

2000 – 2999 FINANCES

2023 FINANCIAL ACCOUNTABILITY OF ACADEMIES AND SCHOOLS

1. Each school and academy must present a balanced budget, approved by the School Board and the constituent churches, to the K-12 Board of Education by March. It shall include a statement of intent that fulfills all financial obligations.
2. No teacher contract will be signed to place a teacher in a given school unless step 1 is completed.
3. The teacher cost remittance for all schools is on a 10-month payment plan. The first payment is due by September 10. Schools are eligible to receive a 10% discount if the teacher cost payment is made by the 10th of every month. In order to receive the teacher cost discount, the school account with the Texas Conference must be current.
4. Anytime the teacher cost remittance of a school is not received at the Texas Conference by the first of the next month following the due date, the school is to provide a solution in writing by the 15th of that month to the Office of Education. A 10% discount will not be given if payment is made after the 10th.
5. Any solution other than bringing the account current will be presented to the K-12 Board of Education for consideration. A school representative, in person, shall present their solution to the K-12 Board of Education.
6. Each school shall submit a financial statement to the Office of Education following the monthly school board meeting.
7. Each school will revise its budget no later than the October K-12 Board of Education meeting reflecting the changes in number of students and staff.
8. Each school must operate within its actual cash income by the end of September and each month thereafter through June 30.
9. Anytime a school does not meet the above regulations an emergency board meeting must be held to develop immediate solutions. Continued subsidy from the Texas Conference may be contingent upon finding acceptable solutions.
10. Anytime a school account with the Texas Conference is more than 30 days delinquent the subsidy will be applied to that account instead of being forwarded to the school.

2024 TEMPLE PLAN

It is accepted that Federal Law and more specifically, IRS Code implies that a “Temple Plan” method of church school funding could meet with the approval of the Internal Revenue Service if such a plan is appropriately structured and administered.

It is also understood that while any “Temple Plan” has ramifications to the contributor and to the tax-exempt entity, there should be no reference to, or counsel given, regarding interpretation of IRS Code or strict conformity to IRS requirements. It is not within the scope of the Texas Conference to conduct IRS compliance reviews or to render legal advice or tax counsel.

Because of the compromising nature of “Temple Plan” administration and operations it is the consensus of the “Temple Plan” ADHOC Committee to recommend that the “Temple Plan” basis of church school not be an acceptable method of operation.

However, if a church/school persists in adopting the “Temple Plan” mode of operations, the following guidelines must be followed implicitly in order to remain a recognized school within the Office of Education of the Texas Conference.

1. Any such plan must be a mission motivated and based enterprise.
2. No tuition or fees are to be charged.
3. There shall be major church “every member” involvement.
4. Parental financial commitment shall not exceed that of a typical average church contributor.
5. There shall be no public solicitation for school expenses or resources.
6. No student or parent shall be required to participate in the plan.
7. There shall be no ‘resource solicitation’ during the enrollment process.
8. Contributions must consist of year round commitments.
9. Any Worthy Student funding is precluded from “Temple Plan” operation.

There are to be no other factors suggesting interpretation of, validation of, or compliance with the IRS Tax Code. The Texas Conference Auditing Department will, at regular intervals, conduct a policy review of churches and schools which have been authorized by the Texas Conference Office of Education to operate a “Temple Plan”.

2027 ACCOUNT CHARGE

Interest may be charged on all school accounts that are over 90 days past due with the Texas Conference. The interest rate will be the same as the Southwestern Union Revolving Loan Fund rate.

2030 JUNIOR ACADEMY LIBRARY SUBSIDY

Funds are available each year to authorized junior academies that have spent a minimum of \$800 on books, periodicals, and software but not library equipment, furniture, or salaries.

The funds come from the following sources:

1. The junior academy and support church(es) appropriate \$400
2. The local conference appropriates \$200.
3. The union appropriates \$200 after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By February 1, junior academies will submit to the TXOE supporting information that \$800 has been spent.
2. By March 1, the TXOE will submit to the Southwestern Union office supporting documents of conference participation. (Form 8022)

2031 JUNIOR ACADEMY SCIENCE SUBSIDY

Funds are available each year to authorized junior academies which have spent a minimum of \$800 on science equipment and supplies.

