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The board shall adhere to strict fiscal accountability procedures as outlined in board policies and rules. The board shall make an effort to secure goods and services from responsible merchants and vendors at a price and quality that will enable the staff to fulfill the district's educational goals.

Approved: 2-10-92

A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration.

Approved: 2-10-92

The district budget shall be prepared by the superintendent and the Director of Business and Operations in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the district on a short-term, intermediate, and long-range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent or Director of Business and Operations.

Recommendations

Recommendations of the superintendent, the Director of Business and Operations, and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent, Director of Business and Operations, and staff recommendations will be presented to the board no later than the regular meeting in June.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board prior to any board action.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Management of District Assets / Accounts

The superintendent shall establish and maintain accurate, efficient financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure that the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

Reporting Fraud

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent

shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district or its leadership, or by others on its behalf. Reports could include but not be limited to financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good-faith complaints, reports, or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad-faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in details the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the Board of Education. The district will conduct a prompt review or investigation. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that has been made anonymously.

Approved: 7-13-09

The board encourages the superintendent to secure federal, state, and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs, and other areas as directed by the board.

The board shall approve all grant applications before their submission.

Approved: 8-9-04

The investment of school district monies shall be the responsibility of the Director of Business and Operations, clerk, and/or the district treasurer.

Any monies not immediately required for the purposes for which the monies were collected or received shall be invested as provided by current statute.

Posting Securities

All investments of district monies shall be secured by F.D.I.C coverage, a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations with main or branch offices located within the district shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at a rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer shall be accepted. No funds will be invested for maturities of more than two years.

Any monies not otherwise invested in eligible banks and savings and loans located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in banks or savings and loans which have offices located in counties in which a part of the school district is located.

Any monies not invested in banks and savings and loans in the district or located in counties in which a part of the school district is located may be invested in the municipal investment pool fund or United States Treasury bills or notes as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the Director of Business and Operations.

The treasurer shall record the following information: the date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified; the bid, carried to five decimal places (.11111); and the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible bank or savings and loan association shall have on file in the office of the district treasurer a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to

maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The Director of Business and Operations shall report monthly to the board on the district's investments.

Approved: 9-11-06

Proceeds from fees for building or equipment use or rental will be credited to the general funds.

Approved: 2-10-92

Income derived from gifts and bequests will be credited, if possible, as specified by the board.

Approved: 2-10-92

Excess or unusable district-owned equipment and supplies will be disposed of at the discretion of the board and in compliance with state statutes.

Approved: 2-10-92

The board shall purchase a blanket fidelity bond for school employees. The amount of the bond shall be determined by the Board.

A position bond in the amount of \$50,000 is required for the treasurer, clerk, and superintendent. A position bond may be purchased by the Board for district employees as follows:

- Building principals;
- Building secretaries;
- Activities Director
- Other employees as the Board may direct.

Approved: 02-14-05

An accounting will be made annually for all property, real and personal, owned by the district.

Approved: 2-10-92

An inventory record system shall be developed by the Director of Business and Operations. All inventory records shall be updated annually showing deletions and additions of district-owned property, the estimated value, estimated original cost, date of purchase, serial numbers (where available), and location and condition of each piece of district-owned property.

Each building principal shall take an annual inventory of district-owned property under the direction of the Director of Business and Operations. Inventory forms will be developed by the Director of Business and Operations. One copy of each inventory taken in an attendance center will be filed by the custodian of records in that building, and one copy shall be filed in the central office.

Approved: 2-10-92

The board shall annually employ a certified public accountant to audit the district's financial statements as required by law.

Approved: 2-10-92

The board may establish petty cash accounts by resolution. An annual report of all petty cash funds shall be included in the board's regular July agenda. The board shall also receive monthly reports.

