

## **Business and Non-instructional Operations**

### **CONCEPTS AND ROLES**

BP 3000(a)

The School Board recognizes that fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the School Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of revenue.
3. Guide the expenditure of funds so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Advocate a level of per student funding sufficient to provide quality education.

The School Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

### **Role of The School Board**

The School Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget and approves budget transfers.
3. Is accountable for all district funds.
4. Adopts written policies governing the purchase of supplies and equipment.
5. Monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. Provides for an insurance program which complies with law and reflects prudent financial management.
8. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.

9. **A**dvocates and secures community support for additional financing when necessary.

### **Role of Superintendent or Designee**

The Superintendent or designee:

1. **P**repares the detailed annual budget and presents it to the School Board for adoption.
2. **A**dministers the budget and keeps expenditures within approved limits.
3. **E**nforces requisition and purchase order policies and regulations.
4. **E**stablishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. **M**akes all financial reports required by law or School Board policy and prepares reports for public release.
6. **A**nalyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. **P**rovides for the annual audit of district accounts and business procedures.
8. **H**elps the School Board to establish an adequate insurance program.
9. **M**aintains the district's noninstructional and business operations.

### **Working Relationships of the School Board and Superintendent or Designee**

The Superintendent or designee shall recommend financial plans to the School Board in accordance with the district's mission, vision, strategic goals and objectives. The Superintendent shall recommend financial plans and options whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

*(cf. 3460 - Financial Reports and Accountability)*

*Legal Reference:*

*ALASKA STATUTES*

*14.08.101 Powers (Regional School Boards)*

*14.08.111 Duties (Regional School Boards)*

*14.12.020 Support, Management and Control*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.14.090 Additional duties*

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