The funds come from the following sources:

1. The junior academy and supporting church(es) appropriate \$400.
2. The local conference appropriates \$200
3. The union appropriates \$200 after the above funds have been provided

To obtain science funds the following steps shall be taken:

1. By February 1, junior academies will submit to the TXOE
2. Supporting information that \$800 has been spent.
3. By March 1, the TXOE will submit to the Southwestern Union supporting documents of TXOE participation. (Form 8025)

2034 SENIOR ACADEMY LIBRARY SUBSIDY

Funds are available each year to senior academies that have spent a minimum of \$2400 on books, periodicals, and software but not library equipment, furniture, or salaries.

The funds come from the following sources:

1. The senior academy appropriates \$800
2. The local conference appropriates \$800
3. The union appropriates \$800 after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By February 1, senior academies will submit to the TXOE supporting information that \$2400 has been spent.
2. By March 1, the TXOE will submit to the Southwestern Union office supporting document of conference participation. (Form 8023)

2036 SENIOR ACADEMY SCIENCE SUBSIDY

Funds are available each year to authorized senior academies which have spent a minimum of \$1500 on new equipment.

The funds come from the following sources:

1. The senior academy and support church(es) appropriate \$500.
2. The local conference appropriates \$500.
3. The union appropriates \$500 after the above funds have been provided.

To obtain science funds the following steps shall be taken:

1. By February 1, senior academies will submit to the TXOE supporting information that \$1500 has been spent.
2. By March 1, the TXOE will submit to the Southwestern Union office supporting documents of conference participation. (Form 8024)

2037 SENIOR ACADEMY PRINCIPAL EDUCATIONAL SUBSIDY

There will be matching funds available for tuition costs for Academy Principals to pursue an advanced degree. The Texas Conference will provide up to \$1,000 per year to be matched by the academy. This applies only for a Masters or other advanced degree program. (Form 8047).

2038 SENIOR/JUNIOR ACADEMY TEACHER EDUCATIONAL SUBSIDY

There will be matching funds available for tuition costs for secondary teachers to pursue an advanced degree. The Texas Conference will provide up to \$500 per year to be matched by the academy. This applies only for a Masters or other advanced degree program. (Form 8046)

2040 NEW SCHOOL MATCHING FUND

When a new school with conference employed teachers is opened (schools which have not been in session for at least five years), the Texas Conference of Education shall provide \$750 of basic learning materials.

The funds are to come from the following sources:

1. The school and/or supporting churches - \$250
2. The local conference - \$250
3. The union will appropriate \$250 after the above funds have been provided.

The request for these funds must be received by the Southwestern Union Office of Education from the TXOE Superintendent by November 1 of the year the school begins. (Form 8027)

2075 WRITING OFF STUDENT ACCOUNTS

In an effort to more accurately reflect the assets of a school, accounts of former students with no activity in the form of payments over a two-year period, are not to be shown as a collectible asset. The account should still be kept in the school's records for possible collection in the event a request is made for transfer of the student's records.

2410 RELEASE OF TRANSCRIPTS

The TXBOE policy states that schools shall not be expected to release official school records of transcripts or grade reports unless the student's account has been paid in full. Official transcripts will be released only when satisfactory arrangements have been made.

To enforce the withholding of transcripts/grades:

1. The policy must be included in the student handbook.
2. At the time of registration a signed document shall be obtained from the parent/guardian indicating their acceptance of the policy.

2412 ACCEPTING STUDENTS WITH OUTSTANDING ACCOUNTS

Students are expected to present themselves for admission to a Texas Conference School with their financial obligations clear from the previous school they attended. In the event a student owes a balance at a previous Texas Conference School, either:

1. They pay off their balance before enrolling in the new school, or
2. Any Texas Conference school accepting a student and allowing them to enroll, while owing a balance at a previous Texas Conference school, shall pay the old account and add the total expense to the current account, or make other arrangements for handling the account which is acceptable to both schools and the parents.
3. The principal and/or school treasurer is responsible to check with the former school to determine if there is an unpaid balance on a student account.