

**District:** Greenville Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DFK - Gifts and Bequests to School District (Donations)

### **GIFTS AND BEQUESTS TO SCHOOL DISTRICT/DONATED ASSETS**

Items and donations contributed to the Greenville Public School District will become the property of the district and shall be subject to the same controls and regulations which govern the use or disposal of all district owned property. The Board reserves the right to reject any contribution to the district which does not serve to enhance or extend the work of the schools.

All donations and contributions (monies and personal property) in an amount of \$500 or more shall be formally submitted to the Board for acknowledgement and acceptance. The Minutes shall reflect the contributor, amount, and purpose for the donation, if any. Any monies donated shall be deposited into the appropriate fund.

The principal shall have the authority to accept and acknowledge all donations and contributions (monies and personal property) to their school valued at less than \$500 on the date of donation. Any such monies shall be receipted into the school's activity fund and deposited in that bank account.

All gifts or donations presented to an individual school and/or the total school system that would obligate the school system to future operating or upkeep costs must be approved by the Board of Trustees.

All other gifts or donations may be approved in accordance with the following provisions:

1. It must be compatible with the district's goals, objectives, and standards.
2. It must have a legitimate school use.
3. It must not create an imbalance in educational programming for the school level intended.
4. It must not incur a district responsibility to replace when lost, stolen, or outmoded unless the loss of the item(s) results in a negative quantity of the item for that school when compared to the district standard for the school level involved.
5. It must be assessed for fixed assets as explained below.
6. Any school principal considering acceptance of a gift on behalf of the district shall follow district policies and procedures involving gifts.
7. The principal shall obtain board approval of a gift and or binding commitment or contract initiation prior to proceeding with any binding commitment or contract initiation.
8. Any cost related to installation shall be borne by the donor unless prior approval and agreement have been given by the board through the superintendent.
9. Approval of the gift by the superintendent must be in writing and must be received by the principal before any action is taken to indicate acceptance of the gift by the district

and/or the individual school.

Generally Accepted Accounting Principles (GAAP) requires fixed assets to be recorded at historical cost or estimated historical costs. Historical cost is the actual cost of assets. Assets acquired through contribution or donation must be recorded at fair market value on the date donated. The school board must acknowledge in its official minutes who will maintain the title of ownership to the donated assets.

The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37-17-6} Standard 4.1, Mississippi Public School Accountability Standards.

In accepting any donations of items or services to the athletic programs of the school or school system, a valuation of the donation shall first be established. The valuation may come from the donor or an accounting of actual costs incurred regarding the donation. Superintendent (designee) also may set a valuation for donations to other programs as appropriate or required for accounting purposes.

### **Crowdfunding Projects**

Inasmuch as desired enhancements to educational programming have always and will always exceed school resources, school employees may at times choose to seek private funds for school projects. One modern manifestation of this is commonly referred to as 'crowdfunding,' or the placement of needs on various websites in order to secure donations to meet those needs.

Two popular sites of this sort include GoFundMe and Donors Choose. Such fundraising methods are permissible within the Greenville Public School District and the Board commends school employees for their efforts to secure outside funding to better serve the needs of their students.

It is the preference of the Greenville Public School District Board of Trustees that employees utilize sites funding supplies or equipment rather than monetary donations.

District employees wishing to secure crowdfunding should keep the following requirements in mind:

1. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising/donation campaign for the benefit of the district shall begin the process by seeking prior approval from the building administrator. Pre-approval for equipment must also be obtained from the technology department or business services department. Pre-approval for monetary donations must be obtained from the Business Manager at the Central Office.
2. All monetary donations should be recorded by the school bookkeeper in the School Funds accounting system at each school. A new fund will be created for each new project. Please note, no school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person. If after purchases are made any funds remain, they will be held

at the school in that fund for similar projects for that classroom/program/grade level. If there are not enough funds to cover the purchase, due to price changes, shipping, etc., the shortage will be the responsibility of the employee.

3. All items received/purchased through crowdfunding projects are the property of Greenville Public School District and all inventory procedures apply. It is the intention of the District to ensure that items purchased through such fundraising endeavors remain with the teacher/employee, unless the teacher/employee leaves the district, school, grade level, or the program for which the items were purchased. Should the employee leave the district, school, grade level, or program the building administrator will disperse the equipment or funds based on similar needs reflected in the original project.
4. A file is to be maintained at the school for any crowdfunding request. This file should include: the Crowdfunding Fundraising Project form and any documentation (receipts, packing slips, e-mails, invoices, etc) pertinent to the project.
5. Employees should be aware that some sites are tax deductible and some are not. It is the employee and donor's responsibility to determine if the donation is tax deductible. Greenville Public School District Board of Education will not provide a Form 990 for these donations.

When making requests for crowdfunding support, teachers/employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). Thus, student images, names, and descriptions which would cause students to be identifiable or would allow logical deductions about disabilities or other factors deemed to be within the student sphere or privacy must not be used on such websites or elsewhere unless written, parental permission is secured in advance.

**LEGAL REF.:** MS CODE as cited  
Mississippi Public School Accountability Standards

**CROSS REF.:** Policy DM Fixed Assets

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