

The board shall adhere to strict fiscal accountability procedures as outlined in board policies and rules. The board shall make every effort to secure goods and services from responsible merchants and vendors at a price and quality that will enable the district's staff to fulfill the educational goals of the district.

Approved: December 16, 1991

Revised: September 18, 2000

3100 Annual Operating Budget

3100

The district's budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the educational goals of the district.

The superintendent shall prepare a detailed cost analysis study of all programs which are funded by the district's budget.

The superintendent shall follow the adopted budget.

It shall be the goal of the board to fund the operating budget according to approved fiscal and budgetary procedures adhered to and required by the State of Michigan. The budget shall be the vehicle by which the educational goals and objectives of the district are to be met.

Priorities

The board shall establish priorities for the district on a short-term, intermediate and long-range basis.

Deadlines and Schedules

In order for the district's budget preparation to proceed in an orderly fashion, deadlines and time schedules shall be established by the board.

The preliminary draft of the budget should be presented to the board on or before the regular April board meeting.

Encumbrances

Encumbrances by the superintendent shall be made when the purchase is made or when an approved purchase order is processed. All encumbrances shall be charge to a specific fund.

Recommendations

Recommendations of the superintendent and professional staff concerning the educational program of the district and related budget figures shall be presented to the board prior to submission of the tentative draft budget.

All recommendations of the superintendent and staff shall be presented to the board no later than the regular board meeting in June.

Preliminary Adoption Procedures

A preliminary draft of the district's budget shall be submitted by the superintendent to the board as the board may require.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Adoption

The board shall approve the budget according to current law.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1213-1214;380.1216;380.1218;141.411;141.42A-440A;211.209-210;388.1702

3170 Line Item Transfer Authority

3170

The superintendent is authorized to approve adjustments and/or transfers within line items of the board adopted operating budget not to exceed \$5,000 without board approval. Such adjustments and/or transfers shall be reported to the board at the next regular meeting of the board. Authorization for such adjustments and/or transfers shall be included annually in the General Appropriations Act.

Prior to any line item transfers within a building or division budget, authorization shall be received from the superintendent. Building principals or division/department heads must submit the request, in writing, supported by the rationale and reasons for said request.

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LEGAL REF: MCL141.421a-440a

The board shall seek and consider as many sources of revenue as possible to supplement the funds received from local taxes and state aid.

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Revised: September 18, 2000

3210 Borrowing

3210

Short Term Loans

The board may borrow funds to be used for operating purposes, on the basis of future tax collection, through the issuing of tax anticipation notes. The board may apply for loans against anticipated state aid, using the state aid as collateral.

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Revised: September 18, 2000

3220 Investment of Funds

3220

Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds to the district.

Approved: December 16, 1991

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LEGAL REF: MCL,380.1223

3230 Interest From Internal Accounts

3230

Interest monies earned on the investment of trust and agency funds shall be dispersed on an equitable basis to each building for the benefit of the majority of the students in each building, when the interest accumulates to \$20,000.00

There shall be a minimum of \$5,000.00 maintained in the interest account.

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Proceeds from fees for building or equipment use or rental shall be credited to a fund specified by the board.

Rental and Leasing of District Property

The board may authorize the rental or lease of district property not used for instructional purposes.

Gate Receipts and Admissions

The board shall set admission fees to various district activities. These fees shall be reviewed annually.

Free Admissions

Senior citizens, age 60 years and older, may be given a guest pass, upon application to the superintendent, which shall permit them to attend all activities of the district, including athletic events and adult education courses, free of charge.

Income and Payments From Sales and Service

Jobs or projects may be undertaken by students for private individuals or community groups. The facilities of the district may be used for such activities. All receipts shall be deposited in the general fund and used as a reimbursement for materials and/or to purchase additional supplies and cover expenses of a department.

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LEGAL REF: MCL,380.431

Income derived from gifts and bequests will be credited, if possible, to the fund requested by the donor. If the request of the donor cannot be fulfilled, the gift or bequest will be deposited in the capital fund of the district or any other fund specified by the board.

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Revised: September 18, 2000

3400 Depository of Funds

3400

At the annual organizational meeting, the board shall designate the bank(s) or trust companies in which the funds of the district shall be deposited and the proportion of funds to be deposited in each. The treasurer shall deposit or cause to be deposited, funds of the district in bank(s) as authorized by the board and in the proportions authorized by the board.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1221-1222;129.12

3410 Bonded Employees

3410

The board shall purchase a blanket or surety bond for school employees. The amount of the bond shall be prescribed by the board.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.124

The district's accounting system shall conform with the requirements of the state. The board, annually, shall consider the auditor's recommendations concerning practices which may improve the accounting and business practices of the district.

