

Hemingford Public Schools – District 10

P.O. Box 217
Hemingford, NE 69348
(308) 487-3328

<http://www.hemingfordschools.org>

700

Business Operation

701	Fiscal Management Goals
702	Annual Budget
702.01	Fiscal Year
702.02	Budget Planning, Preparation and Schedules
702.03	Budget Adoption Process
703	Management of Capital Reserves
704	Accounting System
704.01	Deposits and Transfers
704.02	Financial Records
704.03	Inventories
704.04	Audits
705	Revenue
705.01	Local, State, Federal or Miscellaneous Revenue
705.02	Usage Fees, Admissions and Royalties
705.03	Free Admissions Passes
705.04	Gifts, Grants and Bequests
705.05	No Child Left Behind
706	Expenditure
706.01	Purchasing Procedures
706.02	Petty Cash
706.03	Bidding Procedures
706.04	Vendor Relations
706.05	Purchasing on Behalf of Employees
706.06	Payment for Goods and Services
707	Payroll
707.01	Payroll Procedures
707.02	Salary Deductions
707.03	Expense Authorization and Reimbursement
708	Employee Benefits Administration
708.01	Insurance Program
709	Cash in School Buildings
710	Disposition of School Property

Hemingford Public Schools – District 10

FISCAL MANAGEMENT GOALS AND OBJECTIVES - 701

The school board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the board intends:

1. To encourage advance planning through the best possible budget procedures.
2. To explore all practical and legal sources of financial income.
3. To guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting procedures.
5. To maintain a level of per pupil expenditure needed to provide high quality education.

As trustee of community, state, and federal funds allocated for use in local education, the school board has the responsibility to protect the funds and use them wisely.

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

FISCAL YEAR – 702.01

The fiscal year is defined as beginning annually on September 1 and ending on August 31 inclusive.

Annual financial records shall refer to records based on the fiscal year.

Legal Reference: Neb. Statute 79-1091

FIRST READING March 10, 2008

SECOND READING April 14, 2008

BUDGET PLANNING, PREPARATION AND SCHEDULES – 702.02

A budget for the school district shall be prepared annually for the board's review. The budget shall include the following:

- It shall be the responsibility of the superintendent to prepare the budget for review by the board and place it on file with the district prior to publication of the budget hearing notice.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances or correct a clerical, mathematical or accounting error. The board shall follow the procedures for public review and adoption of an amended or corrected budget as outlined by statute.

During the budget year, the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one (1) account to another, subject to limitations provided by state laws and approval by the Board.

Cross Reference: 204.03 Public Hearings
704 Accounting System
705 Revenue
706 Expenditures

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

BUDGET ADOPTION PROCESS – 702.03

Members of the school district community shall have an opportunity to review and comment on the proposed budget at a public hearing before the adoption of the proposed budget by the board. The public shall be apprised of the proposed budget for the school district by its publication in the newspaper of record at least 5 days prior to the hearing. After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the board will approve the proper resolutions to adopt and appropriate the budget.

Annual budget workshops for the board may be held prior to the September board meeting.

The superintendent will ensure all necessary documentation is submitted to the county auditor as required by statute.

Legal Reference: Neb. Statute 13-506

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

MANAGEMENT OF CAPITAL RESERVES - 703

Capital reserve funds are to be managed in the best interests of the district. All capital reserve accounts shall be initiated by a resolution of the board. The business manager will report to the board on a regular basis regarding rates of return and make recommendations as needed to best utilize the district's reserves.

The sum of all reserves including contingency funds, depreciation funds and cash reserves may not exceed the percentage of the general fund budget as shown below:

<u>Average district daily membership</u>	<u>Allowable reserve percentage</u>
0 - 471	45
471.01 - 3,044	35
3,044.01 - 10,000	25
10,000.01 And over	20

Legal Reference: Neb. Statute 79-1027

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

DEPOSITS AND TRANSFERS – 704.01

Each year at its annual meeting, the board shall designate by resolution the name and location of the Nebraska located financial depository institution or institutions to serve as the official school district depository or depositories.

It shall be the responsibility of the board secretary to include the resolution in the minutes of the meeting.

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred by board resolution when the purpose for which the monies were received has been completed.

It shall be the responsibility of the superintendent to make recommendations to the board regarding transfers and to provide the information justifying the transfer.

