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Note: Only those items indicated with an \* are included in this policy 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: January 11, 2001]

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 Ohio 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.

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

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 may authorize the Treasurer to transfer moneys from those categories in which a surplus is anticipated into those in which a deficit is anticipated.

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

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: January 11, 2001]

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

## BUDGET DEADLINES AND SCHEDULES

The following key dates pertaining to budget adoption and related procedures are established by law.

- |   |   |
|---|---|
| January 15                                  | Deadline for budget adoption by Board.<br><br>Note: At least 10 days prior to adoption, the proposed budget must be filed with the Treasurer for public inspection. At least one public hearing must be published 10 days in advance of the hearing.  |
| January 20                                  | Deadline for filing budget with county auditor for submission to the county budget commission, which estimates required tax ration and certifies portions within and without the levy limitation.<br><br>Note: The Board may appeal the decision of the budget commission to the Ohio Board of Tax Appeals within 30 days of the receipt of the decision. |
| September (60 days before general election) | Deadline to adopt and certify any needed tax resolution.  |
| October 1                                   | Deadline to authorize tax levy and submit resolution to county auditor.   |
| July (early in month)                       | Deadline for adopting annual or temporary appropriation measure.  |
| October 1                                   | Last day a temporary appropriation is in effect. (The annual appropriation must be adopted to cover further expenditures.)  |

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 5705.30 - 5705.39

## BUDGET PLANNING

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 Board members, administrators, teachers and other personnel throughout the District.

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 by January 1 of each year and covers the period from July 1 to June 30 of the succeeding year.

[Adoption date: January 11, 2001]

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 HEARINGS AND REVIEWS

At a date, time and place determined by the Board, a budget hearing is held in the District at which Board members and appropriate members of the administrative staff will explain the proposed budget and invite questions and discussions relative to budget items. No action on any part of the budget is taken at this hearing.

The announcement of the hearing and its date conforms with the following legal requirements.

1. Notice of the time and place of the hearing is published not less than 10 days prior to the date of the hearing.
2. The proposed budget is made available for public inspection in the Treasurer's office for 10 days before its adoption.

[Adoption date: January 11, 2001 ]

LEGAL REF.: ORC 5705.30



## 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 and the Treasurer to attend the hearing of the county budget commission to review the budget and answer any pertinent questions.

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 3311.40  
5705.28

## FUNDING PROPOSALS AND APPLICATIONS

The Board directs the Superintendent/designee to apply for any state or federal grants for which the District is eligible. 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 of Ohio for the educational benefit of its students.

[Adoption date: January 11, 2001]

[Re-adoption date: December 20, 2007]

[Re-adoption date: October 24, 2013]

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: January 11, 2001]

[Re-adoption date: October 24, 2013]

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

## ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. Controls will include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

3. Procurement

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer shall establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

[Adoption date: September 28, 2016]

LEGAL REFS.: ORC 9.314  
117.101; 117.43  
3313.33; 3313.46  
3319.04  
5705.39; 5705.41; 5705.412  
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest  
BCC, Qualifications and Duties of the Treasurer  
DI, Fiscal Accounting and Reporting  
DID, Inventories (Fixed Assets)  
DJ, Purchasing  
DJC, Bidding Requirements  
DJF, Purchasing Procedures  
DK, Payment Procedures  
EF/EFB, Food Services Management/Free and Reduced-Price Food Services  
GBCA, Staff Conflict of Interest  
IGBJ, Title I Programs

## REVENUES FROM INVESTMENTS

### Scope

The Board directs that the investing authority of the District resides with its Treasurer. This policy is designed to cover all monies under the control of the Board.

### Objectives and Guidelines

The following investment objectives are applied in the management of the District's funds:

1. **Liquidity:** The investment portfolio remains sufficiently liquid to enable the Treasurer to meet reasonably anticipated operating requirements.
2. **Safety:** Investments are undertaken in a manner consistent with State law, which seeks to ensure the preservation of public funds.
3. **Income:** The Treasurer strives to achieve a fair and safe rate of return on the investment portfolio over the course of budgetary and economic cycles, taking into account State law, safety considerations and cash flow requirements.
4. **Diversification:** The investment portfolio should be diversified in order to avoid incurring potential losses regarding individual securities that may not be held to maturity, whether by erosion of market value or change in market conditions.
5. **Prudence:** Investments are made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
6. **Bank Accounts:** Relationships with banks are managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.



