

Cape Henlopen School District



Oliver Gumbs, Director of Business Operations
Business Office
1270 Kings Hwy.
Lewes, DE 19958

www.capehenlopenschools.com
Oliver.Gumbs@cape.k12.de.us
Phone: 302-645-6686
Fax: 302-645-6684

TO: All Cape Henlopen School District Employees
FROM: Oliver Gumbs, Director of Business Operations
DATE: July 27, 2018
RE: FY 2019 Accounting Manual Certification Form

The Cape Henlopen School District has adopted an internal accounting manual. These guidelines are in accordance with the Budget and Accounting Policy Manual, Chapter 11, which outlines specific criteria for school's responsibility regarding internal controls.

The manual outlines the procedures for the management of all district funds (i.e. grants, donations, field trips, fundraising, student/internal accounts, etc.) As a program sponsor who may be responsible for the management of these funds, you are required to acknowledge that you have read and understand the requirements contained in this document. You may review the document online at the district website under Staff Resources.

The manual also outlines the procedures for payroll and benefit functions. You are required to acknowledge that you have read and understand the requirements and expectations contained in this document regarding verification of salaries and proper documentation for EPER pay, etc.

All fundraising activities (including on-line fundraising sites, camps and/or tournaments) intended to raise funds for a Cape program **MUST** be approved in advance by the building administrator, Director of Business Operations and the Superintendent. All requests must be submitted on the district fundraising form and should include a copy of all related correspondence or fliers. If the fundraising activity requires the use of a Cape Facility, a facilities use form must be completed and approved by the District Facilities Management Department, prior to any advertisement of the activity. Absolutely no advertising or solicitation of sponsorship may be done prior to receiving these written approvals. All funds raised for a specific purpose/program must remain with that program for the intended use. Absolutely no funds shall be transferred to another student account with a participant who no longer participates in the fundraising group activity/program.

Please sign and date this memo acknowledging that you have reviewed the District Accounting Manual; and understand the financial, fundraising, and payroll/benefit policies contained therein.

Thank you in advance for ensuring that the Cape Henlopen School District adheres to the guidelines for managing district funds. If there are any changes to the manual or payroll and fundraising requirements, you will be notified by written memorandum. Should you have any questions or concerns, please do not hesitate to contact the building senior secretary (athletic secretary for coaches). The business office will work with that secretary to provide a response to your inquiry.

I acknowledge that I have reviewed the District Accounting Manual and agree to abide by the established district procedures and policies.

NAME/TITLE: (please print) _____

SIGNATURE: _____ BUILDING: _____

ACTIVITY/SPORT: _____ DATE: _____

The Cape Henlopen School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. (El Distrito Escolar Cape Henlopen ofrece oportunidades iguales de empleo y sin discriminación de raza, color, credo, religión, género (incluyendo embarazo, parto y sus condiciones médicas), nacionalidad, ciudadanía o ascendencia, edad, discapacidad, estado civil, servicio military(veterano), información genética, orientación sexual, o identidad de género, en contra de víctimas de violencia doméstica, ofensas sexuales, acoso, o bajo cualquier otra categoría protegida por la ley local, estatal, y federal.) Edward I. Waples, Employee/Student Compliance Officer: OCR/Title IX/504 Office of Human Resources; J. Conrad, Student 504 Compliance Officer, 1270 Kings Highway, Lewes, DE 19958.