AMERICAN
Classical Schools
of Idaho
Forming Future Citizens

FINANCIAL POLICIES AND PROCEDURES

July 2026 Updates

Section	Page Number	Update
Deposits – Checks and Cash	8	Updated to reflect that ACSI has no home office.
Purchases with Board-Approved Credit Card	10	Revised to include Ramp-specific policies and procedures.
Insurance	14	Removed Short- and Long-Term Disability as minimum requirements.
Travel Allowances and Expense Policy	16	Updated to reference the IRS reimbursement rate and not a specific value.
Purchase Order Procedures	18	Revised to include Ramp-specific policies and procedures.
Exceptions to the Purchase Order Procedures	19	Added.
Purchases, Contracts, and Leases	19	Revised to match the thresholds used by the schools.

Background Information

Tax Status and Purpose

American Classical Schools of Idaho, Inc. (ACSI) is a nonprofit organization incorporated as a 501(c)(3) organization and operating as a charter school support office.

In accordance with IRS Code Section 501(c)(3), ACSI is organized and operates exclusively for the exempt purpose as described in Form 1023, the application for exemption. In compliance with the restrictions on organizations qualifying under the 501(c)(3) code, no part of the net earnings of the Corporation shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons.

Financial Policies and Procedures

This document is the Chief Executive Officer's directive to ACSI employees, and it is intended, among other things, to cause ACSI to exercise judicious, transparent stewardship of all corporate funds and to deter and detect fraud, waste, and abuse.

The Chief Executive Officer may not override internal financial controls, approval processes, or credit limits established in this policy without prior Board approval.

Accounting Principles and Procedures

General Accounting Policies

The accounting principles of ACSI will be consistent with all applicable laws and regulations. Accounting will be in accordance with Generally Accepted Accounting Principles (GAAP).

ACSI will record financial transactions in one or more funds in consultation with the Chief Financial Officer (or designee).

ACSI's fiscal year shall be from July 1^{st} to June 30^{th}.

Revenue Recognition

ACSI will recognize revenue in accordance with Generally Accepted Accounting Principles (GAAP), including donations, grants, and pledges.

Unconditional donations, grants, and pledges will be recognized as revenue when pledged or received. Conditional donations, grants, and pledges will be recognized when conditions are met. Donations, grants, and pledges with donor restrictions will be recorded as restricted net assets and released when restrictions are satisfied.

Matching of Revenues and Expenses

To present accurate and consistent financial statements, the revenues and expenses attributable to each period will be reflected in that period.

ACSI records transactions on the accrual basis of accounting.

Fixed Assets and Depreciation

The general capitalization policy is that all equipment and other fixed assets costing $5,000 or more will be recorded as an asset. Repairs or improvements will be capitalized if the expenditure extends the useful life of the item.

All capital assets will be depreciated over their estimated useful lives on a straight-line basis. The half-year convention will be followed in the year the item is purchased or retired. That means that no matter when an item is purchased during the year, ½ year depreciation will be taken for the first year.

- Computers & Equipment 3 years
- Furniture 7 years
- Building 30 years
- Leasehold improvements Term of lease

Donated Goods and Services

Property or services donated to ACSI will be recorded as in-kind donations if their fair market values at the time of receipt are deemed financially material.

In accordance with GAAP, certain services may be recorded as revenues and expenses. Such services would be those professional services for which ACSI would have ordinarily paid, for example, legal or accounting services.

Management and Oversight

The Chief Financial Officer (or designee) performs the day-to-day financial operations under the supervision of and with the support of the Chief Executive Officer (or designee).

The Board provides financial oversight in accordance with the applicable Board-Management Delegation policies.

The Chief Executive Officer (or designee) is responsible for performance and reporting in accordance with the Board's policies.

Indebtedness Policy

ACSI shall not incur debt or enter into financial obligations without prior Board approval. All indebtedness shall be for lawful purposes that support the mission and align with the organization's exempt purpose under IRS 501(c)(3) regulations. The Board of Directors shall not approve any indebtedness that, when aggregated with existing debt, would materially impair the ability to meet ongoing obligations.

Short-term loans or notes must be repaid within the fiscal year in which they are incurred unless specifically approved by the Board.

