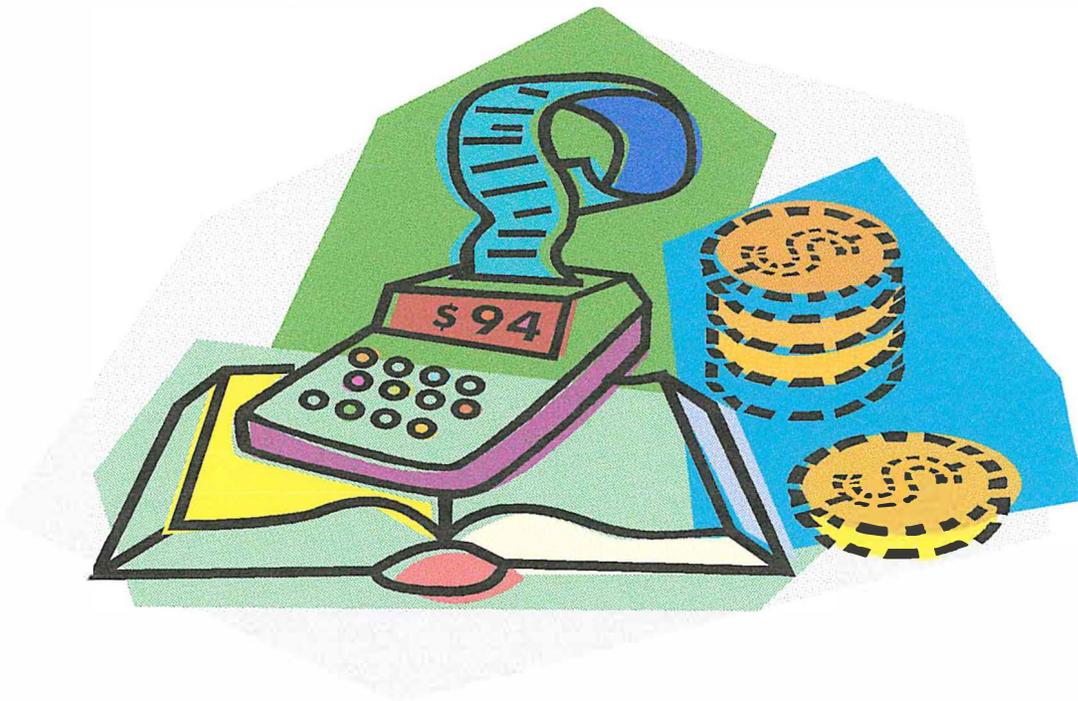

ACCOUNTING POLICY & PROCEDURES MANUAL



Sumter County Board
of
Education

D- FISCAL MANAGEMENT

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GOALS AND OBJECTIVES

The Board recognizes that the budget is a financial plan for attaining the objectives of the educational program. The three aspects of the budget are the educational plan, the revenue plan and the spending plan.

The Board assumes the responsibility for the wise expenditure of the public's tax dollars through long-range planning, mass purchasing and competitive bidding.

The Board desires input into the budgetary process from parents, teachers, administrators, supervisors, non-certified personnel and interested citizens.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

ANNUAL OPERATING BUDGET

The Board shall approve and submit an annual budget to the State Department of Education each year for approval. The budget shall be prepared and submitted according to the classifications and items specified as forms as required by The State Board of Education for each fiscal year beginning October 1 and ending September 30.

It shall be the responsibility of the Superintendent of Education and designated members of his/her staff to prepare the annual operating budget for submission to the Board. The budget shall be in accordance with rules and regulations prescribed by statutes, the State Board of Education, and the Board. The budget is subject to revision and approval by the Board prior to submission to the State Department of Education.

No budget shall be approved where expenditures are in excess of anticipated revenues and reserves. The budget shall be reviewed by the Superintendent of Education periodically and he/she shall prepare such reports as are required by law and/or requested by the Board.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF: The Code of Alabama, 16-3-1, 16-13-140.

FILE: DCB

FISCAL YEAR

The fiscal year for the School System shall be October 1 through September 30.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-13-1.

BUDGET DEADLINES AND SCHEDULES

At least two public hearings shall be held pertaining to the proposed annual budget. After final estimates of revenues and expenditures are available and input from the and public has been received, the Superintendent of Education shall direct that the tentative budget be put in final form and ready for presentation to the Board for adoption by the date specified annually by the State Department of Education personnel.

The Board shall submit the adopted budget to the State Department of Education on or before the date specified by State Department personnel in a format prescribed by statues and State Board of Education rules and regulations.

FILE: DCD

PRELIMINARY BUDGET ADOPTION PROCEDURES

Before final adoption of the budget by the State Superintendent of Education, it must be approved by the Board.

SOURCE: Sumter County Board of Education, Livingston, Alabama

ADOPTED: November 9, 1999

LEGAL REF: The Code OF Alabama, 16-1-2, 16-4-5, 16-4-8

FILE: DCE

F1NAL BUDGET ADOPTION PROCEDURES

The budget shall not become official until it has been approved by the Board and the State Superintendent of Education.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF: The Code of Alabama, 6-4-5, 16-4-8, 16-13-143.

ENCUMBERANCES

The Board shall not encumber funds in excess of anticipated revenues plus any balances on hand, except as provided by The Code of Alabama. Provided this provision is violated, the State Board of Education shall reduce in the succeeding fiscal year the Minimum Program allotment by an amount equal to one-fourth of the deficit.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama., 16-13-14D, 16-13-144.

FJLE: DCH

MONTHLY FINANCIAL RECONCILIATION

All financial records shall be reconciled with corresponding bank statements each month by the Chief School Financial Officer or designee. This reconciliation should be prepared as soon as is practicable after the end of each month and reported to the Board of Education along with the monthly financial report. A financial report showing the budgetary appropriations, expenditures and balances shall be presented to the Board monthly.

All reconciliations and financial reports shall be signed by the person(s) preparing said reports and the Chief School Financial Officer. In the event that the reconciliation is prepared by the Chief School Financial Officer, the Superintendent shall review and sign the bank reconciliation.

PERIODIC BUDGET AMENDMENTS

The Board authorizes the Superintendent of Education to review and analyze the School System budget for needed changes and amendments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the changes will not create deficits or violate State Board of Education policy or state law.

SOURCE: Sumter County Board of Education, Livingston, Alabama

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-13-40, 16-13-143c

LINE ITEM TRANSFER AUTHORITY

State Funds

The State Legislature and State Board of Education appropriate funds to the School District on a block grant basis with funds spent in accordance with specified guidelines. Current state operating funds may, thus, be transferred based on State Department of Education guidelines.

Federal Funds

Federal funds may be transferred from one line-item to another in accordance with Federal and State guidelines and the regulations of the State Department of Education.

Capital Outlay Funds

Capital outlay funds shall not be transferred from one item to another except when approved by the Board and the State Superintendent of Education.

Subject to the above prescriptions, the Board may transfer school operating funds in accordance with State Department of Education guidelines and approved accounting procedures when such transfers are deemed necessary and proper to meet specified needs of the School District. The Code states:

"A county or city Superintendent of Education with the approval of his/her Board shall have authority during the fiscal year to make such changes within the budget as are deemed desirable; provided, that schools are operated for the state minimum term according to rules and regulations of the State Board of Education; and provided that a deficit is not incurred by such change or changes."

