

Athletic Coaches General Meeting

United ISD
July 31, 2008

Marta G. Stahl, CPA Internal Auditor

Areas to be Covered

- Ethics
- Student Activity Fundraising

Ethics and Related Policies

Financial Ethics

- CAA (Local)

Conflict of Interest

- DBD Legal/Local/Exhibit

Educator Code of Ethics

- DH Legal/Local/Exhibit

Board Policies can be accessed at www.uisd.net (Board of Trustees tab)

Educator Code of Ethics

- The Educator Code of Ethics applies to all School District Employees.
- Employee Handbook
 - Incorporates policies CAA, DBD and DH
 - Includes Educator Code of Ethics
 - Standard professional practice & conduct

Ethics – Doing what is right because it's the right thing to do!

The Ethics Quick Test

- Is the action legal?
- Does it comply with our values?
- If you do it, will you feel bad?
- How will it look in the newspaper?
- If you know it's wrong, don't do it!
- If you're not sure, ask.
- Keep asking until you get an answer.

Courtesy of Texas Instruments

Fundraisers

- Student Activity Manual procedures should be followed
- Application for FR Activity
- Deposit and Pay Vendors Timely
- Timely wrap-up (30 days)
- Inventory Documentation – quantity ordered, sold, receivable
- Incentive Documentation
- FR Application should “stand alone”

Fundraisers – History

- Discount Cards
- Camps
- T-shirts
- Incentives
- Booster Clubs

Other

- ❑ All proper documentation should be completed and approved prior to hiring a Consultant (criminal background checks)
- ❑ Random Drug Testing Forms need to be obtained from parents and submitted to Registrar or campus designee prior to the start of the season (7th and up)
 - Compare to roster
 - Submit timely
- ❑ Funds from Board Discretionary Account should follow standard district purchasing procedures

Internal Audit Dept.

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