

## **Expenditure and Reimbursement Policy**

**Purpose:** To clarify appropriate school expenses for school operations

**Rationale:** UHS is a school that differs from traditional public schools in several ways.

- A. The school has fewer than 500 students and for fiscal purposes is its own district or Local Educational Agency (LEA).
- B. The school's teaching staff is small and serve as "at will" employees (no tenure).
- C. UHS is a charter school without feeder schools; the school depends on annual recruitment efforts to meet enrollment targets.
- D. Annually the school must fundraise a portion of its operating budget.
- E. The school resides on a university campus and must rely on continued cooperation from Fresno State to maintain its charter obligations.

Because of these differences, the school engages in activities that result in expenses and purchases that are unique in the public school environment but not atypical for charter schools.

1. The school must market itself and advertise regularly.
2. The school must raise money via development each year to meet revenue goals.
3. The school must engage in outreach activities to cultivate "goodwill" with the community, the University, and the school's community partners for recruitment and development efforts.
4. The school must buy traditional books and supplies in small quantities, often using multiple online vendors to reduce costs.
5. The school has fewer than 50 employees and therefore cannot offer traditional retiree benefits as larger districts do that have large-group health insurance plans.
6. The school's educational program includes two short intensive sessions that require students to participate in enrichment classes or activities that may require specific student-related costs (e.g. ski-lift ticket, entrance fees, etc.).
7. The school's educational program requires students to take courses from Fresno State to graduate.

**Approved Expenditures:** Given the different nature of the school, the board approves the following types of specific expenses in addition to the general operating expenses normally incurred by schools.

- **Marketing, advertising and recruitment related expenses** (e.g. promotional literature, media, promotional items, and outreach efforts to other schools)
- **Fundraising-related expenses** (e.g. donor cultivation activities and events, school memberships with organizations and community service clubs like Rotary, development office supplies, software and salaries)
- **Staff reimbursements for pre approved general-program out-of-pocket expenses** (e.g. drama performance supplies, books, course supplies purchased in small quantities)
- **Expenses related to the Intensive sessions** (e.g. facility rentals, individual students' tickets, fees, course supplies, rental vehicles, and travel expenses)
- **Fresno State Expenses** (e.g. course fees, course supplies and textbooks, and other expenses as noted in the Operating Agreement)
- **Expenses that benefit individuals or groups of individuals** (if determined that the expense "serves a primary purpose" in keeping with our charter as an exception to the Gift of Public Fund laws.

The superintendent serves as the board designee for approval on all expenses but all expenses related to the superintendent will be countersigned by the principal.

**Checks and Balances:** All school purchases are expected to be reviewed by the CFO before being submitted to FCOE and presented to the Board in the total payments report.