

BOARD POLICY

DI

FISCAL MANAGEMENT ACCOUNTING AND REPORTING

MAY 19, 2014

All income for the operation of the school district shall be reported to the Board of Education and shall be deposited immediately to the school district's bank accounts. Whenever applicable, funds shall be deposited to those accounts where interest can be earned.

Accounts shall be kept up-to-date and in order according to good auditing and state recommended procedures. The treasurer of the school district shall be responsible for the accounting of these funds and shall, through the superintendent, provide a report, through budget amendments three times per year, of all revenues to the Board of Education.

BOARD POLICY

DIB

**FISCAL MANAGEMENT
FINANCIAL REPORTS AND STATEMENTS**

MAY 19, 2014

The Board of Education shall receive a listing of expenditures and wire transfers at regular Board meetings.

The Board may require additional financial reports.

BOARD POLICY

DID

FISCAL MANAGEMENT
AUDIT/PUBLISHED STATEMENT

MAY 19, 2014

The Board of Education shall appoint an auditing firm who shall present an annual report of its findings as well as periodic reports upon request.

The audited financial statement shall be available on the district website and at district offices as soon as practicable after it has been presented to the Board.

BOARD POLICY

DJCA

FISCAL MANAGEMENT PAYDAY SCHEDULES

MAY 19, 2014

See individual master agreements:

- AFSCME (American Federation of State, County & Municipal Employees)
- LCEA (Livonia Community Education Association)
- LEA (Livonia Education Association)
- LEADS (Livonia Educational Administrators)
- LPA (Livonia Paraprofessionals' Association)
- LSA (Livonia Secretarial Association)
- SEALS (Supervisory Employees' Association)

BOARD POLICY

DK

FISCAL MANAGEMENT STUDENT ACTIVITIES FUND MANAGEMENT

MAY 19, 2014

The Board of Education authorizes the establishment and maintenance of a student activity account at each of the schools of the district. An administrator of the school shall be responsible for the proper administration of the financial activities of each student activity account in accordance with the provisions of state law and appropriate accounting practices and procedures. All monies collected shall be deposited in the student activity account at a local bank. All payments made from the student activity account shall have the approval of the administrator responsible for the student activity account.

The annual school district audit shall include an audit of student organization funds. Payment for the audit shall be made from district funds.

Reserves shall be limited to amounts estimated as necessary for the beginning of the following year's operation unless being used by agreement for multi-year fundraising efforts.

Monies raised by student organizations must be expended for the benefit of the students.

The superintendent shall establish appropriate rules and regulations for the implementation of this policy.

BOARD POLICY

EDDA

STUDENT TRANSPORTATION SPECIAL USE OF SCHOOL BUSES

MAY 19, 2014

The Board will maintain a fleet of school district buses. Use of these buses is limited to the following:

1. Transporting students to the various educational programs of the Livonia Public Schools School District.
2. Transportation of non-public school students as required by law.
3. Transportation in support of field trips, activity programs, athletic programs, or other school related or school sponsored activities.
4. Transportation for activities sponsored and approved by the Department of Community Education Services.
5. Transportation for other school districts or local governmental agencies on an emergency basis as approved by the Superintendent.

Loaning, renting, leasing or otherwise making school district buses available to the general public or other agencies is not permitted.

BOARD POLICY

EE

BUSINESS MANAGEMENT FOOD SERVICES MANAGEMENT AND FREE AND REDUCED PRICE MEALS

MAY 19, 2014

The district shall operate a school food service program in its schools as required by law. The supervisor of food services shall cooperate with each school principal in matters essential to the proper functioning of the food service program.

The Board of Education recognizes its responsibility to provide free and reduced price meals to eligible students. (Note: This sentence is taken in its entirety from Policy EEA, combining two policies into one)

LEGAL REF.: MCL 3.542; 380.1272; 380.1273; *et seq.*; 7 CFR Parts 210, 215, and 220
MCL 380.1272; 7 CFR Parts 210, 215, and 220
(Legal References Updated 3/12/07)

BOARD POLICY

EGAE

**BUSINESS MANAGEMENT
ANNUITIES**

MAY 19, 2014

See individual Master Agreements:

- AFSCME (American Federation of State, County & Municipal Employees)
- LCEA (Livonia Community Education Association)
- LEA (Livonia Education Association)
- LEADS (Livonia Educational Administrators)
- LPA (Livonia Paraprofessionals' Association)
- LSA (Livonia Secretarial Association)
- SEALS (Supervisory Employees' Association)