Long-term indebtedness, including leases and other financing arrangements, shall be evaluated for financial sustainability, require legal review, and must not compromise the organization's operational integrity or nonprofit status.

All debt instruments and borrowing activity shall be fully disclosed in the annual budget and annual audit.

Receipts

Deposits – Checks and Cash

Employees with accounting responsibilities will not open mail or deposit checks. The person opening the mail will not deposit checks.

The CEO (or designee) will open the mail with a designated staff member from ACSI or an ACSI member school present.

The CEO (or designee) will endorse each check "For Deposit Only," and update a Check and Cash Receipt log that includes:

- Date received
- Name of donor/payor
- Amount received
- Purpose (if restricted)
- Method of payment (check, cash, etc.)

Checks and any accompanying letters or documentation will be stored in a lockbox until deposited. The designated staff member will deposit the checks into the designated bank account and upload all accompanying documentation to the ACSI digital files.

The CFO (or designee) will reconcile the bank deposits to the Check and Cash Receipt log monthly and present it to the CEO for review.

Obligations / Disbursements

Recording of Contracts

The Chief Financial Officer (or designee) will maintain hard copies and/or electronic copies of all ACSI contracts.

The Chief Financial Officer (or designee) will maintain a schedule of payment amounts and dates for all contracts. The Chief Financial Officer will use appropriate estimates for variable cost contracts.

The Chief Financial Officer (or designee) will record the current amount due for all contracts in the ACSI accounting system monthly.

Recording of Purchase Orders

The Chief Financial Officer (or designee) will maintain an electronic database/ spreadsheet of all completed and open Purchase Orders.

Recording of Accounts Payable

The Chief Financial Officer (or designee) will record a valid vendor invoice in the ACSI accounting system prior to the next scheduled check run following the receipt of the invoice.

Payment Processing – General

ACSI uses Ramp for corporate cards, expense management, and bill-payment software.

The Chief Financial Officer (or designee) will prepare check runs on a weekly basis. To the extent possible, payments should be processed electronically through Ramp.

Invoices will be paid on or before the stated due date.

The Chief Financial Officer (or designee) will present the following documentation to the Chief Executive Officer for each check run or online payment cycle:

- Checks to be signed or online payments to be authorized by the Chief Executive Officer
- Appropriate back-up documentation

Wire Transfers and Electronic Payments

The following circumstances are established as pre-approved for wire transfer or electronic payment:

- Periodic interest and principal payments related to Board-approved debt
- Credit card payments
- Invoices with vendors who agree to accept electronic payment
- Payroll, payroll taxes, and payroll processing fees
- Other taxing authority payments

Payments via wire transfer or electronic payment for circumstances other than those listed above require approval of the Chief Executive Officer.

Debit Card

ACSI shall not maintain a Debit Card.

Purchases with Board-Approved Credit Card

All credit cards issued across the ACSI federation are combined into one overarching Ramp control account with a maximum aggregate credit limit of $125,000, shared across the federation. This is a shared credit limit only – each entity remains financially responsible for its own credit card charges and pays its own statement. There is no comingling of funds. The Chief Executive Officer shall recommend authorized card holders to the Board for approval. The Chief Financial Officer (or designee) is responsible for monitoring the combined card limits across all schools to ensure the shared maximum is not exceeded.

Card holders may make mission-supporting purchases with the Board-approved credit card in accordance with the Purchase Order process.

Authorized card holders will have access to a physical card and virtual cards. Physical cards act as traditional credit cards. Virtual cards are digitally generated, unique card numbers often used for online purchases to reduce fraud by keeping the physical card number protected. Virtual cards may be issued by authorized card holders at the Chief Executive Officer's (or designee's) discretion. The use of a virtual card shall follow the same procedure as the use of a physical card.

For each transaction, the authorized card holder will complete the following directly in Ramp:

1. Upload all receipts;
2. Select the appropriate Entity, Department and Category expense code;
3. Match the transaction to the corresponding purchase order; and
4. Enter a brief description in the "Memo" field.

The credit card account shall be paid in full and on time each month so as not to incur interest or late fees. The account shall be paid automatically from ACSI's checking account.

The Chief Financial Officer (or designee) shall present an export of transactions, receipts for all purchases, and the accompanying purchase orders to the Chief Executive Officer each month. The Chief Executive Officer will review and approve the report, evidenced by a signature and date (digitally certified electronic signatures are acceptable).

A redacted copy of the previous month's credit card statement and the reviewed transaction report shall be included in the monthly financial report to the Board. The Board Treasurer shall be assigned a view-only Admin role through Ramp, which grants the ability to view and export transaction data at any time.

Reimbursement Procedures and Forms

Reimbursements are authorized only when a purchase cannot reasonably be made from an ACSI vendor on terms or using the Board-approved credit card.

After following appropriate procurement procedures, the Requester shall submit a completed reimbursement form (Appendix B) and receipt(s). The Chief Financial Officer (or designee) will process the reimbursement requests like all other vendor invoices.

Petty Cash

ACSI will not operate with petty cash.

Banking

Account Management

The Chief Executive Officer is authorized to maintain three (3) bank accounts:

- General (or Operations) Account
- Fundraising Account
- Money Market Account

The Chief Executive Officer is authorized to maintain one brokerage account to deposit stock and securities donations.

New accounts may be opened only with the approval of the Board.

Check signing and bank wire authority is granted to the Chief Executive Officer and Board Chair.

The Board Treasurer shall have view-only access to all bank records and transactions.

Bank Statement Reconciliation

Bank statements are opened and reviewed by the Chief Financial Officer (or designee).

Bank accounts are reconciled monthly by the Chief Financial Officer (or designee) and reviewed by the Chief Executive Officer.

The Chief Financial Officer (or designee) who reconciles the bank statements cannot be authorized to approve ACH transactions or sign checks.

The reconciliation is performed by the 10th day of the month.

Budgets

Budget Process

The budget is prepared annually for Board approval prior to the end of the fiscal year.

The Board shall approve ACSI's budget, and the Chief Executive Officer shall manage ACSI's finances in accordance with the Board-approved budget.

The Chief Executive Officer (or designee) is responsible for presenting a draft budget to the Board prior to final approval.

Financial Statements Process

The Chief Financial Officer (or designee) produces monthly financial statements and presents the statements to the Chief Executive Officer at least 7 days in advance of the Board's regular monthly meetings.

Audit

Contracting with Auditing Firm

The Board is responsible for soliciting and reviewing Requests for Proposal (RFP) from qualified external auditors annually. The Board is responsible for contracting with the auditing firm and leading the selection of the auditor.

The Annual Audit

An independent accounting firm will conduct an annual financial audit.

The independent accounting firm also prepares IRS 990 and 1099 Forms.

The Chief Executive Officer (or designee) and Chief Financial Officer (or designee) will support the work of the auditor.

Audit Review and Board Approval

The Chief Executive Officer (or designee) will present the draft audited financial statements to the Board prior to finalizing with the auditor.

After Board approval, the Chief Executive Officer (or designee) will coordinate with the auditor to finalize the audited financial statements.

Distribution and Publication of Audit and Tax Forms

The final report of the audit and IRS 990 are presented to the Board for signature.

The Chief Financial Officer (or designee) provides copies of the audit and IRS 990 to appropriate entities. A PDF file of the annual audit and IRS 990 shall be posted on ACSI's website.

The auditing firm submits all tax forms to the IRS.

Fraud Risk Management

This policy (1) establishes clear expectations for fraud prevention, detection, and response at ACSI and (2) promotes integrity, transparency, and accountability in operations and financial practices.

This policy applies to all employees, Board members, volunteers, contractors, vendors, and third parties acting on behalf of the organization.

Definition of Fraud

As used in this policy, fraud refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraud includes but is not limited to:

- Theft of cash or assets
- Misappropriation of funds or supplies
- Falsification of records (e.g., timesheets, invoices)
- Failing to disclose conflicts of interest
- Improper use of grant funds or donor contributions
- Unauthorized personal use of organizational property

Fraud Prevention

ACSI shall implement internal controls to reduce the risk of fraud, including:

- Segregation of financial duties (e.g. authorization, recordkeeping)
- Dual controls for payments
- Regular reconciliation of bank accounts

- Annual independent audit or financial review
- Mandatory conflict of interest disclosures
- Board oversight of financial reporting
- Multi-factor authentication on financial platforms

Reporting Suspected Fraud

All staff, Board members, and stakeholders are encouraged to report suspected fraud promptly. Reports may be made confidentially to:

- The Chief Executive Officer
- The Board Chair
- A designated tipline

No retaliation will be taken against individuals who report suspected wrongdoing in good faith.

Investigation and Response

The Chief Executive Officer (or Board Chair if the allegation involves the Chief Executive Officer) will initiate an impartial investigation. If fraud is confirmed:

- Appropriate disciplinary action will be taken, up to and including termination or removal
- Law enforcement may be notified
- Other stakeholders (e.g. granting agencies and donors) will be informed as required
- Recovery of losses will be pursued where possible

Insurance

Policy

ACSI shall procure and keep in force appropriate insurance coverage.

Insurance coverage should include:

- Medical
- Life
- General liability
- Directors' and Officers' coverage
- Workers' compensation

Sourcing Annual Insurance

Insurance brokerage firms will be used to source annual insurance policies to meet the needs of ACSI.

The Chief Financial Officer (or designee) is responsible for setting the timetable to review insurance needs and recommend any changes to specific policies, carriers and brokers used.

Requests for Proposal for selecting the brokerage firms should go out every five years as a minimum.

The Chief Executive Officer (or designee) is responsible for establishing and maintaining insurance policies for ACSI.

Payroll

Contracting Payroll Processing Firm

In accordance with an annual no-fee service agreement, Bluum, Inc., handles payroll processing, including the filing and payment of all taxes.

Processing Procedures

For employees empaneled with Bluum, payroll will be processed via Bluum's internal procedures.

For employees empaneled with an ACSI member school, employee payroll is processed monthly according to the member school procedures.

Payroll Taxes

In accordance with an annual no-fee service agreement, Bluum, Inc., files W-2s, state and federal payroll taxes. Copies of the reports are held by the Chief Financial Officer (or designee).

Independent Contractors

- If cumulative payments to an independent contractor equal or exceed $600 during a calendar year, an IRS Form 1099 filing is required. The filing is required when the contractor is other than a corporation. The one exception is that payments to an attorney, no matter the business type, must be issued a Form 1099 if payments equal or exceed $600.
- If there is a question as to business type, the Chief Financial Officer (or designee) will ask the contractor to complete a Form W-9. If the contractor is an individual, as opposed to a corporation, and the

cumulative payment criterion of $600 has been met, a 1099 will need to be issued to the contractor.

Travel Allowances and Expense Policy

ACSI reimburses reasonable travel costs associated with conducting business and carrying out initiatives and activities. Extravagance on the part of those conducting business may be perceived as misuse of funds or improper fiscal management and is not allowed. The guidelines that follow provide a basis for making responsible travel arrangements and reimbursing employee travel costs.

Airfare: Reasonable coach rates; priority and first-class accommodations will not be reimbursed. If an employee chooses to upgrade their seat, it will be at their own expense. Whenever possible, airline travel should be scheduled at least 14 days in advance to obtain the best airfares. The employee may submit fees associated with up to one checked bag for reimbursement.

Lodging: A standard business-class hotel room or comparable peer-to-peer accommodations (e.g. Airbnb, Vrbo, etc.) will be reimbursed if ACSI business has taken the employee 100 or more miles from home or if they are participating in a multi-day trip on behalf of ACSI.

Meals: ACSI does not reimburse for meals during travel.

Mileage: Mileage will only be reimbursed for business travel outside of the Treasure Valley area. Mileage will be reimbursed at the IRS standard mileage rate per mile, up to 300 miles per day. ACSI assumes this reimbursement is sufficient to cover the cost of fuel, insurance, and wear-and-tear to the employee's personal vehicle. For longer trips, employees can opt to rent a car, if the total cost (rental, insurance, fuel) is less than what the employee would be reimbursed for using his/her personal vehicle. The employee must have insurance and a valid driver's license when using their personal vehicle; ACSI will not pay for any damages, repairs, or out-of-pocket costs for operating a personal vehicle.

Parking: Reasonable charges for parking will be reimbursed.

Ground Transportation: Employees should use the most cost-effective mode of transportation given timeframe, safety of the traveler, and baggage being transported. When available, hotel transportation should be used. Reasonable charges for taxi and other ground transportation are allowed for the purpose of conducting business.

Rental Cars: The default rental should be a compact or mid-sized vehicle for one to three passengers. A large vehicle or van is allowed when justifiable based on the number of travelers or cost. Luxury class vehicles are never allowed. When renting a vehicle, the employee must add the "Loss Damage Waiver" insurance that covers the vehicle itself.

Receipts: Receipts are required for reimbursement of travel expenses. These are submitted along with a completed Reimbursement Form. Requests for reimbursement must be submitted within 30 days after the employee returns from their trip.

PROCUREMENT

PROCUREMENT GENERAL POLICIES AND GUIDELINES

All procurement transactions shall be conducted in a manner to provide open and free competition and secure the items at the lowest and best price or be made to the bidder whose proposal offers the greatest value to ACSI, considering price, technical, and other factors as specified in the solicitation.

All employees of ACSI should avoid purchasing unnecessary items. Where appropriate, an analysis is to be made of lease and purchase alternatives to determine which would be the most economical and practical.

This policy applies to all general purchases made by ACSI, including contracts for services.

CODE OF CONDUCT

GENERAL

ACSI shall adhere to the following code of conduct. Any employee, officer, or agent of ACSI found to be in violation of the following code of conduct shall be subject to dismissal as outlined in ACSI's personnel policies.

CONFLICT OF INTEREST

ACSI shall not knowingly permit any employee, officer or agent to participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. When ACSI has knowledge of a potential or actual conflict, ACSI will take such steps as to isolate, remove, or otherwise neutralize the contact and influence of any particular employee, officer, or agent, when they have such potential conflict, from participating in the selection, award, or administration of such procurement. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

- An employee, officer, or agent involved in making the award;
- His/her relative (including but not limited to father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);

- His/her partner; a major business client/customer (greater than $10,000 per year); board ties; stockholder/other business ownership interests (greater than 10%); or,
- An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

ACSI employees shall not personally solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

Procurement General Roles and Responsibilities

The Chief Financial Officer (or designee) will ensure that:

- Procurement requirements are efficient and economical.
- A contract award is made to the responsive and responsible bidder offering the lowest and best price; or is made to the bidder whose proposal offers the greatest value to ACSI, considering price, technical, and other factors as specified in the solicitation.
- Work is inspected before payment and payment is made in accordance with terms for contract work performed and accepted.

Vendor Accounts

ACSI will endeavor to establish and maintain accounts with key vendors (e.g., Amazon Business, Staples Advantage, etc.) to streamline the ordering process.

The Chief Financial Officer (or designee) will maintain a list of active vendor accounts and will circulate the list to those persons involved in initiating Purchase Orders - "Category Approvers."

The Chief Financial Officer (or designee), in conjunction with Category Approvers, will establish the most favorable terms for ACSI (e.g., Net 60 days).

To the greatest extent possible, all vendor accounts will be set up such that ACSI does not pay sales tax. The Chief Financial Officer (or designee) maintains current documentation from the taxing authorities.

Purchase Order Procedures

ACSI requires pre-approval for purchases through a Purchase Order process. Purchase Requisitions are submitted through Ramp. Only Ramp users may submit requests.

The role of the Requester is to be the first level of review and accountability, initiate the Purchase Order process and manage the vendor and ordering process for goods or services in the category.

The Chief Executive Officer (or designee) is the approval authority for all Purchase Orders. The Chief Executive Officer (or designee) may initiate a Purchase Order but may not approve his/her own Purchase Orders. Any unbudgeted expenditures above $25,000 require the Board's approval. Purchases and contracts may not be artificially divided to avoid these requirements.

The general procedures are as follows:

- The Requester receives purchasing request from staff or faculty.
- The Requester initiates a Purchase Order in Ramp.
- The Chief Executive Officer approves the Purchase Order in Ramp.
- Once approved, the Requester places the order and facilitates the ordering process.
- Upon receipt, the Requester works with staff or faculty to inspect the purchased items or services and facilitate returns as needed. All vendor invoices will be promptly delivered to the Chief Financial Officer (or designee) via Ramp.
- The Chief Financial Officer (or designee) processes the invoice, categorizes the expense, and prepares payment.
- The Chief Executive Officer (or designee) signs checks or approves electronic payments on a weekly basis.

Exceptions to the Purchase Order Procedures

Recurring, contractual, or non-discretionary expenses (e.g. legal fees, utilities, debt service, payroll, etc.) are exempt from the Purchase Order process. These expenses remain subject to standard invoice review and approval prior to payment.

Purchases, Contracts, and Leases

Small Purchase Bidding: $10,000 - $100,000

For purchases in excess of $10,000 but less than $100,000, at least three vendors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing. Awards shall be made to the supplier whose bid or offer is responsive to the solicitation and is most advantageous to ACSI, when price, quality, and other factors are considered.

If factors other than price are used (for example, technical qualifications), they shall be disclosed to all potential vendors. The names, addresses, and/or telephone numbers of the vendors and persons contacted, and the date and amount of each quotation shall be recorded and maintained.

Semi-Formal Bidding: $100,000 - $250,000

Purchases, contracts, or leases that are between $100,000 and $250,000 shall be awarded based on semi-formal bidding:

- ACSI will issue written requests for bids describing goods or services desired to at least three vendors.
- Vendors will be allowed three days to submit a written response.
- ACSI will allow at least one day for objections.
- ACSI shall maintain records, including documentation when it is deemed impractical to obtain three bids.
- The selection of the successful bidder can be made principally on the basis of cost or rejection of all bids.

Purchases Made With Federal Funds

ACSI does not receive federal funds. Each member school will have board-approved Financial Policies & Procedures that are compliant with all regulations governing the receipt and use of federal funds.

Competitive Sealed Bidding: Over $250,000

Solicitation and Receipt of Bids

An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement, including a statement that the award will be made to the lowest and best responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bid may be withdrawn at any time prior to bid opening.

Bid Opening and Award

Bids shall be opened publicly, with an abstract of bids recorded. All bids shall be available for public inspection. If equal low bids are received from responsible bidders, the award shall be made by requesting the low bidders to lower their bids and then selecting the lowest and best, or by ACSI drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a bidder, an award shall not be made unless a cost or price analysis verifies the reasonableness of the price.

Mistakes in Bids

Where appropriate, the correction or withdrawal of inadvertently erroneous bids may be permitted before bid opening by written or electronic notice to the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections to bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended.

Inventory Management

Inventory Management Policies and Procedures

Requesters will establish inventory management procedures for their respective purchasing categories where appropriate. The Chief Executive Officer (or designee) must approve all inventory management procedures and copies of all approved procedures must be provided to the Chief Financial Officer (or designee). From time to time, the Chief Financial Officer (or designee) will review compliance of procedures with the Requesters.

Inventory Management or Asset Tracking

All assets will be tracked in Book Tracks or equivalent. Barcodes are scanned to assign an asset or assets to an individual.

Record Retention

Record Retention General Policies and Guidelines

The records retention policy for ACSI is derived from the Idaho State Board of Education Retention Schedule of the Records Management Guide.

This policy applies to all such documents in both written and electronic formats.

Electronic documents covered under this policy include those received via e-mail.

Record Retention Procedures

Written records maintained in file cabinets are secured as mandated by confidentiality requirements (i.e., employee and financial records). Access is controlled by issuance of physical keys only to those with a need to access the records.

All electronic documents that are covered under this policy must be saved and backed up. Access to electronic files is managed through the creation of user groups. Only users with a need to access the records will be added to the group.

Archived records are maintained according to the schedule below. Records past their retention date are destroyed in a secure manner. Specifically, employee and financial records are shredded.

Series	Series Title	Retention Period*	Guidance
SG1842	Administrative Policies	PM	
SG1893	Facility Contracts/Leases	AC +6 years	
SG1895	Facility Inventory Logs	FE +3 years	
SG18113	Fiscal – Audits	PM	
SG18139	Fiscal – Donations	FE +3 years	
SG18142	Fiscal – Grants Documents	AC +3 years	per respective grant
SG18190	Personnel Complaints	FE +3 years	
SG18279	Safety – Incident Reports	AC +3 years	

**The retention period listed is the mandatory minimum retention period*

LEGEND
Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **US**-Until Superseded.

Grant Management and Accounting

ACSI will follow the rules and guidelines of any grant awarded to ACSI. When required, grants will be accounted for as separate from other grants and non-grant operations of ACSI.

Gift Acceptance Policy

Gift Acceptance and IRS Compliance

Acceptance of any contribution, gift or grant is at the discretion of the Chief Executive Officer. ACSI will not accept any gift unless it can be used or expended consistently with the purpose and mission of ACSI.

ACSI will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors.

ACSI will accept donations of cash or publicly traded securities at the discretion of the Chief Executive Officer (or designee). Gifts of in-kind services will be accepted at the discretion of the Chief Executive Officer.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for ACSI.

ACSI shall meet IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by ACSI.

Ethics

ACSI is committed to operating in accordance with the highest ethical standards. Accordingly, ACSI employees are directed to operate in accordance with the Association of Fundraising Professional's *Code of Ethical Standards* (Appendix D, @1964, Association of Fundraising Professionals (AFP), all rights reserved, reprinted with permission from the Association of Fundraising Professionals) and AFP's *Donor's Bill of Rights* (Appendix E, @2016, Association of Fundraising Professionals (AFP), all rights reserved, reprinted with permission from the Association of Fundraising Professionals).

ACSI will protect the confidentiality of all privileged information relating to donors.

Communications to donors and prospective donors will accurately present the organization, its strategic case, and its intended use of funds.

ACSI shall record and acknowledge all contributions in a timely manner.

Reporting

ACSI will prepare and file IRS Form 990 which is required for non-profits with gross receipts more than $200,000 and assets more than $500,000 and submit the Form 990 on or before the tax return due date, November 15. Form 990 will declare, for each tax year, aggregate gifts per each donor, more than $5,000.

ACSI will complete reporting requirements of each grantor. In situations where a grantor does not have reporting requirements, ACSI will engage to contact the grantor on at least a semi-annual basis and present a letter annually that provides information on the state of the organization, along with information on specific programs toward which they contributed.

Use

ACSI will use philanthropic funds only for the intended purposes.

ACSI will at all times account for restricted funds and annotate restricted uses.

Accountability

All donations shall be acknowledged in writing by the Chief Executive Officer (or designee).

All donations shall be recorded in a donor database, and all revenue, including donations, shall be recorded by the Chief Financial Officer (or designee) in a financial accounting system.

Appendix A: PURCHASE ORDER FORM

ACSI Purchase Requisition

Complete this form to request approval to spend funds for ACSI.

Total Amount*

Description

Quantity*
1

Rate (required)

Amount
$0

Accounting

Category (required)

School/Entity (required)

Department

Total
$0.00

+ Add line item

Vendor(s)*

Enter your answer (required)

Additional Notes

Optional

Enter your answer

Evidence*

Upload evidence here.

Drop files or click to upload

Accepts DOC, DOCX, JPG, PDF, PNG, CSV, XLS, or XLSX, up to 50 MB per file

Once approved, you will be issued a purchase order for

Amount
0.00 USD / frequency

APPENDIX B: REIMBURSEMENT FORM

AMERICAN Classical Schools of Idaho

Forming Future Citizens

Reimbursement Form

PO Number: ______________________ **Date:** ______________________________

Total Amount: $___________________ **Requested By:** ______________________

Reimbursement to (include address):

Brief Description of Items / Detailed Supporting Information:

For Reimbursement requests attach all receipts and include the previously approved Purchase Order number. For mileage reimbursement include event/date as well as mileage information.

Category *(to be completed by Category Approver)*

- ☐ Development
- ☐ Operations
- ☐ School Support: ____________________________________

________________________________ **Requester** *(Signature/Date)*

________________________________ **Category Approver** *(Signature/Date)*

Expense Report - ACSI

Name: ______________________ **Date Submitted:**

Signature: ______________________ **Total Reimbursement Due:** $0.00

By signing this expense report, you are affirming that the expenses below are compliant with ACSI's travel policies outlined in the Financial Policies and Procedures.

MILEAGE REIMBURSEMENT - 2026 IRS Approved Rate is $0.725 Per Mile

Date	Destination and and purpose	Total Miles	$0.725 per mile up to $210.00 per day Mileage Reimbursement
	You can type over this note. Enter total mileage, and substantiation (for example, google map printout).		$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00

EXPENSE REIMBURSEMENT - PAID CASH OR WTH PERSONAL CREDIT CARD

Date	For all meals - list names of participants; For travel, list destination and purpose of trip	Description of Expense ("American Airlines", "Hilton", "Avis" - whatever makes it easy to match to the receipt)	Amount

APPENDIX C: VENDOR ACH APPROVAL FORM

AMERICAN Classical Schools of Idaho
Forming Future Citizens

VENDOR AUTHORIZATION FOR DIRECT ACH DEPOSIT

ACH Direct Deposit is the deposit of funds into a vendor's account.

I (we) hereby authorize American Classical Schools of Idaho (ACSI) to electronically credit my (our) bank account as follows:

Vendor Name: ______________________________

Financial Institution: ______________________________

Type of Account:

- ❑ Checking Account
- ❑ Savings Account

Routing Number: ______________________________

Account Number: ______________________________

Name on the Account: ______________________________

I (we) understand that this authorization will remain in full force and effect until I (we) notify ACSI by e-mail (info@acs-id.org) or in writing (500 SW Third Street, Fruitland, ID 83619) that I (we) wish to revoke this authorization. I (we) understand that ACSI requires at least 7 days prior notice to cancel this authorization.

____

Name Title

____

Signature Date

500 SW THIRD STREET | FRUITLAND | ID 83619
ACS-ID.ORG
info@acs-id.org

AFP Association of Fundraising Professionals

CODE OF ETHICAL STANDARDS

ETHICAL STANDARDS (Adopted 1964; amended Oct 2014)

The Association of Fundraising Professionals believes that ethical behavior fosters the development and growth of fundraising professionals and the fundraising profession and enhances philanthropy and volunteerism. AFP Members recognize their responsibility to ethically generate or support ethical generation of philanthropic support. Violation of the standards may subject the member to disciplinary sanctions as provided in the AFP Ethics Enforcement Procedures. AFP members, both individual and business, agree to abide (and ensure, to the best of their ability, that all members of their staff abide) by the AFP standards.

PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST

Members shall:

1. not engage in activities that harm the members' organizations, clients or profession or knowingly bring the profession into disrepute.
2. not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.
3. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members' organizations.
5. comply with all applicable local, state, provincial and federal civil and criminal laws.
6. recognize their individual boundaries of professional competence.
7. present and supply products and/or services honestly and without misrepresentation.
8. establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during and after any sale of materials and/or services.
9. never knowingly infringe the intellectual property rights of other parties.
10. protect the confidentiality of all privileged information relating to the provider/client relationships.
11. never disparage competitors untruthfully.

SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

Members shall:

12. ensure that all solicitation and communication materials are accurate and correctly reflect their organization's mission and use of solicited funds.
13. ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.
14. ensure that contributions are used in accordance with donors' intentions.
15. ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
16. obtain explicit consent by donors before altering the conditions of financial transactions.

TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

Members shall:

17. not disclose privileged or confidential information to unauthorized parties.
18. adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client.
19. give donors and clients the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.
20. when stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines adopted by the appropriate authority.

COMPENSATION, BONUSES & FINDER'S FEES

Members shall:

21. not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder's fees or contingent fees.
22. be permitted to accept performance-based compensation, such as bonuses, only if such bonuses are in accord with prevailing practices within the members' own organizations and are not based on a percentage of contributions.
23. neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
24. not pay finder's fees, commissions or percentage compensation based on contributions.
25. meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or client.

A DONOR BILL OF RIGHTS

DEVELOPED BY:

Association of Fundraising Professionals (AFP)

Association for Healthcare Philanthropy (AHP)

Council for Advancement and Support of Education (CASE)

Giving Institute: Leading Consultants to Non-Profits

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I
To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II
To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III
To have access to the organization's most recent financial statements.

IV
To be assured their gifts will be used for the purposes for which they were given.

V
To receive appropriate acknowledgement and recognition.

VI
To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

VII
To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII
To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX
To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X
To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.