Approved: 8-14-95

{RESOLUTION TO ESTABLISH PETTY CASH FUND}

RESOLUTION

WHEREAS, The Board of Education of Unified School District No. 428, Barton County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies;

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 428, Barton County, Kansas, that a petty cash fund designated as the _____ Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$ _____.*

The fund shall be administered by _____. The _____ shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each _____ and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee. Funds in the petty cash fund shall remain district funds, but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

Adopted this _____ day of _____, by the Board of
(month and year)

Education of Unified School District No. 428, Barton County, Kansas.

{NOTE: A separate resolution must be adopted for each petty cash fund.}

*Not to exceed \$1,500.00

Approved: 02-12-01

The purchasing, receiving, storing, and distribution of supplies, equipment, and services for use in the district shall be managed efficiently and economically.

Purchasing Authority

The Director of Business and Operations will act as the purchasing agent for the district.

Approved: 2-10-92

**PLAN OF PROCEDURE FOR
STATE AND FEDERAL PROGRAMS PURCHASING / INVENTORY**

Forward:

The Plan of Procedure addresses the three (3) areas of equipment purchased with federal funds.

<u>Step</u>	<u>Action</u>	<u>Responsible Person</u>
Step 1:	Determine need to purchase equipment.	Dir. of State / Federal Programs
Step 2:	Submit proposed purchase to the State for approval to purchase.	Dir. of State / Federal Programs
Step 3:	Acknowledge State approval to progress with proposed purchases.	Dir. of State / Federal Programs
Step 4:	Prepare and let bids.	Assistant Clerk
Step 5:	Open bids.	Dir. of State / Federal Programs Assistant Clerk Clerk
Step 6:	Present bid to the Board of Education (if amount is greater than \$10,000).	Dir. of State / Federal Programs
Step 7:	Approve (or disapprove) purchase.	Board of Education

- | | | |
|----------|--|---|
| Step 8: | Cut and mail the purchase order for the approved equipment. | Accts Pay / Rec Clerk |
| Step 9: | Ship state and federal programs equipment to the District Education Center warehouse. | Vendor |
| Step 10: | Inspect received equipment for damage. Tag with inventory number, date of purchase, etc. Enter data onto state and federal programs inventory sheet. | Accts Pay / Rec Clerk |
| Step 11: | Distribute state and federal programs equipment to designated state and/or federal program site. | Delivery Person |
| Step 12: | Take an annual inventory of state and federal programs equipment, as the district inventory is conducted. | Dir. of State / Federal Programs
Accts Pay / Rec Clerk |
| Step 13: | Make decision to dispose of state and federal programs equipment. | Dir. of State / Federal Programs |
| Step 14: | Submit to the State the intent to dispose of identified state and federal programs equipment. | Dir. of State / Federal Programs |
| Step 15: | Receive State approval for disposition of equipment. | Dir. of State / Federal Programs |
| Step 16: | Dispose of designated state and federal programs equipment during the district's annual surplus property auction. | Dir. of State / Federal Programs |
| Step 17: | Attach to the state and federal programs equipment inventory a record of the sale (buyer, date, sale price, etc.). | Dir. of State / Federal Programs |
| Step 18: | Deposit revenue from state and federal programs equipment sales into the state and federal programs fund. | District Accountant |
| Step 19: | Adjust the state and federal programs inventory to show deletion of sold equipment. | Dir. of State / Federal Programs
Accts Pay / Rec Clerk |

Approved: 07-15-02

The board reserves the right to establish the specifications for and quality of goods or services purchased by the district.

Specifications

It is the responsibility of the originator of a purchase request to see that all specifications requested are complete.

Standardization

Whenever possible, standard lists of supplies and equipment shall be developed in all budget areas.

Quantity Purchasing

Quantity purchasing is encouraged.

Cost Control

The board reserves the right to maintain cost control authority over any goods or services.

Approved: 2-10-92

All purchases requiring competitive bids shall be made in accordance with current statutes.

The purchasing agent shall develop and maintain lists of potential suppliers. Bid lists shall be used to notify potential bidders.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon request.

