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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.

Due to 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 both oral and written reports on the fiscal management of the District.

With the cooperation of the Treasurer and assistance from 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 to:

1. 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. establish levels of funding which provide high quality education for the District's students;
3. use the best available techniques for budget development and management;
4. provide timely and appropriate information to all staff with fiscal management responsibilities and
5. 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: December, 1985]

[Re-adoption date: June 30, 2009]

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.

The annual tax budget is regulated and controlled by State law and requirements of the county budget commission. The Board may establish additional budget requirements for funds at its disposal.

The District creates and maintains a budget reserve fund for the purpose of covering unanticipated revenue shortfalls and other emergencies.

The Treasurer, the Superintendent and their staffs 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 (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

Appropriations approved by the Board at the fund level may receive a line item increase as long as there is a corresponding decrease. Any increase in the amount of the appropriation measure or transfers of funds permitted by law from major fund to major fund require Board approval and may require approval from the Court of Common Pleas.

Transfers Among Categories

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: November 17, 1997]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 9.34

3311.40

3313.18

5705.14; 5705.15; 5705.16; 5705.28; 5705.29; 5705.35 through

5705.412

BUDGET PLANNING
(Five-Year Forecast)

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 Superintendent and Treasurer are responsible for preparing the five-year forecast for the Board's approval. The forecast is for the current fiscal year and four years beyond.

The five-year forecast is prepared twice a year and filed with the Ohio Department of Education. The initial filing is due on or before October 31 and an update by May 31. The five-year forecast is updated as often as necessary in order to communicate significant changes in the District's financial position.

[Adoption date: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 5705.01; 5705.28 through 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
(Tax Budget)

The purpose of the annual tax budget is to enable the county budget commission to establish tax rates and to serve as a basis for certification of revenue to the District.

The annual tax budget is regulated and controlled by State law and the requirements of the local county budget commission in which the District is located. The commission may require the Board to provide any information needed by the commission to perform its duties.

The Board may establish additional budget requirements for funds at its disposal.

It is the responsibility of the Superintendent and the Treasurer to prepare the necessary tax budget information and to attend any required tax budget meetings.

[Adoption date: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 5705.04; 5705.28; 5705.281; 5705.30

FUNDING PROPOSALS AND APPLICATIONS

The Board directs the Superintendent/designee to apply for any state or federal grants for which the District is eligible, at his/her discretion. The Superintendent/designee evaluates federally funded programs and state grants, including their possible benefits to the students in the District, appraises 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 for the educational benefit of its students.

[Adoption date: December, 1985]

[Re-adoption date: June 30, 2009]

[Re-adoption date: February 10, 2014]

LEGAL REF.: ORC 3313.20

NOTE: Regulations for staff investigation and submission of proposals are frequently needed to implement a policy in this area.

THIS IS A REQUIRED POLICY

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: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: Ohio Const. Art. XII, Section 2

ORC 3301.07

3311.21

3313.17 through 3313.20; 3313.29; 3313.51

3317.01 through 3317.11

3323.09

Chapters 5701; 5705

5748.01 through 5748.06

REVENUES FROM INVESTMENTS

Purpose

The purpose of this policy is to provide for the prudent management of all public funds in accordance with the stated investment philosophy of the Treasurer as fiscal officer for the District. The Treasurer and all staff members will adhere to this policy, and all other applicable laws and regulations at all times.

This policy has been approved and adopted by the Board, and a copy has been filed with the Auditor of the state of Ohio as required by State law.

Investment Philosophy

The Treasurer and all other persons who are responsible for investing public funds have fiduciary responsibilities to the District, the Board and the public. Such persons shall seek to follow an investment strategy based on the “prudent person” standard. The prudent person standard requires the Treasurer and other fiduciaries to exercise the care, skill and experience that a prudent person would use to manage his/her personal financial affairs. The prudent person standard requires the Treasurer and other fiduciaries to seek investments which will preserve principal while maximizing income.