### Authorized Financial Institutions and Dealers

U.S. Treasury and agency securities purchased outright are made only through a member of the National Association of Securities Dealers, through a bank, savings bank or savings and loan association regulated by the Superintendent of Financial Institutions or through an institution regulated by the Comptroller of the Currency, Federal Deposit Insurance Corporation or board of governors of the Federal Reserve System.

1. Repurchase agreements are transacted through banks and/or eligible dealers consistent with State law.
2. Certificates of deposit are transacted through commercial banks or savings and loans with FDIC coverage, and qualify as eligible financial institutions under State law.

### Maturity

To the extent possible, the Treasurer attempts to match the District's investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than five years from the date of purchase.

### Derivatives

Investments in derivatives are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract or obligation itself. Additionally, any security, obligation, trust account or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

### Allowable Investments

The Treasurer may invest in any instrument or security authorized in State law as amended. A copy of the appropriate section of the Ohio Revised Code is kept with this policy.

### Collateral

All deposits are collateralized pursuant to State law.

### Reporting

The Treasurer reports and maintains records of all investments and deposits.

All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or executing transactions initiated by the investment authority must acknowledge their agreement to abide by the investment policy's content.

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.

[Adoption date: January 11, 2001]

[Re-adoption date: October 16, 2014]

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

AUTHORIZED SIGNATURES

All checks drawn on District funds are signed by the Treasurer. Facsimile signature may be used by the Treasurer.

[Adoption date: January 11, 2001 ]

LEGAL REF.: ORC 3313.51

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 President of the Board 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: January 11, 2001]

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: January 11, 2001]

[Re-adoption date: April 24, 2014]

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

Union Local School District, Belmont, 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 may be less than 4% 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. 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 4% 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 Ohio law. The fund is implemented under the Auditor of State's guidelines as they are currently enacted; therefore, the requirement may be less than 4% for a particular fiscal year.

Budget Reserve Fund

The Budget Reserve Fund consists of no less than 5% of the preceding fiscal year's general fund revenue unless the District is in a fiscal watch or fiscal emergency or if the money is appropriated from the fund to cover revenue shortfalls and emergencies or if the District has not established its budget reserve fund as provided under Ohio law. Appropriations from this fund must be consistent with Ohio law. The fund is implemented under the Auditor of State's guidelines as they are currently enacted; therefore, the requirement may be less than 5% for a particular fiscal year.

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 3315.17; 3315.18

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

## INVENTORIES (Capital 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 a complete inventory every five years, by physical count, of all District-owned equipment and supplies. The District reserves the right to conduct an annual inventory at its discretion. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles that 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 capital asset accounting system. The capital asset system shall maintain sufficient information to permit the:

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 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 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. Additionally, these assets are recorded for capital asset reporting purposes. An asset that does not meet the criteria for capitalization may be inventoried and controlled as deemed necessary.



A 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 and 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 professional and support staffs in the performance of this function.

Prior to July 1, 2000, equipment was inventoried as bulk purchase due to new building furnishings.

[Adoption date: January 11, 2001]

[Re-adoption date: May 16, 2013]

LEGAL REFS.: ORC 117.38  
3313.20; 3313.41

## CAPITAL ASSET PROCEDURES

The Union Local School District Treasurer's Office, as steward of this District's property, recognizes that efficient management and full replacement upon loss requires inventory and properly maintained property records.

The District Treasurer's office has established a procedure for maintaining a capital asset accounting system that will contain sufficient data to permit:

1. The preparation of year-end financial statements in accordance with generally accepted accounting principles and Governmental Accounting Standards Board Statement 34;
2. Adequate insurance coverage and
3. The control and accountability of all capital assets.

The following capitalization criteria have been established by the Board for a capital asset accounting system:

1. An asset(s) purchased which has a useful life of five years or more.
2. An asset(s) with a cost equal to or greater than \$5,000.
3. Land and building improvements greater than \$25,000.