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-13-143(c)

CURRENT BUDGET DEBT LIMITATION

Bonded Indebtness

The Board shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of 80% of the anticipated revenues from the ad valorem taxes pledged to retire such bonds.

Current Indebtness

Tax proceeds which are not pledged to retire bonded indebtedness shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed.

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year, plus the balance on hand at the beginning of said fiscal year.

SOURCE: Sumter County Board of Education, Livingston, Alabama

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-13-70, 16-13-144, 16-13-145, 16-13-146, 16-13-140
(c).

LOCAL TAX REVENUES

The local tax structure for support of the School System is presently set at:

- a) A four-point-eight (4.8) mill county tax
- b) A three (3) mill district tax
- c) A one (1) cent sales tax

State law requires that school systems must collect school taxes equivalent to ten (10) mills in order to participate fully in the Alabama Minimum Foundation Program.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

BOND SALES

All bonds issued by the Board shall be: in accordance with all applicable laws.

Tax Anticipation Bonds

Tax anticipation bonds shall be issued in accordance with section 16-30-70 through 16-13-77, Code of Alabama.

Special County and District Tax Bonds

Bonds issued against any special county or district taxes shall be issued in accordance with sections 16-13-90 through 16-13-109, Code of Alabama.

Special License, Privilege or Excise Tax Bonds

Bonds issued against any special license, privilege or excise taxes, shall be issued in accordance with sections 16-13-120x through 16-13-122, Code of Alabama.

All proposed bond issues for the School System shall be recommended by the Superintendent of Education and approved by the Board and State Superintendent of Education prior to offer for sale.

SOURCE: Sumter County Board of Education, Livingston, Alabama

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-13-70 to -77, 16-13-90 to -109; 16-13-120 to -122.

SHORT TERM NOTES

The Board, in accordance with state law, shall have the authority during any fiscal year, upon recommendation of the Superintendent of Education, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for payment of such loan or loans if funds on hand are not sufficient to meet current expenses. Such loans shall be due and payable not later than the close of the current fiscal year or when the state makes its final appropriation. All such loans shall be recommended by the Superintendent of Education and approved by the Board prior to negotiation and execution of the loan. Rates of interest on any loans shall not exceed the maximum allowed by law.

All notes or other evidence of indebtedness of the Board, unless specified otherwise: wise by law, shall be signed by the Chairman of the Board and the Superintendent of Education and shall be limited as prescribed by law.

SOURCE; Sumter County Board of Education, Livingston, Alabama

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama., 16-13-145 to -146 Hannan v. Alabama College, 235 Alabama 148, 177 So. 2d 74 (1927).

STUDENT FEES AND PAYMENTS

General

The Board prohibits the collection of fees of any kind from students attending public kindergarten or any of the first six grades of the School System; however, the Board hereby grants school principals the authority to solicit voluntary donations from parents of children in grades K-6.

No fees shall be collected in secondary schools for state required courses. The Board shall be authorized to set reasonable fees in non-required course, (e.g., reasonable fees for laboratory, shop_ materials, equipment). Such fees may be waived for students who cannot afford to pay set fees based on specific and equitable eligibility criteria approved by the Board.

ADMISSIONS AND CONCESSION FEES

The Board desires that activities for which a student's admission fee is charged be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of students to attend while covering the cost of providing such activities.

Concession sales at school activities shall be operated by the school, student groups, or parent groups as approved by the principal.

All income from school operated activities and concession sales shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, standards of the Southern Association of Colleges and Schools, and State Department of Education regulations. All such funds shall be subject to audit by the State Department of Public Examiners.

SOURCE: Sumter County Board of Education, Livingston, Alabama

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-8-7.

INCENTIVE PURCHASING

The Board shall not permit gift incentive purchasing for personal gain by any employee of the School System. Employees are encouraged to make purchases in a manner that will benefit the School System through reduced prices rather than benefiting individual employees. No Board member or employee shall accept any other type of gift without Board approval.

[However, the State Ethics Law limits purchases for school employees and their families.]

EQUIPMENT AND SUPPLY SALES

The Board authorizes the Superintendent of Education to grant permission for the operation of stores selling merchandise that is needed by students to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than minimum number of hours required by State and Board policies.

A subsidiary account, to include adequate profit loss data, shall be kept for school stores and be subject to audit. Profits derived from sales shall be used for general items supporting the school as a whole. School stores shall not operate on a deficit basis.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

PROPERTY SALES

The Board is authorized to sell real property owned by the Board of Education which is no longer used as school or work sites for an adequate consideration where such action is in the best interests of the School System. Such sales are to be in accordance with state law.

State-owned School Property" is that property which was deeded to the State of Alabama for school purposes. Legal title to such property is vested in the State of Alabama, while beneficial title is vested in the county Board of Education. At the request of the Board, the State Superintendent will negotiate for the sale or leasing of such property. Steps to be taken are as follows:

The Board shall pass a resolution explaining in full the condition of the property and recommending to whom the sale should be made and at what price, stating that it is in the best interest of the schools of the county to sell or exchange the property in accordance with Section 16-20-8, Code of Alabama (1975). This resolution shall be copied in the space provided on the "Certificate of County Board to the State Superintendent of Education."

The property shall be advertised and sold at public sale unless a good reason can be offered for otherwise selling the property. When advertising, the Board should reserve the right to reject any and all bids.

All sales should be made subject to the approval of the State Superintendent of Education and the Governor.

The "Certificate of County Board to the State Superintendent Requesting Sale of School Property" should be completed accurately and completely and signed by the County Superintendent as "Executive Officer of the County Board of Education" and forwarded, with a cashier's check or certified check for each plot sold made payable to the State Superintendent of Education representing the highest and best bid received on the property.

Subject to the approval of the State Superintendent and Governor, a deed \Viii be made by the State conveying to the purchase the State's full interest in the property which has been purchased.

The deed, together with a receipt and cashier's check or certified check en-dorsed by the State Superintendent of Education to the Custodian of School Funds, will be sent to the county Superintendent of Education. He will deliver the deed to the proper authority, deliver the check to the Custodian of School Funds, and sign and return the receipt to the State Superintendent of Educa-tion.

No building should be razed or removed from State-owned school property without the consent of the State Superintendent of Education. If the Board thinks it is desirable to raze or remove a building, a resolution to this effect requesting the State Superintendent of Education to give his consent should be passed and a copy sent to the State Superintendent of Education.

FILE: DFN (Cont.)

The Board may also sell surplus personal School System property for an adequate consideration when such action is in the best interest of the School System. Disposal of property which is incapable of sale by bid or auction (property with no value on the open market) need not be bid.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-8-40, 16-20-8 and 16-20-9, Att'y Ge. Opin. V. 91 at 49 (1949), v. 142 at 18 through 21 (197)

CENTRAL OFFICE DEPOSITORY OF FUNDS

The Board requires that all funds of the Board, whether federal, state, or local, be deposited in banks designated as the depository of the Board and to the account only of the Board. Said banks shall be located in the county and shall be members of the F.D.I.C.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF:

BONDED EMPLOYEES

In accordance with The Code of Alabama, the Superintendent of Education and the Custodian of Funds must give bond in an amount fixed by the State Superintendent of Education in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education and with the Probate Judge of the County.

