**KEOKUK CHRISTIAN ACADEMY**

**SERIES 700**

**FINANCE**

700 Financial Foundation

701 Confidentiality Practices for Tuition Payers, Donors, Financial Aid

702 Financial Checks, Balances, and Principles

703 Process for How and by Whom Funds are Handled - Purchasing

703.1 Credit Card Usage

703.2 General Money Handling Practices and Guiding Principles

704 Audit and Review

705 Financial Backup

706 Debts and Loans

707 Tuition

707.1 Billing and Record Keeping

707.2 Tuition Payment, Tuition Collection, and Delinquent Tuition

707.3 Tuition and Expulsion

707.4 Tuition Scholarships, Grants, Assistance

707.5 Timely Receipts Practices

**DISTRICT**

**POLICY NO. 700**

**FINANCE**

**FINANCIAL FOUNDATION**

Keokuk Christian Academy is dedicated to practicing financial stewardship of its resources and maintaining fiscal responsibility by having an annual board approved budget.

The budget is the official financial guide for the school, estimating all proposed expenditures and anticipated income. The budget reflects the school’s mission and the board’s vision. The board accepts the responsibilities of stewardship in determining the needs of the school and by providing ways to meet such needs.

The budget is a financial control of the board on the administrator to make certain the school is operating in a fiscally, ethically, efficiently, and stewardly manner. The board gives the administrator the authority and responsibility to operate the school within the approved budget. The administrator is responsible for bringing monthly financial statements to the board for review, discussion, and approval.

**DISTRICT**

**POLICY NO. 701**

**FINANCE**

**CONFIDENTIALITY PRACTICES FOR TUITION PAYERS, DONORS, FINANCIAL AID RECIPIENTS**

Confidentiality is very important to the successful operations of the school and must be a

top priority for those involved with finances of any kind.

Confidentiality will be protected for tuition payers, donors, and financial aid recipients.

In most cases, the only people who have access to information regarding tuition payers,

donors, and financial aid recipients will be the administrator and school board trustees.

All individuals with access to records and information regarding tuition payers, donors,

and financial aid recipients must hold to the strictest code of confidentiality.

Breaches of confidential information by employees may result in discipline, up to and

including termination.

Breaches of confidential information by the board of trustees may result in removal, as determined through a majority vote of the board of trustees.

**DISTRICT**

**POLICY NO. 702**

**FINANCE**

**FINANCIAL CHECKS, BALANCES, AND PRINCIPLES**

Keokuk Christian Academy maintains ongoing finances.

Accordingly, the administrator shall:

* Receive more funds than are expended in the fiscal year
* Use only monies designated by the budget - administrator has the authority to purchase or authorizes purchases within the budget
* Accept money for designated funds only for the purposes that conform to board priorities
* Spend designated funds only for specified purposes
* Settle debts in a timely manner
* Ensure government payments or filings are completed on time
* Make purchases that are within current financial policies
* Acquire, encumber, or dispose of real property only with board approval
* Actively pursue receivables
* Incur liabilities only as they are funded
* Continually monitor all school funds
* Meet auditor standards and ensure that an annual review/audit is completed of the general fund by the comptroller
* Protect the district’s public image
* Maintain documents to be in compliance with federal, state, or local ordinances, with the following minimum requirements before any document/information destruction:
  + Accounts payable ledgers and schedules - 7 years
  + Audit reports - permanently
  + Bank reconciliations - 2 years
  + Bank statements - 3 years
  + Bylaws, Articles of Incorporation, 501(c)(3) documents - permanently
  + Contracts, mortgages, notes, and leases (expired) - 7 years
  + Contracts (still in effect) - permanently
  + Correspondence (legal and important matters) - permanently
  + Correspondence (customers and vendors) - 2 years
  + Employment applications - 3 years
  + Year End financial statements - permanently
  + Insurance policies (current) - permanently
  + Insurance policies (expired) - 3 years
  + Insurance records, accident reports, claims, etc. - permanently
  + Payroll records/summaries - 7 years
  + Personnel Files (terminated/not returning employees) - 7 years
  + Tax returns and worksheets - permanently
  + Timesheets - 3 years
  + Trademark registrations and copyrights - permanently
  + Withholding tax statements - 7 years

