

Farmington Public Schools

Catering, Flower and High School Budget Lines Guidelines

District and building budgets have required significant reductions in recent years, necessitating the development of Catering Guidelines for use throughout the District. These guidelines are intended to:

- Assist and support staff in making resource management decisions that are consistent throughout the organization,
- Increase efficiencies and cost containment, and
- Standardize and manage catering activities

Meal Guidelines

1. Expenses for breakfast and morning and afternoon snacks are no longer funded or reimbursed from FPS accounts except for those instances in which: A) the District buys a ticket for employees to attend a community event such as the Call to Action Breakfast; B) the planned activity includes guests from outside the District's employ such as the District Diversity Committee Meetings; or C) the meeting or workshop extends three or more hours beyond the scheduled work day.
2. Expenses for lunch or dinner are no longer funded or reimbursed from FPS accounts except for those instances in which: A) the lunch or dinner meeting can only reasonably be scheduled during the meal period (e.g., Building Crisis Teams or Secretarial In-service Planning Committee); or B) the meeting or workshop is scheduled for four or more hours.
3. When meals are provided and catered, the per participant charges are limited to \$5 for breakfast, \$10 for lunch and \$15 for dinner. This price includes all delivery or service charges, desserts and beverages. This does not apply to certain special functions such as the retirement dinner where participants, except for the retiree, reimburse the District for the costs of the dinner.
4. **Accounts designated for food expenses cannot be overdrawn.** Budget managers may want to consider stretching their workshop/meeting food dollars by notifying the participants in advance to bring their own food, or to pay for food provided at the meeting at cost or a subsidized cost. (e.g., "In order to ensure we stay on schedule and can finish by 3:00 pm, please bring a lunch, or let us know you will be buying a box lunch at the subsidized cost of \$4.00.")

Water and Coffee Guidelines

1. Where water fountains or a kitchen facility are unavailable to staff, the District will provide water. Where water fountains and kitchens are available and staff prefers to drink the water from a water service, staff may contribute to the service or provide their own. The District will provide water machines near each of the meeting rooms at no cost to staff.
2. The District shall provide coffee for meetings scheduled to conduct District business. Coffee for daily employee consumption is no longer funded or reimbursed from FPS accounts. Staff may contribute to the cost if they want to retain the service, or provide their own.
3. Departments can use discretion for the fair/equitable payment of coffee or water services, and may maintain records regarding these systems on the honor system. Have one

individual remit the receipts monthly to accounts receivable. Receipts will be credited against the account in the particular budget where the coffee or water was originally charged.

Flower Guidelines

Upon the death of a staff member, the staff member’s spouse or the staff member’s children, the superintendent’s office will send an appropriate condolence on behalf of the Board of Education and the District. No other expenditure is authorized from District funds.

Expenditures from student activity funds are at the discretion of the appropriate administrator.

High School Budget Lines

The Funds allocated from the general fund for use by the high schools for “academic competitions” are to be used to pay for competition fees for extensions of school programs such as DECA, Marching Band, Music, Science, Quiz Bowl, Oakland Activities Association and Forensics. This list is not all-inclusive, but the funds are to be used on like type activities. These funds are not intended to pay for fees related to the activities’ sponsor. These fees are to be charged to your line item with the object 8171.

The other line item labeled “student activities” is funds that are used to supplement the instructional program and may be used at the discretion of the building principal for student activities. This line item is coded with object 8172.

Any overages to either account as of the end of a fiscal year will be charged back to the building per capita budgets with the first amendment of the following school year.

Thank you for your cooperation.

08/06