The Board delegates to the Superintendent of Education the responsibility to secure surety bonds, in an amount agreed upon by the Superintendent of Education and the Board, for all employees of the School System who may be charged with the custody and/or responsibility for handling public school funds. Currently, school principals and local school secretaries/bookkeepers shall be bonded for not less than \$5,000.00, the Superintendent of Education for not less than \$5,000.00 and the Custodian of Funds for not less than \$50,000.00

The School System by law is authorized to expand public school funds to pay necessary premiums for said surety bonds.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-8-33, 16-9-3, 16-13-8 to -9, 16-13-3

RECORDS RETENTION SCHEDULE

In accordance with the Alabama State Records Commission Schedule Number 917 for the Alabama State Department of Education, the Board approves the following records retention schedule for the School System:

Record Title and Description

FINANCIAL	RETENTION
1. Approved Annual Budgets	Permanent
2. Original and Amended Budgets	2 years following audit
3. Annual Financial Statements. General ledgers and detailed year-end trial balances	Created before 1975 – Permanent Created after 1975 - 10 years
4. Financial Reports from Schools	
a. Monthly	2 years following audit
b. yearly	10 years
5. Cancelled Checks	2 years following audit
6. Bank Deposit Slips	2 years following audit
7. Bank Statements	2 years following audit
8. Check Reconciliations	2 years following audit
9. Check Registers	2 years following audit
10. Audit Reports	Permanent
11. Payroll Records	4 years following audit
12. Coupons and Bonds paid on sinking funds	2 years following audit
13. Bond ledgers	2 years following audit
14. Debt Issuance records	2 years following audit period in which final payment was made
15. Journals	2 years following audit
16. Disbursement sheets	2 years following audit
17. Social Security Reports	2 years following audit
18. Teacher Retirement Reports	2 years following audit
19. Federal Income Tax Reports	2 years following audit
20. State Income Tax Reports	2 years following audit
21. Purchase Orders/ Requisitions	2 years following audit
22. Paid Bills, Invoices, or Vouchers	2 years following audit
23. Bids	7 years after the date bids were opened
24. List of eligible bidders	3 years after last contact with listed

	vendors
25. Contracts, Leases, Franchises, and Agreements	10 years after termination or expiration of contract
STUDENTS	
1. Attendance reports to SDE	10 years
2. Attendance reports from Schools	10 years
3. Student records -Closed/Other	Permanent
PERSONNEL	
1. Personnel Records	6 years after separation of employee
2. Earnings Reports	50 years after the end of the tax year
BOARD	
1. Board Minutes	Permanent
2. Policies	Permanent
OTHER	
1. SDE Correspondence	3 years
2. Teacher Retirement Correspondence	3 years
3. Social Security Correspondence	3 years
4. Federal Funds Correspondence	3 years

Permanent Records List Boards of Education

Making and Implementing Policy

1. Local Board Policies and Procedures
2. Improvement Plans
3. Local Boards of Education Meeting Records - Board meeting minutes/meeting packet
4. Administrative Files that Document Core Agency Functions and Decisions

Documenting Student Attendance

1. School Censuses

Promoting School/Student Safety, Health, and Discipline

1. Attendance Officer Annual Reports
2. Student Drug-Testing and Drug-Free Education Records – Records documenting school/board of education policy on student drug testing and education

Conveying Knowledge

1. Student Handbooks
2. Special Education Programs – Documentation of selection and placement requirements
3. Gifted and Talented Programs – Documentation of selection and placement requirements
4. English Language Learner Program Records
5. Magnet Schools – Documentation of selection and placement requirements
6. Vocational Education – Documentation of selection and placement requirements
7. Adult and Community Education – Documentation of selection and placement requirements
8. Adult and Community Education – Course offerings
9. Service Plans

Evaluating Performance and Conferring Credentials

1. Student Permanent Records
2. Guidance Counselor/Advisor Files – Policy statements on guidance counseling/advising students

Sponsoring Student Activities

1. Student Activities History Files

Administering Internal Operations: Managing the Agency

1. Local Board of Education Internal Policies and Procedures
2. Local School System Historical Files – Board of Education historical files
3. Local School System Historical Files – Local school news bulletins/announcements
4. Representative Final Versions of Informational and Promotional Materials
5. Accreditation Records – Records documenting the local school re-accreditation process
6. Annual Reports
7. Websites and Social Media

Administering Internal Operations: Managing Finances

1. Budgeting Records - Approved annual budgets
2. Audit Reports
3. Accounting Records – General ledgers and detailed year-end trail balances – Records created prior to 1975
4. Grant Project Files – Final narrative reports

Administering Internal Operations: Managing Human Resources

1. Employee Handbooks
2. Employee Newsletters
3. Training Records – Training standards, policies, procedures, and publications
4. “Drug-Free Workplace” Records – Drug/alcohol abuse policy and procedures documentation

Administering Internal Operations: Managing Properties, Facilities, and Resources

1. School Construction Project Files – As-built plans, specifications, and blueprints of buildings of significant historical interest

Records No Longer Created

1. School Registers/Teachers’ Registers/Promotion Registers
2. Court-Ordered Busing Plans and Maps

ACCOUNTING AND REPORTING

The Chief School Financial Officer shall have the responsibility of the preparation of any and all reports related to accounting of school funds that may be required by law or requested by the State Board of Education or the local Board.

The State Board of Education shall prescribe regulations for keeping accounts and records and for making reports by or under the supervision of school boards. These accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved as the laws of Alabama may prescribe (see File DHI).

A complete statement shall be published annually of the receipts by source and disbursements function by function in an appropriate newspaper.

Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall preserve for the period of time pre-scribed by the Records Retention Policy filed DHI or for such a period as specified by the State Department of Education or appropriate authorities.

FINANCIAL REPORTS

Annual Budget

The Board shall provide for the preparation and approval of an annual financial budget for the School System. Said budget shall be transmitted to the State Superintendent of Education annually on or before the deadline date(s) approved by the State Department of Education.

Annual Financial Report Published

The Board shall publish annually in the month of October in a newspaper published in the county, a full and complete statement of receipts by source and disbursements by function of the School System for the twelve months' period ending September 30.

Outstanding Indebtness - Report Published

The Board shall publish annually in the month of October in a newspaper published in the county, a statement of outstanding indebttness of the Board on September 30. Said statement must show a schedule for retiring said indebttness, shall separate funded indebttness from unfunded indebttness, and the statement shall show the resources available to pay unfunded indebttness.

Monthly Financial Reports - School System

The Chief School Financial Officer shall prepare or cause to be prepared a monthly financial report for the School System, and shall present said report to the Board at the Board's regular meeting date.

The Chief School Financial Officer shall prepare or cause to be prepared all monthly financial reports required by the State Department of Education and any appropriate Federal agencies.

Monthly and Annual Financial Reports - Local School

The Local School Bookkeeper shall prepare a monthly financial report, to include all school accounts, and submit an annual financial report to the Chief School Financial Officer for inclusion in the School System's annual financial report.

Disposal or Deletion Procedure - The following procedure shall be followed when equipment is to be disposed of and deleted from the equipment inventory:

1. The Superintendent of Education or designee must be notified prior to the disposing of equipment owned by the School System the sale of all School System owned property will be handled through the Central Office to ensure compliance with all legal requirements).
2. The disposal and deletion of equipment shall be recorded on the equipment inventory as one of the following:
 - a) the sale of equipment
 - b) a trade-in on other equipment
 - c) removal due to obsolescence or wearing out

- d) damaged beyond repair
- e) loss due to disaster or theft

Assignment

1. School principals and work site supervisors are responsible for keeping equipment inventories current and in proper form.
2. School principals and work site supervisors shall keep a current copy of the inventory forms on file in their offices.

EQUIPMENT INVENTORIES

The Board requires that an annual inventory be taken to determine the status of equipment owned by the Board. Such inventories shall be under the direction of the Finance Department, with the assistance of school principals and department supervisors. Such inventories shall be on forms provided by the Finance Department.

Deadlines - Equipment inventories shall be completed and a copy submitted to the Central Office on or before June 30 each year. An inventory report shall be prepared by and signed by the responsible principal or supervisor at each school or work site.

Procedures - Inventories shall be completed based on the following guidelines and procedures:

1. Equipment purchased by the School System or schools within the School System must be added to the equipment inventory list at the respective schools or work sites.
2. All equipment, regardless of costs, shall have an inventor number assigned by the local school principal or work site supervisor, with said number shown in the item number column on the equipment inventory list.
3. The local school principal or work site supervisor shall be responsible for attaching the inventory number to the equipment in a permanent manner.
4. Equipment is defined as:
 - a. Any apparatus with a life expectancy of one year or more and/or
 - b. Any apparatus more conducive to repair than to replacement.
 - c.

Verification of inventory Reports - The current year's inventory will be verified with the prior year's inventory report to ensure the following:

1. All equipment that should exist on the inventory report has been inventoried and properly accounted for.
2. All current year acquisitions of equipment have been included on the inventory.
3. All current year deletions of equipment have been properly deleted.

Any variances occurring must be reconciled, properly documented, and made a part of the annual inventory report.

Note: All equipment \$5,000.00 or more must be declared surplus by the Board of Education before deletion.

CENTRAL OFFICE AUDITS

The Board, by law, directs that all funds shall be audited not less than once every two years. Such audits shall be conducted as soon after the end of the fiscal year as practical.

Auditing shall be done by an employee of the Department of Examiners of Public Accounts. Auditors shall conduct audits in accordance with the procedures set forth by the Department and shall within that scope furnish such schedules as the Board may require. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

The Superintendent of Education shall prepare or cause to prepare a report of all local audits summarizing the effect of the year's operations for presentation to the Board. Audits other than annual audits shall be performed as the need is indicated.

EXPENDITURE OF FUNDS

Any and all funds of the School System, whether received from federal, state, local or other sources, shall be disbursed only after being accounted for through proper accounting procedures and approved for expenditure by the Superintendent of Education and the Board.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF: The Code of Alabama, 16-13-32.

FILE: DJA

CENTRAL OFFICE CHECKING ACCOUNTS

The School System shall establish a checking account(s) with a banking establishment approved by the Board to serve as the depository of various school funds. All checks in the name of the Board shall be drawn upon such account(s). Said banking establishments shall be located in the county and shall be members of the F.D.I.C.

All financial transactions of the School System shall be paid for by check or credit card. No cash payments shall be made.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

FILE: DJAA

AUTHORIZED SIGNATURES FOR CHECKING ACCOUNTS

All checks issued in the name of the Board, unless otherwise specified, shall be signed by the Custodian of Funds.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF:

WORK PERIODS

The work periods for certified personnel shall conform to the following schedule:

1. Nine (9) month personnel's work period shall encompass 182 work days or 187 work days (TEAMS) and shall begin each year on the date set for Institute Day. All work shall be in accordance with the Annual School Calendar approved by the Board.
2. Ten (10) month personnel's work period shall encompass 202 work days and normally shall begin ten (10) work days prior to the date set for Institute Day and normally shall conclude ten (10) work days after the last contract day for nine-month employees. Based upon the needs of the School System, the Superintendent of Education shall be authorized to establish alternate work periods for ten(10) month personnel.
3. Eleven (11) month personnel's work period shall encompass 222 work days and normally shall begin twenty (20) work days prior to the date set for Institute Day and normally shall conclude twenty (20) work days after the last contract day for nine (9) month employees. Based upon the needs of the School System, the Superintendent of Education shall be authorized to establish alternate work periods for eleven (11) month personnel.
4. Twelve (12) month personnel' work period shall begin on July 1 of each year and conclude on June 30, with provisions for ten vacation days as approved by the Superintendent of Education.

The work period for noncertified personnel shall be based on job descriptions and contractual agreements at the time of employment and/or reassignments made in accordance with law.

SALARY DEDUCTIONS

The School System shall make all salary deductions required by law. In no case will the School System make other deductions unless approved, in writing, by the employee.

Federal and State Income Deductions

The School System will deduct federal and state income tax from all employees in accordance with law. Each employee of the School System shall file with the Superintendent of Education all necessary tax withholding forms when initially employed and when adjustments are necessary.

FICA - Social Security Deductions

The School System will deduct FICA tax from all employees in accordance with law.

Teacher Retirement Deductions

The School System will deduct teacher retirement contributions from all employees eligible for participation in the State Teacher Retirement System. Said deduction shall be made in accordance with law.

Professional Dues and Political Deductions

The School System will withhold dues for membership to the national, state, and local education association as a service to employees. Said dues, state and national political deductions, shall not be made without initial authorization, in writing, by each employee.

Insurance and Annuity Deductions

The School System will make deductions for specified insurance and annuity plans as a service to employees. Said deductions shall be made in accordance with administrative rules and regulations filed GAL-R under this cover.

Other Deductions

The School System may make other deductions as a service to employees when requested, in writing, by the employee and approved by the Superintendent of Education.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-22-6.

EXPENSE REIMBURSEMENT

Procedures which conform to sound principles of financial accounting shall be developed by the Superintendent of Education and/or designee for reimbursement of travel and expense claims by School System personnel. All travel expense reimbursement will be based on procedures approved by the Board. The procedures filed DJD-R and GCRE in this manual will apply.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF: The Code of Alabama, 16-8-8 to 9, 16-13-3.

TRAVEL EXPENSES

Personnel shall be reimbursed for travel expense incurred while performing duties related to their jobs, when such travel is at the request of or approved by the Superintendent of Education.

Travel Within the County

- 1. Prior approval for all travel must be obtained before any travel expenses can be incurred. All travel expense claims must be made on forms prescribed by the Superintendent of Education for reclamation of travel expense.**
- 2. Approved travel will be limited to that travel directly related to the discharge of assigned duties.**
- 3. Employees will be reimbursed for mileage based on the state rate.**

Travel Within the State

- 1. Prior approval for all travel must be obtained from the Superintendent of Education before any travel expenses can be incurred .. All travel expense claims must be made on forms prescribed by the Superinten-dent of Education for reclamation of travel expenses. Such report must show at a minimum:**
 - a. Date of travel**
 - b. Destination**
 - c. Purpose of travel (specific)**
 - d. Number of miles traveled**
- 2. Reimbursement for actual expenses incurred shall be at the following rates:**
 - a. Mileage based on state rate.**
 - b. Meals documented by itemized receipts as follows:**
 - 6 to 12 hours – up to \$12.75
 - Over 12 hours – up to \$34.00
 - Overnight stay – up to \$50.00/day

If an employee receives a monthly stipend amount for travel, he/she may not claim travel within Sumter County for any events.

