

6000
FINANCES

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FEDERAL FUNDS

It is the objective of the Board to provide equal educational opportunities for all students within the District. Therefore, it is the intent of the Board to study Federal legislation to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal law. The Superintendent shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906

INVESTMENT INCOME

The Board of Education, through its administrative staff, shall invest district funds in state or federal institutions, credit unions, banks, savings, banks, trust companies, or savings and loan associations, which are authorized to transact business in Wisconsin.

The local and state financial institutions that have expressed an interest in investing the district's money shall be asked to bid on investments.

The Director of Business Services, under the supervision of the Superintendent, is authorized to manage all activities associated with the investments to realize the greatest possible return on investments in compliance with the law.

Section 34.05, Wis. Stats.

Section 34.07, Wis. Stats.

Section 34.09, Wis. Stats.

Section 66.04(2), Wis. Stats.

Adopted 05/21/07

BORROWING

Upon a two-thirds (2/3rd's) affirmative vote of the entire membership of the Board, the Director of Business Services shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the District. Such borrowing shall be in accordance with the provisions of Wis. Stats. 67.12 (8).

Quotations shall be solicited for all short-term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.

66.0607(7), 67.12 Wis. Stats.

Revised 04/17/17

TUITION INCOME

The Board shall assess tuition for attendance in District schools by students who are not entitled to receive a free, public education in this District and whose enrollment has been approved by the Superintendent.

Tuition rates shall be determined in accordance with 121.83 and reviewed annually by the Board. Rates shall represent the cost per student membership within the limits established by law. Rates will be available before the beginning of the school year or before the student's attendance commences. Charges shall be the maximum permitted by law.

The Director of Business Services shall be responsible for the assessment and collection of tuition. Tuition billing may be assessed daily in advance of the period for which the billing is made.

121.75 et seq, Wis. Stats.

BAD CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board authorizes the Superintendent or his/her designee to remove the fee or charge from the District's accounts receivable and to take appropriate action against the student and/or the parents.

STUDENT FEES, FINES, AND CHARGES

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

After application by the parent/student for free/reduced lunch status, and if the student qualifies for free lunch the student school supplies fees will be waived. If the student qualifies for reduced lunch status, the student school supplies fees will be reduced by 50% of the cost. After free/reduced lunch application is submitted, no additional application/waiver form will be necessary for the waiver/reduction of student fees.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the principal's office with an accurate accounting of all transactions.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned in to the principal office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Director of Business Services to take the student and/or his/her parents to Small Claims Court or a collection agency for collection.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Revised 07/21/03

Revised 08/16/10

FOOD SERVICE COLLECTION

Automated Lunch Accounting System

The Board uses an automated school food service accounting system to record payments and sales. The system functions as a debit system, similar to a checking account. There must be money in the family account in order to serve the student in the lunch line. Parents/guardians are expected to maintain their lunch account in a positive balance. Account balances are available on the district's website.

Parents/guardians who believe that the financial condition of their families is such that they cannot afford to pay for the cost of their child's meals shall be encouraged to make written application for free or reduced meals in accordance with the National School Lunch Act guidelines. These applications can be obtained through the office of the Director of Business Services.

Low and Delinquent Account Balances

Payment reminders will be generated when the family account balance is below \$5.00 via email or telephone. If a family account has a negative \$5.00 balance, no further credit will be extended to the family.

For students in grades Kindergarten through 8th, if the parent/guardian fails to provide the student with a meal, the District will provide the student a sandwich and carton of milk for a maximum of five (5) days. A charge of \$2.00 will be added to the family account for the sandwich and carton of milk. If the parent/guardian thereafter fails to provide the student with a cold lunch or lunch money, the district may file a report with the Department of Human Services.

Uncollected Balances

The Director of Business Services shall be expected to protect the taxpayers of the District by making a reasonable effort to collect all food service charges due the District. The Board authorizes the Director of Business Services to collect food service charges which are sixty (60) days delinquent through legal means including but not limited to small claims court or through the services of a collection agency.

Refunds

At the end of the year if a family no longer has children attending school, moves out of the District, or becomes eligible for free meals, the family may request reimbursement of any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.