Investment Objectives

1. Preservation of Principal

The primary investment objective is preservation of principal. To meet this objective, portfolio diversification will be established and maintained with a goal of generating portfolio income that exceeds any losses in individual security values. It is recognized that occasional losses are inevitable and such possibility will be considered in evaluating diversification decisions and investment strategy.

2. Liquidity

The second investment objective is maintenance of liquidity of assets. This objective will be met by preparing a draw schedule for anticipated expenditures and matching investment maturities with anticipated expenditure dates whenever possible. Once cash flow requirements have been satisfied, maturity date selection will be determined by market conditions and interest rate forecasts. No unmatched investment will have a maturity date more than five years from the settlement date. Investments made prior to September 27, 1996 that do not have a maturity date will be kept for no more than five years.

No investment will be made unless, at the time the investment is made, the Treasurer reasonably believes that the investment can be held until maturity. However, an investment may be sold prior to maturity if the Treasurer determines that such sale is prudent.

3. Income Maximization

Income maximization is the third investment objective. To accomplish this objective, the investment portfolio will be managed with the goal of producing income returns within acceptable risk parameters. High financial risk is unacceptable. Thus, moderate-income volatility will be permitted, but no investments which are expected to be subject to large interest rate fluctuations will be made.

4. Minimization of Cost of Services

The fourth objective is to minimize transaction costs. To meet this objective, relationships with securities dealers, investment bankers and other entities providing investment services will be carefully managed to secure high quality services while simultaneously minimizing costs.

Personal Conduct and Qualifications

1. Standards of Conduct

The Treasurer and staff must continually be aware of the fiduciary nature of their responsibility for investing the public funds under their control. All persons responsible for investment decisions or who are involved in the management of the District's assets shall comply with all applicable State and Federal statutes and regulations, the codes of conduct established by the National Association of Securities Dealers and the Securities and Exchange Commission, and the Code of Ethics and Standards of Professional Conduct of the Association for Investment Management and Research.

The Treasurer and staff members are prohibited from having any direct or indirect interests in any of the investments made by the Treasurer and from receiving payment, bonuses, or other compensation for investment services in excess of their regular compensation.

The Treasurer may designate qualified staff members in his/her office to take responsibility for executing individual investment transactions.

2. Continuing Education

The Treasurer will annually complete the continuing education programs provided by the Treasurer of State.

3. Transactions

A copy of this policy will be provided to all securities dealers, investment bankers and other entities doing investment business with the District. Other interested parties may receive a copy upon request.

No securities dealer, investment banker or other entity may provide investment services to the District unless its representative has reviewed, signed and agreed, on behalf of the entity, to abide by the terms of this policy. In signing this investment policy, the representative acknowledges that the entity assumes full responsibility for recommending and making investments in violation of any State or Federal statute or regulation, regulation or code of conduct established by the National Association of Securities Dealers or the Securities and Exchange Commission, the terms of this policy, or any other applicable law.

While every effort will be made to obtain appropriate discounts, investment firms will be selected to achieve the best possible transaction execution. The fact that a particular firm provides statistical and market information and services will be considered in the selection process. All investment firms selected shall be qualified to do business in the state of Ohio, have all appropriate licenses, be in good standing with the Securities and Exchange commission, the National Association of Securities Dealers, the Ohio Department of Commerce's Division of Securities, and be on the list of investment firms approved by the Treasurer. A periodic review of the investment firm's capital and disciplinary standing will be conducted and necessary changes in the list of approved investment firms will be approved by the Treasurer.

All securities orders shall be placed according to accepted investment practices. All receipts confirming securities transactions will include the trade date, par value, maturity, interest rate, price, yield, settlement date, description of securities purchased, investment firm, amount due, and third-party custodial information. Confirmation receipts will be received within three business days after the trade, and payment for investments shall only be made upon receipt of the securities

All securities dealers, investment bankers and other entities providing investment services to the District are prohibited from having any direct or indirect interests in any of the investments made by the Treasurer and from receiving payment, bonuses, or other compensation for investment services in excess of their regular compensation. As used in this policy, “regular compensation” includes the reasonable and agreed-upon fees, commissions and other compensation customarily associated with securities transactions earned by outside securities dealers, investment bankers and other entities providing investment services to the District.