The administrator &/or designee shall ensure financial reporting is current and accurate. The administrator &/or designee shall report to the board the following:

* Year End financial statements
* Monthly reports
* Statements of income and expenses in comparison to budget for the current year and the previous year
* Delinquent tuition accounts

**DISTRICT**

**POLICY NO. 703**

**FINANCE**

**PROCESS FOR HOW AND BY WHOM FUNDS ARE HANDLED - PURCHASING**

Purchase requests (purchase order form) are located in the office. KCA’s administrator is responsible for approving or not approving purchase requests. Purchase requests should be submitted to the administrator at least 2 weeks prior to the need of the materials/request. Approved requests will be processed by office staff. Only purchases approved by the administrator will be eligible for reimbursement.

**DISTRICT**

**POLICY NO. 703.1**

**FINANCE**

**PROCESS FOR HOW AND BY WHOM FUNDS ARE HANDLED - CREDIT CARD USAGE**

Keokuk Christian Academy will have one school credit card for school use. The credit card shall be used solely for the purchase of goods and/or services needed for official business of Keokuk Christian Academy and within the school’s board-approved budget. Under no circumstances are school credit cards to be used for personal usage. The administrator is the bearer of the school credit card. All purchases placed on the school credit card must be approved by the administrator before the purchase is made.

**DISTRICT**

**POLICY NO. 703.2**

**FINANCE**

**PROCESS FOR HOW AND BY WHOM FUNDS ARE HANDLED - GENERAL MONEY HANDLING PRACTICES AND GUIDING PRINCIPLES**

General Money Handling Practices and Guiding Principles

* Any money (cash &/or checks) collected from students by employees must be given to office staff daily.
* Money is not to be kept anywhere except the office overnight.
* Money collected cannot be given directly to a vendor. Purchase orders are required to be approved before money may be distributed to a vendor.
* No private bank accounts are to be used for any school purchase.
* Segregation of duties must be the priority when handling cash receipts and disbursements and when keeping records.
  + Two people must share the job of recording, counting, and verifying each other’s amounts as proven by their signatures.
* All checks received must be restrictively endorsed “For Deposit Only”.
* All safe combinations or keys to cash must be restricted to the administrator.
* Deposits to the bank must be made by the administrator or designee requiring a deposit slip be returned for verification.
* A check and balance system exists for members of the board of trustees and the administrator.
  + The administrator or designee shall provide monthly financial statements and information to the board of trustees in order to verify financial activities and records.
* All financial records will be backed up annually using the school’s tools and databases.
  + The backup will be stored off campus in a safe location.
* Confidentiality will be protected for tuition payers, donors, and tuition assistance recipients.
* All tuition payers and donors will be provided a receipt in a timely manner, usually within one week of receipt. All fundraising and resource development activities of the school must be conducted in a legal, ethical, and professional manner.
* The administrator or designee will ensure that required financial reporting with the state of Iowa and/or the Internal Revenue Service is completed.
* The financial books of the school must undergo an independent assessment. The school will adhere to the schedule of account audits and reviews required by their accrediting entity.

**DISTRICT**

**POLICY NO. 704**

**FINANCE**

**AUDIT AND REVIEW**

Keokuk Christian Academy will work with an independant financial auditing company - example, Suralink - Dennison CPA, Church & Ministry Advisor - to conduct their financial review and/or audit. Keokuk Christian Academy will conduct financial audits and at the frequency required per their accreditation entity.

**DISTRICT**

**POLICY NO. 705**

**FINANCE**

**FINANCIAL BACKUP**

Annually, Keokuk Christian Academy will make a backup copy of its financial files and records at the end of the fiscal year. This backup copy will be stored off site in a secure location.

**DISTRICT**

**POLICY NO. 706**

**FINANCE**

**DEBTS AND LOANS**

Keokuk Christian Academy has no debt nor loans owed to any lending institutions.