Cross Reference: 203.01 Board Organizational Meeting
 203.05 Treasurer
 705.01 Local, State, Federal or Miscellaneous Revenue

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

FINANCIAL RECORDS -704.02

The board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such statement will reflect the cash position of the respective accounts. Other financial records as may be determined necessary by either the board or the administration shall be presented periodically.

Financial records of the school district shall be maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies shall be received and expended from the appropriate fund and/or account. The board, by board resolution, shall establish the following funds as needed:

- General Fund
- Depreciation Fund
- Employee Benefit Fund
- Contingency Fund
- Activities Fund
- Student Fee Fund
- School Lunch Fund
- Bond Fund
- Special Building Fund
- Qualified Capital Purchase Undertaking Fund
- Cooperative Fund

The resolution establishing such funds shall state the type of fund, name of the fund and purpose of the fund.

Legal Reference: NDE Rule 2

Cross Reference: 705 Revenue
706 Expenditures

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

INVENTORIES – 704.03

The district will maintain a complete property inventory which lists all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment the inventory shall also include all district supplies. The district's inventory will be updated annually to include property newly purchased or disposed.

Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

Records of all federal and state financial and program information are kept for a minimum of five years.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

AUDITS – 704.04

An auditing firm shall be retained at the close of each fiscal year for the purpose of auditing and making necessary reports to the board and the Nebraska Department of Education (NDE). The superintendent shall use a request for proposal procedure in selecting an auditor. The superintendent shall arrange with the firm for an audit examination of all financial, transportation, food service and attendance records of the district, in accordance with state law. Confidential and privileged communications between the district and its auditor, including all auditor work products, are hereby closed to the extent permitted by statute.

The audit examination shall be made in accordance with generally accepted auditing standards, to include such reviews and tests of the accounting system, books and records, and other underlying data as are necessary to come to an informed opinion as to the financial affairs of the district. The audit report shall include the requirements as enumerated in statute.

Each member of the board shall receive a copy of the audit report, and copies shall be furnished to the Commissioner of Education and the Auditor of Public Accounts no later than November 5. A copy of the auditor's letter to management, resulting from the audit, and the district's responses to that letter shall be filed with the Commissioner of Education no later than January 31. The superintendent shall be responsible for filing copies of the audit with the proper authorities.

Legal Reference: Neb. Statute 79-1089
 NDE Rule 1

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

LOCAL, STATE, FEDERAL, OR MISCELLANEOUS REVENUE – 705.01

The Board of Education, through the adoption of the annual budget, shall prepare an estimate of the amount of money to be raised by taxation for the ensuing school year, the rate required to produce the amount, and the rate necessary to sustain the district meeting principal and interest payments on the bonded indebtedness and providing the funds to meet other legitimate district purposes.

Whenever it becomes necessary, in the judgment of the Board, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the district or as subsequently revised according to law), the Board shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the district.

State

The Board of Education will accept all available state funds to which the district is entitled by law or through regulations of the State Board of Education and/or Nebraska Department of Education. State funds, both categorical and general, are based upon objective formulae. The superintendent shall be responsible for ensuring that the district files the required reports and forms to secure the amount of state funds to which it is entitled.

Federal

Applications shall be made for federal funds when available, provided that none of the conditions of acceptance is in conflict with state law, the policies, rules and procedures of the Board of Education and the objectives of the district. The school district shall comply with all federal requirements governing these moneys, and shall account for each federal project separately and expend said funds as authorized by the approved project application only.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

USAGE FEES, ADMISSIONS AND ROYALTIES – 705.02

The board may permit the use of district facilities for civic and recreational purposes. A schedule of fees to be charged non-school related groups for the use of school facilities for various events may be established and periodically reviewed by the board. This revenue shall be used for the purpose of furthering the educational opportunity of the district's students. All such transactions will be carried out in accordance with state law.

Although the board will avoid lease arrangements that involve it in property management activities, temporary use of surplus real property by another public agency, private individual, or other legal entity may be authorized by the board.

Such use will be for a fixed term and subject to regulations and written agreement designed to protect the school district from any expense, loss, or liability arising out of such use. These lease arrangements will be based on a sealed bid for no more than a three-year period, with the district retaining the right to redeem the property for school purposes, if necessary.

