Sunshine Fund

GENERAL DESCRIPTION: This procedure pertains to the observation of specific events that directly relate to CESD staff and CESD Board members. The Sunshine Fund is maintained with profits from vending machine sales, contributions, and unclaimed funds from CESD’s IRS Section 125 (Cafeteria Plan).

PRIMARY RESPONSIBILITY: Chief Financial Officer

REFERENCE OR AUTHORITY: Policy DBA – Budgeting System

PROCEDURAL STEPS:

1. Events to be observed:
   a. Retirements
   b. Death of someone in the immediate family—limited to wife, husband, domestic partner, child, mother, father, sister, brother
   c. Accident or extended illness of a staff member
   d. Staff recognition

2. Criteria
   a. Funds may only be used for CESD employees and CESD Board members.
   b. Amount spent should not exceed $50 without Cabinet approval.

3. Purchasing Procedure
   a. The supervisor of the employee affected approves a requisition prior to making a purchase or makes the appropriate purchase and is reimbursed (730905.2329.000 411).
   b. The criteria in (2) above will provide the limitations for the expenditure.
   c. Reimbursement will be forthcoming upon submission of a reimbursement request.
   d. The purchaser may create a requisition payable to the vendor in advance of the purchase.