

SECTION D: FISCAL MANAGEMENT

DA	Fiscal Management Goals
DAA*	Fiscal Management Priority Objectives
DB	Annual Budget and Appropriations Measure
DBA*	Budgeting System
DBB*	Fiscal Year
DBC*	Budget Deadlines and Schedules
DBD	Budget Planning, Preparation, Formal Reviews
DBE*	Determination of Budget Priorities
DBF*	Dissemination of Budget Recommendations
DBG*	Budget Hearings and Reviews
DBH	Budget Adoption Procedures
DBHA*	Budget Referenda
DBI*	Budget Appeals Procedures
DBJ*	Budget Implementation
DBK	Budget Modification Authority
DC*	Taxing and Borrowing Authority/Limitations
DD	Funding Proposals and Applications
DE	Revenues from Tax Sources
DEA*	Revenues from Local Tax Sources
DEB*	Revenues from State Tax Sources
DEC*	Revenues from Federal Tax Sources
DF*	Revenues from Nontax Sources
DFA	Revenues from Investments
DFAA*	Use of Surplus Funds
DFB*	Revenues from School-Owned Real Estate
DFC*	Grants from Private Sources
DFD*	Rental and Service Charges
DFE*	Gate Receipts and Admissions
DFEA*	Free Admissions
DFF*	Royalties
DFG*	Income from School Shop Sales and Services

SECTION D: FISCAL MANAGEMENT
(Continued)

DG*	Depository of Funds
DGA*	Authorized Signatures
DGB*	Check-Writing Services
DH	Bonded Employees and Officers
DI	Fiscal Accounting and Reporting
DIA*	Accounting System
DIB	Types of Funds
DIC	Financial Reports and Statements
DID	Inventories (Fixed Assets)
DIE	Audits
DJ	Purchasing
DJA*	Purchasing Authority
DJB	Petty Cash Accounts
DJC	Bidding Requirements
DJD*	Local Purchasing
DJE	Cooperative Purchasing
DJF	Purchasing Procedures
DJG*	Vendor Relations
DJGA	Sales Calls and Demonstrations
DK	Payment Procedures
DL*	Payroll Procedures
DLA*	Payday Schedules
DLB	Salary Deductions
DLC	Expense Reimbursements
DM	Cash in School Buildings
DN	School Properties Disposal Procedure

* Indicates polices not currently in manual

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are related to the funding provided and the effective, efficient management of those funds. It follows that the District's purposes can best be achieved through prudent fiscal management.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Board take specific action to make certain that education remains central and that fiscal management contributes to the educational program. This concept is incorporated into Board operations and into all aspects of District management and operation.

As trustees of the community's investment in the facilities, materials and operational funds, the Board has a fiduciary responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Board expects that the Superintendent and the Treasurer keep it informed through reports, both oral and written, of the fiscal management of the District.

With the assistance of the Treasurer and other designated personnel, the Superintendent is expected to develop an efficient and effective procedure for fiscal accounting, purchasing and the protection of plant, grounds, materials and equipment through prudent and economical operation, maintenance and insurance.

The Board seeks to achieve the following goals:

1. to engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures to achieve the greatest educational returns for the dollars expended;
2. to establish levels of funding which provide high quality education for the District's students;
3. to use the best available techniques for budget development and management;
4. to provide timely and appropriate information to all staff with fiscal management responsibilities and
5. to establish effective procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

[Adoption date: August 15, 2003]

File: DB/DBK

ANNUAL BUDGET AND APPROPRIATIONS MEASURE/ BUDGET MODIFICATION AUTHORITY

Budget

The purpose of the annual tax budget is to identify adequate financial resources for the education program and to provide a basis for accountability in fiscal management. The District budget is also the legal basis for the establishment of tax rates.

Public school budgeting is regulated and controlled by State law and requirements of the Board. A budget is required for every fund that a district uses in its yearly operation.