Note: Assets purchased that do not meet the capitalization criteria will be classified as "controlled assets."

### Controlled Assets

Assets purchased by the District that do not meet the criteria for capitalization but are inventoried due to their vulnerability are defined as "controlled assets." It is at the discretion of the District Treasurer's office to determine which assets will be "controlled."

### Valuation

Capital assets are to be valued at actual cost. If actual costs are not available, the method(s) to be used to establish historical costs shall be established by the Treasurer.

Donated assets shall be valued at the estimated fair market value at the date of the gift.

## Classification

The capital assets shall be classified as follows:

1. Land and improvements: Purchased land will be carried on the Capital Assets at acquired cost. All cost for legal services incidental to the acquisition and other charges incurred in preparing the land for use shall be included in the cost. In order for improvements to be capitalized, the improvement should be considered permanent and should add value or improve the use of the land. Examples of improvements are fences, retaining walls, landscaping, drainage systems, etc.
2. Buildings and improvements: All buildings will be valued at purchase price or construction cost. Cost should include all charges applicable to the building acquisition including fees for brokers, appraisers, engineering consultants, and architects.
3. Furniture and Equipment: All items of tangible property not permanently affixed to Capital to real property, which are needed in carrying out the operations of the District. Installation cost should be included in the capitalized amount. Examples are furniture, machinery, computers, etc.
4. Vehicles: All equipment that must be titled by the Ohio Division of Motor Vehicles and bear a license tag. Cars, trucks, school buses and trailers are examples.
5. Construction In Progress (CIP): This is primarily used in conjunction with Capital Projects. Capital Project costs are accumulated until completion, when cumulative costs are transferred to the appropriate Capital asset account. The capitalization policy does not apply in these cases, and all cost must be recorded to give accurate values.

## Disposal of Capital Assets

Capital Assets will be removed from the inventory records per criteria established by GASB 42 (relating to the impairment of capital assets):

1. Obsolete Items: Items that are old, have lost their utility and are not worth repairing are obsolete Capital assets and will be disposed (i.e., - sold, donated, destroyed). The responsibility for obsolete items other than those following will remain with the department until they are properly disposed.

The Superintendent and staff will identify an item as obsolete by using a Capital Asset Disposal Form. This form shall be submitted to the Treasurer's office for final approval. The Treasurer will present the listing of obsolete assets that have been identified for disposal to the Board for approval. Once approved by the Board, the Treasurer's office will make the necessary adjustments to the Capital asset inventory when the item is disposed.

2. **Worn-out or damaged:** Items that have lost their utility through wear or have been damaged through wear or accident and are not worth repairing are worn-out/ damaged Capital assets and will be disposed of accordingly. The responsibility for worn-out/ damaged Capital assets will remain with the District until they are sold or otherwise disposed of. A listing of these items is also to be provided to the Board for review/approval.
3. **Lost or Stolen Items:** When theft of an item is suspected, the incident must be reported to the police department as soon as possible. The department will complete a Capital Asset Disposal Form, attach a copy of the police report or other documentation and forward it to the District Treasurer's office, and the Treasurer will then provide this information to the Board. Lost items will be documented on a Capital Asset Disposal Form and kept on file for review.
4. **Trade-ins:** The Treasurer's office will be responsible for handling any trade-in arrangements that result from the purchase of new equipment/vehicles. The new asset will be added and the old asset will be removed according to governmental accounting procedures.

#### Useful Life of Assets/Depreciation

Assets will be depreciated on a straight-line basis using the approved schedule of standard new life. Certain assets may be depreciated differently, based on current governmental accounting practices and procedures (see chart on following page for useful life schedule).

#### Items Not Considered To Be Capital Assets

1. **Computer Software:** Computer software shall only be classified as a capital asset if it meets the definition of an intangible asset as set forth by GASB 51.
2. **Maintenance and Repair Replacements:** The replacement costs of component part(s) of a Capital asset, not the entire asset itself, during a maintenance and repair operation which also enhances the performance or life of the asset are not generally considered to be capital asset additions or modifications. For example, replacing an original disk drive with a higher capacity disk drive in a microcomputer or a more powerful engine in a leaf vacuum machine is considered to be a maintenance and repair expense.
3. **Draperies and Carpet:** The original purchase of draperies and carpet is considered an addition to the total asset value of the building. Replacement of either of these items is classified as maintenance to the building.
4. **Supplies:** Any supply, regardless of cost, that is not permanent and will be consumed within a year is not considered a Capital asset.