Authorized Investments

The following investments constitute a nonexclusive list of appropriate investments:

1. The Ohio Subdivision’s Fund (“STAR Ohio”) set forth in ORC Section 135.45.¹
2. Bills, notes, bonds and other securities issued by the United States Treasury.
3. Obligations guaranteed by the United States.
4. Securities issued directly by federal agencies or instrumentalities.
5. Repurchase agreements whereby a securities dealer or public depository agrees to repurchase securities, provided they require the dealer or public depository to provide the par value of securities subject to the repurchase agreement and to deliver the securities into the custody of the Treasurer. Repurchase agreements with dealers must be transacted on a delivery versus payment basis, and term repurchase agreements may not exceed 30 days. The value of securities subject to an overnight or term repurchase agreement must exceed the principal amount of such agreement by at least 2%. Securities subject to a term repurchase agreement must be marked to market on a daily basis.
6. Bonds and other obligations of the state.
7. Time certificates of deposit, savings accounts and deposit accounts in any public depository.
8. Commercial paper and bankers acceptances specified in ORC Section 135.142(A).
9. The Treasurer, acting in accord with the law, may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

STAR Ohio will remain an appropriate investment only as long as it has the highest rating provided by at least one nationally recognized rating service.

Prohibited Investments

The following investments and investment practices are prohibited:

1. Investment in derivatives or in no-load money market mutual funds that invest in derivatives. Derivative is defined by ORC Section 135.01 (0) as any financial instrument based upon or linked to another asset or index that is separate from the financial instrument itself. Any security that is based upon an issue of the United States Treasury or an obligation of a federal agency is a derivative. However, a security issued by the U.S. Treasury, other federal agency or instrumentality, the state of Ohio, or any political subdivision of the state is not considered to be a derivative even though it has a variable interest rate based upon a single interest payment or single index consisting of other securities issued or guaranteed by the United States, provided that such variable interest rate investment has a maximum maturity of two years.
2. Investments in stripped principal or interest obligations.
3. Investments in a fund established by another county, subdivision, treasurer, or governing board for the purpose of investing the public funds of other subdivisions, other than STAR Ohio and funds established to acquire, construct, lease or operate a municipal utility.
4. Repurchase agreements whereby the Fiscal Officer agrees to repurchase securities (reverse repos).
5. Sale of taxable notes for the purpose of arbitrage.
6. Use of current investment assets as collateral to purchase other assets.
7. Contracting to sell securities that have not yet been acquired on speculation that bond prices will decline.

Collateralization of Deposits

All deposits of public funds will be collateralized pursuant to State law.

In the event of a default by a public depository, the Treasurer will provide 30 days notice in a newspaper of general circulation in Wooster, Ohio (county seat of Wayne County in which the office of the Treasurer is located) before the obligations securing the public deposits are sold. Purchasers at the default sale will receive absolute title to the securities. Any proceeds received in excess of the amount in default will be paid to the defaulting depository.

Reporting

The Board requires the Treasurer to report to the Board, at least quarterly, describing each investment including its cost, par value, maturity date, settlement date, any coupon rate, an estimated market value, or, if available, the current market value. The report shall also list the names of any person effecting transactions on behalf of the District.

Internal Control and Compliance

The Treasurer shall establish an annual review process of investment policies and procedures. This review will include the audits conducted by the Auditor of State or his/her designee, as well as an internal review for compliance with all investment policies and procedures.