The Treasurer/staff are responsible for the preparation of the annual budget and presentation of the budget to the Board for adoption.

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If by October 1 the county budget commission has not certified all amended certificates of estimated resources to the Board of Education (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriation measure until such time as the certificates are received.

The Treasurer files both the temporary and final appropriations measures at the proper times with the office of the County Auditor.

The Superintendent/designee notifies each school administrator and/or department head of the allocations approved for expenditure.

Budget Modification

Modification of funds between line item appropriations within each major fund and any transfers permitted by law from major fund to major fund require Board approval.

Transfers Among Categories

During the final quarter of the fiscal year, appropriations categories are examined, and

the year-end status of each is estimated. Before the close of the fiscal year, the Board authorizes the Treasurer to transfer monies from those categories in which a surplus is anticipated into those in which a deficit is anticipated as permitted by State or Federal statutes.

Transfers among funds as permitted by statutes require Board action and may require approval from the Court of Common Pleas and the Tax Commissioner.

File:

DB/DBK

It is the responsibility of the Superintendent and the Treasurer to examine the appropriations categories and make the necessary recommendations to the Board.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 9.34
3311.40
3313.18
5705.14; 5705.15; 5705.16; 5705.28; 5705.29; 5705.35-5705.412

BUDGET PLANNING, PREPARATION, FORMAL REVIEWS

Budget planning is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.

The budget should evolve primarily from the current needs of the district, but shall also consider the data collected in long-range planning. In preparing budget requests, the responsible administrator shall include the following costs:

- A. Staff
- B. Textbooks, equipment, supplies
- C. Cost and maintenance of facilities and equipment
- D. Other costs associated with the operation of each program

The responsible administrator shall complete a proposed budget prior to April 30th of each year for the succeeding fiscal year. Each budget proposal shall include a budget worksheet providing estimated expenses for building/departmental needs. In addition, the responsible administrator shall include staffing data to include enrollment projections and staff reductions or proposed additions. The information is to be submitted to the Superintendent. In the preparation of this tentative budget, the Superintendent shall confer with the principals, directors, department heads, Board committees and other district personnel, as necessary, to make the tentative budget realistic. The Superintendent shall present the tentative budgets to the Board prior to June 30th.

The Board may call upon such key personnel to discuss those portions of the budget, which concern them.

Once the Board has had the opportunity to review and discuss the tentative budget, the Treasurer is authorized to compile the data into the fiscal year appropriations and financial forecast. The Superintendent and Treasurer shall submit completed documents to the Board prior to October 1st for approval.

Periodic Reviews

Monthly: The Treasurer shall present reports providing cash flow and budget versus actual information to the Board.

Quarterly: The Treasurer shall present Budget Summary information to the Board. The Superintendent shall discuss any potential budget problems with responsible administrator(s).

Balanced Budget

The Board seeks to achieve a balanced budget throughout the forecast. Whenever the forecast identifies a fiscal year whereby the expenditures exceed the revenue, the Superintendent shall formally present possible steps to the Board to ensure the district's future financial stability.

The Superintendent and Treasurer are responsible for preparing financial forecasts for at least five years beyond the current fiscal year.

The budget reflects the District's goals, objectives and programs. Any changes or alterations in programs are approved by vote of the Board.

The budget is prepared each year and covers the period from July 1 to June 30 of the succeeding year.

Adoption date: August 15, 2003

Revised: December 11, 2006

LEGAL REFS.: ORC 5705.01; 5705.28-5705.32; 5705.35; 5705.36; 5705.37; 5705.39; 5705.391

CROSS REFS.: AE, School District Goals and Objectives

BCF, Advisory Committees to the Board

BUDGET ADOPTION PROCEDURES

If, as a result of the public hearing, it should be determined that certain changes in the budget are necessary, these changes will be made before the budget is adopted. The adoption of the budget by the Board takes place on or before January 15 and is by roll-call vote.

Following the public hearing and approval of the budget by the Board, the budget is submitted to the County Budget Commission for review and approval.