Revised 04/21/2008

Revised 06/20/2016

Revised 01/16/2017

BUDGET PREPARATION

General Policies

- A. It shall be the responsibility of the Board to set policies regarding the school district budget and financial affairs which reflect the general philosophy and goals of the community and which provide a framework within which school officials can operate. Budgeting and financial policies shall be established upon the advice and recommendation of the Superintendent, Director of Business Services, and other personnel and citizens from whom the Board seeks counsel.
- B. The budget and financial process shall conform to all existing State and local requirements as set forth by the State Constitution, State Statutes, State Department of Public Instruction policies and local Board policies.
- C. The purpose of budget and finance policies shall be to provide guidance for a systematized mode of procedures such that continuity is maintained from year to year and the public is kept informed regarding the educational and financial operations of the school district.

Budget Preparation

- A. The Superintendent shall have overall responsibility for the preparation and presentation of the annual budget to the School Board. The Superintendent may delegate aspects of both the preparation and presentation to the Director of Business Services and other selected persons.
- B. Each year the Superintendent and his/her staff shall prepare a budget calendar which specifies the dates budget requests from each employee, department, program and building unit must be ready for review. The budget calendar also shall specify the dates for Board review, public hearings, adoption, and certifying a tax levy.
- C. The Superintendent and others responsible for budget preparation shall assure that each building unit, each department and each school district employee will have the means, either individually or through representation, of providing input regarding those budget items which directly affect them and their responsibilities.
- D. The Superintendent and other persons designated by the Superintendent shall submit annually an estimate of capital outlay, debt service and facility requirements for the ensuing year as well as an annual operating budget. The two-year (2) budget shall include estimates of anticipated expenditures as a result of extensive changes in educational programming, staff and policies. Forecasts of local revenue limitations based on trends and developments in Federal, State and local laws, policies and economic conditions shall be included.
- E. Each building unit or department in the school district that is requested to determine its needs for the budget year shall arrange requests for equipment, materials, supplies, maintenance, etc. on a priority basis. The building or Unit Principal and Department Heads, in consultation with their staffs, shall determine a budget request priority list for their areas of responsibility. Budget requests shall specify a description of the item, number of units, unit costs, total cost and any other unique characteristics.
- F. In the event that the Board, Superintendent, Director of Business Services, principals and Department Heads must reduce or possibly increase the budget, priority lists will be used as a basis for instituting changes and those affected by the changes will be consulted.
- G. The Board and Administration shall make an effort to ensure that budget requests and needs are reflected accurately in the budget and are neither over-inflated nor under-inflated. The practice of "padding budgets" is not endorsed as a mode of operation in preparing the budget. Unless there is good reason to the contrary, out budget will reflect the status of proposed legislation until it becomes law. Instead, out budget shall be prepared to meet local educational needs.
- H. The annual budget prepared by the Superintendent and staff may be required to present cost analysis data on the following unit and program bases.

1. Cost per student contact by subject matter area such as English, social studies, science, reading, math, vocational education, industrial arts, special education, etc., may be required as the need arises to examine those educational programs in more detail.
2. The Board may ask for total cost per student in average daily membership (ADM), transportation cost per transported student and per bus mile, maintenance cost per square foot by building, custodial costs per square foot by building, food service cost per meal served, capital outlay cost per student in ADM, debt service cost per student in ADM, community service cost per resident, athletic cost per student in ADM, and per student served, and student activity cost per student in ADM and per student served.

Budget Presentation

- A. Presentation of the budget at public hearings and annual meetings shall be the responsibility of one (1) or more Board members, the Superintendent, the Director of Business Services, and other school district employees or citizens whom the Board or Superintendent believe have knowledge regarding a particular aspect of the District's functions and operations.
- B. Budget documents prepared for the Board and other school district officials and distributed at public meetings shall contain the following information and data:
 1. Existing and relevant school district policies regarding the educational philosophy and educational goals, as they relate to the budget
 2. A presentation of major program changes and explanations for those changes for the proposed annual budget
 3. Estimates of future building and program needs
 4. School district enrollments by grade group covering the last five (5) years and projected for the next five (5) years
 5. Estimates of expenditures and revenues for each account specified in the State accounting handbook
 6. An account-by-account comparison of actual and estimated expenditures and revenues for a three (3) year period up to and including the proposed annual budget
 7. A presentation of sources of revenue, amount and percentage of each source, and property tax rates on the equalized valuation for a three (3) year period up to and including the proposed budget period
 8. A presentation of cost analysis data delineated above as specifically requested by the School Board

