

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 4 Business and Fiscal Affairs
<b>Title</b>	AP Transition and Distribution of Funds from CHPA Foundation
<b>Number</b>	AP 4250
<b>Status</b>	Active
<b>Legal</b>	CHPA Board Policy CHPA MOU Between CHPA and CHPA Foundation
<b>Adopted</b>	January 29, 2025
<b>Last Reviewed</b>	January 16, 2025

The process to transition and distribute funds between CHPA and the CHPA Foundation will commence as follows

**Deposits:** The CHPA Foundation will request to have any funding deposited in writing into their CHPA Foundation Funding Account through the CHPA Finance Department. The request for deposit will be signed off on by a member of the finance department and a member of the CHPA Foundation using a CHPA Foundation Funds Receipt and Deposit Confirmation Form. A receipt of deposit will be provided to the CHPA Foundation for bookkeeping purposes.

**Withdrawal:** The CHPA Foundation will request to have any funding withdrawn to any member of the CHPA Foundation or the CHPA Finance Department in writing. This will be submitted to the CHPA Finance Department at least one day prior to the last workday of the week. The CHPA Finance Department will check to ensure funds are eligible for withdrawal, then either cut a check using the CHPA check request form or perform a fund transfer to the indicated CHPA account using a Fund Transfer Request Form. The request for withdrawal will be signed by a member of the finance department and a member of the CHPA Foundation. The request for withdrawal will serve as a receipt of withdrawal to the CHPA Foundation and CHPA Finance Department for bookkeeping purposes.

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