

SCRIBNER-SNYDER BOARD POLICY MANUAL

**Section 700
Business Operation**

- 702 Annual Budget**
 - 702.01 Fiscal Year
 - 702.02 Budget Planning, Preparation and Schedules
 - 702.03 Budget Adoption Process

- 704 Accounting System**
 - 704.01 Deposits and Transfers
 - 704.02 Financial Records
 - 704.03 Inventories
 - 704.04 Audits
 - 704.05 Settlement of Claims

- 705 Revenue**
 - 705.01 Local, State, Federal or Miscellaneous Revenue
 - 705.03 Free Admissions Passes
 - 705.04 Gifts, Grants and Bequests

- 706 Expenditure**
 - 706.01 Purchasing Procedures
 - 706.02 Petty Cash
 - 706.03 Bidding Procedures
 - 706.04 Vendor Relations
 - 706.06 Payment for Goods and Services
 - 706.07 Suspension and Debarment

- 707 Payroll**
 - 707.01 Payroll Procedures
 - 707.02 Salary Deductions
 - 707.03 Expense Authorization and Reimbursement

- 708**
 - 708.01 Title I Funds - NCLB

- 709** Cash in School Buildings

- 710** Disposition of School Property

- 711** Procurement

FISCAL YEAR

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

Approved: May 2012 Reviewed: September 2014 Revised _____

BUDGET PLANNING, PREPARATION AND SCHEDULES

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected.

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

- the amount of revenues from sources other than taxation;
- the amount of revenues to be raised by taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the immediately preceding fiscal year.

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 shall adopt and certify a budget for the operation of the school district to the county auditor by September 20. It shall be the responsibility of the Superintendent to file the adopted and certified budget with the county auditor and other proper authorities.

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.

The board will review the financial condition of the district monthly, and shall require the superintendent to prepare a monthly reconciliation statement. This statement will show the amount expended during the month, total (to date) for the fiscal year, receipts and remaining balances in each fund. This statement will be used as a guide for projected purchasing and as a guide for budget transfers.

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.

Legal Reference: Neb. Statute 13-501 et seq.
79-1083 et seq.

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

Approved: May 2012 Reviewed: September 2014 Revised _____

BUDGET ADOPTION PROCESS

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.

The hearing notice shall contain the following information:

the certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

The board's budget resolution setting its property tax request shall include the following information:

1. The name of the district;
2. The amount of the property tax request;
3. The following statements:
 - i. The total assessed value of property differs from last year's total assessed value by ____ percent;
 - ii. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$ ____ per \$100 of assessed value;
 - iii. The district proposes to adopt a property tax request that will cause its tax rate to be \$ ____ per \$100 of assessed value; and
 - iv. Based on the proposed property tax request and changes in other revenue, the total operating budget of the district will exceed last year's by ____ percent; and
4. The record vote of the board in passing such resolution or ordinance.

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.

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

Legal Reference: Neb. Statute 13-506

Approved _____ Reviewed _____ Revised _____

DEPOSITS AND TRANSFERS

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.

The district may borrow money to the amount of seventy percent (70%) of the unexpended balance of the total anticipated receipts for the current year. All short-term loans which the board of education has authorized shall be borrowed from a responsible organization offering the most favorable interest rates. Such short-term loans shall mature not more than one year from the date thereof.

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

Approved: May 2012 Reviewed: September 2014 Revised _____

FINANCIAL RECORDS

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

Approved: May 2012 Reviewed: September 2014 Revised _____

INVENTORIES

The Board of Education shall require the administration to maintain and update a physical inventory of all supplies (consumable and non-consumable) and equipment at a minimum of one time per year. The board of education shall have the care and custody of all supplies and equipment of the district.

The superintendent shall be authorized to establish procedures for recording, checking and disposing of supplies and equipment of the district.

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

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

AUDITS

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 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

Approved: May 2012 Reviewed: September 2014 Revised _____

SETTLEMENT OF CLAIMS

The district shall maintain a public record of all settled claims. The record of claims settled in the amount of at least fifty thousand dollars, or one percent of the total annual district budget, whichever is less, shall include a written executed settlement agreement. The agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of any financial compensation paid by or to the district on its behalf.

Specific portions of the claim may be withheld from the public record only as provided by state statute. Upon settlement, the agreement shall be included as a board agenda item at the next regularly scheduled board meeting. This policy does not require the board or district employees to comment on the settlement agreement.

This policy does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Statute 84-712
 LB742

Cross Reference: 706 Expenditures

Approved: May 2012 Reviewed: September 2014 Revised _____

