

Shasta COE

Administrative Regulation

Expenditures And Purchases

AR 3300

Business and Noninstructional Operations

The Shasta County Superintendent of Schools directs that all expenditures of the Shasta County Office of Education be coordinated through the Administrative Services Department. The Administrative Services Department will be responsible for the development, implementations, and oversight of expenditures in the areas listed below:

1. Processing and monitoring payroll.
2. Maintaining purchasing procedures.
3. Auditing and processing accounts payable.
4. Establishing a petty cash fund.
5. Administering construction contracts, leases and other agreements.
6. Monitoring multi-year commitments.

Request from Community/Agency for Support Through Direct Funding or In-Kind Services

Periodically requests are made from nonprofit agencies and/or school districts to partner with the County Office that share in our mission to provide students with equal access to a quality education as well as serve the development of youth in our community. In order to ensure that nonprofit agencies and/or districts have equal access to the County Office funds and in-kind services the following procedures will be followed:

Eligibility Requirements:

1. Applicants must be a 501(c)(3) nonprofit organization or have a fiscal agent that is a 501(c)(3) organization and capable of administering the project's funds.
2. The project/program/activity must fit within the mission of the County Office and/or directly serve the development of youth in our community.
3. The project/program/activity must involve a partnership with the County Office.

Process for Requesting Funding and/or In-Kind Services

1. Submit a proposal in writing on the Proposal from Community/Agency for Support Through Direct Funding or In-Kind Services form (Exhibit 3300-1).

2. The proposal will be reviewed by the County Superintendent Administration and all attempts will be made to provide notification of the decision within 30 days of the written proposal.
3. Proposals are for one school year (July-June) in duration and must be submitted annually.
4. Proposals determined by the County Superintendent Administration to be excessive in regards to the amount of time and/or funds requested and/or represent a possible conflict of interest will be reviewed by the Shasta County Board of Education at the next regular County Board meeting. In these instances, the timeline for a response may be extended.

Shasta County Board of Education Student Benefit Fund

The County Board established the Shasta County Board of Education Student Benefit Fund through the Shasta Regional Community Foundation as a result of insurance proceeds received from Camp Latieze that was destroyed in August 2012 by a wildfire. To carry out the stated purposes of the Latieze family who donated the property to the County Board, proceeds will be utilized for the public purpose of supporting programs or facilities for science and other extracurricular education for the benefit of the children of Shasta County as outlined in the Resolution adopted by the Board on February 27, 2013.

The County Board will receive a fund statement from the Shasta Regional Community Foundation in January and July and an annual payout notice by July 31 that will include the amount of endowment proceeds generated by the Shasta County Board of Education Student Benefit Fund. The County Board may request to meet with the Shasta Regional Community Foundation as needed.

The County Board has discretion to determine how one-hundred percent (100%) of the funds will be utilized, they may authorize disbursement of the funds as follows or however they deem appropriate:

1. As a general protocol, seventy-five percent (75%) or more of the funds may be designated for the County Office Cabinet to make a recommendation to the County Board for utilization. The County Board will take action on the recommendation by their October Regular Board meeting.
2. As a general protocol, twenty-five percent (25%) or more of the funds may be designated to other County Office programs not brought forward to the Board through the County Office Cabinet and made available through mini-grants.

Mini-grants can be applied for by submitting a Shasta County Board of Education Student Benefit Fund Mini-Grant Proposal form (Exhibit 3300-2). Proposals will be due October 1 of each year and will be considered by the County Board at their November Regular Board meeting. Applicants will be notified in writing by November 30 on the status of their proposal. Mini-grant funds are to be expended by June 30 of the fiscal year awarded.

Regulation SHASTA COUNTY OFFICE OF EDUCATION
adopted: December 9, 2009 Redding, California
revised: September 11, 2013