All bids and supporting documentation shall be retained in the district office with the clerk for a period of three (3) years after bids have been opened.

Bid Specifications

All bid specifications shall be written by the district's purchasing agent. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; compliance with all federal, state, and local laws, ordinances and regulations; the date, time, and place for the opening of bids; and other items as the board directs.

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications, all bids shall be returned unopened, and the project shall be rebid using corrected and/or amended specifications.

Procedure

All bids must be submitted to the clerk in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened.

Bids may be opened by the purchasing agent or other person designated by the board, and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

All bids shall be awarded to the lowest responsible bidder. The board remains the sole judge of whether or not a bidder is "responsible." Criteria that may be used to judge "responsible," by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment, and efficiency.

The board may investigate the "responsibleness" of any bidder by using information at hand to form an intelligent judgment, such as the district's architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two (2) days after the bids have been opened if a non-judgmental error has been made.

Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

The board reserves the right to reject any and all bids and to ask for new bids. This reservation shall be specified in the publication or notification of bid letting.

The board reserves the right to waive any informalities in, or reject any parts of a bid.

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

Approved: 10-13-03

The purchasing agent shall make purchases from local vendors when the price and availability of the product and/or service are competitive with outside vendors for purchases not subject to the bidding law. The board shall not grant preferential bid percentages to local contractors or businesses except as provided by statute.

Approved: 2-10-92

The purchasing agent shall be authorized to sign all purchase orders.

Approved: 2-10-92

Each purchase order shall include:

- a specification of the item which adequately describes the characteristics and the quality standards;
- a quoted firm, net, delivered price, whenever possible, and prices shown both per unit and as extended;
- clear delivery instructions which include time and place;
- a signature of the purchasing agent and budget account code number; and
- the appropriate address and telephone number.

All purchase orders shall be numbered in sequence. Sufficient copies will be made to meet distribution requirements.

A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency exists. Whenever possible, a purchase order number should be given to the supplier. A confirming purchase order shall be issued immediately thereafter and clearly marked as such.

School letterhead paper and/or purchase orders shall not be used by school district employees to purchase supplies and/or equipment for personal use.

Approved: 2-10-92

Payment of bills shall be considered by the board at regular board meetings upon the recommendation of the Director of Business and Operations.

Upon receipt of a request for payment by a district vendor, and upon receipt of all goods or satisfactory completion of all services from said vendor, the district will authorize payment to said vendor.

The board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount.

Approved: 2-10-92

The superintendent and/or the Director of Business and Operations is authorized to execute contracts on behalf of the district for the purchase of goods and services if the amount is less than \$20,000. The board shall receive reports on any contracts.

Approved: 9-11-06

In the event of an emergency situation, the superintendent or Director of Business and Operations shall have the authority to make expenditures necessary to keep the schools open or to reopen schools. Any such purchase shall be ratified by the board at a special or regular meeting as soon as possible.

Approved: 2-10-92

Any activity which involves the expenditure of activity funds shall be subject to prior approval of the principal.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. No funds shall be expended from these accounts except in support of the student activity program. No activity account shall have a negative balance.

The board shall receive a monthly report on all activity accounts.

All student activity funds shall be audited annually at the same time as the general fund budget.

Activity Fund Deposits

Activity funds from gate receipts or other sources may be deposited directly into a bank account maintained for this purpose.

Inactive Activity Funds

The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board.

Approved: 02-12-01

Each student activity fund shall have an employee in charge of the fund. The employee shall be responsible for making a monthly report to the superintendent and the board.

The monthly student activity report shall show opening and closing balances of each fund. The report shall also show the total amount of deposits and an itemized list of expenditures.

Activity Fund Management

All payments from student activity funds shall be made from purchase orders signed by the employee in charge of the fund.

Receipts shall be kept for all revenue deposited into the activity fund of each attendance center. All payment from the activity fund shall be by checks provided for that purpose.

Approved: 02-12-01