Administration of the Budget

- A. After the budget is approved it shall become the controlling document for all expenditures and receipts of the School District. The Superintendent and Director of Business Services shall be responsible for assuring that all expenditures and receipts are recorded and accounted for according to the approved document. They also shall assure that the budgeted funds will be appropriated to those programs, buildings, departments and personnel which the budget process established as the recipients of those funds.
- C. The Superintendent and Director of Business Services are instructed to invest any idle cash balances in legally prescribed securities for the period of time they will not be needed. Legal securities that maximize income and minimize risk shall be used. Under no circumstances will the District borrow money for the specific purpose of investing the money to make a profit.
- D. It shall be the responsibility of the Director of Business Services to obtain at least three (3) price quotations on an item, group of related items, or contract which exceeds \$10,000.00 cost when possible. The Director of Business Services shall determine the most favorable time to secure such quotations, prepare a set

of specifications on each item, and ensure that ethical and legal procedures are followed in securing quotations.

The Director of Business Services and his/her staff shall make every effort to secure the items and services that district personnel request. Rather than specifying the least expensive items recommendations on the selection of vendors shall reflect reasonable quality and service expectations, i.e. the lowest and best quotation which meets the specification. The District reserves the right to reject any and all quotations and to select the quotation which is in the best interests of the School District.

- E. The Director of Business Services shall be responsible for furnishing the Superintendent and the Board with a monthly report of the financial status of the District. The report shall contain the status of each account in each fund including the amount budgeted, the amount expended, the amount encumbered and the unencumbered balance. In addition, a cash flow statement shall be prepared reflecting the cash status of the District, investments and interest earned on investments. Wherever possible, financial reports shall be delivered to each Board member at least three (3) days prior to its regular monthly meeting.
- F. No transfer of funds from one (1) major account to another major account shall be permitted except after approval by the Board. State laws and policies regarding the transfer of dollars from one (1) account to another or from one (1) fund to another shall be adhered to. A blanket Board resolution or a specific resolution related to the transfer shall be adopted before any transfers are to be effected.
- G. Petty cash funds may be maintained in each school building to a maximum of \$200.00. Records of invoices and receipts, related to each expenditures are required to be kept at each location and presented to the business office to replenish petty cash funds.
- H. The Superintendent and Director of Business Services are given the authority to expend the budget as approved by the Board and according to these policies.

Evaluation of the Budget

- A. The Board shall make provisions for, on or before the end of the fiscal year, and expend the funds necessary to conduct an annual, comprehensive, and independent audit of all District funds and accounts at the end of the budget year. The Board may employ the State Department of Revenue or private auditing agencies with certified public accountants to conduct the audit.
- B. At the end of the budget year the Superintendent and Director of Business Services shall prepare for the Board's review those unit costs and cost analysis data delineated above as specifically requested by the Board.
- C. The Board may designate that certain District programs be evaluated and recommendations made regarding the deletion, retention, maintenance, or improvement of these programs. The Superintendent shall be responsible for designating the evaluation personnel and securing the necessary reports and recommendations for the Board's review prior to the beginning of the budget development process.
- D. The Board shall make a reasonable effort to secure all of the pertinent data and information regarding a program before any decision or changes are made with respect to the allocation of resources for the program. Those personnel affected by decisions or program changes shall be consulted regarding the proposed changes.

65.90, Wis. Stats.

Revised 09/19/2011

BUDGET HEARING

The annual budget adopted by the Board represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to interested parties. The public budget hearing will be conducted at the annual meeting.

Each member of the Board and each Superintendent shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

The budget approved by this Board will be made available to the public in the form and at the places required by law. A simplified form of the budget may also be prepared annually and may be sent to appropriate parties and distributed to each person attending the annual budget hearing.

A simplified budget may include the expenditure in each major category of current expense for the current year and the coming year and a summary of anticipated receipts as well as a brief explanation of significant increases and decreases from the preceding budget.