It is the responsibility of the Superintendent, members of his/her staff or the Treasurer to attend the hearing of the County Budget Commission to review the budget and answer any pertinent questions.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3311.40
5705.28

FUNDING PROPOSALS AND APPLICATIONS

The Board considers whether to apply for any state or federal grants for which it is eligible. The Superintendent/designee evaluates federally funded programs and state grants, including their possible benefits to the students in the District, and apprises the Board of the worth of each and makes recommendations accordingly.

The District participates to its limit of eligibility in the use of funds provided by the state of Ohio for the educational benefit of its students.

When a recommendation is made to the Board for new programs, additional staff, etc. that will increase total costs, the recommendation is to be accompanied with a budget recommendation that will offset the costs where applicable.

Adoption date: August 15, 2003

Revised: December 11, 2006

LEGAL REF.: ORC 3313.20

REVENUES FROM TAX SOURCES

In an attempt to provide sufficient financial resources, the Board:

1. requests that voters approve adequate local funds for the operation of the District and determines the amount of the individual levies at the time of the initial request, or at the time of a request for renewal or replacement, to yield sufficient revenue for the operating expenses of the District;
2. accepts available state funds to which the District is entitled by law or through regulations of the State Board of Education and
3. accepts federal funds which are available, provided that there is a specific need for them and that the required matching funds are available.

[Adoption date: August 15, 2003]

LEGAL REFS.: Ohio Const. Art. XII, Section 2
ORC 3301.07
3311.21
3313.02-3313.91
3317.01-3317.11
3323.09
Chapters 5701; 5705; 5727
5747.01
5748.01-5748.06

File: DFA

REVENUES FROM INVESTMENTS

All monies are under the control of the Board, which extends to the Treasurer the responsibility of overseeing these funds. In addition to the objectives detailed below, all relevant sections of the Ohio Revised Code are adhered to at all times.

Objectives

The following objectives apply to the management of District funds.

1. Investments are made in order to seek preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities, whether by default or erosion of market value, does not exceed the income generated from the remainder of the portfolio.
2. The District's portfolio remains sufficiently liquid to enable the District to meet reasonably anticipated operational requirements.
3. The portfolio is managed in such a way as to exceed or at least equal the market average rate of return over the course of budgetary and economic cycles, taking into account State law (which restricts the type of investments), safety considerations and cash flow requirements.
4. Bank account relationships are managed in order to secure adequate services while minimizing costs.
5. All deposits are concentrated in an account except where audit control considerations dictate otherwise.

Public Trust

All participants in the investment process act responsibly as custodians of public trust. Investment officials avoid any transactions that might impair confidence in the government of the District. The Board recognizes that in a diversified portfolio occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return.

Investing Authority

The investing authority resides with the Treasurer. Such authority allows for the explicit delegation of authority to persons responsible for investment transactions.

The Treasurer signs and files the investment policies with the Auditor of State.

Authorized Financial Institutions and Dealers

U.S. Treasury and Agency securities and instrumentalities purchased outright are purchased through financial institutions located within the state of Ohio or through “primary securities dealers” located in the state of Ohio, as designated by the Federal Reserve Board, whenever possible. Changing portfolio needs may dictate the use of “primary securities dealers” outside of the state of Ohio. First consideration are given to state institutions.

Repurchase agreements are transacted only through bank branches and/or through “primary securities dealers” located within the state of Ohio with which the District has a signed master repurchase agreement as required in ORC Chapter 135.

Certificates of deposit are transacted through commercial banks or savings and loans with either FDIC or FSLIC coverage that have branches within the District.

A list of these authorized institutions and dealers is maintained with the investing authority. Additions and deletions to this list are made when deemed in the best interest of the District.

Authorized Investments

The investing authority may invest on behalf of and in the name of the District in those instruments and other relevant sections of Chapter 135 ORC, at a price not exceeding their fair market value.