When an application for use of a particular school facility has been approved, responsibility for maintaining records and for collecting and remitting and/or disbursing fees will rest with the principal of the specific school involved. The principal will collect all fees from the user at the time the approved application is filed, and will make necessary arrangements for custodial services required.

Cross Reference: 710 Disposition of School Property
 1006.01 Community Use of School District Buildings,
 Sites and Equipment

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

FREE ADMISSIONS PASSES – 705.03

The following persons will be issued free guest passes for all school activities, including athletic events:

1. All district employees and current board members and their spouses;
2. Senior citizens (65 years of age or older);
3. Volunteers (doctors, fire department, police department);
4. Unpaid officials who perform frequently at athletic events (scorekeepers, public address personnel, photographers);
5. Others as specified

In addition, Panhandle Conference, Western Trails Conference, and Nebraska Schools Activities Association (NSAA) passes will be honored.

Children under age six, accompanied by an adult, may be admitted free.

Any employee who has completed 20 years of service to the district will be recognized with a life-time pass to all school activities. A life-time pass may also be given to school board members who have served in office. The Board may also grant a life-time pass to any person who has made a significant contribution to the school district.

Legal Reference: Neb. Statute 79-518

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

GIFTS, GRANTS AND BEQUESTS – 705.04

The board believes gifts, grants, and bequests to the school district may be accepted when they will further the interests of the school district. The board shall have sole authority to determine whether the gift furthers the interests of the school district.

Gifts, grants, and bequests shall be approved by the board. Once it has been approved by the board, a board member or the superintendent may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district shall become the property of the school district. Gifts, grants, and bequests shall be administered in accordance with terms, if any, agreed to by the board.

Cross Reference: 403.4 Gifts to Employees
 509.1 Class or Student Group Gifts

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

Business Operations NCLB 705.05

NCLB

It is the policy of the District to comply with the NCLB and federal grant programs in which the District participates

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the NCLB formula grants on behalf of the District and may delegate such authority to other administrator's in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. NCLB funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff is to be assigned curriculum materials and instructional supplies. They are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to NCLB programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the NCLB programs, including contracts and purchase or service agreements for such program, shall be in accordance with the district's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.

Hemingford Public Schools – District 10

Business Operations NCLB 705.05

NCLB

6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with NCLB and specific NCLB grant programs in which the District participates.

Legal Reference: NCLB

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

PURCHASING PROCEDURES – 706.01

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the principal to the superintendent. No payment of a bill will be made without proper purchase documentation.

The superintendent shall have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 without prior board approval. For goods and services costing more than \$5,000 and less than \$40,000, the superintendent shall receive quotes of the goods and services to be purchased prior to approval of the board.

Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$40,000 or more, including construction contracts and school buses.

The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

PETTY CASH – 706.02

Petty cash funds (Benefit Fund) will be established annually in the central administrative office. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

The handling and processing costs of a single purchase order for nominal purchases are very expensive. To facilitate small expenditures, a petty cash revolving fund will be established for each building and the district administration office.

Administrative regulations will be developed establishing the amount of petty cash to be allowed, the maximum dollar amount for a single purchase, and the accounting system to be used for record keeping.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

A petty cash voucher is required for each disbursement from a petty cash fund including refunds. Each voucher should have documentation attached in the form of receipts and invoices.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

BIDDING PROCEDURES – 706.03

The purchasing procedure of the school district shall not only ensure the best possible price for goods and services, but shall also operate efficiently and economically. The construction of facilities which may exceed an expenditure of \$40,000 shall be advertised and submitted for bid in the manner required by law. This limit does not apply to the acquisition of existing buildings, purchase of new sites or site expansions by the district. Other purchases or contractual services may be advertised and submitted for bid as directed by the Board or when, in the opinion of the superintendent, the welfare of the district will be served. All bids must be submitted in sealed envelopes, addressed to the Board and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened and examined publicly.

The Board reserves the right to reject any or all bids or any part of any bid and accept that bid which appears to be in the best interest of the school district. The Board reserves the right to waive any informalities in any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

VENDOR RELATIONS -706.04

The district welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Salesmen or agents may not solicit staff members during hours when students are present. The administration may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

No district employee will receive compensation of any kind from any vendor for the sale of supplies or services.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

PURCHASING ON BEHALF OF EMPLOYEES – 706.05

Generally, the school district shall not purchase items on behalf of employees. The school district may in special circumstances do so. It shall be within the discretion of the administration or business manager to determine when such circumstances exist.