The final budget approved by the Board shall be made available to the public in the form and places as required by law.

65.98 (4)(5), Wis. Stats.
120.11(3) Wis Stats.

Revised 04/20/2015

BUDGET IMPLEMENTATION

The Board places the responsibility of administering the budget, once adopted, with the Superintendent. S/He may consult with the staff when major purchases are considered and shall keep the Board informed as to problems or concerns as the budget is being implemented.

The Superintendent is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District.

If, during the fiscal year, it appears to the Superintendent that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the Superintendent shall present to the Board recommended amendments to the appropriations resolution that will prevent expenditures from exceeding revenues. S/He shall ensure that such recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements. Appropriation amendments must be approved by a two-thirds vote of the full Board.

66.042 (7), 120.11 (4) Wis. Stats.

FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the Superintendent. S/He shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The optimum reserve in the fund balance shall be maintained at a level equal to taxes receivable at June 30, plus ten percent (10%) of the budgeted general fund operating expenditures at fiscal year-end to avoid short-term borrowing for cash flow purposes. From time-to-time the board will utilize fund balance in excess of 21% for one-time expenditures deferred maintenance, additional/renovations, technology, and other occasional capital improvements.

Reserved fund balances shall be reported as reserved for encumbrances, for inventories, for advance to other funds, for self-insurance, for scholarships, for long-term debt retirement (Fund 30) or for subsequent year's budget.

The assigned fund balance will be designated to fund any remaining Other Post-Employment Benefits (OPEBs).

If during the fiscal year it appears to the Superintendent that the fund balance will be less than estimated, the Superintendent will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with requirements of the law.

Adopted 10/17/2005
Revised 05/29/2008
Revised 04/19/2010
Revised 10/21/2013
Revised 12/16/2013

PURCHASING

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and other services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget.

These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

The function of the purchasing process is to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively, without prejudice, and to seek maximum value for every dollar expended. The acquisition of services, equipment, and supplies is centralized in the business department, which functions under the supervision of a person designated by the Board as purchasing agent, and through whose office all purchasing transactions are conducted.

Specific Considerations

- A. The Director of Business Services is appointed by the Board to serve as purchasing agent. The Director of Business Services shall be responsible for developing and administering the purchasing programs of the District.
- B. Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible and items (either new or used) can be purchased from any source that would provide the District the opportunity to procure those items that will be needed in the future at whatever the best overall value can be found in the marketplace, as determined at the discretion of the administration. Purchase orders shall be awarded to the lowest responsible supplier complying with specifications and with other stipulated conditions.
- C. The purchasing agent is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law or policy and when budget appropriations are adequate to cover such obligations.
- D. All purchases for materials, equipment, services, or supplies, excluding textbooks, tests, and scoring services involving estimated expenditure of over \$25,000.00 from one (1) supplier, and all capital projects contracts involving over \$15,000.00, shall be awarded on the basis of public advertising and competitive bidding. In addition, before purchases from one vendor incrementally exceed \$25,000.00 in one fiscal year, a report will be brought to the Board for review. The Director of Business Services is authorized to open bids and record the same pursuant to law. All purchases less than \$25,000.00 but more than \$1,000.00 in amount may be made in the open market but shall, when possible, be based on at least three (3) competitive quotations or prices.

Exceptions to these requirements may be approved by the Superintendent under the following circumstances:

1. When the bidding or quoting process would provide no advantage to the District
2. When reliable suppliers or contractors have recently and successfully demonstrated economical pricing of goods or services to the District

Each exception made shall be reported to the School Board. All purchases made in the open market shall be consummated after careful pricing.

- E. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board. Recommendations for the award of all such contracts shall be submitted to the Board by the Superintendent or his/her designee.