Maturity

Market conditions and cash flow requirements are considered in determining the term of an investment. Provided cash flow requirements have been satisfied, maturity length is determined by market conditions and interest rate forecasts, with the goal being to buy where relative value exists along the maturity spectrum.

Diversification

Investments of the District are diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issue or a specific class of securities. Strategies to achieve this are determined and revised periodically.

Collateral

All investments and deposits are collateralized pursuant to the Ohio Revised Code.

Competitive Bids

All sales and purchases of securities are bid competitively and to the extent practical are placed with the institution yielding the highest return. The right is reserved to reject the bid yielding the

highest return on any investment if inconsistent with the investment strategy, i.e., maturity, risk, liquidity, etc.

Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing. The internal controls are reviewed periodically by an independent auditor. The controls are designed to prevent loss of public funds due to fraud, employee error and imprudent actions by employees and officers of the District.

Reporting

The investing authority submits monthly an investment report that summarizes recent market conditions, economic developments and anticipated investment conditions. The report describes the portfolio in terms of security type, maturity and other features. The report contains all transactions executed that month. The report also explains the month's total investment return.

Performance Evaluation

The monthly investment reports contain sufficient information to permit an independent organization to evaluate the performance of the investment program.

[Adoption date: August 15, 2003]

LEGAL REFS.: Intergovernmental Cooperation Act
ORC 135.01-135.21;
3313.51

File: DH

BONDED EMPLOYEES AND OFFICERS

At the time of appointment or re-appointment of the Treasurer, the Board authorizes the Treasurer to execute a bond in an amount determined and approved by the Board. The bond must be deposited with the Treasurer and a certified copy must be filed with the County Auditor. The premium is paid by the Board.

The Superintendent, Board President, staff and other employees who handle school funds are included, at Board expense, in a position schedule bond. Position schedule bonds pertain to a specific position, not to an individual.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3.06
131.18
3313.25; 3313.83
3319.05
5705.412

CROSS REF.: DM, Cash in School Buildings

FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts. The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer which show receipts, disbursements, appropriations, encumbrances and balances. The Treasurer makes all other financial reports required by law or by state agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent; the supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical Society.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 117.101; 117.38; 117.43
3301.07
3313.29; 3313.32; 3313.94
3315.04; 3315.13
Chapter 1347

Chapter 5705

CROSS REF.: EHA, Data and Records Retention

TYPES OF FUNDS

Textbook and Instructional Materials Fund

The Board maintains a Textbook and Instructional Materials Fund. The fund is accounted for within the District's General Fund, using a reasonable accounting method implemented under the Auditor of State's guidelines as they are currently enacted. The requirement may be less than 3% for a particular fiscal year.

This fund is used for textbooks, instructional software, materials, supplies and equipment. Any money in the fund that is not used in a fiscal year is brought forward to the next fiscal year. The amount brought forward is not intended to meet the set-aside requirement for the current fiscal year.

The percentage of revenues on deposit, as well as the definition of what constitutes textbooks and instructional materials, is subject to applicable rules to be jointly adopted by the State Auditor and the Superintendent of Public Instruction.

The fund may be used for other purposes if both of the following steps occur during a fiscal year.

1. The following individuals must certify, in writing, that the District has sufficient textbooks, instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the District:
 - A. the Superintendent
 - B. a person designated by vote of the business advisory council (in districts where required)
2. The entire Board must unanimously adopt a resolution stating that the District has sufficient textbooks and instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the District.

Capital and Maintenance Fund

The Capital and Maintenance Fund consists of 3% of all revenues received that would otherwise have been deposited in the General Fund, except that money received from a permanent improvement levy may be used to meet this requirement. Money in this fund may only be used as provided by State law. The fund is implemented under the Auditor of State's guidelines as they are currently enacted; therefore, the requirement may be less than 3% for a particular fiscal year.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3315.17; 3315.18

CROSS REFS.: DBD, Budget Planning
HA, Negotiations
IIAA, Textbook Selection and Adoption

FINANCIAL REPORTS AND STATEMENTS

Generally

Periodic and incidental financial reports shall be made to the Board.

