons.
- D. All personnel shall assume responsibility for ensuring that the plant is secure from vandalism, burglary, fire, hazard, and faulty equipment.
- E. It is recommended that all schools have both burglar and fire alarms and, if possible, tied into local fire and police departments.

##### **6711 MAINTENANCE**

Anyone retained to perform school repairs must provide status as an independent contractor by giving the license number and showing the certificate of liability insurance to the administrator in charge. Additionally, the independent contractor must provide a federal identification or social security number to facilitate reporting at year-end on form 1099.

Maintenance work done by paid or volunteer help is under the jurisdiction of the pastor who is responsible for compliance with the regulations of the diocesan Building Commission and all local codes and regulations.



### **6712 USE OF SCHOOL FACILITIES**

To guarantee the proper use of all school facilities, guidelines and procedures which respect both the primary character of the school as an educational institution, and the legitimate needs of the local Catholic community, shall be developed by the principal in conjunction with the local board/education committee and the pastor.

### **6713 POSTING OF SCHOOL FACILITIES**

All school facilities must be clearly and visibly posted as private property to limit civil liability.

### **6714 SECURITY OF BUILDINGS AND GROUNDS**

Buildings constitute one of the greatest investments of the parish and diocese. It is in the best interest of pupils and parishioners to protect that investment adequately. Security means more than having locks and being sure that they are locked at the proper times. Security also means:

- A. Minimizing fire hazards
- B. Reducing the probability of faulty equipment
- C. Guarding against the chance of electrical shock
- D. Protecting from natural hazards and elements
- E. Protecting from community elements such as traffic
- F. Keeping records and funds in a safe place
- G. Protecting against vandalism and burglary
- H. Protecting from intrusion by unauthorized persons
- I. Maintaining safe conditions in student traffic areas

The principal, in consultation with the pastor, is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above. In addition, the pastor and principal must acquaint themselves with all local fire regulations relating to security. The use, in buildings and on grounds, padlocks, chains, and other security measure must be in accordance with safety and fire regulations.

#### **6714.1 KEYS**

All keys used in a school shall be the responsibility of the principal. Requests for permanent issuance of the keys shall be granted only when the employee regularly needs the key to carry out normal work activities. When need for a key is temporary, the key shall be issued on that basis. Keys shall be used only by authorized employees and shall never be lent to pupils.

The greatest care shall be given to master and sub-master keys. Maser keys shall never be lent.

#### **6714.2 VANDALISM AND THEFT**

In the event of illegal entry, theft, vandalism, or damage to school property for which insurance claims in excess of \$100 will be filed, school administrators shall follow these procedures:

- A. Call the police to investigate the incident and to file a police report. A copy of the report must accompany all claims.
- B. In the event of significant damage or loss, call the Diocesan Insurance Administrator immediately. The diocesan claim investigator may wish to visit the school during the police investigation.
- C. Report other losses as soon as possible.
- D. File the claim and report as directed by the Diocesan Insurance Administrator.

**6720 TELEPHONE**

Every school should have a telephone in the school with a listed number. The principal shall see that the telephone is responsibly attended during all times that the school is in session, recess and noon periods included, and for a reasonable period of time before the opening and after the closing of class sessions.

**6730 GENERAL SAFETY**

All personnel shall report to the principal any defects in building, furniture or equipment which might prove injurious to the comfort, health or safety of teachers, students or other persons.

All directives issued by the Occupational Safety and Health Administration (OSHA) which apply to local parish schools must be followed. Difficulties in implementing this policy should be brought to the attention of the pastor. In the case of secondary schools, such compliance with OSHA directives shall be the responsibility of the principal.

Interior and exterior walking surfaces and school parking lots shall be illuminated and maintained in order to ensure the safety of school employees, students, and parents. Seating stands and all furniture shall be inspected and maintained in a safe condition.

When guard services are hired, it shall be determined that they have public liability insurance and that verification of coverage be given to the Chancery Personnel Office. Festival companies or other third parties hired to perform a service for the school shall provide similar verification of insurance.

**6740 INSURANCE**

The school principal and pastor shall be responsible for adequate insurance coverage for all buildings and their contents through the insurance program administered by the diocese. Any damage to property should be reported to the Diocesan Insurance Administrator.

The school shall inform the Diocesan Office of substantial additions to or deletions from insured property.

