

499 MISUSE OF DISTRICT FUNDS OR PROPERTY

I. PURPOSE

The purpose of this policy is to establish clear guidelines regarding employee use of District funds or property and accountability for reporting misuse of District funds or property.

II. GENERAL STATEMENT OF POLICY

The policy of the School District is that no employee or volunteer of the District shall use or authorize others to use District funds or property for personal use or for personal financial gain.

III. DEFINITIONS

- A. “District funds” includes any financial resources held by or for District purposes, whether such funds are held in cash, debit or credit accounts.
- B. “District property” is any item or equipment purchased with District funds that is intended to be used for the education of students or related District services. This includes, but is not limited to, supplies, technology and audio-visual equipment, vehicles, furniture, tools, computer hardware and software, and other equipment.

IV. MISUSE OF DISTRICT FUNDS OR PROPERTY

- A. Misuse of District funds or property will not be allowed and may result in disciplinary action up to and including termination of employment.

V. REPORT OF MISUSE OF DISTRICT FUNDS OR PROPERTY TO THE DISTRICT

- A. Employees who are aware of an issue regarding inappropriate use of District funds and/or District property are obligated to report the issue to an Executive Director or the Superintendent.
- B. The District encourages members of the public to report concerns of misuse of District funds and/or District property. Reports can be made to an Executive Director, the Superintendent, or law enforcement.

VI. REPORT OF MISUSE OF DISTRICT FUNDS OR PROPERTY TO LAW ENFORCEMENT AND STATE AUDITOR

In accordance with Minnesota Statute 609.456, whenever a public employee or public officer of the District discovers evidence of theft, embezzlement, unlawful use of public funds or property, or misuse of public funds by a person authorized to expend public funds, the employee or officer shall promptly report to law enforcement and shall promptly report in writing to the state auditor a detailed description of the alleged incident or incidents. Notwithstanding chapter 13 or any other statute related to the classification of government data, the public employee or public officer shall provide data or information related to the alleged incident or incidents to the state auditor and law enforcement, including data classified as not public.

Legal References: Minn. Stat. § 609.456 (Reporting to State Auditor Required)

BOARD POLICY 499
St. Cloud Area School District 742
St. Cloud, Minnesota

Adopted: May 9, 2018
Revised: September 16, 2020