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Cc: [Taylor, Keith D](#); [Curran, William](#)
Subject: FW: Financial Regulations for Booster Clubs
Date: Thursday, December 22, 2011 5:47:00 PM

The email below is sent on behalf of Dr. Moniuszko.

Lora Cornell
Executive Administrative Assistant
to the Deputy Superintendent
571-423-1020

From: Moniuszko, Richard A..
Sent: Thursday, December 22, 2011 12:14 PM
To: Beth Nubbe; Betsy Clagett; Bill Montes de Oca; Cathy Morrison; Chuck McClimans; Cindy Marisch; Debbie Norton; Eileen DiGiovanna; Gloria Warwick; Holly Williams; Jim McDonald; Margi Flynn; Michael Tapscott; Neil Lovering; Silvia Gonzalez Roman; Sue Davis
Cc: Principals HS; Taylor, Keith D; Noonan, Peter J; Curran, William
Subject: Financial Regulations for Booster Clubs

Dear Band Booster President:

It was brought to my attention that a number of FCPS Band Booster Club officers were sent an e-mail message from one of your peers regarding proposed changes to our regulation on the management of school activity funds, and the potential impact of changes to booster clubs. In case you received that e-mail, I wanted to correct some misconceptions, and also provide you with some background information. First of all, I must say that FCPS is very appreciative of all of the work and support that the booster organizations provide to our schools and students. There are many activities and programs that FCPS simply could not operate without booster support, and we certainly do not want the boosters to interpret our activities as a lack of support for what they do.

This proposed change in our regulation is just a clarification of the existing rules applicable to school-sponsored field trips and activities. It is not intended to interfere with the ability of boosters to fundraise, support FCPS programs and sponsor their own activities. Rather, its purpose is to ensure that school staff members comply with the existing provisions of Regulation 5810, which require that funds paid by students for participation in school-sponsored activities, such as trips required as part of the curriculum, are publicly accounted for and deposited into school activity accounts.

The change to our regulation is the result of a recent audit of school activity funds, which also looked at the role played by some booster clubs in supporting school-sponsored activities. We learned that staff at many schools misunderstood the distinction between

school-sponsored activities and booster-sponsored activities. This distinction is important because the current as well as past versions of Regulation 5810 require that funds raised in connection with school-sponsored activities be deposited into school activity accounts, even if the activity is supported by the booster club. (See Regulation 5810, Section VI.D.4.a, which provides that “Funds raised by school activities supported but not sponsored by PTAs and booster groups are defined as school activity funds and must be receipted into the school activity fund records.”)

This rule is based on Virginia Department of Education (VDOE) regulations, which classify funds derived from “any and all activities of the school involving personnel, students, or property” as school activity funds that are required to be maintained in internal accounts and periodically audited. This public accounting and control of funds associated with school-sponsored activities ensures that fees and charges passed along to students and their families for participation in school-sponsored activities are limited to those permitted by state law and approved by the School Board. It also allows for required transparency and accountability to the parent community regarding the permitted fees and costs they pay as a result of their children’s participation in school-sponsored activities.

The change to Regulation 5810 under consideration is intended to provide school staff with better guidance so they understand that funds derived from activities that are, in fact, school-sponsored must be deposited into school activity accounts even if the activities are supported by the booster clubs. The change does not diminish any powers of the principal in regard to school activity funds. The principal has never had the discretion to maintain these funds anywhere but in school activity accounts, under either the old or new version of VDOE or FCPS regulations.

FCPS Department of Financial Services is working with principals and other staff to develop guidelines that will recognize the important role of boosters and insure that all school funds are maintained in school accounts. We would like to share these guidelines with booster club representatives as soon as they have been completed. We want your input, as it will be invaluable as we move forward with our improved accounting procedures. Please understand that FCPS has a responsibility to ensure that it operates its programs in accordance with state regulations and that funds for these programs are handled in a legal and ethical manner. We greatly value the support that your organization provides to our band program, and we look forward to continuing our partnership to improve programs and opportunities for all students. I look forward to meeting with you or another representative from your club as soon as the guidelines are completed in January.

Best wishes for a great holiday, and a Happy 2012!

Sincerely,

Richard Moniuszko, Ed. D.
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