

# Memo

**To:** All Principals and Directors  
**From:** Paige Meloni  
**Cc:** Bookkeepers, and Secretaries  
**Date:** 10/19/2017  
**Re:** **Gifts and Bequests**

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A school district, not a particular campus, may receive private donations from individuals, firms, social or service groups, or associations. These gifts or bequests may be in the form of cash, securities, land, or any other type of tangible assets. The use of a donation may be unconditional or conditional depending on the terms of acceptance between the donor and the school district.

Unconditional gifts and bequests made to the district must be accounted for in the operating funds of the district and those to student groups in the student activity account funds.

In order to properly account for all gifts and bequests made to the operating funds of the district or student activity fund, the attached form has been designed. The form should be completed and sent to the business office with the donation. The form requires you to designate the intended use of the money. All gifts and bequests must be recorded as revenue and then offset with an expenditure account. Call Angie Moczygamba for assistance with the expenditure accounts. When requisitioning your order using these funds, designate on your purchase order that you are using funds that were a gift or bequest. It is also required that you use the money during the same fiscal year.

Please contact Angie Moczygamba, Finance Manager, at 945-6213, or amoczygamba@scuc.txed.net if you have any questions or concerns. Thank you for your assistance.

The form may also be found on "Public Administration" in the "Accounting" folder – Gifts and Bequests or on the Intranet under Business Support – Finance- Accounting.