**6741 LIABILITY**

All activities sponsored by schools, whether on or off the premises, are covered by the diocesan liability insurance policy. All off premises activities must be properly supervised, clearly explained to parents, and written permission slips obtained for each field trip.

**6742 VEHICLES**

The diocese of Fresno shall be responsible for adequate coverage for all school vehicles through the authorized diocesan insurance agent. The school shall inform the Diocesan Office of any change in the vehicular inventory.

Each school shall develop procedures by which it verifies that private vehicles, used in transporting students to and from school-sponsored activities or in school-sponsored car pools, have sufficient liability coverage in accord with the diocesan regulations.

**6743 STUDENTS**

The Office of Catholic Education shall be responsible for accident insurance coverage for all students through the Diocesan Insurance Agent.

**6744 PERSONNEL**

Health Insurance Coverage for all eligible personnel is the responsibility of the diocesan Insurance Administrator.

**6745 CLAIMS**

All automobile accidents, and other accidents involving serious injury and damage to buildings and contents of school, must be reported immediately to the pastoral Office. The Pastoral Office reports directly to the Diocesan Insurance Administrator.

**6800 CAPITAL OUTLAY**

In order to insure a uniformity of action, legal protection and satisfactory workmanship, the Bishop has appointed and authorized the Diocesan Building Committee to pass upon all proposals relating to the purchase or sale of property, and the construction or rehabilitation of buildings pertaining to the Diocese.

**6810 PURCHASE AND SALE OF PROPERTY**

Before any arrangement shall be made to purchase or sell any property, applications should be made, in writing, to the Diocesan Building Committee and the permission of the Bishop, also in writing, must be received.

**6811 SALE OF PROPERTY**

In the case of the sale of property, the following information should accompany the request:

- A. Location of property;
- B. Dimensions of property;
- C. Improved or unimproved property;
- D. Proximity of property to church, rectory, school, or convent;
- E. Possible need of property in future for parish expansion;
- F. Name in whom property is vested;
- G. Original cost of property;
- H. Present value of property; and
- I. Complete details of property.

**6812 PURCHASE OF PROPERTY**

In the case of the purchase of property, the following information should be submitted:

- A. Location of property;
- b. Improved or unimproved property;
- C. Proximity of property to church, rectory, school, or convent;
- D. Need of property;
- E. Name in whom property is vested;
- F. Value of property;
- G. Selling price;
- H. Annual taxes;
- I. How much insurance is carried at present;
- J. Present restrictions on property;
- K. Complete details of property.

**6820 CONSTRUCTION, REMODELING, RENOVATION, FURNISHING**

No project of any size over an estimated cost of \$5,000.00 may be initiated without prior presentation to the Diocesan Building committee. This refers to site work, building, remodeling, renovation, furnishings, or major maintenance.

When there is proposed an expenditure of \$5,000.00 or more, the following procedures must be followed:

- A. A request, in writing, must be sent to the Diocesan Building Committee briefly describing the situation with proposals for the choice of an architect, or contractor, or engineer, etc., according to the nature of the work to be done.
- B. When upon the recommendation of the diocesan Building Committee, the permission of the Bishop has been obtained in writing, the pastor may notify the architect, contractor, or engineer who has been approved for the project.
- C. Preliminary Plans - The architect (etc.) is to present to the Diocesan Building Committee a preliminary sketch (that is a pencil sketch and not the completed plan) together with an estimate of the cost of construction. The Diocesan Building Committee will, if necessary, consult with the Office of Catholic Education regarding plans for schools and convents and with the Liturgical Commission regarding plans for places of worship.
- D. Working Drawings – After the preliminary sketch has been approved by the diocesan Building Committee, the architect will be authorized in writing to proceed with the final working drawings and specifications. The architect is to present the final working drawings to the Diocesan Building committee for final approval. When the Diocesan Building Committee has approved these final working drawings, the architect will then submit them for bids to contactors who have been approved by the Diocesan Building Committee. The policy of the Diocese will favor competitive bidding. Negotiated contracts will be by way of exceptions.
- E. Bids – All bids must be sent, sealed, directly to such place as designated by the Diocesan Building Committee to be opened in the presence of the pastor and the architect. Bids shall be submitted in a sealed envelope with the name of the project and general contractor clearly indicated on the outside of the envelope.

**6830 GENERAL**

Special grants, donations, or fund-raising for capital expenditure are subject to the general criteria for its, grants, bequests, listed in 6230.