Monthly Statements

1. The Treasurer shall present to the Board and the Superintendent monthly financial reports which comply with Section 3313.29 of the Ohio Revised Code. In addition, the reports shall be a reconciliation of the monetary assets of the District with bank accounts.
2. The monthly appropriation statement and a listing of the bills shall be available in the Treasurer's office to the Board.
3. At the request of the Board or as necessary, the Treasurer shall furnish special fund reports.

Annual Financial Reports

1. The Treasurer shall have responsibility for preparing and making arrangements for the publication of the annual (calendar year) financial report, which shall be published in a local paper as prescribed by Section 117.06 of the Ohio Revised Code.
2. The Superintendent and the Treasurer shall have the responsibility for the preparation of the annual (school year) financial report and forwarding it to the Ohio State Department of Education in accordance with Section 3319.33 of the Ohio Revised Code.

[Adoption date: August 15, 2003]

File: DID

INVENTORIES (Fixed Assets)

The Board, as steward of this District's property, recognizes that efficient management

and full replacement upon loss requires accurate inventory and properly maintained property records.

The District shall conduct the in-house inventory of all District-owned equipment and supplies on an annual basis. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles which retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit.

This District shall maintain a fixed asset accounting system. The fixed asset system shall maintain sufficient information to permit:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. adequate insurance coverage and
3. control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item is to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item is to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$500.00 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory.

Televisions, VCRs, computers and any other items highly susceptible to theft have a permanent number engraved on them or are assigned an inventory tag number.

Audio-visual equipment and computer equipment are inventoried through the library with sublisting of location. Each component is inventoried and a number is assigned to each. An accurate official record of textbooks, computer software and library books is kept.

File: DID

A computer-generated listing of all equipment is supplied to each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for computer update.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for computer update.

The Treasurer is assisted by the Business Manager, principals, directors, supervisors and professional and classified staffs in the performance of this function.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 117.38

AUDITS

In accordance with State statutes, all District financial records are subject to audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's office. The Board has the right to request an independent audit with the approval of the State Auditor's office.

A copy of the Auditor's report is placed on file in the State Auditor's office; another copy is submitted to the Board. The Board makes the audit report available for public inspection.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 117.09; 117.10; 117.101; 117.11; 117.12; 117.26; 117.27; 117.28
3313.27; 3313.29; 3313.483

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "blanket" purchase orders to be issued for any permitted purpose in an amount not to exceed the line-item appropriation and fund to the extent permitted by law. The purchase order may not extend beyond the current fiscal year.

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns to the purchasing agent (Superintendent) the responsibility for the quality and quantity of purchase made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District.

Adoption date: August 15, 3003

Revision date: August 28, 206

LEGAL REGS.: ORC 3313.171; 313.172; 3313.18; 3313.33; 3313.27; 3313.46
 3319.04, 3327.08, 5705.41
 Ohio Const. VIII, Section 2e

CROSS Ref.: DK, Payment Procedures

PETTY CASH ACCOUNTS

The Board may direct the Treasurer to create petty cash accounts allowing certain administrators to make purchases “within” the District. Money can be drawn from accounts by check or debit card. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

The debit card and check access is limited to only those individuals who have a job-related need to use these payment methods. Any person using the debit card or check must keep a written log which is to be turned in each day.

Annually, the Treasurer establishes the amount of money to be placed in the accounts. The Treasurer’s approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any administrator who ignores procedure and allows anyone else to use the card, or who does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

The District chooses to have no petty cash accounts. In lieu of petty cash accounts the Treasurer’s office promptly reimburses individuals spending their own money.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 9.38

CROSS REF.: DM, Cash in School Buildings

BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs which exceed \$25,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases up to \$25,000 may be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Business Manager assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Business Manager makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 153.50; 153.54
3313.372; 33313.373; 3313.46
3319.04
3327.08

CROSS REF.: ECF, Energy Conservation

COOPERATIVE PURCHASING

The Board may elect to join with other school districts and/or legal entities for the purposes of cooperative purchasing and securing services or information regarding the educational needs of the District and for the in-service education of its members and members of its staff.