**DISTRICT**

**POLICY NO. 707**

**FINANCE**

**TUITION - BILLING AND RECORD KEEPING**

Keokuk Christian Academy will abide by the following guidelines regarding tuition.

**DISTRICT**

**POLICY NO. 707.1**

**FINANCE**

**TUITION - BILLING AND RECORD KEEPING**

Parents must agree to and understand the following tuition billing and record keeping procedures:

1. All previous years’ tuition must be current in order to register.
2. Tuition is due on the 1st of each month.
3. Tuition accounts that have a balance 60 days old shall be charged a $10 late fee per child each month that the balance continues to be 60 days old.
4. Delinquent tuition payments may result in special arrangements for subsequent school

years.

1. Parents are ultimately responsible for the total tuition obligation for my children enrolled at KCA.
2. The administrator reserves the right to deny enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
3. Tuition will be prorated if a parent enrolls children after October 1.
4. Parents who remove their children from Keokuk Christian Academy must pay tuition in full through the month of withdrawal. If parents have paid annual tuition in full and remove their children, they will be reimbursed from the first of the month after removal. Fees will not be reimbursed.

**DISTRICT**

**POLICY NO. 707.2**

**FINANCE**

**TUITION - TUITION PAYMENT, TUITION COLLECTION, AND DELINQUENT TUITION**

The fiscal operation and financial health of Keokuk Christian Academy is heavily dependent upon the prompt payment of tuition. We are thankful for the overwhelming majority of parents who pay tuition in a timely manner because it assists the school in faithfully continuing its mission. Tuition payments that are delinquent adversely affect the administration of the school in that outstanding tuition accounts make it difficult for the school to meet its financial obligations (paying employees and bills, etc.).

The administrator is committed to helping parents provide their children with a Christian

education and has established the following policy in an effort to provide help in a manner that also enables the school to operate responsibly.

1. Tuition payments are due or electronic fund deductions are withdrawn on the 1st of each month in the months of September, October, November, December, January, February, March, April, May, and June. Tuition accounts that have a balance 60 days old shall be charged a $10 late fee per child each month that the balance continues to be 60 days old. This fee may be waived if a family has an approved payment plan in place.
2. Parents with outstanding tuition of two or more months will receive written notice from the administrator requesting a meeting to develop a payment plan.
3. The administrator reserves the right to deny enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
4. Parents with a tuition balance remaining at the end of the school year must make contact with the administrator. Special provisions can be made for these families if a plan is agreed upon. If a plan cannot be agreed upon, enrollment will be denied.

As a last resort, the administrator may choose to involve a collections agency or to use the services of a small claims court to collect delinquent tuition. The administrator may choose to do these things after the school has exhausted all means of collecting on a tuition account of a family that has left the school and two years have passed with no payment.

**DISTRICT**

**POLICY NO. 707.3**

**FINANCE**

**TUITION - TUITION AND EXPULSION**

Should a child be expelled from the school, the family will owe tuition in full through the end of the month that the child was expelled. If annual tuition has been paid in full, the family will be reimbursed from the first of the month after expulsion. Fees will not be reimbursed.

**DISTRICT**

**POLICY NO. 707.4**

**FINANCE**

**TUITION - TUITION SCHOLARSHIPS, GRANTS, ASSISTANCE**

Some families need tuition grants. It is our goal to provide Christ-centered, safe, and academically excellent education to as many families as possible. With this in mind, families have the opportunity to apply for tuition assistance, which are based on need.

Tuition assistance forms are provided for families in the spring prior to registration. Families must complete the Tuition Assistance form and return it to KCA by the deadline provided. The school board will, in closed session, determine the recipients based upon need.

**DISTRICT**

**POLICY NO. 707.5**

**FINANCE**

**TUITION - TIMELY RECEIPT PRACTICES**

All tuition payers and donors will be provided a receipt in a timely manner, usually within one week of receipt.

Donors will be provided a receipt and a note of thanks from the administrator before their donation is deposited.

All fundraising activities of the school must be conducted in a legal, ethical, and professional manner.

The administrator will ensure required financial reporting with the State of Iowa and/or the Internal Revenue Service is completed.