Travel Outside the State

Reimbursement for travel expenses outside the state shall not exceed the actual, documented expenses. Prior approval for all travel must be obtained from the Superintendent of Education before any travel expenses can be incurred. All travel expense claims must be made on forms prescribed by the Superintendent of Education for reclamation of travel outside the state. All expense claims for out-of-state travel must be supported by documented receipts. Mode of transportation shall be designated by the Superintendent of Education. Provided a person not employed by the School System share a room with an employee, the School System employee shall be eligible for reimbursement at single room rate only. Reimbursement for personal items and entertainment will not be made.

FILE: DJD-R GRE(Cont.)

Requests for reimbursement for any travel-related expenses shall be submitted for approval as soon as practicable, but shall not exceed thirty (30) calendar days from the employee's date of return from travel.

BID PURCHASING

Bid Limits

The Board recognizes that expenditures of public-school monies in excess of \$40,000.00 made by the Board for labor, services, work, or the purchase or lease of materials, equipment, supplies or any other personal property, with limited exception, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

Local Purchasing

It shall be the option of the Board to give preference to local firms when purchasing goods and services from bids. Provided the quality of service or product is not sacrificed and the prices are competitive and in accordance with the Bid Law, bid items may be purchased locally provided the local bids is not in excess of three (3) percent for personal property and one (1) percent for construction projects.

Advertising Procedures

The Board shall authorize advertisement of all proposed purchases in excess of the current legal base by posting notice thereof on a bulletin board maintained in the Central Office and in any other manner and for such lengths of time as may be determined; provided, however, that sealed bids shall also be solicited by sending notice by mail to all persons, firms, or corporations who have filed a request in writing that they be listed for solicitations on bids for such particular items as are set forth in such request. If any person, firm, or corporation whose name is listed fails to respond to three (3) solicitations, such listing may be canceled. If the purchase or contract involves an amount less than the current legal base, the purchase or contracts may be made upon the basis of sealed bids or in the open market. No purchase or contract involving an amount in excess of the current legal limit shall be divided into parts involving lesser amounts for the purpose of avoiding the requirements of this policy.

Bid Openings

All bids shall be opened at an official bid opening. They will be referred to the Board for final action. The Board will be guided by recommendations of the Superintendent and/or other appropriate administrator(s).

Bids Through the Central Office

All bids made in behalf of the School District or local schools shall be handled through the Central Office.

LOCAL PURCHASING

It shall be the policy of the Board. to give preference to local firms when purchasing goods and services from bids. Provided the quality of service or product is not sacrificed and the prices are competitive, and in accordance with the Bid Law, bid items may be purchased locally provided the local bid is not in excess of 3% of other bid prices.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

VENDOR RELATIONS

The School System shall always promote vendor-School System relations through honest and fair business transactions. The Board and employees of the Board shall always seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

No member of the Board or employee of the Board will accept gifts from any person, agency, or company doing, or desiring to do business with the School System. All business-related gratuities are specifically prohibited.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF: The Code of Alabama, 16-8-7, 16-8-9, 36-25-5 (a) to 7.

FILE: DJEJ

INVOICE PAYMENT PROCEDURES

All invoices to be paid from Central Office accounts will be submitted to the Accounting Department in the Business Office for payment. Account Payable invoices are paid on Thursdays. Local School invoices are paid on Fridays. Deviation from this schedule requires Superintendent approval. Invoices paid must be approved by the Superintendent of Education.

All invoices must be signed by appropriate persons noting that all goods or services have been received before they can be paid.

FILE: DFJ

CAPITAL OUTLAY PURCHASING

All equipment purchases and capital outlay improvements must have the approval of the Superintendent of Education and items which cost \$5,000.00 or more, and not previously approved in the budget, must be approved by the Board.

FILE: DMA

INSURANCE - BUILDINGS, BUSES AND OTHER VEIDCLES

All buildings in the name of the School System are to be insured by the State Insurance Fund. All school buses, cars and service vehicles owned by the Board are to be covered by liability insurance with a commercial company.

Driver Education cars on Joan to the Board by automobile dealers are to be insured for comprehensive collision damage with \$100.00 deductible. In the event of damage to one of these cars, the school to which the car is assigned is liable for the amount of the deductible.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

USE OF BOARD VEHICLES

Employees of the Board assigned to duties as Transportation Supervisor, School Bus mechanics and Building Maintenance Repairmen may be required to be on call 24 hours a day to respond to emergencies involving school buses and buildings. In the event of this requirement, such employees will be required by the Board to take their service vehicles home with them in order to readily respond to emergency calls for assistance related to their employment positions.

The following provisions shall apply to use of Board owned vehicles by said employees.

1. Employees may not use their Board owned vehicle for personal purposes other than minor use such as a stop for lunch between business/work sites.
2. When said vehicles are not being used for Board business, they will be kept at the school bus garage or assigned school sites during business hours or at the homes of employees to whom the vehicles are assigned during non-business hours.
3. The Board reasonably believes their assigned vehicles are to be used only for school related business travel, other than minor use as noted above.

SCHOOL USE POLICY

The Board authorizes the use of school facilities for educational, cultural, civic, and recreational purposes by groups that have historically provided meaningful educational programs and activities for the community as a whole. The Board shall seek to provide such groups use of school facilities when such use will not conflict with nor handicap the school programs sponsored by the schools of the School System. The use of such identified facilities shall be in compliance with the following guidelines and procedures.

Limitations - The Board prohibits the use of school facilities for the following purpose:

1. Promulgating any theory or doctrine contrary to the laws of the United States or any political subdivision thereof.
2. Partisan political meetings.
3. Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of the community.
4. Public dances other than those sponsored by the schools or public recreation organization.
5. Conducting gambling, raffles, lotteries, or games of chance.
6. Religious meetings.

Restrictions - The use of school facilities by outside groups shall be based on the following conditions:

1. No organization shall be eligible to use school facilities unless the majority of its membership lives in the county.
2. The right of the school to operate concessions at any event held on or in school property shall be reserved to the school where such facility use occurs.

Eligibility - Use of school facilities shall be based on the following classifications:

1. Groups such as PTA's, PTO's, athletic and band boosters, study groups, school sponsored scouting activities, etc. shall be eligible to use school facilities at no costs, unless custodial help is required or additional utility costs are incurred.
2. Groups with noncommercial educational, community-oriented purposes shall pay general use fees based on the attached schedule.
3. All other groups shall be charged general use fees based on a commercial or entrepreneurial rate.

Applications Procedures - The use of school facilities shall be based on the following application procedures:

1. An application form (Filed DN-R) for use of school facilities shall be submitted directly to the school principal or the school where facility use is desired. The application form must be completed and submitted at least two weeks prior to the intended use date.
2. Groups holding regular meetings throughout the school year need only submit one

FILE: DMB (Cont.)

application. Facility use permits expire automatically June 30 each year.

3. If a use fee charge is applicable, one-half of the total applicable charge must accompany the application form. The group or organization will be billed for the remainder of the charge immediately after use by the local school principal.
4. Cancellation must be made directly to the school principal and must be least 24 hours in advance. If costs are incurred by the school due to such cancellation within the 24-hour notice, such costs shall be with-held from the deposit fee and/or billed to the group or organization.
5. Groups or organizations given the privilege of using school facilities shall not transfer or sublet such rights to other groups.
6. Application forms from groups where eligibility is not readily discernible shall be referred to the Superintendent for final determination.
7. The School System reserves the right to cancel any agreement by giving reasonable notice.

Services Provided -The School System shall be responsible for providing the following services for fees paid:

1. School System employees shall be responsible for unlocking, locking, operating lights, heating and ventilating equipment, lunchroom equipment and supervising the facility while in use. The costs for such services are included in the fees charged.
2. School System employees are not expected to assume any direct responsibility for crowd control or general control. When warranted, groups and organizations using school facilities are to assume responsibility for securing adequate police and crowd control panel.
3. Overtime custodial and administrative charges will be assessed for facility use during evening or non-school hours and on Saturday, Sunday, or a holiday.

Property Damages - Groups and organizations using school facilities shall be financially responsible for any damages to school property during such use. Any group or organization that fails to respond to damage charges shall be denied all further use of school facilities.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:

FILE: DN

LOCAL SCHOOL ACCOUNTING AND REPORTING

All local school financial accounting and reporting systems must be approved by the Board prior to their use. The Board desires to keep the different types of financial accounting and reporting systems used by the local schools to an absolute minimum in order to facilitate some consistency throughout the School System. All accounting and reporting systems utilized in the schools of the School System must be approved by the State Department of Education.

Currently, the Board has approved for use in the schools of the School System the Uniform Accounting System for Local Schools in Alabama, Revised. The Super-intendent of Education or designee shall be responsible for preparing, updating and disseminating a School System Manual outlining the operating procedures of the Uniform Accounting and Reporting System for Local Schools. The Manual shall include all forms to be used with the system. Copies of the Manual shall be distributed to all school principals and secretaries/bookkeepers.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF: State Department of Education Bulletin Number 32, (1982).

LOCAL SCHOOL ACCOUNTING AND REPORTING (PAYROLL REPORTING)

Payroll reporting forms containing the names of employees assigned to the school or work site shall be provided by the Central Business Office.

Total days absent should be noted beside the employee's name, with a distribution of absences showing number of days to be charge to sick leave, personal leave, or leave without pay. Absences reported to the Central Office should be supported by written documentation kept on file in the school office.

A form to report days worked by substitutes will be provided by Central Business Office. The substitutes' names shall be listed exactly as shown on the List of Approved Substitutes provided by the Central Business Office. Beside the name shall be listed the total number of days worked and a breakdown of sick leave, personal leave, or special contract days. Beneath the name shall be listed the name of each employee for whom the substitute worked, the total days worked for that employee and a breakdown of sick leave days, personal leave day or special contract days worked for that particular employee. Documentation supporting substitute work shall be kept on file in the School Office.

The total number of days paid to substitute must be equal to or less than the number of days of absences reported on the regular employees' payroll.

Electronic timesheets for Support personnel shall be imported by the Central Business Office with the payroll each month, documenting those hours for which the Board is to make payment.

LOCAL SCHOOL FINANCES

The principal shall be responsible for the proper handling of all business affairs of the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports and all fixed assets at the school. The principal, as trustee, is responsible for replacement of student activity money improperly spent.

The school bookkeeper shall be responsible to the principal and shall receive and account for all school funds in accordance with procedures prescribed by the State Department of Education, the Superintendent of Education and approved by the Board.

Teachers who receive money from students or other shall give receipts for monies received with the following exceptions:

1. Money collected through the sale of pre-numbered tickets to be used as admission to a public performance.
2. Money collected through the sale of merchandise in a school store.
3. Money collected as an admission fee to a public performance.
- 4.

All expenditures of school funds shall be authorized in writing by the school principal prior to the purchase or expenditure being made. No other person is authorized to make purchases on behalf of the school.

Requests for purchase orders for expenditures from subsidiary accounts shall be signed by the faculty sponsor of that account. The principal shall either approve the purchase with his signature or reject the purchase by returning it to the teacher with his written reasons for denying the expenditure.

Invoices shall not be paid until they have been signed by the person receiving the goods or services and by the principal authorizing payment.

School funds shall be deposited in a bank insured by the Federal Depositors Insurance Corporation and located in Sumter County. Money should be deposited as soon as possible, daily if feasible.

When possible, funds should be deposited in interest bearing savings accounts or certificates of deposit at a bank located in Sumter County and insured by Federal Depositors Insurance Corporation.

Use of petty cash fund should be avoided if possible. If a petty cash fund is necessary for the operation of the school, accurate and detailed records must be maintained.

Disbursements shall only be made by checks signed by the principal and made payable to a person or company. No checks should be issued payable to "Cash."

Local school funds shall not be expended for personal long-distance calls, personal loans, or for

FILE: DN-R2 (Cont.)

any purpose other than a direct benefit of the school or student body.

Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable.

All school instructional fees, charges, contributions, and deposits shall be collected and spent only as authorized by the principal and not contrary to the established policies of the Board. All funds collected in a school shall be expended for the expressed purpose for which they are collected.

Funds collected from students for lost or damaged devices shall be accounted for by the schools and the account activity reported as a separate item on the monthly financial report to the Superintendent of Education.

Funds collected from students for Driver Education fees shall be forwarded to the Transportation Supervisor before the end of the second six weeks of the semester. The principal shall be responsible for the safekeeping and maintenance of cards used in the Driver Education Program. Any damages to the car should be reported to the Transportation Supervisor in the Transportation Department immediately.

Funds collected for field trips shall be turned into the school office and expenses paid with checks. The purchase order requesting payment of expenses for the field trip shall have attached a list of persons participating in the field trip, destination, date, and purpose of the field trip and itemized invoices for expenses to be paid.

Travel expenses reimbursed from local school funds shall be in accordance with State and Board policies. Receipts shall be attached to any claim for reimbursement. Only reimbursement for travel related to school business that has prior approval of the Superintendent shall be allowed.

No gifts, flowers, or contributions to faculty or students or any person for sickness, condolences, congratulations, etc., shall be paid from the school's general fund. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

All equipment {defined as items with a life expectancy of one year or more that are more feasible to repair than replace) shall be assigned an equipment number and placed on the equipment inventory list. The Central Business Office of the Board should be given the information so that the item(s) can be added to the Board master inventory list. The principal shall notify the Central Business Office of the Board when any item is to be taken off inventory. A current copy of the current inventory list shall be transmitted to the Central Business Office at the end of the scholastic year (June 30) with the original copy retained in the principal's office.

FILE: DO

FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

The Board endorses and supports rules and regulations by the Alabama State Department of Education and the Southern Association of Colleges and Schools pertaining to fund raising activities by school related clubs and/or organizations.

This regulation is stated as follows:

"Permanent, accurate records must be kept of all fees collected by or through the school, and of all funds received and expended by the school or its agencies, such as athletic associations, club and class organizations, band-parent organizations, and others. · An accounting shall be completed for each year showing cash balances, accounts receivable and accounts payable. The summary used in the Revised Uni-form System of Local Accounting shall be drawn at the end of each calendar month and a report of the same shall be sent to the local Superintendent of Education. Purchases should be made by purchase orders and receipts should be issued for all monies received."

In-School Clubs and Organizations:

All in-school student clubs, organizations, etc., must follow the regulations as stated. In-school organizations maintaining financial accounting through the school may take advantage of the school's tax-exempt status by purchasing school supplies, materials and equipment through the school.

All drafts for the expenditure of funds from the club/organization account shall be authorized by said club and/or organization, the club sponsor, and a check shall be signed by the principal. The principal shall maintain a separate subsidiary account for each club and/or organization.

School Related Clubs and/or Organizations:

The Board recognizes the value of certain clubs and/or organizations that support the school's purposes and desires to work with such groups as the PTA, PTO, Band Parents, athletic organizations, etc., for continued school improvement.

The organizations may maintain separate financial accounts and records if they so desire. However, if such club and/or organization does wish to maintain separate financial identity from the school, then any and all activities of the club and/ or organization uses school personnel or resources to assist them in their financial activity, then it is necessary that the club and/or organization be required to maintain financial records and accounts through the school or present an annual financial report to the school principal. All such clubs and/or organizations using the schools or the School System's name to collect or solicit funds must have prior approval of the Board.

Clubs and/ or organizations maintaining separate financial entity from the school may not take advantage of the tax-exempt status of the school.

Donations by Clubs and/or Organizations to the School:

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In the event a club and/or organization wants to purchase goods or services for the school or donate to the school, the organization's treasurer should make a check payable to the school for the donation or the cost of the item(s) to be purchased. The principal should, in turn, give the treasurer of the organization a receipt for the amount of money received from the organization. The principal shall deposit and send all monies through the school's uniform local accounting system. A separate subsidiary account shall be maintained for each such club and/or organization.

Concession Sales at School Activities:

Concession sales at school activities and concession sales operated by school or student groups shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, Standards of the Southern Association of Colleges and Schools, and State Department of Education regulations. All such funds shall be subject to audit by the State Department of Public Examiners. Income from such activities and sales by parent groups shall be handled in accordance with the guidelines outlined in the above section related to clubs and/or organizations.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF: The Code of Alabama, 16-8-7; Attorney General's Opinions June 27, 1972, and October 22, 1980; State Department of Education Statement; Dr. Teague's Letter, September 16, 1977.

FILE: DOB

LOCAL SCHOOL MONTHLY FINANCIAL RECORD RECONCILIATION

The local school accountant or designee shall reconcile monthly all financial records with bank statements. Reconciliations shall be signed by the person preparing the report and reviewed by the Chief School Financial Officer. Said reports shall be prepared and transmitted by the tenth of each month for review by the Chief School Financial Officer. Said reports shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances and report of accounts payable.

FILE: DOBA

LOCAL SCHOOL AUDITS

Annually, as required by the State Board of Education, local school funds and accounts, except those designated for local schools with records maintained at the Central Office, shall be audited by the State Department of Public Examiners.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF:

FILE: DOC

LOCAL SCHOOL DEPOSITORY OF FUNDS

The Board requires local school principals to select a bank located in the county as a depository of school funds. Said bank shall be a member of the F.D.I.C. Principals shall notify the Board prior to changing their school's current depository of school funds.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF:

LOCAL SCHOOL CHECKING ACCOUNTS

Local school principals shall establish a checking account(s) with a banking establishment located in the county and a member of the F.D.I.C. All checks in the same of the school shall be drawn upon such account(s).

All financial transactions of a local school shall be paid for by check; no cash payments shall be made.

SOURCE: Sumter County Board of Education, Livingston, Alabama.
ADOPTED: November 9, 1999
LEGAL REF:

FILE: DOCB

LOCAL SCHOOL CHECKING ACCOUNT SIGNATURES

All checks issued in the name of a local school, shall be signed by the Superintendent and Chief School Financial Officer.

SOURCE: Sumter County Board of Education, Livingston, Alabama.

ADOPTED: November 9, 1999

LEGAL REF:



Sumter County Board of Education

P. O. Box 10 • Livingston, AL 35470 • 205/652-9605 • FAX: 205/652-9641

June 1, 2005

Mrs. Lula B. Larkin, Superintendent
Sumter County Board of Education
Post Office Box 10
Livingston, Alabama 35470

Dear Superintendent Larkin:

The attached are required Policies that must be in placed for the CNP portion of the upcoming Federal Program review. We will need the Board adoption of these policies. Even though CNP has a no check policy, it is still a requirement that the local board have a Board approved policy for worthless checks. The attached policy is duplicated from Demopolis and Thomasville Systems.

Thank you for your continued support.

Sincerely,



Dorothy Askew

da



Approved
06/07/05
Lula B. Larkin

WORTHLESS CHECK POLICY & COLLECTION PROCEDURES

1. Proper notification should be made to the parents and students that appropriate action will be taken in prosecuting worthless-check writers. A notice should be in the school handbook given each school year and proper notice posted in the school office.
2. When accepting checks, if possible, a driver's license number should be referenced on the check. Caution employees to not accept unsigned, post-dated or counter checks.
3. Upon receipt of a NSF check, log the check in the "Worthless Check Log" notebook, notice date received, amount, and name of check writer. Then, several things need to be determined to meet District Attorney requirements: If the check date is less than one year from the current date, the check was not post-dated and was initially deposited promptly, was not a donation check, and is stamped "insufficient funds" or "account closed," you may proceed with the following process:
 - a. The Principal, or his/her designee, should notify the person who issued the check by telephone that the check has been returned by the bank and that the school must be reimbursed in cash (cash, cashier's check or money order) within five (5) days for the amount of the check and the mandatory \$25.00 returned check fee.
 - b. If payment for returned check is not made within five (5) days of telephone notification, the Principal, or his/her designee, should immediately send "Notice to the Maker" (see attached example which should be produced on school letterhead) by certified or registered mail, addressed to the check signer (this may or may not be the same as the name in the top left-hand corner of the check). This alerts the worthless check writer that they have ten (10) days to pay the check amount plus a service charge of \$25.00. If the certified letter is returned to you undelivered, no waiting period is required: Forward the unopened envelope to the Custodian of Funds in addition to the other items mentioned below. Also, periodically, names of worthless check writers should be distributed to all employees receipting payments in your schools so that repeat offenders can be stopped. **(NOTE: A student should never be contacted about a check returned on his or her parent/guardian).**
 - c. If the worthless check amount plus service charge is not paid within ten (10) days of the confirmation of receipt of the notice, a "Worthless Check Information Form" is completed (for each bad check). (NOTE: Victim information refers to the school accepting the check. Do not sign the area labeled affiant signature, as the Custodian of Funds will sign this). In addition to the Worthless Check Information Form "Checks Submitted to Central Office for D.A. W.C.U." should be completed. These forms should be submitted to the Custodian of Funds, along with the original check, the certified mail receipt, the returned receipt signature card and a copy of the "Notice to Maker". The school should also submit a copy of the "Checks Submitted to Central Office for D. A. W.C.U." to the LSA Bookkeeper. At this time, the LSA Bookkeeper can legitimately reduce the cash balance by the amount of the bad

FILE: DOCC(Cont.)

check. Note: The school may not accept payment on the check after the information has been submitted to the Custodian of Funds without his/her approval. Once an item has been Turn over by the Custodian of Funds to the District Attorney's Office, longer the schools or the Board's responsibility. Inform anyone who receipts cash in the office of this regulation.