The board shall receive monthly financial statements from the superintendent on a form prescribed by the board.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.1215;388.1618

The annual financial report of the district shall be prepared by the superintendent and given to the board prior to October 1. The annual report shall be published in a newspaper of general circulation or district newsletter before November 1 and according to the rules adopted by the State Board of Education.

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Revised: September 18, 2000

LEGAL REF: MCL,380.1203-1204,R340.351-352

An accounting will be made annually for all property, real and personal, owned by the district.

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Revised: September 18, 2000

LEGAL REF: MCL,380.1261

The accounting records, including internal accounts, of the district shall be audited annually by an independent certified public accountant in accordance with prescribed standards and legal requirements.

The audit report shall be reviewed and accepted annually by the board at a public meeting.

The management letter and recommendations of the auditor shall be brought to the attention of the board, along with recommendations of the superintendent as to the feasibility of implementing the recommendations. The superintendent shall be responsible for filing the audit reports with all appropriate authorities as prescribed by law or regulation.

The auditing firms selected to conduct the annual audit shall be recommended by the superintendent and approved by the board. The auditing firm may be selected on a bid basis.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,388.1418

At the annual organizational meeting, the board shall authorize the signatures of those persons who may sign checks upon the various accounts of the district.

The board shall permit the use of an authorized facsimile signature for all check expenditures to facilitate the processing of checks. The board shall update the names to be used as necessary.

Approved: December 16, 1991

Revised: September 18, 2000

3560 Petty Cash Accounts

3560

The superintendent may establish a petty cash fund in the central office, any building or division or department in which he determines a need.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.1300

3570 Cash in School Building

3570

Moneys collected by district employees or student treasurers and all school service fund accounts, trust and agency accounts shall be handled through the internal accounting system of the district. The superintendent shall establish rules and procedures for handling these accounts.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.1300

All employees shall be paid according to a specific schedule which shall be determined annually by the board or as may be provided for in the current negotiated master contract. All salaries, supplements, and payments for extra duties shall be paid from the payroll account through the district's business office. No payments shall be made directly to any school personnel for services rendered from any supplementary school fund.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1224;380.1255

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district to the extent approved or provided in duly negotiated agreements and board policies upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.1254;AG Opinion#5272

3610 Purchasing Goods and Services

3610

Purchases of equipment or supplies in excess of \$300 from an employee of the district, or from a member of a household of an employee, or from any firm in which an employee or member of his household holds a 10 percent or greater financial interest shall not be made without board approval.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,15.321-330;380.1300

The board reserves the right to establish the quality of any goods or services purchased by the district.

Specifications

It is the responsibility of the originator of a request to see that each item on a requisition is complete as to the specifications.

Standardization

Standard lists of supplies and equipment shall be developed in all budget areas whenever possible.

Quantity Purchasing

Quantity purchasing is encouraged whenever possible.

Cost Control

The board reserves the right to maintain cost control authority over any goods or services purchased by the district.

Approved: December 16, 1991

Revised: September 18, 2000

The superintendent is authorized to consider, and recommend for board approval, membership in cooperative purchasing organizations which would be of benefit to the district.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1300

The district's requisition system shall assist with purchase orders, maintain the integrity of the district's budget, and combine and coordinate the purchase of supplies between the various schools in the district. In addition, system will establish a cash flow policy, which will maximize investment opportunities and provide timely payment of invoices.

The requisition system shall provide accountability of expenditures, provide an inventory control system, and reduce the amount of excess stock on hand. The business office shall have responsibility in maintaining the integrity of various budgets because when requisitions are received, requests will be reviewed against available funds in each budget.

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All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the district's bidding procedure by the district's purchasing agent.

The purchasing agent shall develop and maintain lists of potential bidders for various types of materials, equipment, and supplies. Such bid lists shall be used in the development of mailing lists for distribution of specification and invitations to bid.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon creation of bid lists and upon request.

All bids and supporting documentation shall be retained in the district office with the superintendent for a period of one year after bids have been opened.

Competitive Bids

Not purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the purchase is approved by the board.

Bid Specifications

All bid specifications shall be written by the district's purchasing agent in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial

statements; the board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the board directs.

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Revised: September 18, 2000

LEGAL REF: MCL380.1267;380.1274

The board shall purchase school equipment and supplies from local vendors whenever possible, providing that price, quality, and service of the local vendor compare favorably with those from non-local vendors. Bids shall be solicited from non-local vendors in order to establish a fair market price for equipment and supplies.

Local vendors shall be given preference if their bid or quoted price is within five percent of the low bid or quoted price, not to exceed a maximum of \$100.00, provided that all other matters are equal. Local purchases shall be divided among several local vendors when appropriate. The superintendent shall make all authorized purchases as he deems best after carefully weighing all matters.

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Revised: September 18, 2000

Vendors shall make contacts through the superintendent or designee. Vendors shall not contact other administrators or school employees directly unless such contact is approved or authorized by the superintendent.

Guidelines

Employees shall not endorse products or services in a manner that will identify them with the district.

The board or superintendent may give written approval in advance for inspection trips or other informational trips at a vendor's expense.

Samples for evaluation, supplied free of charge by a vendor, may be accepted provided that:

1. The business office is notified of the acceptance and given a copy of the evaluation report;
2. No pressure, either direct or indirect, is brought on a supplier to provide such samples unless required of all suppliers as a specific provision of a bid or quotation request; and
3. All suppliers are given the opportunity to provide samples for evaluation.

Approved: December 16, 1991

Revised: September 18, 2000

Payment of bills shall be considered by the board at regular board meetings upon recommendation by the superintendent.

Upon receipt of a request for payment by a district vendor, and upon receipt of all goods or satisfactory completion of all services from said vendor, the board may authorize payment to said vendor within 30 days and full payment within 45 days.

The board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of an early payment discount.

Approved: December 16, 1991

Revised: September 18, 2000

3800 Fund Raising and Student Activity Fund

3800

Soliciting Funds From and By Students

The board recognizes the existence of many worthwhile community and student activities which require the raising of funds either by the sale of merchandise, tickets, or perhaps direct request for money. Because of the need to safeguard students in the educational program, the board limits participation of students to those activities which have the superintendent's approval.

Every attempt shall be made to coordinate fund raising activities among buildings and various organizations in order that excessive demands are not made upon members of the community. Such coordination is especially at Christmas or other holiday times when innumerable items are available for sale by the students.

Approved: December 16, 1991

Revised: September 18, 2000

All student activity funds shall be audited annually at the same time as the general fund budget.

Student Fund-raising

All fund-raising activities must maintain reasonable limits, community goodwill and fair and equitable support of school programs. The rights of all students for freedom from economic pressures and stress shall be protected at all times.

Fund-raising activities are classified into three categories: charitable fund-raising organizations, community-school organizations and student-school related organizations.

Charitable Fund-Raising Organizations

Approval for student participation in voluntary community charitable drives must have approval from the superintendent.

Selections shall be made by consulting with staff, students and parents and in accordance with administrative regulations of the fund-raising and non-fund-raising activities in which to participate.

Community-School Related Organizations

Financial contributions made to a school through fund-raising activities shall not have been obtained through solicitations solely dependent upon student participation.

The purpose for which funds are intended to be used shall be indicated in all fund-raising proposals which make use of the name of a school.

Student-School Related Organizations

Student activities fund-raising projects shall not compel students to solicit in the community. Appropriate, educationally-related projects involving fund-raising by special school groups shall have the approval of the administration in accordance with administrative regulations.

The scope should be in keeping with the reasonable limits predetermined by each school staff and the participating student group.

Funds shall not be used to employ personnel for regular instructional programs beyond professional staff allocations for each building. Funds may be used to purchase materials and equipment which augment instructional programs.

Funds remaining in accounts of student organizations which have been inactive for one year or in accounts of classes which have been graduated for one year shall be transferred by the board to accounts of other co-curricular organizations or to the district's general fund upon recommendation of the superintendent. In general, such transfers should be made in a manner which will benefit the student body as a whole.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.1300

The Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. Textbooks with a copyright date ten (10) or more years old.
2. Textbooks that contain concepts or content that do not support the current goals of the curriculum.
3. Books that contain information that may not be current.
4. Instructional material worn beyond salvage.

B. Other Property

The Superintendent is authorized to dispose of obsolete property by selling it to the highest bidder. He/she shall report all such transactions of \$500 or more to the Board. However, property having a cash value of less than \$500 may be sold or disposed of without bid provided the price is agreeable to the Superintendent

When materials are found to be inappropriate for instruction, they may be disposed of by means of sale, donation to students in the community, donation to nonprofit organizations, or disposal by authorization of the Superintendent.

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January 15, 2001

LEGAL REF: MCL380.143;380.250;380.331;380.361;380.431

The sale or disposal of district land or buildings shall require board authorization. The method and procedure of disposal shall be determined by the board.

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Revised: September 18, 2000

LEGAL REF:MCL,380.143

