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FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are related to the funding provided and the effective, efficient management of those funds. It follows that the District's purposes can best be achieved through prudent fiscal management.

Due to resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Board take specific action to make certain that education remains central and that fiscal management contributes to the educational program. This concept is incorporated into Board operations and into all aspects of District management and operation.

As trustees of the community's investment in the facilities, materials and operational funds, the Board has a fiduciary responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Board expects that the Superintendent and the Treasurer keep it informed through both oral and written reports on the fiscal management of the District.

With the assistance of the Superintendent and other designated personnel, the Treasurer 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 Superintendent and Treasurer function in close cooperation; however, the Superintendent is ultimately responsible.

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: November 17, 2003]

ANNUAL BUDGET AND APPROPRIATIONS MEASURE/
BUDGET MODIFICATION AUTHORITY

Budget

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

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

The Treasurer, Superintendent and their staffs are responsible for the preparation of the annual budget and presentation of the budget to the Board for adoption.

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If by October 1 the county budget commission has not certified all amended certificates of estimated resources to the Board (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriations 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.

Appropriation, Modifications and Transfers Among Funds

During the final quarter of the fiscal year, the appropriations are examined, and the year-end status of each is estimated. Before the close of the fiscal year, the Board authorizes the Treasurer to move monies from those categories in which a surplus is anticipated into those in which a deficit is anticipated as permitted by State or Federal statutes.

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 and fund balances and make the necessary recommendations to the Board.

[Adoption date: November 17, 2003]
[Re-adoption date: July 19, 2004]

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

BUDGET PLANNING/FIVE YEAR FORECAST

Budget planning is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The budget reflects the District's goals, objectives and programs. Any changes or alterations in programs are approved by the Board.

The Treasurer's responsible with the assistance of the Superintendent and other personnel for preparing financial forecasts for at least four years beyond the current fiscal year.

[Adoption date: November 17, 2003]

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

TAX 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 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 recommended that 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: November 17, 2003]

LEGAL REFS.: ORC 5705.28; 5705.30

FUNDING PROPOSALS AND APPLICATIONS

The Board considers whether to apply for any state or federal grants for which it 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 for the educational benefit of its students.

[Adoption date: November 17, 2003]

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: November 17, 2003]

LEGAL REFS.: Ohio Const. Art. XII, Section 2
ORC 3301.07
3311.21
3313.02-3313.91
3317.01-3317.11
3323.09
Chapters 5701; 5705; 5727
5747.01
5748.01-5748.06

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 (OMB) 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.

The District will follow the procurement standards outlined in previous OMB guidance during the grace periods established. Effective with July 1, 2018 fiscal year, the District will comply with the federal procurement standards established through the Uniform Guidance.

3. 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.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

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File: DECA

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

4. 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.

5. 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.

6. Monitoring and Reporting Performance

The Treasurer will 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 submits all reports as required by federal or state authorities.

[Adoption date: June 23, 2016]

[Re-adoption date: August 20, 2018]

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

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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: November 17, 2003]

[Re-adoption date: January 12, 2015]

LEGAL REFS.: Intergovernmental Cooperation Act
ORC 135.01 through 135.21
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 Board President and a copy certified by him/her must be filed with the County Auditor. The premium is paid by the Board.

The Superintendent, Board President and employees who handle school funds are included, at Board expense, in a Position Schedule Bond. Position Schedule Bonds pertain to a specific position, not to an individual.

[Adoption date: November 17, 2003]

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, balances, assets and liabilities. The Treasurer makes all other financial reports required by law or by state agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent. The supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical Society.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 117.101; 117.38; 117.43
3301.07
3313.29; 3313.32; 3313.94
3315.04; 3315.13
Chapter 1347
Chapter 5705

CROSS REF.: EHA, Data and Records Retention

TYPES OF FUNDS

Textbook and Instructional Materials Fund

Textbook and Instructional materials are 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 3% 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
 - 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 Purchases

Capital and Maintenance Purchases consists of 3% of all revenues received that 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 be used only as provided by State law. The Fund is implemented under the Auditor of State's Guidelines as they are currently enacted; therefore, the requirement may be less for a particular fiscal year.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 3315.17; 3315.18

Plymouth-Shiloh Local School District, Plymouth, Ohio

CROSS REFS.: BHD, Board Member Compensation and Expenses
DBD, Budget Planning/Five Year Forecast
HA, Negotiations
IGDJ, Interscholastic Athletics
IIAA, Textbook Selection and Adoption

INVENTORIES (Fixed Assets)

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Treasurer's office is responsible for the ongoing maintenance and revisions of these procedures. Fixed asset procedures are intended to outline and explain the District's handling of fixed assets. It may be necessary to schedule periodic reviews of the most important aspects of these procedures to determine whether they are achieving their intended purpose. These procedures should be reviewed periodically.

