

# **Section 7000**

# **FINANCIAL ADMINISTRATION**

**Section 7000**  
**Financial Administration**  
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**Goals**

Since educational programs are dependent on adequate funding and the proper management of those funds, District goals can best be attained through efficient fiscal management. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, the District must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and into all aspects of District management and operation.

In the District's fiscal management, the Board seeks to achieve the following goals:

1. Engage in advance planning, with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended.
2. Establish levels of funding which shall provide superior education for the District's students.
3. Provide timely and appropriate information to staff who have fiscal responsibilities.
4. Establish efficient procedures in all areas of fiscal management.

A goal of the Board of Trustees is to provide each student with the most effective and efficient educational program possible within the financial means available. It is imperative that all personnel in the Jefferson School District establish and practice sound fiscal management procedures which guarantee the maximum utility from each dollar expended.

Legal Reference: Title 20, Chapter 7, Idaho Code Fiscal Affairs of School Districts

Policy History

Adopted On:

Revised On:

**BUDGET****Budget and Program Planning****Purpose of Budget**

The annual budget reflects income and expenditures related to the operation of the school district. As such, it is the financial outline of the District's planned expenditures for the fiscal year. It also helps establish the legal limits of taxation with the District for any given year. The ultimate purpose is to manage a balanced budget with expenditures staying within overall budgeted figures.

## **Budget Planning, Preparation, and Management**

The annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports the immediate and long-range goals and established priorities within all areas, instructional, non-instructional and administrative programs.

Prior to presentation of the proposed budget for adoption, the Superintendent shall prepare, for the Board's consideration, recommendations (with supporting documentation) which shall be designed to meet the needs of students within the limits of anticipated revenues.

Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Board.

The District's budget, for the Maintenance and Operation Fund, will be prepared in a manner that will provide for an unreserved fund balance of 7% of projected revenues. Any variance below the 7% must be specifically identified and reported to the Board for approval when the budget is presented; an outline of a plan to bring the unappropriated fund balance up to 7% must also be presented at that time.

The purpose of the unappropriated fund balance is to allow the District to absorb any unpredicted revenue shortfall, to maintain cash flow, to maintain the District's bond rating, and to minimize the borrowing needs of the District.

## **Budget Hearing and Adoption**

It is the responsibility of the Superintendent and chief financial officer to have the budget presented to the Board of Trustees on a timely basis so that it is adopted at least twenty-eight (28) days prior to the Board's annual meeting in July. The Board shall hold a public hearing on the proposed budget and shall adopt the budget at the public hearing, or at a special meeting, held no later than fourteen (14) days after the public hearing.

Legal Reference: Idaho Code Sections 33-482, -512, -701, -801, -802

### Policy History

Adopted On:

Revised On:

## **BUDGET**

**7110**

## **Budget Implementation and Execution**

Once adopted by the Board, the operating budget shall be administered by the Superintendent and his/her designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Idaho and adopted Board policies.

2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board approval each month.
4. Purchases shall be made according to the legal requirements of the State of Idaho and adopted Board policy.
5. The Superintendent or his/her designee is authorized to make changes in the allocation of departmental budgets without Board approval, as long as the total budget for that department is not changed.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School District

Policy History

Adopted On:

Revised On:

**BUDGET**

**7120**

**Budget Adjustments**

Any person(s) proposing a budget amendment must provide written notice of the same to each board member at least seven (7) days in advance of the meeting at which such budget amendment will be proposed.

Prior to the final vote on a budget amendment proposal, notice shall be posted and published once in the manner prescribed by Idaho law. The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements.

With timely notice of a public meeting, trustees, by sixty percent (60%) of the members of the Board of Trustees, may declare by resolution that a budget amendment is necessary to reflect the availability of funds and the requirements of the District. Budget amendments are specifically authorized by I.C. § 33-701.

Revenue derived from maintenance and operation levies made pursuant to I.C. § 33-802(2) are excluded from budget adjustments.

Budget amendments shall be submitted to the state superintendent of public instruction.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History

Adopted On:

Revised On:

## **ACCOUNTING SYSTEM**

**7200**

### **Accounting System Design**

The District accounting system shall be established to present with full disclosure the financial position and results of the financial operations of the District funds and account groups in conformity with generally accepted accounting principles. The accounting system must be in compliance with the accounting system requirements established by legislative action. The accounting system shall be able to demonstrate compliance with finance-related legal and contractual provisions.

#### Policy History

Adopted on:

Revised on:

## **ACCOUNTING SYSTEM**

**7220**

### **Documentation and Approval of Claims**

All financial obligations and disbursements must be documented in compliance with the statutory provisions and audit guidelines. The documentation will specifically describe acquired goods and/or services, the budget appropriations applicable to payment, and the required approvals. All purchases, encumbrances and obligations, and disbursements must be approved by the administrator designated with the authority, responsibility and control over the budget appropriations. The responsibility for approving these documents should not be delegated.

The District business office will be responsible for the development of the procedures and forms to be used in the requisition, purchase and payment of claims.

Claims must be supported by the appropriate purchase orders, vendor invoices, or positive proof that the goods and services received were paid for by the claimant and reimbursement is sought. In no case will the District make payment based on a vendor's statement unaccompanied by proper documentation of goods and services provided.

#### Policy History

Adopted On:

Revised On:

**Financial Fraud and Theft Prevention****Disclaimer:**

**District Financial Fraud or Theft is a criminal matter and covered by State laws. This policy is merely a guideline so that all District employees understand the possible repercussions of such actions. If you have questions regarding fraud and/or theft, please contact your District legal counsel and/or your local law enforcement agency.**

All District employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

The Superintendent shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District's administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential. While investigating and responding to the financial fraud allegations, the Superintendent or Chair of the Board will give priority to avoiding possible retaliation or reprisals.

**Staff Responsibilities**

Any employee who suspects that financial fraud, impropriety, or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee who shall have the primary responsibility for initiating necessary investigations. Additionally, the Superintendent shall coordinate investigative efforts with the District's legal counsel, auditing firm, and other internal or external departments and agencies, including the county prosecutor's office and law enforcement officials, as the Superintendent may deem appropriate.

An employee who believes they have suffered reprisal, retaliation, or discrimination for a report under this policy shall report the incident(s) to the Superintendent/designee. The Board will attempt to ensure that no employee who makes such a report will suffer any form of reprisal, retaliation, or discrimination for making the report. Employees are prohibited from preventing or interfering with those who make good faith disclosures of misconduct. This policy shall not apply when an employee knowingly makes a false report.

In the event the concern or complaint involves the Superintendent, the concern shall be brought to the attention of the Chair of the Board who is hereby empowered to contact the District's legal counsel, auditing firm, and any other agency to investigate the concern or complaint.

## **Definition**

As used in this policy, “fraud” refers to intentionally misrepresenting, concealing or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to District assets, including theft of funds, securities, supplies or other District properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions
- Personally profiting as a result of insider knowledge
- Disregarding confidentiality safeguards concerning financial information
- Violating Board conflict of interest policies
- Mishandling financial records of District assets (destroying, removing or misusing)

## **Internal Controls**

The Superintendent and Business Manager shall be responsible for establishing a system of internal controls designed to minimize the risk of fraud. The Board will periodically review the controls put in place by the Superintendent and Business Manager.

## **Policy History**

Adopted on: December 11, 2013

Revised on:

## **ACCOUNTING SYSTEM**

**7230**

### **Financial Reporting and Audits**

The Board directs that financial reports of all District funds shall be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to the reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. The financial reports shall reflect the financial activity and status of the District funds.

Appropriate interim financial statements and reports of financial position, operating results and other pertinent information will be prepared to facilitate management control of financial operations.

The Board directs that District audits shall be conducted in accordance with Idaho law (I.C. § 67-450B). Each audit shall be a comprehensive audit of the affairs of the District and the District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds  
I.C. § 67-405B Independent Financial Audits by Government Entities

Jefferson Joint School District 251  
Board Policies



## Policy History

Adopted On:

Revised On:

## **ACCOUNTING SYSTEM**

7235

### **Fiscal Accountability and IDEA Part B Funds**

The District must ensure fiscal accountability at each phase in the use of Individuals with Disabilities Education Act (IDEA) Part B funds. The purpose of this policy is to ensure that the District complies with the State Department of Education requirements described in the Idaho State Department of Education IDEA Funding Manual.

### **Use of IDEA Part B Funds**

The District shall use IDEA funds only to pay excess costs of providing special education and related services to children with disabilities. A cost is determined to be an excess cost of providing special education only if it meets each of the following criteria:

- The cost would not exist in the absence of special education needs.
- The cost is not also generated by students without disabilities.
- If the cost is specific to a particular child and it is documented in that child is on an Individual Education Plan (IEP).

The Board directs the Superintendent to establish procedures and internal controls to ensure that IDEA Part B funds are used only for allowable, excess costs of providing special education and that these costs are accounted for in the proper function/program codes described in 34 CFR 300.202-205. These procedures and controls shall also ensure the accuracy of the District's Excess Cost Calculation, as required by 34 C.F.R. 300.16 and Appendix A to 34 C.F.R.300.

### **Time and Effort Reporting**

In order to determine if Personnel Costs are allowable under IDEA Part B, the District shall maintain auditable "time and effort" documentation that show how each employee paid with IDEA Part B funds spent his or her compensated time. Such documents are written reports of how the time was spent.

The Board directs the Superintendent to establish a system for time and effort reporting that complies with the requirements of OMB Circular A-87 and OMB Circular A-133.

### **Parentally-Placed Private School Children**

The District must ensure that it is providing the appropriate portion of IDEA Part B funds to children receiving special education at private schools within the boundaries of the District. To accomplish this, the Board directs the Superintendent to establish procedures to accurately track and report expenditures for services provided to Parentally-Placed Private School Children.

## **Property Procurement and Tracking**

The Board directs the Superintendent to establish written procedures to ensure that the District's mechanism for procurements using IDEA Part B funds conforms to the standards outlined in 34 C.F.R. 80.36. The Board also directs the Superintendent to establish a system to maintain adequate inventory management of property purchased with IDEA Part B funds.

Property records in the inventory management system should include, at a minimum:

- Property description;
- Identification number;
- Source of funding;
- Acquisition date and cost;
- The location, use, and condition of the property;
- Any ultimate disposition data including the date of disposal and sale price of the property.

In addition to the above information, the inventory management system should ensure that all source documents in support of the above information are maintained throughout the life and disposition of the equipment. These records should be updated frequently so that every piece of equipment purchased with federal funds can be accounted for at any given time.

## **Retention of Records**

The Board directs the Superintendent to ensure that fiscal records are retained for a minimum of three (3) years from the obligation of funds. These records shall be available for inspection if required.

Legal Reference:      34 C.F.R. §§80.36  
                              34 C.F.R. §§80.42  
                              34 C.F.R. §§300.132-133  
                              34 C.F.R. §§300.16  
                              34 C.F.R. §§300.202-205  
                              34 C.F.R. §§300, Appendix A  
Fiscal Accountability Checklist: For Sub-Recipients of IDEA Part B  
Funds  
OMB Circular A-87  
OMB Circular A-133

## **Policy History**

Adopted On: December 12, 2012

Revised On:

**Fund Accounting System (GASB Statement 54)**

To enhance the usefulness of fund balance information the District will provide clear fund balance classifications and use fund type definitions consistently.

The policy is designed to encourage consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. The District should maintain adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

**Fund Types**

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. Funds of the District shall be established in accordance with relevant statutes and the Idaho Financial Accounting and Reporting System (IFARMS), as established by the Idaho Department of Education. The Superintendent, or his/her designee shall be responsible for establishing the funds necessary to the operation of the District.

**Fund Balance Reporting in Governmental Funds**

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any give reporting period, based on actual circumstances and activity.

- **Non-spendable Fund Balance**  
Includes amounts that cannot be spent because they are either:  
(a) Not in spendable form; or  
(b) Legally or contractually required to be maintained intact.
- **Restricted Fund Balance**  
Includes amounts that can be spent only for the specific purposes stipulated by District policy, external resource providers, or through federal regulations or State laws or rules.
- **Committed Fund Balance**  
Includes amounts that can be used only for the specific purposes determined by a formal action of the Board.
- **Assigned Fund Balance**  
Includes amounts intended to be used by the District for specific purposes, but do not meet the criteria to be classified as restricted or committed. In funds other than the

general fund, the assigned fund balance represents the remaining amount that is not restricted or committed.

*Authority to Assign* - The Board delegates to the Superintendent or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

- **Unassigned Fund Balance**

Includes the residual classification for the District’s general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

### **Prioritization of Fund Balance Use**

The Board’s primary role in adopting this policy is to identify the order of spending unrestricted resources and to acknowledge that the Board is the ultimate decision making authority with regard to committing balances upon recommendation of the Superintendent or designee.