[Adoption date: December, 1985

[Re-Adoption date: October, 1996]

[Re-Adoption date: June 30, 2009]

LEGAL REFS.: Intergovernmental Cooperation Act
ORC 135.01 through 135.21
3313.51

GATE RECEIPTS AND ADMISSIONS/FREE ADMISSIONS

Faculty and Staff Admission Policy

There is no longer free admission for District faculty and staff. District employees are expected to pay regular admission prices.

Faculty and staff can get an Employee's Family Pass, which is good for general admission to all home athletic events. This pass admits the District employee, his/her spouse and children in the family through the 12th grade.

Coaches Admission Policy

Any coach who has an Employee's Family Pass may use it for any home athletic event.

All other coaches who do not have an Employee's Family Pass are expected to pay regular admission fees.

An exception to this is: A current coach in the sport which is in season will receive a pass to the games of that sport.

The Superintendent will issue free passes to certain individuals.

Senior Citizens Gold Pass

Any resident within the District who has attained the age of 60 years shall, upon request, be issued a lifetime Senior Citizens Gold Pass. This pass will admit them to any activity or athletic event sponsored by the District. The accounting for and issuing of said passes shall rest with the Superintendent.

Purple Pass

This pass is given to those worthy adults who have contributed, over the years, to the betterment of the District.

Example: All former Board members, Booster Club members who have contributed over a period of time, former staff members who gave of their time freely. The accounting for and issuing of said passes shall rest with the Superintendent.

[Adoption date: December, 1985]

[Re-adoption date: June 30, 2009]

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

The Treasurer's signature is used on checks, drafts, warrant-checks, vouchers and other orders on public funds deposited in designated depositories.

The Treasurer authorizes these designated depositories to honor any instrument bearing the Treasurer's facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photostatic or mechanical device. The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date: June 30, 2009]

LEGAL REFS.: ORC 9.10 through 9.14
1306.06

BONDED EMPLOYEES AND OFFICERS

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

The Superintendent, Board President and 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: December, 1985]

[Re-adoption date: June 30, 2009]

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

CROSS REFS.: DM, Cash in School Buildings
EI, Insurance Management

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, balances, assets and liabilities. 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: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 117.101; 117.38; 117.43
149.01 through 149.43
3301.07
3313.29; 3313.32
3315.04
Chapter 1347
Chapter 5705

CROSS REF.: EHA, Data and Records Retention

Triway Local School District, Wooster, Ohio

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 is 3% of the formula amount for the preceding fiscal year or another percentage if established by the Auditor of State.

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. All of 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)
 - C. the president of the teacher's union (or designee), if applicable
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 the formula amount for the preceding fiscal year or another percentage established by the Auditor of State 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 for a particular fiscal year.

[Adoption date: January, 1998]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 3315.17; 3315.18

CROSS REFS.: BHD, Board Member Compensation and Expenses
DBD, Budget Planning
HA, Negotiations
IGDJ, Interscholastic Athletics
IAA, Textbook Selection and Adoption

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 conducts a complete inventory every five years, by physical count, of all District-owned equipment and supplies. 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 maintains a fixed asset accounting system. The fixed asset system maintains 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 \$5,000 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. For fixed asset reporting purposes, all equipment in excess of \$5,000 is used.

A listing of all equipment is maintained for 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 audit purposes.

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 audit purposes.

The Treasurer is assisted by the principals, directors, supervisors and certified and support staffs in the performance of this function.

[Adoption date: January, 1990]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 117.38
3313.20

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: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 117.10; 117.11; 117.12; 117.26; 117.27
3313.29

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 "open" purchase orders to be issued for generic supplies. Open purchase orders will not extend beyond the current fiscal year.

An open purchase order for a "specific" permitted purpose and in an amount not to exceed the line-item appropriation and fund, whichever is less, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities. The specific purpose 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 the responsibility for the quality and quantity of purchases 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: October, 2004]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: Ohio Const. VIII, Section 2e
ORC 9.314
3313.172; 3313.18; 3313.33; 3313.46
3319.04
3327.08
5705.38; 5705.39; 5705.40; 5705.41; 5705.412

CROSS REFS.: DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures

PETTY CASH ACCOUNTS

The Board directs the Treasurer to create petty cash accounts allowing certain administrators to make purchases within the District. Money can be drawn from accounts as determined by the Treasurer. 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.