- F. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted.
- G. Purchases shall be made without bids or quotations through available State contracts whenever such purchases are in the best interest of the District.
- H. Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.
- I. The purchasing procedures employed shall comply with all applicable laws and regulations of the State.
- J. A statement of "General Conditions", as approved by the Board, shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment, services, and supplies.
- K. Opportunity shall be provided to all responsible suppliers to do business with the District. To this end, the purchasing agent shall develop and maintain lists of potential suppliers for the various types of materials, equipment, services, and supplies. Such suppliers' lists shall be used in the development of a mailing list for specifications and invitations to quote or bid. Any supplier may be included in the list upon request.
- L. Pursuant to Wisconsin State Statute 946.13, no Board member, officer, or employee of this District, or their families shall be interested financially in any contract entered into by the Board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier or materials or services to the District.
- M. The District follows a policy of non-discrimination and will refrain from purchases from suppliers that practice discrimination.

66.29, Wis. Stats.

Revised 11/21/11
Revised 07/18/16

LEASING SCHOOL PROPERTY

The Board is authorized to lease school sites, buildings, and equipment not needed for school purposes to any person for any lawful use at a reasonable rental fee for a term exceeding fifteen (15) years, if approved at an annual or special school district meeting.

Lease agreements entered into, modified, or extended prior April 17, 2004, may not exceed fifteen (15) years.

2003 Wisconsin Act 254

Adopted 03/21/05

USE OF CREDIT CARDS

The Board recognizes the value of an efficient method of payment and record keeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall develop administrative guidelines that specify the types of expenses that can be paid by credit card, and their proper supervision and use.

The Board directs the Superintendent to determine and specify those employees authorized to use District credit cards. The Superintendent shall be responsible for giving direction to and supervising such employee's use of District credit cards.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

Revised 03/20/06

COOPERATIVE PURCHASING

The Board recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Director of Business Services to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

LOCAL PURCHASING

The Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

The Board authorizes the Superintendent and/or his/her designee to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable, to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required, and promptness of delivery is a consideration, provided that all statutes pertaining to public purchasing are duly observed.

VENDOR RELATIONS

The Board shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with 946.13.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

118.12 (2), 946.13, Wis. Stats.

PAYMENT OF CLAIMS

The Board directs the prompt payment of legitimate claims by suppliers of goods and services to the District.

Each bill or obligation of this board must be itemized fully, and verified before a warrant can be drawn for its payment.

When an invoice is received, the Director of Business Services shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct. Each verified claim is to be paid within thirty (30) days.

All payments shall be submitted for Board review in the form of a listing that includes the vendor name, the number and amount of the check, and the description of the item.

66.042, 66.285 Wis. Stats.

ANNUALIZED COMPENSATION ELECTION

The School District of Rhinelander provides some of its employees with the option of selecting one of two pay schedules to receive their annual compensation. Employees may choose to receive their annual compensation in either 18 installments or 24 installments. Those employees electing to be paid over the course of 18 pay periods will receive installments equal to 1/18 of their annual salary. Those electing to be paid over the course of 24 pay periods will be paid ratably, over 24 installments.

To comply with U.S. Treasury Regulations Section 1 A09A-2(a)(1), the District will issue an Election Form to enable employees to make their choice. This Election Form, once signed and returned by the employee, will serve as written notification of the employees' choice to the District. The Election Form must be signed and returned by the beginning of the school year to which the election pertains (beginning with the 2008-2009 school year). The election is irrevocable for the entire school year, but may be changed before the next school year. If an employee wishes to make the same election from one school year to the next, s/he does not need to complete a new Election Form. In the absence of a properly completed and signed Election Form, or if an employee returns an Election Form after the beginning of the first day of that employee's initial school year, such employee will automatically receive compensation over the course of 24 pay periods and will not be able to change the schedule until the next school year.

The Board directs the Superintendent to ensure that deductions are made from an employee's paycheck as required by law (e.g. State and Federal withholding and employment taxes). The Board also authorizes payroll deductions for voluntary payment to a labor organization. Any such deduction must be expressly authorized in writing by the employee on an annual basis.

Adopted 06/16/2008
Revised 08/20/2012

STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations.

Each activity covered by this policy must be recognized by the Board before monies can be collected or disbursed in the name of said activity. The Director of Business Services is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

The Board authorizes the maintenance of approved student activity funds.

The principal shall be the Treasurer of the student activities fund.

Fund-raising for all student activities will be in accordance with Board Policy 5830 and Policy 9700.

All student accounts require two (2) employee signatures for all transactions. The activity Treasurer is required to review receipts and disbursements on a monthly basis.

Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

120.16(2) Wis. Stats.

Replaced 03/16/09

STUDENT ACTIVITIES FUND

The following are the procedures for the Student Activities accounts.

DEPOSITS

The deposits will be given weekly to the District's bookkeeper. All deposits need to be counted prior to giving them to the District's bookkeeper. The weekly deposits would be brought to the District's bookkeeper no later than 2:00 p.m. of the last workday. The deposits will be taken to the bank on a weekly basis, or more often if a substantial amount of cash is on hand. Un-deposited receipts should be secured in a school safe, if possible. Receipts cannot be taken home after an event. No money should be placed in an advisor's/representative's personal account.

DISBURSEMENTS

- 1. Disbursement should be requested using a purchase order, requisition form, or check request form. If there is no form, there is no reimbursement or payment.*
- 2. Donations to the District for the student activities fund are to be forwarded for approval by the Board prior to receipt by the District.*
- 3. Purchase order requisitions are required for any items being purchased from the student activities account. Please make sure the purchase order requisition is completed in its entirety, and you have verified the vendor address. Upon your completion of the purchase order requisition, you will then give it to the principal's secretary for entering into the Skyward program. Once the requisition has been added, it will be sent electronically to the principal for his/her approval. Upon the principal's approval, it will then be sent electronically to the Director of Business Services for his/her approval. Once the requisition has completed the approval process, it will be printed by the Accounts Payable Clerk and mailed or faxed (if listed on the purchase order) to the vendor to place the order. Please do not place the order prior to the purchase order process as we DO NOT want to duplicate the order.*

PLEASE NOTE: If the company you are purchasing from does not accept purchase orders, you will need to write a note on the purchase order requisition that a check is required at the time of placing the order. Also, any other information that you feel is important should be listed on the requisition.

- 4. Invoices are obtained for all disbursements prior to payment. Support documentation for all disbursements should be maintained.*
- 5. Student funds should not maintain a negative balance in any of the accounts.*
- 6. All orders will be delivered to Rhinelander High School door number 8, central receiving. Upon receipt of the item, the Accounts Payable Clerk will verify that all items have been received according to the packing slip. The Accounts Payable Clerk will then mark the box with the name of the person ordering the items, and it will be sent through inner-school mail. Upon receipt of the invoice, the Accounts Payable Clerk will match the invoice with the packing slip and the approved purchase order and set it up for payment.*
- 7. If you are planning on purchasing an item using your own funds, a detailed receipt will be required for reimbursement. You will then need to complete an "Expense Statement" and attach a copy of your detailed receipt to the form and submit it to the principal's secretary. Please make sure the account number to be charged is listed on the form.*
- 8. The District prohibits the use of student activity proceeds to cash personal checks, make loans, or extend credit to individuals, or to pay compensation directly to employees.*

RECEIPTS

1. *Pre-numbered receipts will be issued for all cash and checks submitted to the school. One copy should be provided to the payee, the other should be maintained by the secretary.*
2. *All checks will be stamped "For Deposit Only"*

GENERAL POLICIES AND INTERNAL CONTROLS

All forms, receipts, tickets and checks should be pre-numbered. A perpetual inventory should be maintained to account for all pre-numbered forms, receipts, tickets and checks. All agency funds should be accounted for in the district's fiscal year.

INACTIVE ACCOUNTS

Inactive accounts within a 12-month period or an account with a zero balance at the end of the school year will be closed.

REPORTING

The principal's secretary will be able to run a summary and/or detailed report of your current account balance through the Skyward program.

TRANSFERS

If you will require transferring funds between the various student activities accounts, you will need to complete the Student Activities Transfer form. Both parties involved will need to sign the documentation approving the transfer to be done.

BANK RECONCILIATIONS

The District's bookkeeper will reconcile the bank account on a monthly basis. The Director of Business Services will review and sign off on the reconciliation.