No purchase shall be made unless the employee has agreed to be responsible for any taxes or other expenses due, and has made arrangements with the business manager.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

PAYMENT FOR GOODS AND SERVICES – 706.06

The board will give final approval to all payments of bills. Payment of bills shall be submitted by the superintendent for the board's approval only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The superintendent shall audit all claims, and shall submit the same to the Board of Education for approval and authorization for payment.

School district moneys shall be disbursed only upon final board approval of the monthly list of bills. Each district check shall show the legal identification of the district by name and address, and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment and the number of the check.

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

Hemingford Public Schools – District 10

PAYROLL PROCEDURES – 707.01

The payroll period for the school district shall be monthly. Employees shall be paid on the 15th day of each month. If this day is a holiday, recess, or weekend, the payroll shall be paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the superintendent to issue payroll to employees in compliance with this policy.

The requirements stated in the Negotiated Contract between employees in a certified collective bargaining unit and the board regarding payroll periods of such employees shall be followed.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

SALARY DEDUCTIONS – 707.02

Ease of administration shall be the primary consideration for payroll deductions, other than those required by law. Payroll deductions shall be made for federal income tax withholdings, state income tax withholdings, social security, and the School Retirement Fund.

Employees may elect to have payments withheld for professional dues, district-related and mutually agreed upon group insurance coverage, and/or tax sheltered annuity programs. Requests for these deductions shall be made in writing to the superintendent. Requests for purchase or change of tax-sheltered annuities may be made annually.

It shall be the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

The requirements stated in the Negotiated Contract between employees in a certified collective bargaining unit and the board regarding payroll deductions of such employees shall be followed.

Legal Reference: Neb. Statute 79-901 ET seq.

Cross Reference: 407.06 Certificated Employee Tax Shelter Programs
413.05 Support Staff Tax Shelter Programs

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

EXPENSE AUTHORIZATION AND REIMBURSEMENT – 707.03

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and receipts as required by the business manager.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the administration or business manager. The superintendent may grant authorization without prior board action when the travel expense has been anticipated and incorporated into the operational budget of the program involved. The board will later ratify such approval.

Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.

The board authorizes the superintendent to establish regulations controlling vehicle allowance payments to employees for use of private vehicles in transaction of school district business and reimbursement for educational meetings transportation and lodging costs.

Reimbursement for out-of-state travel by private vehicle will be made on the basis of air fare or mileage rate, whichever is lower.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

INSURANCE PROGRAM – 708.01

The district administrators will work with providers of the district's health insurance program to obtain accurate and detailed information describing employee insurance benefits and the procedures governing those benefits. This may include the scheduling of an annual review by representatives of the insurance provider to explain changes to the benefits program.

FIRST READING March 10, 2008

SECOND READING April 14, 2008

Hemingford Public Schools – District 10

CASH IN SCHOOL BUILDINGS - 709

The amount of cash that may be kept in the school building for the purpose of making change shall be sufficient for that day's operations.

A minimal amount of cash shall be kept in the central administration office at the close of the day. Excess cash shall be deposited in the authorized depository of the school district. Funds raised by students shall normally be kept in the local bank.

It shall be the responsibility of the business manager to determine the amount of cash necessary for each day's operations and to comply with this policy.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

DISPOSITION OF SCHOOL PROPERTY - 710

The board may, at any time, declare district real estate and improvements as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the district, the board may dispose of them in another manner.

The superintendent may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district in accordance with the following procedures:

1. Items estimated by the superintendent to have a value of less than \$100.00 may be sold by the business office at prices estimated to be the market values of the items. All sales by the superintendent or business manager will be recorded by item, price and buyer;
2. Property or materials estimated by the superintendent to be greater than \$100.00 may be declared surplus and may be sold by the business office through a bidding procedure. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies.
3. Certain obsolete materials or materials designated to be thrown away or otherwise disposed of with no exchange of money may be hauled away or disposed of by an employee with an administrator's or the business manager's approval.
4. All equipment that was purchased with federal money will be disposed of when it is no longer useful to the program. Such property will not be sold.

FIRST READING March 10, 2008

SECOND READING April 14, 2008