

3A.04.100 General Financial Policies

101 Political Contributions

No funds or assets of the school may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. Following are examples of prohibited activities:

Contributions by an employee that are reimbursed through expense accounts or in other ways;

- A. Purchase of tickets for political fundraising events;
- B. Contributions in-kind, such as lending employees to political parties or using the school's assets in political campaigns.

102 Record Keeping

To provide an accurate record of all financial transactions (a good audit trail), the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by state law applicable to charter schools. This includes recordkeeping in both the modified and full-accrual bases of accounting. Audited financial statements certified by an independent auditor will be prepared annually using the accrual basis of accounting. Further, the school specifically requires that:

- A. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the school;
- B. Receipts and disbursements must be fully and accurately described in the books and records;
- C. No false or fictitious vendors, invoices or entries may be made on the books or records nor any false or misleading reports issued.

103 Record Retention and Disposal

Records are maintained for the minimum period according to state law and the guidelines of the Utah State Archives. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods or consistent with state law:

- A. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
 - 1.) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - 2.) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.

- B. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.

The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained according to state law.

References:

Policy Review Schedule:

Policy Monitoring Schedule:

Document History:

Date Adopted:

Board Chair

School Policy: