

COVER LETTER FOR 600s POLICY REVIEW

Items with no highlights are past policies that are ok as is after review by Michelle, Linda, and myself.

Items with **Yellow highlights are changes or additions.**

SERIES 600: FISCAL MANAGEMENT

- 610 Fiscal Management Goals
- 620 Annual Operating Budget
 - 621 Budget Implementation
- 630 School Indebtedness
- 640 State and Federal Aid Eligibility Determination
- *650 Revenues from Tax and Non Tax Sources
 - 651 Revenues from Local Tax Sources
 - 652 Revenues from Investments
 - 653 Gate receipts and admissions
 - 654 Athletic and Music Revenues
 - 655 Use of Funds Raised by Sale of Timber
- *660 Management of Funds
 - 661 Depository of funds
 - 661.1 Authorized Signatures
 - 662 Short-Term Borrowing
 - 663 Cash in School Buildings
 - 664 Petty Cash Fund
 - 665 General Fund Balance
 - 666 Safety Deposit Box
 - 667 Waiver of performance Bonds
- *670 Expenditures
 - *671 Payroll Management
 - 671.1 Expense Reimbursements
 - 671.2 Tax Annuities
 - 672 Purchasing
 - 673 Payment Procedures
- *680 Fiscal Accounting and Reporting
 - 681 Financial Reports and Statements
 - 682 Audits
- 690 School Properties Disposal

*identifies general policy category; is not represented by policy

FISCAL MANAGEMENT GOALS

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends to:

- a. Encourage advance planning through the best possible budget procedures;
- b. Explore all practical and legal sources of dollar income;
- c. Guide the expenditure of funds so as to achieve the greatest educational returns.
- d. Expect top quality accounting and reporting procedures; and
- e. Maintain the level of expenditure needed to provide high quality education within the ability of the community to pay.

LEGAL REF.: Sections 120.10 Wisconsin Statutes
120.12(3)

APPROVED:

ANNUAL OPERATING BUDGET

The Board shall consider and adopt the school district's operating budget annually. The budget shall be based upon the educational needs and financial ability of the district.

Preparation of the district budget shall be delegated to the District Administrator. The District Administrator shall involve members of the school staff in a cooperative effort to determine the needs of the district.

A preliminary budget shall be presented to the Board for consideration as early as possible. The Board shall study and evaluate the proposed receipts, expenditures and amount to be raised by local taxes in terms of the educational plan and ability of the school district to support the plan. Recommendations for changes in the proposed budget will be considered. Special budget review meetings may be scheduled by the Board.

The proposed annual operating budget shall be presented to school district electors at a budget hearing held immediately prior to the district's annual meeting. Electors at the annual meeting shall adopt the tax levy, and the Board shall adopt the final operating budget at a Board meeting held after the annual meeting.

Implementation of the budget shall be delegated to the District Administrator.

The Business Manager shall keep the Board informed of the status of the budget at each regular Board meeting.

The adopted budget shall be adhered to as closely as possible and shall only be revised when emergencies arise. The Business Manager shall recommend to the Board the transfer of one budget item to another as conditions may require. Alterations in the amounts and purposes of budget appropriations shall be made only when authorized by a two-thirds vote of the entire membership of the Board as prescribed by law.

LEGAL REF.: Sections 65.90 Wisconsin Statutes

120.10 (8)

120.11

120.12 (3)

120.13 (32)

120.17 (8)

121.05 (1) (c)4

APPROVED:

BUDGET IMPLEMENTATION

The Board places the responsibility for administering the operating budget, once adopted, with the District Administrator. The Board also delegates to the District Administrator the responsibility for establishing a system of fiscal control to govern the expenditure of funds. In establishing such a system, the Business Manager will implement these general principles:

- I. The budget will be administered in accordance with legal requirements of the State of Wisconsin. The District Administrator will ascertain the legality of all expenditures before recommending them to the Board for approval.
2. Each school level and department must operate under budget controls established by the Board.
3. No expenditure of funds may exceed the major budget clarification allowance to which it may be charged, unless approved by the Board.

LEGAL REF.: Sections 65.90 Wisconsin Statutes
67.11

APPROVED:

SCHOOLINDEBTEDNESS

The Wonewoc-Center School District may incur indebtedness for school purposes only in the amount and in the manner prescribed by law.

APPROVED:

STATE AND FEDERAL AID ELIGIBILITY DETERMINATION

The Board shall be kept informed of all possible sources of state, federal and other funds for the support of the schools and/or for the enhancement of educational opportunities. The District Administrator shall be responsible for apprising the Board of its eligibility for general or program funds and for making recommendations for Board action.

The District Administrator shall be authorized to act on behalf of the Board in regard to application for state, federal and other special aids, and accept all state and federal aids into the appropriate school fund.

LEGAL REF.: Sections 115.86(6) Wisconsin Statutes
 120.13(6)
 Chapter 121
 PI 14, Wisconsin Administrative Code

APPROVED:

REVENUES FROM LOCAL TAX SOURCES

Voters at the annual meeting have the power to vote a tax levy for the operation of the school district. The Board shall request a proportionate share of local taxes collected on behalf of the Wonewoc-Center School District from each municipality having territory in the district.

The administration of the property tax levied by the school district for operation and maintenance shall be governed by the school finance laws, under the constraints of the state statutes. The Board and administrative staff shall be responsible for implementing the law in all details.

LEGAL REF.: Sections 25.09 Wisconsin Statutes
 120.10
 120.12
 Chapter 70

APPROVED:

REVENUES FROM INVESTMENT

The Board considers an investment program to be a critical ingredient of sound fiscal management. Therefore, the Board would like district funds in excess of those immediately needed to be properly invested. The Business Manager shall be authorized to invest such funds in accordance with established procedures.

District funds shall be invested at the highest rate and under the best conditions as possible.

The Wonewoc-Center School District may participate in the Local Government Pooled Investment Fund in accordance with state law.

LEGAL REF.: Sections 34.05 Wisconsin Statutes
 34.08
 66.04(2)

APPROVED:

GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled. The Athletic Director shall be responsible for the administration and supervision of all phases of school events for which an admission is charged.

Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis.

LEGAL REF.: Section 120.13 Wisconsin Statutes

APPROVED:

FREE ADMISSIONS

Free passes to school athletic events shall only be given to the following:

- a. EMT personnel for ambulance service (a maximum of two persons per event).
- b. Administrators, school personnel and board members;
- c. Athletes participating in a sport during that specific athletic program;
- d. Band members participating at games;
- e. Citizens 62 years of age or older living within the Wonewoc-Center School District.

When issuing free passes to athletic events, consideration shall be given to the rules and regulations of the Scenic Bluff Athletic League.

APPROVED:

ATHLETIC AND MUSIC REVENUES

Athletic and music receipts and expenditures shall be handled through the general school district funds.

APPROVED:

SCHOOL DISTRICT OF WONEWOC AND UNION CENTER POLICY**USE OF FUNDS RAISED BY SALE OF TIMBER**

Money derived by the sale of timber on any District Property shall be segregated for the purposes of Environmental Education. These funds are to be used for the maintenance and development of the Wonewoc-Center School Forest, Wonewoc-Center Outdoor Learning Area and for providing students of the District with educational opportunities on these properties.

Allocation of monies will be controlled by an Environmental Educational Committee. This committee will be composed of a committee appointed by the board president.

Approved:

AUTHORIZED SIGNATURES

The facsimile signatures of the Board President, Board Clerk and Board Treasurer shall be required on all checks expending general school district funds.

The District Administrator has the authority to issue checks for emergency payments using facsimile signatures of the Board President, Board Clerk and Board Treasurer.

LEGAL REF.: Sections 66.042 Wisconsin Statutes
 120.15(1)
 120.16(2)
 120.17

APPROVED:

SHORT-TERM BORROWING

The Board of the Wonewoc-Center School District shall be authorized to secure temporary loans in accordance with state law.

LEGAL REF.: Sections 67.03 Wisconsin Statutes
 120.10

APPROVED:

CASH IN SCHOOL BUILDINGS

All money collected by school district employees and by student organizations shall be deposited with the school office. Under no circumstances shall money be left in the classrooms overnight.

Money collected shall be accounted for in accordance with established procedures, and shall be directed as soon as possible to the proper location of deposit.

APPROVED:

PETTY CASH FUND

In order to facilitate refunds and minor purchases, the Board shall establish a petty cash fund in the central office not to exceed the amount of \$1,000.00.

Rules regarding the use and reporting of petty cash shall be established by the administration.

APPROVED:

GENERAL FUND BALANCE

The General Fund Balance is the amount by which all the assets of a fund exceed all the liabilities of a fund. The fund balance does not necessarily represent the District's cash position. Cash is an asset, but is usually not the fund's only asset. Additionally, a fund may have liabilities, such as accounts payable amount due to a supplier which, when paid, results in a decrease in fund cash balance.

The Board believes there is a need to maintain an operating fund balance to:

1. Provide for an adequate cash flow.
2. To serve as a safeguard against emergency expenditures and/or unrealized revenues.
3. To generate sufficient interest income from investments to offset the interest expense from temporary borrowing for cash flow needs.
4. To cover operating costs until the deferred tax revenue is received in August.
5. To give the district the best possible bond rating, which allows for the lowest interest rate available.

Government Accounting Standards Board (GASB) Statement 54, indicates that all dollars in a fund balance must be accounted for in one of the following classifications.

- **Nonspendable** – not in spendable form or legally or contractually required to be maintained intact. (example: inventory, principal of a permanent fund).
- **Restricted** – resources are constrained by creditors, grantors, regulations, or law. (Example: accounts payable).
- **Committed** – directed by the board through formal action. (Example: Board directed expenditure for an identified capital project).
- **Assigned** – To be used for specific purposes, but not meeting the criteria for restricted or committed.
- **Unassigned** – The residual classification for the general fund, also for funds with a negative fund balance.

Authority to Assign – The Board of Education delegates to the administrator or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

All fund balance other than those that are nonspendable, restricted or committed for another purpose are committed for cash flow purposes.

APPROVED: 06/20/2011

SAFETY DEPOSIT BOX

The Board recognizes that securities of the district need to be placed in a safety deposit box in a district bank designated by the Board. District Administrator and/or School Board Treasurer whose names appear on the signature card at the bank in which the lock box is located, must be present when it becomes necessary to add, take from, or examine the contents of the safety deposit box.

APPROVED:

WAIVER OF PERFORMANCE BONDS

Wisconsin Statutes require that public boards obtain a performance bond issued by a surety company licensed to do business in this state on any contract in excess of \$10,000 \$74,000, unless the contract meets the written standards for a waiver as established by the board.

For contracts between \$16,000 and \$74,000 the board may require a bond for specific projects if a detailed description of the requirements are listed by the board.

The Wonewoc-Center School District will consider waiver of the requirement for obtaining a performance bond if the following conditions are met:

1. The Director of Business Services shall obtain and review the most recent audited financial statements of the prime contractor of any project in excess of \$10,000 \$74,000 and determine if the financial condition of the contractor merits a waiver.
2. The legal contract must provide for sufficient retainage and require that the prime contractor obtain lien waivers from any and all subcontractors of the project and provide copies of same to the District prior to final payments under the contract.
3. The contractor must agree to provide the District a list naming any and all subcontractors and, if a waiver is made, the Director of Business Services will notify each of the subcontractors named of the waiver and the anticipated date of final payment to the prime contractor.

If the preceding conditions are met, the Director of Business Services shall bring a recommendation for approval to the Board of Education for consideration.

LEGAL REF.: Wisconsin Statutes Section 779.14

**WONEWOC-CENTER SCHOOLS
EXPENSE REIMBURSEMENTS**

District personnel and Board of Education members who incur expenses (registration fees, lodging, meals and mileage) in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the administration. Such expenses may be approved and incurred in line with budgetary allocations and in accordance with provisions of the staff handbook and established procedures.

The rate of mileage reimbursement shall be according to IRS rules.

The Board of Education approves payment of expense reimbursements at its regular monthly meetings.

APPROVED:

TAX ANNUITIES

It is the policy of the Wonewoc-Center School District that the District shall offer to its employees the opportunity to defer amounts to a plan qualified under Section 403(b) of the Internal Revenue Code of 1986, as amended. To carry out this policy, the District Administrator shall establish such procedures as deemed necessary and appropriate to best serve the interests of the District and its employees. The Policy of the District shall require that any vendor to which contributions are transmitted shall certify that it will comply with all requirements of law for a Code Section 403(b) plan including, but not limited to the appropriateness of the funding vehicle and compliance with the distribution requirements of law. In the absence of such a certification, such vendor shall not be permitted to serve as a recipient of contributions.

Further, Wonewoc-Center School District personnel may participate in tax annuity plans of their choice.

APPROVED:

PURCHASING

The District office shall be responsible for the purchase, warehousing, inventory, and delivery of District supplies and equipment.

An attempt shall be made to achieve maximum price advantage within quality specifications. Efforts shall also be made to effect savings in purchasing and maintenance through the standardization of specifications for similar items throughout the District.

For purposes of this policy the definitions are as follows:

1. Bids or quotations are informal estimates or commitments for pricing
2. Requests for Proposals are documents developed for a formal bidding process.

Appropriation

The District Administrator shall determine the method to be used in evaluating prices for expenditures less than ~~\$2,500~~ \$5,000. Bids or quotations shall be required for all expenditures in excess of ~~\$2,500~~ \$5,000, except as otherwise specifically provided. For expenditures over ~~\$10,000~~ \$20,000 Bids and quotations shall be evaluated on the basis of district specifications.

Approval

The District Administrator may approve the purchase of all supplies and equipment items or services with a cost of ~~\$10,000~~ \$20,000 or less. Purchases of equipment or services in excess of ~~\$10,000~~ \$20,000 shall be reviewed and approved by the Board of Education. All purchases shall be approved in accordance with sound business procedures.

Formal Bidding

Formal competitive bids using "Requests for Proposals" shall be required as determined by state statute. Impartial and open consideration shall be given to bids and quotations from vendors.

Accounting

Purchase orders for supplies, equipment, and services shall be approved for funding and coded to the appropriate account before the purchase can be processed.

LEGAL REF.: Sections 120.12 (5) and (33) Wisconsin Statutes

175.10

946.10

946.13

APPROVED:

PAYMENTPROCEDURES

All bills and requests for payment must be processed through the central office.

The Board shall authorize their payment.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes

APPROVED:

FINANCIAL REPORTS AND STATEMENTS

The Business Manager shall be responsible for maintaining the financial books and records of the district in auditable form. He/she shall prepare or cause to be prepared all fiscal reports, keep necessary records to adequately control the financial transactions of the district, and prepare financial statements.

The Board shall receive monthly financial statements. Such other financial records or reports as may be determined necessary by the administration or Board shall be presented periodically.

The Business Manager shall file all fiscal reports and statements with local, state or federal agencies as may be required.

LEGAL REF.: Sections 65.90 (3) Wisconsin Statutes
120.16 (4)
120.18

AUDITS

The books and accounts of the Wonewoc-Center School District shall be audited annually by an independent certified public accountant in accordance with the prescribed standards and legal requirements. The certified public accountant or accounting firm shall be selected by the Board.

The audit, when completed, shall be presented to the Board for examination.

The Business Manager shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

LEGAL REF.: Section 120.14 Wisconsin Statutes
PI 14.03, Wisconsin Administrative Code

APPROVED:

SCHOOL PROPERTIES DISPOSAL

Property belonging to and not needed by the Wonewoc-Center School District may be disposed of as directed by the Board.

The Board shall approve the disposition of property no longer considered usable in the school's instructional or operational program:

- a. By sale, transfer or other specific action. The sale of property belonging to and not needed by the school district must be authorized by the annual meeting.
- b. The disposition of property will be delegated to the District Administrator

LEGAL REF.: Sections 120.10 (12) Wisconsin Statutes
120.13(25)

APPROVED: