

WEST BONNER COUNTY SCHOOL DISTRICT #83 - BOARD POLICIES

Series #	Policy Heading	Policy Subheaders & Individual Policies	REQUIRED REPORTS or CONSIDERATIONS PER POLICIES
7000	FINANCIAL MANAGEMENT		
		<u>7000 - Goals</u>	
		<u>7010 -Equivalence in Instructional Staff & Materials</u>	
		<u>Budget</u>	
		<u>7100 - Budget and Program Planning</u>	Summary statement of the budget: 1. Amounts budgeted for all major classifications of income and expenditures, with total amounts budgeted with salary and wage expenditures in each such classification shown separately; 2. Amounts previously budgeted for the two (2) previous years for the same classification of proposed comparison.
		<u>7110 - Budget and Implementation and Execution</u>	1. Expenditure of funds for the employment and assignment of staff (Total Salary and Benefits amount reported, not individually) shall meet the legal requirements of the State of Idaho and adopted Board policies. 2. Funds held for contingencies (Treasurer Report) may not be expended without approval from the Board. 3. A listing of warrants describing goods and/or services (Accounts Payable) for which payment has been made must be presented for Board approval each month. 4. Purchases (P.O. Order and back-up documentation) shall be made according to the legal requirements of the State of Idaho and adopted Board policy. (Upon request.)
		<u>7120 - Budget Adjustments</u>	Any person(s) proposing a budget amendment must provide written notice of the same to the superintendent and business manager at least seven (7) days in advance of the meeting at which such budget amendment will be proposed. All budget adjustments or transfers of funds from one account to another must be reviewed by the finance committee and may require board approval if that transfer is five percent (5%) or greater of the account to be transferred. No transfers are allowed for any salary or benefit account numbers. Any school or department that requires budget adjustments or transfers of funds due to accounts going over budget must have board approval to amend those budgets. All transfers will be noted in the monthly treasurer’s report.
		<u>7130 - Monthly Budget and Treasurer's Report</u>	A monthly budget report must be prepared by the business manager showing the maintenance and operation budget , and documenting the cumulative expenditures and available balances in each major section of the district’s accounts. (Standalone Budget Report - Budget vs. Actual.) A monthly treasurer’s report will be prepared showing receipts, expenditures, and cash balances in each budget account of this district. The monthly budget report and the monthly treasurer’s report will be submitted to the board at the regular meeting. (Treasurer Cash Summary Report)
		Accounting System	
		<u>7200 - Accounting System Design</u>	
		<u>7210 - GASB Statement 34 - Accounting System</u>	Asset Report provided to the Financial Auditors with depreciation/life cycle. Also see: https://gasb.org/page/pronouncement?pagelid=/standards-and-guidance/pronouncements/summary-statement-no-103.html (GASB 34 may have been superseded in June 2024.)
		<u>7218 - Federal Grant Management System</u>	Note especially, Internal Controls: Effective control and accountability shall be maintained for all funds, real and personal property, and other assets. The District shall adequately safeguard all such property and shall assure that it is used solely for authorized purposes. (See update on addressing Forensic Audit 21 Findings and Financial and Accounting Procedures provided to staff at beginning of year.)
		<u>7220 - Documentation and Approval of Claims</u>	Review the Financial and Accounting Procedures provided to staff at beginning of year.
		<u>7225 - Financial Fraud & Theft Prevention</u>	Check on the Anonymous Tip Hotline. Make sure that is easy link on main web page. (Finance Committee Trustee members: Audit. An individual not connected to the business office should audit the check register regularly.)
		<u>7230 - Financial Reporting and Audits</u>	Reports addressed under other policies.
		<u>7235 - Fiscal Accountability and IDEA Part B Funds</u>	
		<u>7235F2 - Personnel Activity Report</u>	
		<u>7235P - Written Compensation Procedure</u>	
		<u>7235PF1 - Personnel Activity Report</u>	
		<u>7235PF2 - Single Federal Award or Cost Objective</u>	
		<u>7237 - Retention of Records Pertaining to Federal Grants</u>	
		<u>7240 - Federal Impact Funds Background</u>	
		<u>7240B - Federal Impact Funds Background</u>	
		<u>7240P - Federal Impact Funds Procedures</u>	
		<u>7250 - Fund Account System</u>	Look at potential updating because missing at least ESSER series.
		<u>7255- Allowable Uses of IDEA Part B Funds</u>	
		<u>7260 - Student Activity Funds</u>	Need to receive the Student Body Summary Report.
		<u>7270 - Property Records</u>	

	Revenues	
	<u>7300 - Revenues</u>	
	<u>7305 - Investment of Funds</u>	
	<u>7307 - Depositing of Funds</u>	
	<u>7307F - Depositing of Funds Form</u>	
	<u>7310 - Advertising in Schools-Revenue Enhancement</u>	
	<u>7320 - Contingency Reserve</u>	
	<u>7325 - Allowable Uses for Grant Funds</u>	
	<u>7325P1 - Determining Necessity & Reasonableness of</u>	
	Expenses	
	<u>7400 - Purchasing</u>	
	<u>7400P - Procurement Under a Federal Award</u>	
	<u>7400P1 - Federal Award Requirements</u>	
	<u>7400P2 - Procurement Methods Under Federal Awards</u>	
	<u>7400P3 - Requirements & Restrictions for Procurement Under a Federal Award - Competition</u>	
	<u>7400P4 - General Procurement Standards for Federal</u>	
	<u>7403 - Procurement of Goods & Services for School Meal</u>	
	<u>7405 - Public Works Contracting and Procurement</u>	
	<u>7405P - District Procurement</u>	
	<u>7407 - Public Procurement of Good & Services</u>	
	<u>7408 - Professional Contracts</u>	
	<u>7409 - Acquisition of Real and Personal Property</u>	
	<u>7410 - Petty Cash Funds</u>	
	<u>7415 - Payment for Goods and Services, Issuance of Checks, Cancellation of Checks</u>	
	<u>7420 - Personal Reimbursements</u>	
	<u>7425 - Gifts, Grants and Bequests</u>	
	<u>7430 - Travel Allowances and Expenses</u>	
	<u>7440 - Credit Cards</u>	
	<u>7445 - Payroll Periods, Deductions, Supplemental Payroll</u>	
	<u>7450 - Certification of Wages and Benefits Paid by Federal Programs</u>	
	<u>7450F - Certification of Wages and Benefits Paid by Federal Programs Form</u>	
	<u>7455 -Federal Cash Management</u>	
	<u>7455P - Federal Program Income</u>	
	<u>7460 - Debarment and Suspension</u>	
	<u>7500 - Increase in Fees</u>	
	<u>7600 - Declaration of Financial Emergency</u>	
	<u>7600F - Declaration of Financial Emergency Resolution</u>	
	<u>7600P - Declaration of Financial Emergency Procedure</u>	