

GREENFIELD SCHOOL COMMITTEE  
**POLICY AND PROGRAM SUBCOMMITTEE**  
**MEETING MINUTES: December 6, 2016**

10:00 TO 12:00 NOON

Present: Policy and Program Subcommittee Members Hollins (Chair), Alexander, Farrell. Also present: H. Barber, Business Manager; Beth Pratt, Acting Superintendent.

1. Call to Order: 10:08 a.m.
2. Topics: This meeting will review Financial Management policies for which there are no policies but for which a policy might be recommended to the school committee.

a. Revolving Funds Policy:

Documents distributed—"School Department Revolving Funds," MA Department of Revenue Division of Local Services; Department of Education charter "Revolving Funds for School Department Programs;" accounting print-out of GPS revolving funds.

Policy issues:

HB: important to keep flexibility

EP: useful to look at other school district documents

DA: any area involving money, there should be some policy that governs it

EP: Circuit Breaker is considered a funding stream...an important issue with this fund

TF: information needs to be transparent

SH: the legislative purpose of having funds that do not zero out at the end of the year should be understood

Potential policy elements:

- Purpose and legislation for different funds,
- All expenditures from all revolving funds use the warrant process (hence, school committee review and authorization)
- At least annually school committee should have report—info on names of funds, the fund's purpose, what used for, and from what source(s) revenue is received
- All expenditures from revolving funds will use the established warrant process (HB explained that food service has a different warrant process)
- Goal to use funds so as to protect the school district programs the fund supports, e.g. special education tuition fund should not go below a \$250,000 balance at end of year
- Clarify what body authorizes or discontinues revolving funds
- essential that revolving funds for year-to-year programs should not be zeroed out at the end of the year.

SH will attempt a draft.

b. Petty Cash (or Cash in Schools) Policy

Documents distributed: Petty Cash Accounts Policy & Elementary School Accounts (Chicopee); Cash Management Procedures Policy DKI (Bourne)

HB: To his knowledge, GPS schools do not have petty cash. Discussion: do principals need petty cash? HB will ask principals if they have needs for which the warrant process isn't quick enough and for which a petty cash account is needed, and if so, in what amount?

c. Student Activity Account Policy

Documents distributed: ESE Audit Guidelines: Student Activity Funds pages 1-10 and Appendix D Common Problems, p.38. Review of documents which included information on school committee policy responsibility related to student activity accounts.

TF: There is renewed interest in Student Activity Accounts in Greenfield

HB: These need to be under the city and need to segregate

Agreement that there is a policy need. HB offered to get policy samples, including from Springfield.

d. Fundraising/Advertising

The discussion of Student Activity Accounts generated discussion about fundraising in the schools, how students are used to raise money, fund-raising initiatives, school committee role as recommended in guidelines, private firms advertising through the schools and through children. SH will check whether or not GPS has policies on these topics.

e. Gift Accounts. Gift Accounts are a category of revolving funds.

Documents distributed: State Ethics Commission on "Gifts to Public School Teachers and Staff;" listing of GPS gift accounts.

HB explained how gift accounts work. Discussion included how PTO funds are or are not included in gift accounts. Elements for a draft policy might include:

- All financial gifts are deposited in the school's gift account,
- The school principal manages the school's gift account,
- Financial gifts to the schools: checks should be made out to Greenfield Public Schools and identify the gift account,
- Annually schools should have a report of balances in their gift accounts,
- Gifts are tax deductible
- Purchases through gift accounts use the warrant process.

There was discussion when a gift is intended for something specific and who decides how gift account funds will be used.

3. Adjournment: 12:00 noon