If the Board chooses not to adopt a policy addressing the order of spending, the default approach of reducing committed, then assigned, then unassigned fund balances will be used.

### **Guidelines**

#### **Classifying Fund Balance Amounts**

Fund balance classifications depict the nature of the net resources that are reported in a fund. An individual fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

#### **Encumbrance Reporting**

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth above.

#### **Implementation and Review**

The Board authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation. The Superintendent shall review this policy and any procedures regarding its implementation at least annually and make any recommendations for changes to the Board.

Legal Reference: I.C. § 33-701 et seq.      Fiscal Affairs of School Districts  
I.C. § 33-901 et seq.      School Funds  
Governmental Accounting Standards Board (“GASB”) Statement No. 54

Policy History

Adopted on: Aug. 8, 2012

Revised on:

**ACCOUNTING SYSTEM**

**7260**

**Student Activity Funds**

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity/benefit to all of the students of a school or school building;
4. Receipts from vending machines located on school property.

The funds collected by schools shall be maintained in accounts requiring two authorized signatures for the distribution of funds; one signature shall be by a person designated by the Board as an assistant treasurer and the other shall be a designated signatory of the building or district.

The funds shall be deposited and expended by check in a bank account maintained by the District for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students. All funds collected or received for school programs, activities or students use are Idaho law public monies and the care, custody, control and accounting for such monies is the duty and responsibility of the Treasurer and the Administrative Officer of the District.

The management of student activity funds shall be consistent with sound business practices. Authority is delegated to the Superintendent to require each school within the District to conform to accounting procedures for the receipt, deposit and withdrawal of funds. A report of the activity of these funds shall be submitted to the Board each month. This includes providing for safekeeping of monies, proper accounting and administration of the funds, and compliance with Board of Trustees policies and procedures. The Principal is responsible for the proper collection, disbursement and control of all school activity funds.

Specific procedures are available in the District office.

For other activity or student funds, the board may create a separate fund(s) and implement procedures for the accounting and control of the same.

Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract from the instructional program. All fundraising projects must have

the approval of the Principal. Solicitation of funds outside the school must have the approval of the Superintendent.

Legal Reference: I.C. § 33-705 Activity Funds

Policy History

Adopted on: April 25, 2007

Revised on:

**ACCOUNTING SYSTEM**

**7270**

**Property Records**

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the District. Such records shall be updated at least annually.

For purpose of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. The Superintendent shall ensure that inventories of equipment are systematically and accurately recorded and are updated annually. Property records of facilities and other fixed assets shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-school use except according to Board policy.

Property records shall show, appropriate to the item recorded, the:

1. description and identification
2. manufacturer
3. date of purchase
4. initial cost
5. location
6. serial number, if available
7. model number, if available

Equipment may be identified with a permanent tag that provides appropriate District and equipment identification.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History

Adopted On:

Revised On:

**Sale of District Property****Sale of Unused Property over \$1,000**

When equipment, books, and materials, become worn out, obsolete, or no longer have a functional use within the school district, the trustees may sell such property after obtaining an appraisal by three (3) disinterested residents of the district, which appraisal shall be entered into the records of the board of trustees. The property may be sold at public auction or be sealed bids, as the trustees shall determine, to the highest bidder. Notice of the time and the conditions of such sale shall be published twice, and proof of such publication shall become part of the records of the trustees.

**Sale of Property under \$1,000**

The Board of Trustees may sell personal property with an estimated value of less than one-thousand (\$1,000), without appraisal, by sealed bid or at public auction, provided that there has been no less than one (1)-published advertisement prior to the sale of said property.

**Sale of Property under \$500**

If the Board of Trustees, by unanimous vote of those members present, finds that the property has an estimated value of less than \$500, and is of insufficient value to defray the costs of arranging sale, the Board may authorize the property to be disposed of in the most cost effective and expedient manner by an employee of the District empowered for that purpose by the Board.

Legal Reference: Idaho Code 33-402, 33-601

Policy History

Adopted On:

Revised On:

**Rental and Use of District Property****Rental of Property**

District facilities may be made available for community use when such use is not in conflict with the needs of the school district, and when the activity is compatible with the facility being requested. The school district does not desire to compete with privately owned space in the local business community that may otherwise be available.

Rental fees charged for the temporary use of any school facilities shall be in accordance with the schedule of fees established by the trustees. Any monies collected for the use of school facilities shall be deposited to the general operating fund of the district and used for any general purposes of the district.

## **Use of District Equipment**

It is the policy of the board of trustees that school district equipment should be kept secure and maintained for the purposes for which it was purchased. As such, district equipment is specifically reserved for work on school projects. It is permissible for teachers and others to use computers and other associated equipment with prior administrative approval during summer breaks, etc., when such equipment is used to further the employee's expertise in the use of such equipment to the benefit of students.

## **Prohibition against Loaning Equipment**

District equipment is not available for the personal use of employees or other individuals by loan or by rental. Employees are expressly forbidden from loaning district-owned equipment to themselves or others for off-campus use. This prohibition extends to the loaning of an employee's assigned keys to others, including family members, for the purpose of gaining access to district buildings and equipment.

## **REVENUES**

**7300**

### **Revenues**

The District will seek and utilize all available sources of revenue for financing its educational programs. This includes revenues from non-tax, local, state and federal sources. All revenues received for the District will be properly credited to the appropriate fund and account as specified by federal and state statute and the accounting and reporting regulations for Idaho school districts.

The District will collect and deposit all direct receipts of revenues as necessary but at least once monthly. The District will make an effort to collect all revenues due from all sources, including, but not limited to, rental fees, bus fees, fines, tuition fees, other fees and charges.

## **REVENUES**

**7310**

### **Advertising in Schools/Revenue Enhancement**

Revenue enhancement through a variety of District-wide and District approved marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc., is a Board-approved venture. These opportunities are subject to certain restrictions as approved by the Board in keeping with the contemporary standards of good taste. Such advertising will seek to model and promote positive values for the students of the District through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.



The revenue derived should:

1. Enhance student achievement;
2. Assist in the maintenance of existing District athletics and activity programs; and
3. Provide scholarships for students participating in athletic, academic and activity programs who demonstrate financial need and merit.

Appropriate opportunities for these marketing activities include but are not limited to:

1. Fixed signage
2. Banners
3. District-level publications
4. Television and radio broadcasts
5. Athletic facilities, to include stadiums, high school baseball fields, and high school gymnasiums
6. District level projects
7. Expanded usage of facilities beyond traditional use (i.e., concerts, rallies, etc.)
8. Interior and exterior of a limited number of District buses only if the advertising is associated with student art selected by the District. The only advertising information will note that the student art is sponsored by the participant in the District sponsorship. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts)

Advertising will not be allowed in classrooms, and corporate-sponsored curriculum materials are subject to the requirements of Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder or violence
2. Attack ethnic, racial or religious groups
3. Discriminate, demean, harass or ridicule any person or group of persons on the basis of gender
4. Be libelous
5. Inhibit the functioning of the school and/or District
6. Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public question submitted at any general, county, municipal or school election
7. Be obscene or pornographic as defined by prevailing community standards throughout the District
8. Promote the use of drugs, alcohol, tobacco, firearms or certain products that create community concerns
9. Promote any religious or political organization
10. Use any District or school logo without prior approval
11. Use age-inappropriate material

### **Exception**

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. Funds received for approved projects involving advertising in said publications may be retained by the school-related group that is sponsoring the activity as a fund-raising event.

### **Solicitations**

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school buildings or on school grounds without prior approval.

Cross Reference: 2100	Curriculum Development and Assessment
2500	Library Materials
2520	Curricular Materials

### **Policy History**

Adopted on: July 14, 2010

Revised on:

### **REVENUES**

**7320**

### **Fees**

### **Purpose of Policy**

Idaho law requires that any new fee, or any established fee that increases more than five (5) percent, is subject to a hearing at a regular or special public meeting of the Board of Trustees of Jefferson School District, or any of its schools.

### **Definition of Fee**

The term “fee” shall include all charges and fees of the Jefferson School District for services rendered to the students, patrons, and non-residents for traffic education, adult education, extra-curricular activities, towel/locker use, breakfasts and lunches, parking on district property, and any other similar services or activities.

### **Hearing and Approval Process**

Before the Board can adopt a new fee for services or activities, or increase an established fee by more than five (5) percent, they shall do one of the following in advance of the meeting at which the decision will be made:

- Advertise in a newspaper of general local distribution once each week for two weeks prior to the scheduled meeting; or

- Hold three public meetings in three different locations in the district prior to the scheduled meeting; or
- Provide a single mailing to all district residents, giving all pertinent information about the fees and the scheduled Board meeting, provided that the meeting may not be held less than seven days after the mailing of the notices.

Legal Reference: Idaho Code Sections 60-106, 63-1311A

Policy History

Adopted On:

Revised On:

**REVENUES**

**7325**

**Fund Raising Activities**

Many promotional businesses desire the public schools as the sales vehicle for the sale of products. (Photographs, magazines, candy, etc.) Though the sale of such can generate extra funds for many worthwhile school projects, school administrators must weigh caution and discretion before involving school or school organizations in sales promotions as to:

- Public relations
- Benefits to the school
- Benefits to the community
- Effects on local businesses.

Fund raising activities that require door-to-door\* sales are expressly prohibited.

\*door-to-door sales are defined as any sales activity where our students initiate the contact with the potential customer, such as phone calls, calling on businesses, etc.

Policy History

Adopted On:

Revised On:

**REVENUES**

**7330**

**Gifts, Grants, Donations and Bequests**

It is the intent of the board of trustees to encourage individuals, companies, charitable organizations, foundations and community groups to actively support the students of the district and their programs. Such support may come in the form of money, personal services, real or personal property and/or any combination of the aforementioned companies wishing to provide support to the district in exchange for acknowledgement or advertising consideration may only do so with the approval of the board of trustees; however, booster and extracurricular program support acknowledgement in and on the districts' fields, stadiums, fencing, scoreboards and in printed programs require approval of the building principal.

Any gift, donation or bequest which exceeds a fair market value of \$1,000 must have board approval. Such donation or support, upon formal transfer to the district, shall become the property of the District. Every effort will be made to ensure that a gift or donation designated for a specific district program or purpose will be utilized as the donor desires. Any gift, etc., less than a fair market value of \$1,000 shall be governed by the administrative regulations of the superintendent and by any applicable state and federal laws.

Acknowledgement of the donor will be made in an appropriate fashion by the board of trustees. A gift or donation will not be accepted if an acknowledgement restriction or condition is placed on it by the donor.

The board of trustees shall ensure that all gifts, grants, donations and bequests meet or exceed the district's standards, philosophy and operating parameters.

#### Policy History

Adopted On:

Revised On:

### **EXPENSES**

**7400**

#### **Purchasing**

##### **Authorization and Control, Plant Facility or Capital Construction Funds**

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year and pursuant to state purchasing and procurement requirements. It is the intent that the Board exercise direct oversight of all capital expenditures in advance whenever possible. Board approval for purchases using Plant Facility or Capital Construction Funds is required except the Superintendent shall have the authority to make purchases without advance approval in emergency situations when it is necessary to protect the interests of the District or the health and safety of the staff or student. In those rare emergency instances, the Superintendent shall provide a full report of any capital expenditures to all Board members within 48 hours of such expenditure.

The Superintendent or a designee shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds that align with state purchasing and federal procurement requirements. Staff members shall not obligate the District without express authority. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

##### **Authorization and Control of all Other Funds**

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$5,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when in an emergency it is necessary to protect the interests of the District or the health and safety of the

staff or students. Whenever possible the Board chair should be consulted prior to emergency purchases. In those rare emergency instances, the Superintendent will shall provide a full report of any capital expenditures to all Board members within 48 hours of such expenditure. The Superintendent or a designee shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds. Staff members shall not obligate the District without express authority. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

### **Bids and Contracts**

With the exception of the purchase of curricular materials, whenever the cost of any construction, repair or improvement or the acquisition, purchase or repair of any equipment, or other personal property necessary for the effective operation of the District exceeds Twenty-Five Thousand and 00/100 Dollars (\$25,000.00), formal bids shall be called for by issuing public notice as specified in statute as well as following federal procurement requirements. The administration will give prior notice and receive approval from the Board prior to any solicitation. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any bid, reject all bids and publish notice for bids once again. If after calling for bids a second time, no satisfactory bid is received, the Board may proceed under its own direction, subject to the approval of the state board of education.

In determining what bid is the lowest responsible bidder, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability and integrity of a bidder to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References for the bidder should be contacted.

The Superintendent shall establish bidding and contract awarding procedures complying with State Statute and federal procurement requirements.

### **Cooperative Purchasing**

The District may cooperatively enter into contracts with one (1) or more districts to purchase materials necessary or desirable for the conduct of the business of the District provided that the purchasing cooperative follows state purchasing and federal procurement requirements.

### **Personnel Conflict of Interest**

No employee will make any purchase or incur any obligations for or on behalf of the district from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this district has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or vendor.
2. The affected business or vendor may submit a bid in compliance with the specifications outlined by the district.
3. The interested employee will not be involved in any part of bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids.
4. This policy will apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee will solicit gifts, gratuities, favors, prizes, awards, or merchandise, or commission as a result of ordering any items as a result of placing any purchase order with a business, contractor, or vendor on behalf of the district nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value.

### **Procurement Under a Federal Award**

In addition to the conflicts of interest outlined above, no employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee, officer, or agent;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

1. The purchase during the school day of any food or service from a District contractor or vendor for individual use;
2. The removal of any food, supplies, equipment, or school property without proper authorization;
3. Individual sales by District personnel of any school property, including used items.

### **Violations**

Any District officer, employee, or agent who violates this policy may be subject to disciplinary action, including but not limited to a fine, suspension, or termination.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.

I.C. § 33-402 Notice requirements

I.C. § 33-316 Cooperative contracts to employ specialized personnel and/or purchase materials

I.C. § 18-1351 Bribery and corrupt practices – Definitions.  
I.C. § 59-701 Ethics in government.  
U.S.C. § 200.317 Procurement by States  
U.S.C. § 200.318 General Procurement Standards  
U.S.C. § 200.320 Methods of Procurement to be Followed

Policy History

Adopted on: Sept. 9, 2009  
Revised on: Oct. 9, 2013  
Revised on : Sept. 9, 2015

**EXPENSES**

**7410**

**Petty Cash Funds**

The District business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History

Adopted on:  
Revised on: May 13, 2015

**EXPENSES**

**7420**

**Personal Reimbursements**

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Policy History

Adopted on:  
Revised on:

## **EXPENSES**

**7430**

### **Travel Allowance and Expenses**

Every District employee and trustee will be reimbursed for necessary and reasonable travel expenses while traveling on behalf of the District and engaged in official District business. All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by the employee's supervisor and the Superintendent or designee.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

#### Policy History

Adopted on:

Revised on:

## **EXPENSES**

**7440**

### **Prohibition Against Gratuities**

School personnel shall not accept gratuities of any kind from vendors or potential vendors desiring to furnish goods and services to the school district. If such practices are part of the vendor's business, the vendor will be encouraged to provide cash discounts instead of "free materials and/or goods."

#### Policy History

Adopted on:

Revised on:

## **EXPENSES**

**7450**

### **Payroll Schedule**

Unless otherwise established, payment to employees for services rendered to the district will be made on a monthly basis with actual disbursements coming on the 20<sup>th</sup> day of the month. If the 20<sup>th</sup> day of the month is on a weekend or bank holiday, payment will be made on the last banking day prior to the 20<sup>th</sup>. Salary payments for employees working 20 hours or more per week will be prorated on a twelve month basis. Salary payments to all other employees will be made on the basis of hours worked between the payroll cut-off date, which will be established by the Superintendent.

#### Policy History

Adopted on:

Revised on:



**EXPENSES****7460****District Credit Cards**

The Board of Trustees permits the use of district credit cards by certain school employees to pay for actual and necessary expenses incurred in the performance of work-related duties for the district.

**Credit Card Procedures**

The Superintendent, in consultation with the Business Manager, will establish procedures governing the issuance and use of district credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to each cardholder.

**Policy History:**

Adopted on: February 13, 2008

Revised on: May 13, 2015

**OTHER****7500****Investment of District Funds**

Funds received by Jefferson School District which are not needed to meet current financial obligations are classified as idle funds. The Board authorizes the chief financial officer to invest such idle funds as authorized by Idaho Code. Unless otherwise restricted by law, any interest or profit from such investments shall be credited to the general fund. Where the Board has authorized a Plant Facility Reserve Fund and/or a Bond Interest and Redemption Fund to exist, investment earnings generated from idle cash reserves in these funds will be kept within those funds.

Idaho Code Sections 33-701, 33-901, 67-1210

**Policy History**

Adopted On:

Revised On: