

## F11 – Policies – *Legacy Funds and Cash Flow*

It is the policy of the LEAF Board of Directors that funds contributed to LEAF will be allocated as directed by the donor. Funds collected in support of LEAF events (currently: Night of the Stars, Learning Renaissance, Apollo Activities Golf Scramble and Tech Athletics Golf Scramble) should be held in the operations fund until expenses have been paid for the event. The net funds of each event should then be transferred into the appropriate *agency* fund.

All donations to the *agency* or Legacy funds of LEAF will be tracked and reported to the board of directors monthly by the executive director through the LEAF Fundraising Report.

A Reconciliation Report shall be completed semi-annually, as soon as possible after June 30 and December 31, summarizing *agency* funds collected and shared expenses paid during the six-month period.

A transfer of net *agency* funds collected during the previous six-month period shall be made to the corresponding *Academic or Activities* Fund after board approval of the Reconciliation Report.

Adopted: August 2021