



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Titan Trust Financial Policy
Policy Number:	DDA-TCA
Original Date:	9/13/2010
Last Reviewed:	4/30/2013
Category:	Fiscal
Author:	Controller
Cabinet Approval:	Chief Financial Officer

All donations to TCA should be made through the Titan Trust. Checks should be made out to TCA or The Classical Academy. Checks will be collected by the Finance Department and prepared for deposit. Cash donations will be deposited by the TCA Finance Office. The Advancement Office will receipt donors.

Teachers and other staff members should not, insofar as possible, accept cash or check donations directly from donors.

TCA encourages donors to give to the general fund of the Titan Trust so that administration can make spending decisions based on strategic concerns of the school.

Non-cash donations can be receipted directly by any member of the Advancement Office using the non-cash donation receipt available from the Advancement Office.

All expenditures from the Titan Trust, including donations designated for specific projects, must be approved in advance.

Policy Revision History

Date	Revision Details	Revised By
4/30/2013	Reformatted policy into new template. Completed annual review.	Controller