[Adoption date: August 15, 2003]

PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$1,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the District may be purchased from the Ohio Industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH.

Special arrangements may be made for ordering perishable and emergency supplies.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.46
3327.08
5705.41; 5705.412; 5705.44; 5705.45
File: DJF-R

PURCHASING PROCEDURES

General

1. The Board designates the Superintendent/designee as the purchasing agent.
2. Only the persons designated by the Board may commit the system to a purchase.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent/designee.
4. It is the responsibility of the requisitioner to provide an adequate description as required by the Superintendent/designee, so that the latter may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. It is the responsibility of the Superintendent/designee to make alternate suggestions to the requisitioner if, in the judgment of the Superintendent/designee, the specification would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement, either party may refer the matter in accordance with established procedure.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Superintendent/designee to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner, either party may refer the matter in accordance with established procedure.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and include the following essentials:
 - A. a specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
 - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
 - C. clear delivery instructions, including place and time;
 - D. signature of the Superintendent/designee;
 - E. appropriate account code number and

- F. the Treasurer's certificate of available revenue and appropriation.
-
- 2. Purchase orders are numbered and prepared in sets of four copies, each to be used as follows:
 - A. original to vendor;
 - B. copy 2 – filed numerically by purchase order number (yellow copy);
 - C. copy 3 – sent to the accounting office for encumbrance and later filed alphabetically by vendor (goldenrod copy) and
 - D. copy 4 – returned to requisitioner, to be returned after certification as to receipt in proper quantity and satisfactory condition (pink copy). (This copy is filed with the claim form by claim number.)
 - 3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists which can be handled only by this procedure:
 - A. whenever possible, a purchase order number should be given to the supplier and
 - B. a confirming requisition is issued immediately, marked “confirmation” indicating the purchase order number, if one was given.

(Approval date: August 15, 2003)

SALES CALLS AND DEMONSTRATIONS

The Board recognizes the value of staff members being informed of the latest commercial materials available to assist in their teaching and welcomes competent representatives of such publishers and manufacturers. However, the Board does not want classroom teachers distracted or undue administrative time taken from previously assigned duties.

The students and employees of the District shall not be subjected to sales presentations, offers for sale or sales during the school day except as provided by law and under the Board's policies. The Superintendent may make exceptions in those areas not specifically covered by Board policy.

[Adoption date: August 15, 2003]

SALES CALLS AND DEMONSTRATIONS

All vendors must have clearance through the building office prior to making any contact with personnel in a building.

1. With the exception of the Activity Fund, all requests for prices or for repair service shall be forwarded to and all purchases shall be approved by the administrative assistant or the Superintendent.
2. Sales representatives shall not be permitted in schools or departments for the purpose of making sales. If it is necessary to contact sales representatives regarding special or highly technical details of their products, school and department personnel shall request such visits through the office of the principal, the administrative assistant or the Superintendent.
3. Sales representatives who wish to present benefit programs (insurance, tax shelters, etc.) to teachers must make arrangements through the Superintendent or his/her designee. Presentations of these programs to groups of employees shall be voluntary on the part of the employee and shall be held after working hours. No school or administrative time shall be used to advertise unauthorized meetings.
4. Sales representatives are permitted to call upon persons authorized to make purchases for the cafeteria, the book or supply store and for the custodial and maintenance departments.

Sales representatives may call directly on central office personnel who are authorized to make purchases or who are responsible for recommending purchases.

