

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

MEALS/ REFRESHMENTS

The legal guidance for allowable expenses for meals or refreshments may be found in N.J.A.C. 6A:23A-5.8. The restrictions apply when the funds to support these expenses are from local, state or federal sources. If the costs are 100% funded by other sources, the restrictions do not apply (donations, fund raising, etc). Please keep this in mind as each item is reviewed below.

1. Reasonable costs for light meals and refreshments are acceptable if they are directly related to activities that benefit students and are part of the instructional program. Events or programs that are solely for entertainment purposes may not be paid by local, state or federal funds.
2. Reasonable costs directly related to activities of dignitaries and other non-district employees (e.g., parents) are acceptable. These expenditures are to be minimal and infrequent. A dignitary is a notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary is not a school district employee or a Board of Education member.
3. Public funding for the costs of receptions, dinners or other social functions held for or honoring any employee or group of employees is prohibited.
4. Public funding for the costs of meals or refreshments served to guests at any athletic event or other games or contests is prohibited.

There are specific items of documentation that are required to support an event paid with public funds. Completion of the following form will satisfy these requirements.

Questions regarding this topic should be directed to Diana Schiraldi at extension 2104 in the Board Office.

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Function:

Date:

Description of the activity:

Purpose/ justification of the activity:

Description of the group participating in the activity (students, parents, dignitaries, employees, board Members, etc):

Names and titles of Board Members and/or employees included in the group: