

SECTION 5 -FISCAL MANAGEMENT

- 5.01 FISCAL MANAGEMENT GOALS
- 5.02 FISCAL MANAGEMENT SYSTEM
- 5.03 ANNUAL OPERATING BUDGET
- 5.04 BUDGET GOALS AND OBJECTIVES
- 5.05 FISCAL YEAR
- 5.06 BUDGET PREPARATION PROCEDURES
- 5.07 DEADLINES AND SCHEDULES
- 5.08 STAFF INVOLVEMENT
- 5.09 PUBLIC INVOLVEMENT
- 5.10 STUDENT INVOLVEMENT
- 5.11 PERIODIC BUDGET RECONCILIATIONS
- 5.12 EMERGENCY CHANGES
- 5.13 DEBT LIMITATION
- 5.14 LOCAL TAX REVENUES
- 5.15 STATE AID
- 5.16 FEDERAL AID
- 5.17 SHORT TERM NOTES
- 5.18 GRANTS
- 5.19 RENT INCOME/SECURITY DEPOSITS
- 5.20 ADMISSIONS AND GATE RECEIPTS
- 5.21 TUITION INCOME
- 5.22 FINES
- 5.23 INVESTMENT EARNINGS
- 5.24 DEPOSITORY OF FUNDS
- 5.25 BONDED EMPLOYEES
- 5.26 ACCOUNTING AND REPORTING
- 5.27 FINANCIAL REPORTS AND STATEMENTS
- 5.28 PROPERTY AND EQUIPMENT
- 5.29 AUDITS
- 5.30 EXPENDITURE OF FUNDS
- 5.31 CHECKING ACCOUNTS
- 5.32 AUTHORIZED SIGNATURES

- 5.33 CHECK WRITING SERVICES
- 5.34 PETTY CASH ACCOUNTS
- 5.35 PAYROLL PROCEDURES
- 5.36 SALARY DEDUCTIONS
- 5.37 EXPENSE REIMBURSEMENT (Employee/Board Travel)
- 5.38 PURCHASING
- 5.39 QUALITY CONTROL
- 5.40 SPECIFICATIONS
- 5.41 PURCHASING GUIDES AND VENDOR LISTS
- 5.42 COMPETITIVE PROCUREMENTS
- 5.43 STUDENT ACTIVITIES FUND MANAGEMENT
- 5.44 CASH IN SCHOOL BUILDINGS
- 5.45 FINANCIAL ASSISTANCE
- 5.46 FUND BALANCE CLASSIFICATION

5.01 FISCAL MANAGEMENT GOALS

Fiscal management goals can be attained through sound fiscal management. The Board recognizes that quality education is central to the purpose of the school and that fiscal management must be used as a tool to achieve this purpose by attaining the following goals.

1. To engage in thorough advanced planning with staff and community involvement.
2. To develop budgets to guide expenditures in order to receive the best return for the dollar spent.
3. To establish levels of funding which will provide quality education for the students.
4. To utilize the best available techniques for budget development and management.
5. To require maximum efficiency in accounting and reporting procedures.
6. To follow the Federal guidelines governing the investment of school funds.

5.02 FISCAL MANAGEMENT SYSTEM

The Business Office is organized and maintained in a manner to assist and provide the Superintendent with information necessary to create a solid financial basis to operate the school system. Its functions are:

1. To assist the Superintendent in preparing budgets for the operation of the entire school system.
2. To prepare all necessary reports concerning the financial operation of the school.
3. To prepare payroll for all personnel employed by Little Wound School.
4. To monitor and assist the food service and transportation program in areas deemed necessary.
5. To assume and carry out other responsibilities assigned by the Superintendent.

5.03 ANNUAL OPERATING BUDGET

A preliminary budget with projected revenue for program operations for the following school year shall be submitted to the Board for approval at the budget Board meeting every May.

Annual expenditures report for year-end will be presented to the LWS Board at the budget meeting in August.

5.04 BUDGET GOALS AND OBJECTIVES

The annual operating budget established by the Board shall incorporate:

1. Programs and staff required to implement identified goals and student learning needs.
2. A focus on personnel providing direct education and support services for students.
3. Ongoing programs designed to maintain and enhance the educational aspirations of students.
4. Procedures for modification in the revenue for the operation of educational services for students.
5. Procedures for insuring adherence to legal and other considerations for all programs at the school.

