

# Intradistrict Communication

DATE: September 10, 2024

TO: All Administrators and Financial Administrative Assistants

FROM: Dr. Anthony Godfrey, Superintendent of Schools  
John Larsen, Business Administrator

SUBJECT: Staff Appreciation Funds (formerly known as Staff Discretionary Funds)

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Providing staff occasional meals, snacks, appreciation items, etc. is a normal cost of business. However, as a taxpayer funded business, limits are needed to ensure taxpayers that their funds are not being used unwisely or inappropriately.

The below indication of utilizing the school in lieu budgets for these expenditures takes place in school year 2025-2026. The 2024-2025 school year will be a transition year where schools may use the in lieu funds OR the former staff appreciation memo (using the 21 E xxx 2002 1090 638/9 with unrestricted school funds such as picture, vending, school fundraiser, or 0050 610 supply). For 2025-2026, in lieu budgets will be increased by decreasing the 0050 610 allocations.

Principals and directors may spend up to:

- a) Up to \$75 per staff member (both licensed and ESP) per budget year for employee food, staff appreciation items, incentives, clothing, etc.
  - a. Schools should code these expenditures to 10 E xxx 1xxx 1090 639 where xxx represents the school's location number.
  - b. District departments may spend up to \$50 per staff member. The other \$25 is withheld for building level functions (e.g. winter or spring socials). District departments should code these expenditures to their existing budgets using object code 639.
- b) Up to \$50 per staff member (both licensed and ESP) per budget year for snacks, meals, etc. in conjunction with Professional Development.
  - a. Schools should code these expenditures to 10 E xxx 1xxx 2290 638 where xxx represents the school's location number.
  - b. District departments should code these expenditures to their existing budgets using object code 638.

Prior approval from your Cabinet-level supervisor is required for all of these expenditures.

Monies for these expenditures come from within your existing budgets.

Cautions/Reminders:

- No gift cards or cash gifts may be purchased or reimbursed with these funds or other taxpayer funded resources.

- District departments should not have separate bank accounts for these purposes or other purposes.
- These expenditures are authorized for all staff members under your responsibility and authority. Please make sure each employee (e.g. custodians, food service workers, aides, etc.) receives equitable treatment and professional development opportunities.
- You should submit appropriate documentation with the expenditure documentation (e.g. expenditure amounts, original receipts, statement of purpose, type of expenditure). All expenditure and back-up materials must be readily and clearly available for both auditing and public transparency purposes.
- You should not use other funds, including grants or donations, to supplement (enhance) these expenditures. Nearly all state and federal grants prohibit food and gifts from being charged to them. If you have one that does allow it, it cannot supplement, or add to, the spending on these items for your staff.
- The \$50 professional development portion of these funds must be in conjunction with actual professional development and not used for meetings, gatherings, or discussions among staff.
- The \$75 staff appreciation funds are for business purposes (i.e. staff meals, parent-teacher conference meals, employment socials, team-building activities, job-well done or thank you acknowledgements, etc.), **not** for personal gifts (wedding, Christmas, birthday, Administrative Assistant's Day, etc.).
- You should not use these funds for taking staff out to restaurants (dine-in), please do carry-out instead.
- If hosting other Jordan School District employees (employees not in your building or department) and you are serving food/treats for a meeting, those costs should come out of this authorization.
- Only the meetings listed below may come from other budgets and are not included in this authorization:
  - District Principals Meetings
  - The District-directed educator professional development day
  - District Assistant Principals Meetings
  - District Educator Transfer Fairs
  - District Administrative Assistant Meetings
  - District Head Custodial Workshop Meetings
  - District Nutrition Services Managers Meetings
  - District Teaching & Learning multi-school trainings
- These authorized amounts are intended to be spent in the current year and may not be carried forward from one year to the next.

If you have any questions about the appropriateness of a planned expenditure, please review it with your Cabinet-level supervisor.