5. **Aggregate Purchases:** A purchase of items in quantity with an extended cost equal to, or more than \$20,000. For example, 150 chairs at \$100 each were purchased on a single purchase order for a total of \$15,000. Due to the fact that the total is under policy limit, the chairs are not considered as Capital assets since the individual cost as a whole does not qualify.
  
6. **Library Books and Textbooks:** Any library books or textbooks, including aggregate purchases, will not be capitalized and reported as Capital assets.

Useful Life of Capital Assets

The following are recommended life cycle of named Capital assets stated in years. Where necessary other criteria are listed as additional criteria to determine the life cycle of certain Capital assets

Description	Useful Life
Land	N/A
Land Improvements	20 Years
Buildings and Improvements	5-50 Years
Furniture and Equipment	5-20 Years
Vehicles	5-20 Years

Capital Asset Manager

The Treasurer is the Capital Asset Manager who ensures compliance with the above criteria. The Treasurer’s office will record all transactions of the fixed assets and enter all required information of the asset to the book of accounts.

(Approval date: May 16, 2013)

## 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: January 11, 2001]

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 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 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: January 11, 2001]

LEGAL REFS.: ORC 3313.171; 3313.172; 3313.18; 3313.33; 3313.37; 3313.46  
3319.04  
3327.08  
5705.41  
Ohio Const. VIII, § 2e

CROSS REF.: DK, Payment Procedures

## PURCHASING AUTHORITY

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

The purchase of such items and services compiled as part of the budget-making process and adoption of its annual or supplemental annual appropriations resolution requires no further Board approval, except in those instances where by law or specific Board policy the purchases or services must be put to bid.

In an effort to bring about the smooth and efficient operation of the school system the Board will pass, at its annual organizational meeting, specific authorizations for the procurement of supplies, equipment and services for the budget year and for the disposal of obsolete equipment and materials.

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 3313.171; 3313.172



## 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 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.

[Adoption date: January 11, 2001]

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 over \$1,000 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 Treasurer/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 Treasurer/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: January 11, 2001]

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 District may join with other participating schools in the OME-RESA unified purchasing program when this is advantageous to the District.

[Adoption date: January 11, 2001]

LEGAL REFS.: ORC 167.01-167.08

## 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.

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

[Adoption date: January 11, 2001]

[Re-adoption date: September 20, 2012]

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

CROSS REFS.: DJ, Purchasing  
DJC, Bidding Requirements

## PURCHASING PROCEDURES

### General

1. The Board designates the Treasurer/Business Manager 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 Treasurer/Business Manager.
4. It is the responsibility of the requisitioner to provide an adequate description as required by the Treasurer/Business Manager, 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 Treasurer/Business Manager to make alternate suggestions to the requisitioner if, in the judgment of the Treasurer/Business Manager, 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 Treasurer/Business Manager 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 and the Treasurer/Business Manager, either party may refer the matter to the Superintendent.

### Requisitions

1. The following are designated as “requisitioner”; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
2. Only forms provided by the Treasurer/Business Manager are used for requisitioning.
3. Standard supply lists of commonly used items are jointly developed for all categories or groups of supplies by the Treasurer/Business Manager.

4. Items not specifically included on standard lists are requisitioned on the regular requisition forms.
5. The number of requisitions are kept to a minimum. They are submitted to conform with the purchasing schedule established by the Treasurer/Business Manager.
6. Requisitions are prepared in triplicate, with the yellow copy to be retained by the requisitioner.
7. A requisition, to be considered appropriate for processing, meets the following requirements:
  - A. contains adequate information and
  - B. is approved by and bears the signature of an authorized requisitioner.
8. All approved requisitions are submitted to the Treasurer/Business Manager.
9. After a purchase order has been issued by the Business Office, the number of the purchase order is recorded on the requisition.
10. After processing, the original copy of the requisition is filed in the office of the Treasurer/Business Manager.

