

New Guidelines
Frequently Asked Questions

Q. The Meals & Refreshments Guidelines state that there can be no food for staff but the Spending Guidelines allow for meals purchased using adult activity funds. Do these conflict?

A. No, the Meals & Refreshments Guidelines do not pertain to adult activity funds. Adult activity funds are extremely flexible and may be used for meals or any food for adults.

Q. The Meals & Refreshments Guidelines don't allow food at staff meetings. Does this pertain to Professional Development sessions also?

A. This does pertain to Professional Development sessions. If a meeting is after regular work hours and lasts at least three hours, snacks may be provided at a maximum of \$2.00 per attendee.

Q. The Spending Guidelines prohibit many purchases we normally make for students from their fundraiser proceeds. Why is this?

A. Student activity funds are *not* covered by the Spending Guidelines and do not prevent student purchases.

Q. We have a staff hospitality fund and wanted to buy a gift card for a retirement gift. Why does the Spending Guidelines prohibit gift cards from staff hospitality funds?

A. The IRS considers any gift card to be taxable income, which must have payroll taxes withheld, even for gifts. The rules are different for "non-cash" gifts, which are a better option for the retirement gift from staff hospitality funds.