The District shall maintain a fixed asset accounting system to provide sufficient information designed to facilitate the following:

1. Management control of all fixed and movable property for more effective property accountability and interdepartmental utilization.
2. Reflection of dollar value of assets for insurance coverage, proof of loss and replacement of assets.
3. Preparation of year end financial information for Generally Accepted Accounting Principles.

Definition of a Fixed Asset

The District defines a fixed asset as tangible property, owned by the District, used in a productive capacity by the District and will benefit the District for a period of 10 years or more.

To qualify for inclusion as a capitalized asset in the District's fixed asset system, the following criteria must be observed:

1. The asset must have a cost or dollar value of \$5,000 or considered to be an asset for which accountability is desired.
2. The asset must have a useful life of 10 years or more (based on reasonable estimates).
3. The asset must be land, building, building improvement, equipment or be of a tangible nature (possess physical substance).
4. The asset does not lose its identity as part of a larger unit.

The District has determined assets having a value under \$5,000, regardless of their useful life, will not be capitalized. However, assets having a value of at least \$500 but less than \$5,000 may be entered in the fixed asset inventory system for control purposes only.

Donations

Donations of assets can occur as gifts from individuals or organizations. Valuation of these assets should be established based on the fair market value on the date of the gift. (All donations are to be submitted to the Board for acceptance).

The Superintendent's Office is responsible for - ensuring that all purchases, physical transfers, or disposals of fixed assets are properly communicated to the Treasurer's office.

Administrator Responsibilities

Each operating unit (building/department) administrator and special education coordinator shall be responsible for all of the property within their jurisdiction until release from responsibility is approved by their supervisor.

The building administrator is responsible, more specifically, for:

1. Ensuring all Inventory Change Report forms are processed as required on a timely basis (includes purchases, transfers & disposals).
2. Ensuring that, where necessary, proper reporting of lost, stolen vandalized or damaged items are communicated.
3. Ensuring that donated property is properly reported.
4. Ensuring an accurate inventory be conducted and reported upon request.

Tagging Fixed Assets

The primary purposes of a tagging system is to maintain a positive identification of assets owned by the school District. Tagging will occur at time of receipt confirmation and be done by the building/department personnel.

[Adoption date: November 17, 2003]

LEGAL REF.: ORC 3313.20

AUDITS

In accordance with State statutes, all District financial records are subject to audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's office. The Board has the right to request an independent audit with the approval of the State Auditor's office.

A copy of the Auditor's report is placed on file in the State Auditor's office; another copy is submitted to the Board. The Board makes the audit report available for public inspection.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 117.10; 117.11; 117.12; 117.26; 117.27; 117.28
3313.29

RETURNED CHECKS

The maker and endorser of any checks returned for any reason is first notified by the office or department that it was received in. If the check is paid within 24 hours of being notified, the processing fee of \$25 will be waived. If the check is not cleared within two weeks of the first notification, a written notification will be mailed. If the check is not cleared within two weeks of the written notification date, appropriate action will be taken, which could include electronic collection processing or turning over the check to the Prosecuting Attorney for collection.

The Board reserves the right to not accept checks from the maker of two or more returned checks returned within the school fiscal year. Discretion to not accept checks rests with the Chief Fiscal Officer.

If returned checks are not collected by the end of the school year, the Chief Fiscal Officer may write them off the books.

[Adoption date: April 16, 2007]

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "open" purchase orders to be issued for generic supplies for up to three months and up to the \$5,000 limit. Open purchase orders will not extend beyond the current fiscal year.

An open purchase order for a "specific" permitted purpose and in an amount not to exceed the line-item appropriation and fund, whichever is less, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities. The specific purpose purchase order may not extend beyond the current fiscal year.

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns 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: November 17, 2003]

[Re-adoption date: February 9, 2004]

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

CROSS REFS.: DJC, Bidding Requirements

Plymouth-Shiloh Local School District, Plymouth, Ohio

DJF, Purchasing Procedures
DK, Payment Procedures

PETTY CASH ACCOUNTS

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

Check access is limited to only those individuals who have a job-related need to use these payment methods. Any person using a 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, or who does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 9.38
3313.291

CROSS REF.: DM, Cash in School Buildings

PETTY CASH

Procedures For Petty Cash Checking Account For Athletics And Student Activities

The Petty Cash Checking Account will be in the amount of \$2,500.00. The High School Principal will be the Custodian of the Petty Cash Checking Account. All checks written from this account will be signed by the principal, or the Treasurer in the absence of the principal.

Expenditure Procedure

1. Payment Of Athletic Officials & Police Security. The day preceding a home game the Athletic Director will complete and submit to the principal an Athletic Official form for each official officiating at the specific game. After the principal has approved each form, the cashier will write one check to the Athletic Director for the total amount of all forms approved. After receipt of the check, the A.D. will sign a completed "Cash Advance" Form. He/She will then cash the check and will pay each official and police officer will sign the form stating he/she has received the cash payment. The A.D. will be responsible for returning all signed forms or the remaining cash to the cashier the next school day following the game. The signature of the official or the police officer on the form and the form itself is of vital importance. This takes the place of an invoice, and since a bill cannot legally be paid without an invoice, it is absolutely essential that the signed form be turned in to the cashier. Getting the signatures and returning the forms will be the sole responsibility of the A.D. When all forms have been turned in totaling the amount of the check issued to the A.D., the principal will sign the bottom half of the Cash Advance Form stating that the proper documentation has been received for the expenditure, or the balance of cash has been returned. The Athletic Director will keep an individual record for each official and police officer paid, and will submit the records to the Treasurer or if necessary for 1099s.

2. Payment of Entry Fees

All entry fees for High School Athletic, M.S. Athletic and Student Activity events will be paid from the Petty Cash Checking Account.

3. Athletic Entry Fees

The Coach in charge of the sport will complete the Entry Fee Form for Athletic Events. This form must be signed by the Athletic Director and High School Principal before a check can be written to the host school. This form is of vital importance as it will serve as an invoice for the expenditure.

4. Student Activity Entry Fees

The Student Activity Advisor will submit a requisition and a completed Student Activity Entry Fee Form. The requisition must be approved by the Principal and the Superintendent. The Activity Entry Fee Form must be signed by the Activity Advisor and the principal before a check can be written.

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File: DJB-R

Documentation must be provided for all entry fees, showing the amount of the fees, the person or establishment to whom the check should be made payable, and the correct mailing address.

(Approval date: November 17, 2003)

CASH ADVANCE RECORD

\$ _____ Administratively Approved By: _____
Principal's Signature

Check Number _____ Disbursed From: _____

I acknowledge receipt of \$ _____, an advance for the purpose of _____
_____.

I accept pecuniary liability for the funds advanced and will return cash and/or proper documentation for expenditures equal to the amount advanced.

Date _____
Signature of Recipient

SETTLEMENT OF ADVANCE

I acknowledge settlement of the cash advance receipted above as follows:

Cash Returned (Receipt # _____)	\$ _____
Expenditure Documentation	\$ _____
Total	\$ _____

Date _____
Signature of Principal

ATHLETIC OFFICIAL PAYMENT FORM

School Played _____ Date of Game _____

Sport _____

Official's Name _____

Official's Address _____

Social Security Number _____

I certify that I am properly qualified as a sports official in the state of Ohio and have served in that capacity for the contest specified above in consideration of payment in the amount of:
\$ _____.

Payment for services rendered received by: _____
Signature of Official

Signature of Athletic Director _____

Date _____

*To be completed by the Athletic Director and signature obtained from official.

ENTRY FEE FORM - ATHLETIC EVENTS

To be completed by Coach in charge of sport.

Date of Event _____

Name of Sport _____

Name of Event _____

Where Event Will Be Held _____

Amount of Fee \$ _____

High School _____ Middle School _____ (check one)

Signature of Athletic Director Signature of Building Principal

Check No. _____ in the amount of \$ _____

Received by: _____
Signature of Host School Official Receiving Fee Check

PLYMOUTH HIGH AND SHILOH MIDDLE SCHOOL
Petty Cash Checking - \$2,500

Updated as of

<u>Checks # Written</u>	<u>Amount Written</u>	<u>Date</u>	<u>Note</u>	<u>Description</u>
-------------------------	-----------------------	-------------	-------------	--------------------

Total Checks Written	0.00			
Adjustments	<u>0.00</u>			
	0.00		Amount requested for reimbursement	
Cash on Hand	<u>2,500.00</u>		This amount should agree with the amount in the checkbook as of the date of the last check	
Total	2,500.00		Amount of approved Petty Cash	

Signature of person doing the report

Principal's Signature

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 exceeding \$10,000 but less than \$25,000 will be based on price quotations submitted by at least three vendors if possible. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Treasurer 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 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: November 17, 2003]

LEGAL REFS.: ORC 153.50 thru 153.56
3313.372; 33313.373; 3313.46
3319.04
3327.08

CROSS REFS.: DJ, Purchasing
DJF, Purchasing Procedures
ECF, Energy Conservation
FA, Facilities Development Goals
FEF, Construction Contracts Bidding and Awards

PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$1,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the District may be purchased from the Ohio Industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH.

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

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 3313.46
3327.08
5705.41; 5705.412; 5705.44

CROSS REFS.: DJ, Purchasing
DJC, Bidding Requirements

PURCHASING PROCEDURES

General

1. The Board designates the Superintendent 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 Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description as required by the Superintendent 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 Superintendent to make alternate suggestions to the requisitioner if, in the judgment of the Superintendent, 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 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, 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 are used for requisitioning.
3. Standard supply lists of commonly used items are jointly developed for all categories or groups of supplies by the Superintendent.
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.

1 of 2

6. 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.
7. All approved requisitions are submitted to the Treasurer.
8. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
9. After processing, the original copy of the requisition is filed in the office of the Superintendent.

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 Superintendent;
 - 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 four copies, each to be used as follows:
 - A. white to vendor;
 - B. yellow filed numerically by purchase order number;
 - C. green retained in the Treasurer's office for encumbrance and later filed numerically by check and
 - D. pink returned to requisitioner, to be returned after certification as to receipt in proper quantity and satisfactory condition.
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.

(Approval date: November 17, 2003)

CREDIT CARD USE

The Board of the District recognizes there are times when the District must make purchases with a credit card. For this reason, the District may enter into credit card agreements approved by the Superintendent and Treasurer, in the name of the Board only, for use in making District purchases with a bank credit card. When not in use the card will be maintained at all times within the Treasurer's office.

The use of a credit card will continue to require a purchase order written prior to the use of the credit card in all circumstances. The Board does not permit personal purchases on credit cards. Payment requests from cardholders will require original itemized invoices and/or receipts to be presented within each billing cycle. Any charges against a credit card that are disallowed and not repaid by the staff member, the Board will have prior lien against and a right to withhold any and all funds payable or to become payable to the credit card holder up to the amount of the disallowed charges and interest at the same rate as charged by the company which issued the charges and interest at the same rate as charged by the company which issued the charge card. The employee will reimburse any charges not properly accounted for by check, United States currency, or compensation deduction.

In addition, a staff member given authorization for credit card use will be held personally liable for the proper use and safekeeping of the credit card. All approved staff members must surrender the card upon the request of the Superintendent or Treasurer.

The Superintendent will develop administrative guidelines for the use of the Board's credit card.

[Adoption date: November 17, 2003]

CREDIT CARD USE

For the purpose of facilitating the business of the District and reducing processing expenses, the Board permits individuals employed, elected or appointed to the following administrative positions or designated staff members to carry and utilize the Board's credit cards with credit limits up to, but not exceeding \$5,000. Administrators/employees are required to complete a purchase order, payable to the bank issuing the District credit card, prior to using the card. The amount of the purchase order should reflect the estimated expenditures the administrators/employee anticipates making using the District credit card.

Authorized personnel: Superintendent, Treasurer, principal, or staff authorized by the Superintendent.

Credit cards may be used for the following purposes:

1. The cardholder's school business travel, meeting, lodging, and meals for an out of District meeting or seminar, subject to the reimbursement limits established by Board policy.
2. Board business travel, meeting, lodging, and meals of Board employees traveling with the administrator (provided a professional leave form has been completed and approved prior to the meeting or conference when required) subject to the reimbursement limits set by the Board.
3. The meals of individuals in attendance at breakfast, lunch, or dinner meetings of the Superintendent, Treasurer, or lighthouse director, when the purpose of the meeting is to discuss school business matters. Gratuities only permissible when card use is for group purchase when tip is automatically added to bill.
4. Purchases from vendors that require a credit card as form of payment. This does not supercede the requirement of pre-approval of a purchase order for the purchase. The use of the Board's credit card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase. The use of the Board's 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.
5. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.
6. Sales tax (if it is not possible to use a tax-exempt form). Person using the credit card should take along the appropriate tax exemption form so that 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 will be the responsibility of the administrator. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

1 of 2

The use of the Board's credit card for the following items are prohibited:

1. The purchase of personal goods or service 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.
6. Cash advances.

(Note: this list is not all-inclusive.)

The use of the Board's credit card for personal expenses, such as meals, lodging, and travel, of an administrator, an administrator's spouse, children, or anyone employed or not employed by the Board and attending a District business function is not permitted. Persons using a Board's 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.

The use of a Board 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.

The Superintendent or Treasurer can revoke an administrator's credit card privileges at any time. I have read and understood the Board's credit card policy.

Administrator's/Employees Signature

Date

(Approval date: November 17, 2003)

DK

File:

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: November 17, 2003]

LEGAL REFS.: ORC 3313.18
3315.08
5705.38 thru 5705.412

CROSS REFS.: DJ, Purchasing
DLB, Salary Deductions

PAYROLL PROCEDURES

Method and Time of Payment

Pay checks shall be received approximately every two weeks, 26 annual pays, except in years when this would result in 27 pay periods.

All questions relating to pay shall be directed to the Treasurer of the Board.

[Adoption date: November 17, 2003]

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.

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 1% of the District's full-time employees or at least three, 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: November 17, 2003]

LEGAL REFS.: ORC 9.40 thru 9.43; 9.45; 9.80; 9.81; 9.90; 9.91
145.37; 145.71-145.73
148.04
3307.51
3313.262
3315.08
3917.04

CROSS REFS.: DK, Payment Procedures
GCBD, Professional Staff Leaves and Absences
GDBD, Classified Staff Leaves and Absences

CONTRACT REF.: Teachers' Negotiated Agreement

SALARY DEDUCTIONS

Deductions

All deductions or irregularities in payment are at the discretion of the Treasurer of the Board with the approval of the Board.

All national and state professional dues may be requested to be deducted from paychecks in 10 equal monthly amounts, commencing with the first payroll in November.

Dues retained will be forwarded to the treasurer of the association in monthly payments.

Income tax, retirement, insurance, and other necessary forms should be completed immediately when received by staff members in order that the payroll may be prepared on time.

(Approval date: November 17, 2003)

EXPENSE REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon monthly submission of a properly filled out and approved voucher with such supporting receipts as required by the administrative regulations. 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: November 17, 2003]

LEGAL REFS: ORC 3313.12; 3313.20
3315.15

CROSS REF: GCL, Professional Staff Development Opportunities

EXPENSE REIMBURSEMENTS

Mileage Reimbursements

When a faculty member teaches or works in one or more buildings during the single day and this causes extra transportation expenses, mileage will be paid for the additional travel involved.

To establish eligibility for travel time, prior approval must be obtained from the Superintendent.

When it becomes necessary for an administrator to travel from their assigned building for any school business, mileage reimbursement will be paid at the Board established rate.

(Approval date: November 17, 2003)

CASH IN SCHOOL BUILDINGS

Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.

All monies 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.

In no case shall more than \$10 be left overnight in unsecured areas of school buildings. The Treasurer provides for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

[Adoption date: November 17, 2003]

LEGAL REFS.: ORC 9.38
3313.291

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

SCHOOL PROPERTIES DISPOSAL

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 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 12, 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