#### 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 Treasurer;
  - 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 two copies, each to be used as follows:
  - A. original to vendor and
  - B. copy 3--sent to the accounting office for encumbrance and later filed alphabetically by vendor.

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: January 11, 2001)

(Re-approval date: February 23, 2012)

## SALES CALLS AND DEMONSTRATIONS

Sales representatives are not permitted to call on teachers or other school staff members in individual schools without authorization from the building principal.

School principals may permit sales representatives of educational products to meet with members of the school staff at times that will not interfere with the educational program.

Sales representatives who are calling on staff members with materials of a personal (non-educational) nature are not permitted to meet with members of the school staff during working hours.

[Adoption date: January 11, 2001]



## CREDIT CARDS

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

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

### Credit Cards

1. All credit 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. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Usually tips are not permitted to be paid with credit cards.
6. The Treasurer keeps a record of all credit card use.
7. Receipts and appropriate form(s) are to be turned in with the credit 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.

[Adoption date: October 26, 2010]

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

## CREDIT CARDS

Credit cards may be used for the following purposes.

1. School business travel, meetings, lodging and meals for out-of-District meetings or seminars are subject to the reimbursement limits established by the Board.
2. Purchases from vendors that require a credit card as form of payment do not supersede the requirement of pre-approval of a purchase order for the purchase. The use of the credit card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase.
3. The use of the credit card over the Internet must be safeguarded at all times. All vendors must be pre-approved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud. All Internet purchases are done in the Treasurer's office by the purchasing staff member.
4. If the use of a tax-exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.

Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the credit card is prohibited for the following items:

1. 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 a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination and/or payroll deduction for reimbursement to the District.

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

(Approval date: October 26, 2010)

## FEDERAL PROCUREMENT

When using federal money for procurement, the District shall conform to applicable Federal laws, regulations, and standards.

When entering into procurement agreements that will be paid for with federal finds, the District also shall follow local and State laws and regulations, the provisions of Board Policy- DJF (“Purchasing”) and any related administrative guidelines, and the following standards and principles:

1. When appropriate, the District will consider opportunities to use federal excess and surplus property in lieu of purchasing new equipment and property.
2. The District will make procurement awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
3. The District alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These issues include but are not limited to source evaluation, protests, disputes, and claims.
4. Additional Requirement for Small Purchases. The District shall seek a minimum of three price quotations for any proposed procurement that will be paid for with federal monies, even if the bidding amount falls below the applicable federal or state competitive bidding thresholds or the District-imposed threshold set forth in Board Policy- DJF, unless the procurement falls under federal requirements for a noncompetitive proposal.
5. Local Preference. The District will not consider geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Licensure requirements, however, are valid. When contracting for architectural and engineering services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

The administration shall develop appropriate administrative guidelines to implement this policy.

[Adoption date: May 16, 2013]

LEGAL REF.: 34 CFR 80.36

## FEDERAL PROCUREMENT GUIDELINES

Pursuant to Board Policy “DJT” (Federal Procurement), the District shall use the following guidelines when using federal money for procurement:

1. **Contract Administration.** The Superintendent/designee shall oversee the administration of contracts to help ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Specifically, the District will create and/or maintain records sufficient to detail the significant history of a procurement, and the Superintendent/designee will review these documents as appropriate. These records will include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Notes will be kept regarding any deficiencies in performance or otherwise as appropriate.
2. **Code of Standards of Conduct.** Generally, consistent with Board policies and State and Federal law, no employee, officer or agent of the District shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, may be involved. A conflict of interest could arise where an employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization that employs or is about to employ any of the above. District employees shall comply with all applicable federal and state ethics requirements, including the following standards of conduct, when awarding and administering procurement contracts:
  - A. No employee shall solicit anything of value for personal use.
  - B. No employee shall use his/her position to secure or promise anything of value.
  - C. All employees shall avoid business lunches or activities where the intent is to discuss a related procurement or bid evaluation.
  - D. All employees shall avoid any activity that could result in a “perception of impropriety.”