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 does not take prudent measures to ensure that proper security is maintained may be held personally liable for losses.

[Adoption date: June 30, 2009]

LEGAL REFS.: ORC 9.38
3313.291

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 over \$4,000 but under \$25,000 will 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 Superintendent 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 Superintendent 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: December, 1985]

[Re-adoption date: April, 1997]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 9.314

153.01; 153.12 through 153.14; 153.50 through 153.56
3313.372; 3313.373; 3313.46
3319.04

CROSS REFS.: DJ, Purchasing

DJF, Purchasing Procedures

ECF, Energy Conservation

FA, Facilities Development Goals

FEF, Construction Contracts Bidding and Awards

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 \$3,000, 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: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 3313.46
3327.08
5705.41(D)(1); 5705.412; 5705.44

CROSS REFS.: DJ, Purchasing
DJC, Bidding Requirements

DEBIT CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of debit cards under the supervision of the Treasurer. However, debit cards are not to be used to circumvent the general purchasing procedure required by State law and Board policies.

The Board authorizes the use of debit cards in the following manner.

Debit Cards

1. All debit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. With prior approval of the Treasurer, debit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
3. Tips are not permitted.
4. The Treasurer keeps a record of all debit card use.
5. Receipts and appropriate form(s) are to be turned in with the debit card to the Treasurer within five business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.

The use of the Board's debit card is prohibited for the following items:

1. the purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
3. alcoholic beverages or tobacco;
4. fuel for use in a personal vehicle;

5. entertainment expenses, including pay-per-view movie charges and/or
6. cash advances.

Persons using the Board's debit card for personal, non-authorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the debit card is subject to disciplinary procedures, including termination.

The use of a Board debit card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.

[Adoption date: October, 2004]
[Re-adoption date: June 30, 2009]

CROSS REFS.: DJ, Purchasing
 DJB, Petty Cash Accounts
 DLC, Expense Reimbursement
 GCL, Certified Staff Development Opportunities
 GDL, Support Staff Development Opportunities

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: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 3313.18
3315.08
5705.38 through 5705.412

CROSS REFS.: DJ, Purchasing
DLB, Salary Deductions

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 one percent of the District's full-time employees or at least five, whichever is greater, 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 are not condoned. Repeated unauthorized absences may result in the employee being disciplined.

[Adoption date: December, 1985]

[Re-adoption date: February, 1993]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 9.40 through 9.45; 9.80; 9.81; 9.90; 9.91
148.01; 148.04
3315.08

CROSS REFS.: DK, Payment Procedures
GCBD, Certified Staff Leaves and Absences
GDBD, Support Staff Leaves and Absences

CONTRACT REF.: Teachers' 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 supporting receipts required by administrative regulations. 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 is 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 as a prudent person exercises 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: December, 1985]

[Re-adoption date: June 30, 2009]

LEGAL REFS.: ORC 2921.42; 2921.43
3313.12; 3313.20
3315.15

CROSS REFS.: BHD, Board Member Compensation and Expenses
GCL, Certified Staff Development Opportunities

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.

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited every day, if possible. Specifically, if the money collected:

1. exceeds \$1,000, it must be deposited on the next business day or placed in a safe or
2. does not exceed \$1,000, it must be deposited the next business day or placed in a safe place to be deposited within three business days.

In no case shall more than \$100 be left overnight in unsecured areas of 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: June 30, 2009]

LEGAL REFS.: ORC 9.38
3313.291

CROSS REFS.: DH, Bonded Employees and Officers
DJB, Petty Cash Accounts
IGDG, Student Activities Funds Management
KMA, Relations with Parent Organizations
KMB, Relations with Booster Organizations