Revised 12/18/09

ACTIVITY ACCOUNT RECONCILIATION

School: _____ Bank: _____

Month/Year: _____ Acct. #: _____

SECTION I: (Checkbook Register Information)

Beginning Balance	\$ _____
Receipts for Month	\$ _____ (+)
Disbursements for Month	\$ _____ (-)
* Ending Balance	\$ _____ (=)

SECTION II: (Reconciled Bank Statement Balance)

Ending Statement Balance	\$ _____
Deposits Not Shown	\$ _____ (+)
Outstanding Checks	\$ _____ (-)
* Adjusted Statement Balance	\$ _____ (=)

*These amounts should equal

Receipts

A. Receiving Monies

1. All monies collected should be receipted by using a pre-numbered, duplicate receipt book. These forms should indicate who money is being collected from, how much is being collected, and for what purpose. Often parents send money for lunch, fees, and book orders all in one check or by cash. Unless clear records are kept, errors can be made and no audit trail exists. At the end of the 94-95 school year you were requested to send us a list of those families who had not paid various fees including lunch, milk, student fees, etc. Although I wrote to all of them, many called and said that they had paid. Some were able to provide proof of payment by a canceled check, however, most said they paid by cash. If there is no receipt written, if there is no deposit slip defining whom and for what purpose monies were collected, there is no proof that money was received or if it was received, that it was deposited. This is a critical issue in the internal audit. Most school district employees who lose their jobs lose them because of mishandling of funds. In order for us to avoid this possibility entirely, a system of pre-numbered, duplicate receipts defining who, what and how much is absolutely essential. Deposit slips must match receipts.

Using class lists can be helpful but also can be fallible since a check mark for monies collected can be placed on the wrong line, for the wrong student. Also, how does one follow an audit trail for monies received in a given day with those being deposited.

And, if monies received are for several different expenses, they do not show how these monies are to be divided.

Parents are being informed through the "Back to School" newsletter that the District will be giving receipts for each payment made. This will act as a deterrent for parents to say "I paid that" when they in fact didn't because of our "loose accounting procedures". It will also encourage parents to pay by check. In addition, it will circumvent the possibility of fund embezzlement.

B. Depositing Receipts

1. All receipts should be deposited the same day as received. Most of our schools do not have secure vaults where money can be safely stored overnight. The fact is that vandalism is on the increase in our District.

We have the public trust to maintain, as well. We cannot condone employees taking monies home with them overnight either. Make deposits daily and avoid the potential losses!

Disbursements

A. Disbursement Documentation and Approval

1. *Before any payment by check or cash is made, an invoice showing purpose for payment must be on file. Monthly statements are not appropriate documentation. Specific invoices for the products or services should be in hand before payment approval and before the check is written. Individuals involved in initiating purchase order requests must provide approval of payment by indicating they have received the goods or services and that they are appropriate. This approval should be written right on the invoice by having the party(ies) involved sign and date the document(s).*

B. Disbursement Form

1. *All disbursements should be made by check. Petty cash should be used on a limited basis with clear supporting documents. A check protects all parties involved. It proves payment and provides a clear audit trail.*
2. *All checks require at least two signatures . These signatures are usually the building administrator and one of the secretaries. This is an audit requirement. It helps to prevent misuse of funds.*
3. *Be specific in your checkbook register as to what the payment is for as this provides supporting data for auditors.*
4. *Write on the invoice document what check number was used for payment and the amount of the check. This will assist auditors in following payments.*

C. Petty Cash

1. *If a petty cash fund is maintained, it should not contain more than \$30 at any time. It is advisable that this money be either stored in a secure safe/vault or placed in a drop box at the bank for overnight*

Records Retention

- A. *Annually at the end of the school's fiscal year, checkbook registers, bank statements, receipt books, and the file of supporting documentation must be submitted to the business office. These will be viewed by the District's auditors during the audit in July. After the audit, they will be returned to you.*
- B. *All accounting records, i.e. checkbook registers, receipt books, bank statements, and supporting documents must be kept for a period of three years.*

ACTIVITY ACCOUNT RECONCILIATION

School: _____ Bank: _____

Month/Year: _____ Acct. #: _____

SECTION I: (Checkbook Register Information)

Beginning Balance	\$ _____
Receipts for Month	\$ _____ (+)
Disbursements for Month	\$ _____ (-)
* Ending Balance	\$ _____ (=)

SECTION II: (Reconciled Bank Statement Balance)

Ending Statement Balance	\$ _____
Deposits Not Shown	\$ _____ (+)
Outstanding Checks	\$ _____ (-)
* Adjusted Statement Balance	\$ _____ (=)

***These amounts should equal**

FUNDS MANAGEMENT

The Board of Education of the School District of Rhinelander encourages staff to be active members of community organizations and clubs (support groups). District staff members involved in these groups help to create a healthy partnership by serving as a liaison between the district and the group in which they are involved.

These groups actively support the district activities by generously providing gifts and/or monetary donations allowing students to participate in effective activities programs.

Adopted 08/19/02

FUNDS MANAGEMENT

Community organizations and clubs (support groups) actively support the district activities and generously provide gifts and/or monetary donations. In order to manage the funds donated to the district by these groups and to avoid any conflict pertaining to gifts/donations, the following procedures/rules will be followed:

- 1. All gifts/donations to the district must be officially accepted by the Board of Education, pursuant to School District of Rhinelander Policy 3280, Gifts, Grants, and Requests.*
- 2. District coaches/advisors are not to hold positions of official office in any support group from which the activity they are coaching/advising may receive donated funds.*
- 3. Staff is prohibited from participating in support group activities during their scheduled work day, unless otherwise approved by the building administrator.*
- 4. District employees are to act as "ambassadors" for the district.*
- 5. It is prohibited for coaches/advisors to open accounts for the deposit of proceeds received by donations, fund-raising events, and/or disbursement of funds.*
- 6. All proceeds received from donations or fund-raising events for activities programs are to be deposited into and channeled through the building's activities account.*
- 7. Coaches/advisors must follow School District of Rhinelander Policy/Rule 3310, Purchasing Procedures, to purchase necessary supplies, equipment, and other services for use in activities programs.*

Adopted 08/19/02

PETTY CASH

The Board recognizes the convenience afforded the day-by-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such controls as will prevent abuse of such funds.

Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. A request for petty cash funds must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.

The custodian of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Superintendent with a voucher requesting replenishment in like amount.

All petty cash funds will be closed out for audit at the end of the school year and unused funds will be returned to the depository.

CHANGE FUND

The Board recognizes the convenience of a change fund in the day-to-day operation of the district.

The Board authorizes the establishment of a change fund to be in the care of the designated building cashier, who shall be responsible for providing change as needed.

FAIR LABOR STANDARDS ACT (FLSA)

It is the Board's policy to comply with the provisions of State and Federal Law and their respective implementing regulations, relating to minimum wages and overtime, provided the terms of an applicable agreement do not provide for greater rights to its employees. To that end, the Board shall pay at least the minimum wage to all employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Such employees shall be paid overtime compensation.

Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week.

The Superintendent or his/her designee shall determine the necessity and availability of overtime work.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature.

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor will be subject to disciplinary action, up to and including termination.

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed in a bona fide executive, administrative, or professional capacity, and certain computer employees are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis. The salary requirement does not apply to teachers. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

The Board reserves the right to make deductions from the pay of otherwise exempt employee under the following circumstances:

- A. The employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. The employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. To offset amounts employees receive as jury or witness fees, or for military pay
- D. For unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. For penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Director of Personnel or his/her immediate supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

The Board directs the Superintendent to distribute this policy to all employees upon initial hire and on an annual basis.

The Superintendent is directed to prepare administrative guidelines to implement this policy.

29 U.S.C. 201 et seq.

29 C. F.R. Part 541

104.01, Wis. Stats.

DWD 274.03, Wis. Admin. Code

Adopted 10/17/05

SYSTEM OF ACCOUNTING

It is the policy of the Board that a chart of accounts be established in accordance with the requirements of the State Department of Public Instruction for the accounting of all District funds.

The Director of Business Services shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

A report of the revenues and expenditures in the General Fund shall be made to the Board on a monthly basis by the Director of Business Services.

115.28 (13), 115.30 (1), Wis. Stats.

AUDIT

The Board requires that, after the close of the fiscal year (June 30), an audit of all accounts of the district be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the board has direct or supervisory control.

The Director for Business Services shall also prepare and submit a copy of the district's audit report to the Department of Public Instruction by September 15th of each year.

120.14, Wis. Stats.