(Approval date: August 15, 2003)

PAYMENT PROCEDURES

All claims for payment from District funds are processed by the Treasurer. Payment is authorized against invoices and supporting documents verifying receipt, supported by approved purchase orders or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, the Board has adopted an annual resolution authorizing payment by the Treasurer for debts or claims. The Board receives a list of bills paid the previous month.

The Treasurer is responsible for ensuring that appropriate allocations are observed and that total expenditures do not exceed the amounts appropriated for all items.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.18
3315.08
5705.41; 5705.412

CROSS REF.: DJ, Purchasing

SALARY DEDUCTIONS

Except for deductions for absence not covered by paid leave or those required by law, salary deductions are allowed only upon authorization by the employee and approval by the Board.

The following deductions are required:

1. federal, state and local income tax;
2. employee's share of retirement contribution according to current rate as set by law;
3. unexcused or excused absence not covered by paid leave and
4. Medicare deduction in compliance with Federal law.

If requested by employees, the Board will implement payroll deductions for the Ohio Deferred Compensation Program. Other deductions are in accordance with negotiated agreements and/or Board policy.

The District may limit the right of an individual employee to designate the agent, broker or company to write tax-sheltered annuities by requiring designation by at least five eligible Franklin City School employees, except that a district may not require that a company be designated by more than 50 employees.

When a teacher is absent from duty and there is no leave applicable, the absence is unauthorized. The salary deduction for each day of unauthorized absence is based on the current annual salary divided by the number of teacher workdays in the official school calendar as adopted by the Board. In no case will only the salary of the substitute be deducted or a teacher be allowed to employ and pay for the substitute.

When an employee is absent from duty and there is no leave applicable, the absence is unauthorized. The salary deduction for an unauthorized absence is made on a per diem basis in accordance with the required work year for that particular job classification.

Unauthorized absences should not occur. Repeated unauthorized absences can result in the teacher or other employee being disciplined.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 9.41-9.43; 9.80; 9.81; 9.90; 9.91

145.37; 145.71-145.73
3307.51
3313.262
3917.04

CROSS REF.: GCBD, Professional Staff Leaves and Absences

CONTRACT REFS.: Teachers' Negotiated Agreement
Classified Staff Negotiated Agreement

EXPENSE REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly filled out and approved voucher with such supporting receipts as required by the administrative regulations. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by a personally owned vehicle has been authorized, mileage payment is made at the rate currently approved by the Board and within the limitations of Federal law.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

[Adoption date: August 15, 2003]

LEGAL REFS.: ORC 3313.12; 3313.20
3315.15

CROSS REF.: GCL, Professional Staff Development Opportunities

CONTRACT REF.: Teachers' Negotiated Agreement

CASH IN SCHOOL BUILDINGS

Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the Treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the money will be accounted for and deposited in the safe. The money can be held no longer than three business days after receipt and the amount must be under \$1000.00. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

Any public funds left in a building shall be the responsibility of the person in charge of that fund. Money that is collected that is not deposited and is stolen or lost shall be refunded by the person in charge of that fund.

In no case shall more than \$10 be left overnight in school buildings. The Treasurer provides for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 9.38

CROSS REFS.: DH, Bonded Employees and Officers
IGDG, Student Activities Funds Management

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Superintendent/designee is authorized to dispose by sale of materials and equipment deemed obsolete by the Board and shall make every effort to insure receiving the best possible price. The sale of the Board's property having a value of more than \$600 shall be advertised and conducted in accordance with State law.

All equipment purchased with federal funds and declared to be surplus shall be disposed of in accordance with federal regulations pertaining to such equipment.

The Board may sell any real or personal property it owns in its corporate capacity to any political subdivision upon such terms as agreed upon.

Items with monetary value shall not be given away. The Board does not have the authority to make a gift of any school property. Obsolete books shall be disposed of in accordance with the law.

Items may be traded as part of a transaction to purchase similar items when the President of the Board and the Treasurer have executed the necessary instruments of conveyance.

[Adoption date: August 15, 2003]

LEGAL REF.: ORC 3313.41