Violation of this policy may result in disciplinary action against the employee, including possible suspension and/or termination of employment.

3. When appropriate, the District will consider opportunities to add value-engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

4. The District will use time and material type contracts only:
  - A. after a determination that no other contract is suitable and
  - B. if the contract includes a ceiling price that the contractor exceeds at its own risk.
  
5. Cost or Price Analysis. The District shall perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. The District will perform cost or price analyses based on the following rules:
  - A. A cost analysis must be performed when the offeror is required to submit the elements of his/her estimated cost (e.g., under professional, consulting, and architectural engineering services contracts).
  - B. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.
  - C. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.
  
6. Specific Negotiations Requirements
  - A. The District will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.
  - B. Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with federal cost principles.
  - C. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.
  
7. Written Selection Procedures. The District will follow written selection procedures for procurement transactions set forth in the District's administrative guidelines that:
  - A. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and

- B. Identify all requirements, which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
  
- 8. Protest Procedures. The District provides the following protest procedures to handle and resolve disputes relating to procurements and shall in all instances disclose information regarding the protest to the awarding agency. Any relevant person who believes he/she is aggrieved by the procurement-related actions of the District may file a written grievance with the Treasurer. Any grievant will have the opportunity to present evidence at a hearing before the Board's designee within a reasonable time of filing his/her appeal. The designee will provide a written decision to the grievant after considering the information provided during the hearing.

(Approval date: May 16, 2013)



## 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: January 11, 2001]

LEGAL REFS.: ORC 3313.18  
3315.08  
5705.41; 5705.412

CROSS REF.: DJ, Purchasing

## PAYMENT PROCEDURES

A claim qualifies for submission for approval for payment when the following conditions are met:

1. It bears the description and price of the items specified on the purchase order, less any allowed discounts.
2. It bears proper certification (verification) of the claimant.
3. All extensions and totals have been checked for accuracy.
4. It has the approval of the Treasurer.

(Approval date: January 11, 2001)

## PAYROLL PROCEDURES

Salaries are paid on alternate Fridays through the calendar year. When school is not in session, checks will be placed in the mail one day preceding the due date unless individual arrangements are made to have the checks picked up at the Treasurer's office.

[Adoption date: January 11, 2001]

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

[Adoption date: January 11, 2001]

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  
Support 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 Procedures. 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: January 11, 2001]

LEGAL REFS.: ORC 3313.12; 3313.20  
3315.15

CROSS REF.: GCL, Professional Staff Development Opportunities

## CASH IN SCHOOL BUILDINGS

Moneys 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 moneys 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.

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: January 11, 2001]

LEGAL REF.: ORC 9.38

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

## SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the Superintendent's discretion. State law governs the retention and method of disposal of the Board's property. Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

The Board follows the procedures set forth in State law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is first required to sell its real property to high-performing community schools as defined by State law and any newly established community schools implementing a community school model that has a track record of high quality academic performance as determined by the Ohio Department of Education (ODE). If a high-performing or newly established ODE-defined community school is not interested in buying the property, the Board is then required to sell its real property to start-up community schools operating in the District and college-preparatory boarding schools located within the territory of the District. If the community school or college-preparatory boarding school is not interested in buying the property, the Board can sell its real or personal property at a public auction and follow specific statutory requirements if the property exceeds \$10,000 in value. If this amount is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

The District complies with State law regarding the sale or lease of unused District property to high-performing community schools, community schools and college-preparatory boarding schools.

### Disposal of Property Valued at Less Than the Dollar Value Set Forth in State Law

For the disposal of property that is not governed by the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in State law. The property is valued pursuant to a reasonable method as determined by the Superintendent.



2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

[Adoption date: January 11, 2001]  
[Re-adoption date: February 23, 2012]  
[Re-adoption date: September 20, 2012]  
[Re-adoption date: April 24, 2014]  
[Re-adoption date: October 16, 2014]  
[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 131.09  
3313.17; 3313.37; 3313.40; 3313.41; 3313.411; 3313.413  
3314.051  
5705.10

CROSS REF.: FL, Retirement of Facilities