

# **Mounds View Public Schools Ends and Goals Regulation**

## **EG-5117                      Grants, Aid & Gifts**

The following regulations will apply for acceptance, accounting and disbursement of grants, aid and gifts:

1. Each gift will be receipted by the principal or other appropriate School District administrator (receipt Form EG-5117) subject to formal School Board approval.
2. A copy of the receipt for a gift shall be submitted to the Superintendent's Office as soon as possible after receipt for presentation to the School Board at the next regularly scheduled School Board meeting of the month.
3. Acceptance by the School Board will be subject to provisions of Policy EG-5117.
4. Following formal action by the School Board the donor and the principal or other appropriate School District administrator will be notified.
5. It will be the responsibility of the principal or other appropriate School District administrator to establish and maintain necessary accounting procedures for all monetary gifts, including receipts and disbursements, in appropriate School District accounts which are subject to audit.
6. Disbursement of gifts to a specific program or for a specific purpose will be the responsibility of the principal or other appropriate School District administrator.
7. Should a program or activity, for which gifts have been accepted, not be implemented, the gift will be applied to the next program priority listed on the receipt form by the donor. If the donor has specified only one program and no alternative, the gift will be returned to the donor by check with appropriate notification.
8. It will be the responsibility of the principal or other appropriate School District administrator to:
  - a) submit a detailed report of all monetary gifts, including accounting of receipts and disbursement, to the District accountant:
    - i. at the end of each semester in case of a school program;
    - ii. at the conclusion of the program in case of summer school or any other District-wide short-term program;
    - iii. at intervals to be established by the appropriate School District administrator (when specified for general application).
  - b) submit any required evaluation, interim or final reports to the grantor, contracting agency or donor.

September 2006

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MOUNDS VIEW PUBLIC SCHOOLS

## STATEMENT OF ASSURANCE

I CERTIFY THAT:

The School Board, at a meeting held on November 28, 1995, did declare its intention of developing projects to expand and improve the educational programs of the District and that said Board did authorize the undersigned to execute and file applications for grants, contracts and otherwise to act as its authorized representative in state, federal and other externally funded programs.

Copies of the current state and federal statutes and regulations prohibiting discrimination, including Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities act and Minnesota Rules, Part 3535.2300-3535.2900, are on file in the District. I give my assurance that all applications are developed and will be implemented in accord with the above-named statutes and regulations so that no person shall, on the grounds of race, color, creed, religion, national origin, sex, disability, marital status, age or status with regard to public assistance, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the local education agency is responsible.

All program activities will be conducted in accordance with terms and conditions of the grant or contract. Copies of applicable state and federal statutes and regulations are on file in the District.

To the best of my knowledge, the information contained in this application is complete and correct.

Signature \_\_\_\_\_ Date

Superintendent  
Mounds View School District 621  
Shoreview, MN 55126