- d. The worthless-check writer will be notified by the Worthless Check Unit and will be given the opportunity to voluntarily pay the total amount owed (which will then include an additional D.A. fee). The Unit will remit the restitution collected to the Sumter County Board of Education. The restitution payments will be receipted by the/Custodian of Funds and distributed to the appropriate department/school.
- e. If the worthless-check writer fails to respond to this notification, a warrant is issued. If arrested, court fees are also added to each worthless check case brought to trial.
- f. Occasionally, checks are returned as a direct result of bank error. When this occurs, require the worthless-check writer to furnish a written explanation from the bank which clearly documents a bank error. When this documentation is provided, the principal may waive the service charge.
- g. When a student who is a minor (under age 18) writes a worthless check, contact the parents or guardian before sending the Notice of Maker.
- h. Uncollected worthless (NSF) checks must be paid from Non-public funds. Public fund must never be used to pay for worthless checks.

STATE FEE ALLOTMENT PLAN

1. The allocation of monies to replace the matriculation fees passed by the State Legislation provides specific allocation of funds for each teacher in grades K-12 .. Principals, Assistant Principals, Guidance Personnel and Librarians are also included. Hereafter in these policies, this fund allocation shall be referred to as "Fee Allotment."
2. The Fee Allotment shall be expended only for the purchase of **instruction, supplies, materials, and instructional equipment**. By law, such funds shall not be expended for furniture, fixtures, janitorial supplies, first aid supplies and equipment, or general administrative supplies and equipment.
3. The principal of each school shall plan cooperatively with the school faculty for the budgeting of this money and shall **prepare a budget to be submitted to the Superintendent of Schools for approval prior to submitting purchase orders**. Local schools may utilize up to 50% of individual teacher's allocation for group projects with mutual consent of each teacher concerned. Amounts over 50% must be evidenced by a signed waiver of each concerned teacher.
4. An adequate system of record-keeping at the local school must be maintained on all expenditures from the Fee Allotment. Such a system should provide for sub-accounts for joint faculty or department purchases, individual teacher purchases, library, and other sub-accounts as deemed necessary for adequate accounting of funds. **It shall be the responsibility of each school to keep an accurate record of expenditures and check regularly with the Central Office to see that accounts are coordinated.**
5. The effective beginning date for purchase under the Fee Allotment Fund shall be October 1st each year if allocated by the State. The termination date for purchases for the school year shall be August 30. No purchase orders will be processed after the termination date. Materials ordered but not received by September 15th will be cancelled. The State Department of Education has ruled that no funds may be carried over to the next school year. Funds not expended during the fiscal year will be retained by the State. Total purchases shall under no circumstances exceed the amount allocated.
6. It shall be the responsibility of the school principal to receive, check, and immediately approve for payment of all completed orders by signing the appropriate certifying form and returning the form to the Central Office. The principal shall also provide for the delivery of the items purchased to the individuals or groups within the school. Under no circumstances shall material be approved for payment until it has been received and checked.
7. Principals shall be required to combine orders of individual teachers, departments, or other groups in the school and submit a consolidated purchase order for the supplies, materials, or equipment when possible. No funds from this program may be extended except by a Central Office purchase order. Bid items such as duplicating paper should be listed on a purchase order naming the approved vendor. School District personnel will be notified prior to November 25 of the costs of all bid items and the approved vendor.
8. Items should not be purchased prior to the implementation of proper purchase procedures. The Central Office shall not pay for any merchandise which has been purchased without a properly approved purchase order. It is the policy of the Board to prohibit payment for unauthorized purchases. Proper purchase order procedures shall

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include the following:

- a. Utilize the three (3) copy purchase order form.
 - b. Purchase orders should be sent to the Central Office.
 - c. Vendor's full name and address including zip code.
 - d. Show quantity, number, description, unit cost and extension.
 - e. Use only current catalog and/or price list.
 - f. Total of requisition should include shipping cost.
 - g. All copies of requisition must be signed by the principal and will be returned to the school when the purchase order number has been assigned.
 - h. A copy will be mailed to the vendor when processed.
9. Records of expenditure of these funds will be audited by state audit to assure that funds are spent in accordance with the law. Teachers and principals should use caution in expending such funds to avoid being charged back for certain items.

SOURCE: Sumter County Board of Education, Livingston, Alabama

ADOPTED: April 11, 2000

LEGAL REF:

Sumter County Board of Education
 Checks Submitted to Central Office
 District Attorney
 Worthless Check Unit

Victim Name: _____

School's Name

Date Submitted to Central Office _____

Submitted By: _____

Signature

/

Please Print Name

	Defendants Name	Check Number	Date	Check Amount	Activity Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Total Number of Checks Submitted: _____

Received by Central Office: _____

Date: _____

Please submit the original to Custodian of Funds, one (1) copy to LSA Bookkeeper and keep a copy for your records.

FILE: DOCE

TEXTBOOK SELECTION AND ADOPTION

The Board shall approve all textbooks used in the School District. A textbook committee shall be appointed by the Board, upon recommendation of the Superintendent of Schools, and members shall serve for a period of one year. The selection and adoption of textbooks shall be in accordance with the provisions of Alabama Law.

SOURCE: Sumter County Board of Education, Livingston, Alabama
ADOPTED: April 11, 2000
LEGAL REF: The Code of Alabama, 16-36-1 to 4.

FEDERAL COMPLIANCE

Sumter County Schools shall have all required program evaluations: Core ESL Program (Castanada v. Pickard), Migrant (Section 1301), Parent and Family Engagement, 21st CCLC, Private Schools (Section 1117), & Homeless Grant evaluation.

- a. Program evaluations shall be loaded in e-GAP

The Sumter County School System shall ensure all Federal funds received under this part are only to supplement the funds that would, in the absence of such Federal funds, be made available from non-Federal sources, and not to supplant such funds:

- a. Title II, Title III, Immigrant, Title V, Private Schools, Migrant, Neglected and Delinquent, Parent and Family Engagement, 21st CCLC, and Continuous Improvement Plan

The Sumter County School System shall implement the following for all federal programs where applicable:

1. Home Language Surveys, Employment Survey Documentation, Enrollment Procedures (such as Homeless, EL, Migrant, and Immigrant students, Foster Care)

Time and Effort documentation

Federal regulations require that any salaries and benefits charged to a federal award(s) must be based on documentation that meets the following criteria in order to be allowable charges to the award(s):

- The employee's time must be documented in writing.
- The documentation should reflect the actual time spent by the employee on activities of the federal program(s) being charged.
- The period covered by the documentation may not exceed one month unless an approved substitute system is in place.
- The documentation should account for all of the employee's time for the period covered (including state/local activities).
- The documentation should be signed by the employee and the employee's supervisor.

Time and effort reporting should be prepared for any employee whose salary is paid with federal funds or any combination of a federal award and other federal, state or local funds sources or used to meet a match/cost share requirement. Contractors are not required to participate in time and effort reporting.

If an employee works on a single cost objective, time and effort reporting may be completed semi-annually, referred to in the federal regulations as "Semiannual Certification." District policy may require employees to report monthly. If an employee works on multiple cost objectives, time and effort reporting must be prepared at least monthly and coincide with one or more pay periods.