

SECTION D FISCAL MANAGEMENT

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File: DA - FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the committee's intent:

- 1) To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
- 2) To establish levels of funding that will provide high quality education for the students.
- 3) To use the best available techniques for budget development and management.
- 4) To provide timely and appropriate information to all staff with fiscal management responsibilities.
- 5) To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

File: DB - ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties that confront the school system.

The budget then is more than just a financial instrument and requires on the part of the committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local school committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff as he/she deems appropriate. The three general areas of responsibility for the superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS.: M.G.L. 71:34; 71:37; 71:38N

File: DBA - BUDGET PROCEDURES

At or before the first School Committee meeting in November of each year the Superintendent of Schools shall request that the School Committee establish titles for open budget workshops to review the preliminary budget submissions. The Superintendent shall then present to the Committee at these sessions the preliminary estimates from Principals and Directors of budgetary needs for the various school units or departments for the next school year with particular attention to any additional requests for expansion of program or for program savings.

From the budget workshops, and the preliminary requests, the Assistant Superintendent shall formulate a final budget which incorporates all revisions accomplished by Committee review.

The final complete budget shall then be acted upon on or before the first school committee meeting in January for submission to the town.

File: DBB - FISCAL YEAR

The fiscal year of the Walpole Public School System shall be the first day of the July of one year to the last day of June in the following year.

File: DBC - BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date, the spring annual town meeting. Dependent on the date thus set, the following will be scheduled:

Two weeks or more before the annual town meeting	Publication of the budget for the meeting by the selectmen
Not less than 30 days before the annual town meeting	Finance committee holds a public hearing on its proposed recommendations for the articles in the budget to be published as above

Whatever dates assigned the above, the final date for the submission of the budget to the selectmen will be arranged cooperatively with the school committee and finance committee.

In reaching its decision on the budget amount that it will submit to the selectmen, the school committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Established by law and charter

LEGAL REFS.: M.G.L. 71:38N
 Town Charter (see local reference)

File: DBD - BUDGET PLANNING

The major portion of income for the operation of the public schools is derived from local property taxes, and the school committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the school committee will strive to:

- 1) Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
- 2) Establish levels of funding that will provide high quality education for all our students.
- 3) Use the best available techniques for budget development and management.

The superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

File: DBG - BUDGET ADOPTION PROCEDURES

The annual school budget shall be presented to the Annual Town Meeting for adoption under the provisions of Chapter 71, Section 34 of the General Laws of the Commonwealth.

Established by law and charter

LEGAL REFS.: M.G.L. 71:34
 Town Charter (see local reference)

File: DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the school committee will consider requests for transfers of funds as they are recommended by the superintendent.

The committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All funds in the general account not expended by the close of the fiscal year will be returned to the town.

File: DD - FUNDING PROPOSALS AND APPLICATIONS

The school committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the committee for approval.

The superintendent or his/her designee is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

LEGAL REFS.: M.G.L. 44:53A
 P.L. 874 Impact Aid

File: DFD - GATE RECEIPTS AND ADMISSIONS

Athletic Events: All funds derived from interscholastic athletics shall be deposited in the appropriate revolving account.

School Activities: All funds derived from school entertainment such as dances, plays, musicals, etc., may be deposited to the student body activity account maintained by the school. Records are to be maintained of the specific activity, sponsoring club or group and amounts received. This account shall be audited annually by the Business office.

LEGAL REFS.: M.G.L. 71:47

File: DGA - AUTHORIZED SIGNATURES

The majority of the school committee and the superintendent or his/her designee will sign payrolls presented for approval. During times when the entire committee does not meet, the school committee shall appoint a designated signer and alternate.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

LEGAL REFS.: M.G.L. 41:52

File: DH - BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the town.

LEGAL REFS.: M.G.L. 40:5; 41:35

2.

File: DI

File: DI - FISCAL ACCOUNTING AND REPORTING

The superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The school committee will receive periodic financial statements from the superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as found desirable.

LEGAL REFS.:

M.G.L. 41:35

Board of Elementary and Secondary Education 603 CMR 10:00

3.

File: DIE

File: DIE - AUDITS

An audit of the school department's accounts should be conducted annually. In addition, the committee may request a private audit of the school system's accounts at its discretion.

The committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

File: DJ - PURCHASING

The school committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the superintendent's office of the school system.

The superintendent will serve as purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the superintendent and/or his/her designee, with such exceptions as may be made by the latter for emergency purchases.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

File: DJA - PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the superintendent through the detailed listing of such items compiled as part of the budget-making process.

The purchase of items and services on such lists requires no further committee approval except when by law or committee policy the purchases or services must be put to bid.

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE Bidding Requirements

File: DJB - CAPITAL BUDGET

The Capital Budget is a separate budgetary area. Principals are to refer to projects approved for their buildings/sites by referring to the budget document.

File: DJE - BIDDING REQUIREMENTS

All bidding provisions shall be in accordance with the Charter of the Town of Walpole.

An effort will be made to procure multiple bids for all of these purchases. When recommending acceptance of a bid, the superintendent will inform the school committee whenever possible of the competitive price a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The committee reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

Contracts

All contracts to which the School committee is a party shall first be authorized by vote of the Committee following a review of the form and content by Town Counsel. Exceptions to this may include collective bargaining agreements which may be received by the School Committee's labor counsel (negotiator) and Superintendent of Schools.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

File: DJG - VENDOR RELATIONS

Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

File: DK - PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the school committee.

As an operating procedure, the committee will receive monthly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the school committee and then forwarded to the city auditor for processing and subsequent payment by the city treasurer. Actual invoices, statements, and vouchers will be available for inspection by the school committee.

The superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REFS.: M.G.L. 41:41; 41:52; 41:56

File: DKC - EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the superintendent.

When official travel by personally-owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the committee. However, a monthly travel stipend, in an amount established by the committee, will be paid to the superintendent, assistant superintendent, business manager, and others authorized by the committee who are required to travel regularly within the school system on official business.

To the extent budgeted for such purposes in the school budget, approval of travel requests will be as follows:

- 1) Travel by school committee members must have prior approval of the school committee.
- 2) Any travel request with estimated expenditures of more than \$1,000.00 must be approved in advance by the committee. Travel requests for less than \$1,000.00 may be approved by the superintendent.
- 3) Each individual request will be judged on the basis of its benefit to the school system.

LEGAL REFS.: M.G.L. 40:5; 44:5

File: DL – DISPOSAL OF SURPLUS PROPERTY

The School Committee retains the option of disposing outright by any means of any supply or equipment that is no longer useful to the Committee, but retains some value. Such supply or equipment will be disposed of by the following manner:

1. Value Less Than \$5,000: The item(s) shall be declared surplus by the Superintendent or his/her designee, in consultation with the School Business Administrator. The surplus declaration will be sent to the Committee which may concur with the recommendation, declare said item as surplus, and authorize disposition. At the Committee's discretion, a minimum bid(s) may be established. The item(s) will then be advertised on the School Department's web page and posted in the Administrative Offices hallway (Form DL-1 DISPOSAL OF SURPLUS PROPERTY POSTING FORM) for a period not less than fifteen days. At that time, the item may be awarded to the highest responsible bidder.
2. Value Equal To or Greater Than \$5,000: The item(s) shall be declared surplus by the Superintendent or his/her designee, in consultation with the School Business Administrator. The surplus declaration will be sent to the Committee which may concur with the recommendation, declare said item as surplus, and authorize disposition. At the Committee's discretion, a minimum bid(s) may be established. The item(s) will then be advertised in a local newspaper, on the School Department's web page, and will be posted in the Administrative Offices' hallway for a period not less than fifteen days (Form DL-1 DISPOSAL OF SURPLUS PROPERTY POSTING FORM). At that time, the item may be awarded to the highest responsible bidder.
3. Other Disposal Methods: Yard sales, silent auctions, online auctions, or live auctions may be utilized herein if approved by the Superintendent and the School Committee.

Award of Bid & Payment Requirements: All supplies and equipment shall be sold "as is", and the selected purchasers are responsible for moving awarded item(s) not more than five (5) days following award of bid. Payment shall be made in the form of a certified check.

File: DL-1 – DISPOSAL OF SURPLUS PROPERTY POSTING FORM

**DISPOSAL OF SURPLUS PROPERTY OFFICIAL POSTING PLEASE POST FROM
[Date range of 15 days]**

SURPLUS ITEM:

ESTIMATED TOTAL VALUE: \$ _____

LOCATION OF ITEM (S): [School Building]

CONDITION OF ITEM (S): As Listed Above

To find out more about the item (s) listed above please contact:

**[Contact person], Walpole Public Schools
Email Address**

Any group/individual who is interested in the above item (s) must respond with a bid price in writing by:

Send written bid price to:

Michael Friscia, School Business Administrator
Walpole Public Schools
135 School Street, Walpole, MA 02081
MFriscia@Walpole.k12.ma.us

Any other interested person may remove items that remain on **[Date]** on a first come first serve basis before items are discarded.

DEADLINE/DISPOSAL

After 5:00 p.m. on **[Date]** these items will be discarded.