5.05 FISCAL YEAR

Fiscal year for operation of Little Wound School shall be July 1 to June 30.

5.06 BUDGET PREPARATION PROCEDURES

Each department supervisor along with the Superintendent shall be responsible for developing and establishing their department's budget. All budgets shall follow the respective department's/school's goals and objectives. The Business Manager shall be responsible for reviewing and monitoring the annual budget preparation procedures adopted by the LWS Board.

5.07 DEADLINES AND SCHEDULES

The Board shall approve the preliminary budget at the budget meeting in May based on information, salary schedules and data submitted by the Superintendent. Administrators are required to submit projected budget needs, enrollment projections, revenue projections, goals and other information by April as requested by the Superintendent.

5.08 STAFF INVOLVEMENT

The Superintendent is responsible for implementing input activities into budget development for school programs by consulting with program supervisors and staff concerning program needs and activities.

Administrators are allocated an amount of funding annually to operate the program they supervise with the identification of budget line item amounts developed by consulting with the Superintendent. The administrators shall meet annually, within the first month of school, to inform their employees of their respective budget limitations.

The Superintendent and Business Manager document overall budget needs for presentation to the Board annually and submit budget modifications for approval as necessary. Administrators develop cuff accounts for budget line items with the Business Manager and monitor their approved budget with the Superintendent and Business Manager.

5.09 PUBLIC INVOLVEMENT

The Board shall notify parents and the community of the date for review, revision and approval of the annual budget through appropriate means and shall disseminate budget report information by appropriate means on a monthly basis.

5.10 STUDENT INVOLVEMENT

The respective Principals are responsible for informing and assisting the Student Council and their advisor(s) in determining needs and goals for incorporation into the budget requests for the next academic year.

5.11 PERIODIC BUDGET RECONCILIATIONS

The Business Manager is responsible for implementing monthly budget reconciliations and for reporting this information to the Board for acceptance at the monthly budget meeting.

5.12 EMERGENCY CHANGES

The Superintendent and Business Manager shall advise the Board of the need for any changes and provide the Board with proposed revisions for their approval prior to any changes being implemented. The Superintendent will advise administrators of actual revenue received and consult with appropriate administrators in regard to any proposed modifications.

5.13 DEBT LIMITATION

The Board shall not incur debts for operation of the school in excess of actual revenue available, unless approved by all five (5) members of the Board at a public meeting. The Business Manager shall be responsible for reporting fiscal information to the Board regularly to advise them of anticipated and actual revenue resources.

5.14 LOCAL TAX REVENUES

The Superintendent in consultation with supervisors shall develop specific budget line items for the expenditure of any local tax revenue funding being available for approval by the Board prior to any expenditures from this resource. Budget line items and expenditures for any acquired local tax revenue shall be made in accordance with applicable regulations.

5.15 STATE AID

The Superintendent in consultation with supervisors shall develop specific budget line items for the expenditure of any state funding being available for approval by the Board prior to any expenditures from this resource. Budget line items and expenditures for any acquired state aid revenue shall be made in accordance with applicable regulations.

5.16 FEDERAL AID

The Superintendent in consultation with supervisors shall develop specific budget line items for the expenditure of any federal funding being available for approval by the Board prior to any expenditures from this resource. Budget line items and expenditures for any acquired federal aid revenue shall be made in accordance with applicable regulations.

5.17 SHORT TERM NOTES

The Board may enter into agreements with financial institutions to acquire short-term notes to pay financial obligations based on anticipated revenue in the event the Board has insufficient funding available to pay its obligations.

The Business Manager shall be responsible for advising the Board of the need for short-term note funding obligations and for reporting anticipated revenue to pay back short-term note obligations, which must be approved by the Board.

5.18 GRANTS

The Board has the authority to acquire supplementary funding and shall approve all new and continuation applications for grants. Any materials, equipment, supplies, facilities, purchased via grant allocations will revert to the property of Little Wound School upon expiration of grant. Little Wound School shall not be responsible for debts or obligations incurred by second party grants.

All grant funds shall be received and expended according to fiscal procedures legislated by the granting agency and fiscal procedures adopted by the Board. Directors of approved grants received by the Board shall be responsible for program expenditures.

5.19 RENT INCOME/SECURITY DEPOSITS

A security deposit will be assessed on each housing unit controlled by the Board. This security deposit will be held by the school until such time as the tenant vacates the rental unit. An examination of the rental will be conducted by the facilities department. The cost of any damage to the unit caused by abuse or neglect by the tenant will be billed against the security deposit held by the school. Any additional amounts needed for further damages will be deducted from the employee's final pay check. Any remaining balance will be refunded to the tenant upon satisfaction of damage claims.

Daily rental fees from facilities or equipment use will be received by the business office. A deposit will also be required for security. Rates will be determined annually by the Superintendent and Business Manager. All rental agreements must be approved and payment received by the Business Manager prior to beginning of rental term. Facilities Manager inspects equipment or premises after use and approves refund of the deposit.

5.20 ADMISSIONS AND GATE RECEIPTS

The Board shall establish rates for admissions to school-sponsored activities following consultation with the Athletic Director and Superintendent on an annual basis. The Athletic Director shall be responsible for monitoring of gate and admission deposits with the Business Manager and for reporting all expenditures and revenue from this resource monthly to the Board. All revenue from admissions and gate receipts shall be deposited in specific line items identified in a budget and shall be used to pay for referees, officials or any other cash expenses. Monthly reports to the Board shall include modified budget recommendations based on revenues from this resource from the previous month. Senior citizens, staff, and Board members shall have access to school-sponsored activities at no cost. Staff admitted free to school activities are required to monitor and supervise all areas of the school.

5.21 TUITION INCOME

The Board may enter into cooperative tuition agreements with public school districts to acquire revenue to provide educational services to students. All cooperative tuition agreements shall be negotiated annually and have Board approval prior to any finalization of agreements.

The Business Manager in consultation with the Superintendent shall be responsible for developing a tuition budget on an annual basis based on income received to present to the Board for approval. The Board shall receive reports on tuition income at the monthly budget meeting.

5.22 FINES

All fines assessed and received by the Board shall be deposited in an identified budget and any fines assessed against the school shall be recorded and reported to the Board in monthly

budget reports. This includes, but is not limited to, any property or equipment damage due to vandalism and/or neglect.

5.23 INVESTMENT EARNINGS

The Business Manager shall seek opportunities for investment of funds that are secure, provide a reasonable rate of return, and are not legally disallowed from investment, with the consent of the Board. The Superintendent shall make recommendations for the use of income from these investments for the Board in the annual budget.

5.24 DEPOSITORY OF FUNDS

The Business Manager or their designee shall be responsible for depositing all funds of the Board in identified and approved accounts and for reporting these deposits in the monthly budget report.

5.25 BONDED EMPLOYEES

Every employee who is assigned responsibility for receiving and dispensing school funds shall be bonded by a blanket bond with the cost of the bond paid by the Board.

5.26 ACCOUNTING AND REPORTING

The Board shall be responsible for utilizing fiscal accounting and reporting procedures, upon the recommendation of the LWS accounting firm, that meet applicable tribal, state and federal requirements, where required by law.

5.27 FINANCIAL REPORTS AND STATEMENTS

The Board shall adopt procedures for monthly, quarterly and annual reporting of all fiscal transactions of the school. The Business Manager is responsible for submitting required financial reports and statements to funding sources in a timely and accurate manner after submitting them to the Board for review and approval.

5.28 PROPERTY AND EQUIPMENT

The Business Manager shall be responsible for coordination of annual physical inventory of all property and equipment owned or in the custody of the school. Final summary copies of all inventories shall be made available to the Board for review.

All items with an original purchase price in excess of \$5,000 shall be tagged and capitalized in the General Fixed Asset Account Group. Items with purchase price of less than \$5,000 shall be included on the detailed inventory list but will not be capitalized.

Property and equipment records shall be maintained that include a description of the property, a serial number of other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition including the date of disposal and sale price of the property or trade in value.

A physical inventory of the property shall be taken and the results reconciled with the property annually. A control system shall be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated. Depreciation shall be taken on capital property. The method of depreciation shall be the straight line method. Depreciation procedures shall be in compliance with GASB 34 regulation.

1. ACQUISITION PROCEDURE:

The following procedures shall apply when equipment is acquired:

- a. Upon arrival, all equipment shall be delivered to the business office.
- b. A receiving report shall be completed. Information shall be entered into the General Fixed Asset Account Group in the computer.
- c. The equipment shall be tagged.
- d. Individual shall then pick up the equipment.

2. DISPOSITION PROCEDURE:

The following procedures shall apply when equipment is no longer needed:

- a. A disposition report shall be completed.
- b. The equipment shall be deleted from the General Fixed Asset Account Group.
- c. Equipment purchased by Little Wound School that needs to be disposed of shall be submitted to the Board for approval to be declared surplus. Final disposition of equipment will be based upon recommendation of business manager to the board.
- d. If the purchase value of the equipment or property to be disposed of is \$5,000 or more and belongs to a federal agency, approval from the federal agency shall be received to determine the disposal.
- e. If the federal agency approves the disposition item, it may be retained, sold, or bids may be let. This shall be determined by the Board.

5.29 AUDITS

Independent and advertised audits shall be made on all school accounts yearly in accordance with tribal, state and federal regulations with the Business Manager responsible for reporting the results to the Board and grantor agencies.

5.30 EXPENDITURE OF FUNDS

The Board shall authorize, develop and utilize procedures for the expenditure or obligation of school funds that meet applicable funding guidelines.

5.31 CHECKING ACCOUNTS

The Board shall identify and approve of checking accounts to be used in processing fiscal transactions and payroll and identify the banking institution to which checking accounts may be maintained.

5.32 AUTHORIZED SIGNATURES

Only Board members are authorized to sign checks.

5.33 CHECK WRITING SERVICES

The Payroll Accountant is responsible for preparing and writing payroll checks on a bi-weekly scheduled basis and the Accounts Payable Clerk is be responsible for writing checks for purchased services, supplies, materials, and equipment. No checks shall be written until proper procedure has been followed and no manual checks shall be written, unless there is an emergency as determined by the Superintendent.

The Travel Clerk is responsible for writing checks for purchased services and travel.

5.34 PETTY CASH ACCOUNTS

There shall be no petty cash accounts.

5.35 PAYROLL PROCEDURES

Employees shall be paid according to their contract agreement on file in the Personnel Office with the following guidelines:

1. Employee payroll and board stipends shall be issued on a bi-weekly basis, one week following the end of the pay period.
2. Each pay period begins on Sunday and ends on Saturday, two weeks following.

3. No salary advances shall be authorized for any employee.
4. No salary payments shall be made to employees who do not have an employment contract approved by the Board and signed by the employee on file.
5. Employee payroll shall not be made without a signed and completed timesheet documenting actual hours of employee service for that pay period.
6. Supervisors shall submit all timesheets by noon on the last day of the pay period.
7. Payroll checks shall be issued to all employees, including the temporary or substitute employee personnel on Thursday after 1:00 p.m. the week of payroll. No early checks shall be issued, unless there is an emergency as determined by the Supervisor and concurred with by the Superintendent.
8. ALL employees must have an I-9 and W-2 form on file in the payroll office prior to receiving any payment for services.
9. A copy of each employee, temporary employees, and substitute employees must have a copy of a Social Security Card on file in the Business Office prior to receiving a payroll check.
10. Must file job certification semi-annually.
11. Payments for stipends must be approved by Superintendent and must be taxed accordingly.
12. Extra-Duty for athletic and activity assignments shall be paid at the completion of their extra duty activity and must be approved by the Athletic/Director and the Superintendent. However, all extra duty payroll checks shall be disbursed through the normal payroll process and checks shall be combined into one paycheck whenever possible.

5.36 SALARY DEDUCTIONS

The Board shall deduct and withhold from the wages of employees:

1. The amount of federal income tax required by federal law.
2. The amount of social security tax required by federal law.
3. Other taxes/fees as mandated by federal, tribal and state law. These fees shall be paid by the employee, rather than the school.

4. The amount owed to the Board for rental of school owned housing based on the housing agreement.
5. The amount owed for damage to school owned housing or property as assessed by the Board.
6. The amounts for employee share of fringe benefit costs.
7. New employees are not eligible for payroll deduction until they have been employed for 90 days.

The Business Manager is authorized to approve payroll deductions for employees for scheduled payments, if the employee signs a power of attorney for the authorization of such deduction with no liability for collection to be assumed by the Board for repayment of the employee liability.

Mandatory Board deductions shall be deducted or withheld first, before voluntary employee deductions are withheld. No employee shall be able to have more than three (3) payroll deductions or 50% of voluntary payroll deductions deducted from each paycheck.

The Board reserves the right to accelerate demand for payment of monies, reimbursements, or payments owed to Little Wound School. If an employee terminates their employment, or resigns without notice, the Board may hold the employee's final paycheck(s) until paid or it may offset the amount owed from the employee final paycheck.

An administrative fee may be assessed by the Business Manager after consultation by those employees utilizing salary deductions not required by law and those funds shall be deposited in the general fund to be utilized for student scholarships and school improvement projects.

5.37 EXPENSE REIMBURSEMENT (Employee/Board Travel)

Travel authorizations, statements, receipts, and other accountability documents shall be completed by all employees and Board members participating in approved off-site activities.

Before a reimbursement is made to an employee or Board member for any travel expenses, it must be appropriately authorized as indicated by the following:

1. **TRAVEL AUTHORIZATION** - Proper travel authorization procedures must occur for any travel when conducting official school business. A travel authorization for any employee must be approved and signed by their supervisor, the Business Manager and the Superintendent. Board member's travel shall be approved by the Board at an official meeting of the Board and will require a travel authorization signed by the Chairperson of the Board or Superintendent. No travel will be paid without a completed and approved travel authorization. Travel authorizations shall be submitted to the Business Office one-week prior to the desired travel date. If travel requires flight accommodations, travel authorization shall be submitted to the

Business Office three weeks prior to the desired travel date. Proof of training to be attended must accompany the travel authorization upon submission.

2. MEALS - If an employee or Board member travels overnight they will be reimbursed for meals on a Per Diem basis as per Appendix A to Chapter 301-Prescribed Maximum Per Diem Rates for CONUS.
3. PER DIEM - Per diem will be paid to employees and Board members for overnight trips when conducting official school business at the rate established by the federal government's travel regulations.

New federal regulations: 75% of per diem on 1st and last day regardless of when you leave. 12 hour rule – if training or travel is less than 12 hours, only mileage.

Any meals included in registration fees to attend a conference, training or meeting will not be reimbursed by the school.

4. TRAVEL STATEMENT - Upon return from approved travel, the employee or Board member must submit a travel statement for reimbursement, or documentation of actual expenses incurred from a travel advance already received by the employee or Board member. No reimbursements from travel advance until the debt is collected in full. No reimbursements from prior fiscal year(s). No travel will be authorized for an employee or Board member who has not completed a travel statement within the timeline from a previous trip. Travel receipts must be submitted within fourteen (14) calendar days of the final day of travel, or they will not be paid. All travel statements shall be submitted within fourteen (14) calendar days following return from authorized travel for which an advance was received. Note: If you choose to travel by other means, such as a vehicle when others fly, and you incur incidental expenses, you are responsible for any and all incidental expenses, such as parking, extra days of a hotel, and other such incidental expenses.

The cost of any travel advance owed to the school shall be deducted from future checks of the employee or Board member check if a travel statement has not been submitted from a previous trip and the reimbursement owed to the Board has not been repaid within thirty (30) days. Any employee or Board member receiving a travel advance and does not attend shall return the advance immediately.

- a. No reimbursements from travel advance until the debt is collected in full;
 - b. No reimbursements from prior fiscal year(s).
5. RECEIPTS - Employees and Board members submitting travel statements are required to attach receipts prior to reimbursement. Failure to attach receipts may result in the employee or Board member having to reimburse the school for amounts not substantiated by receipts. No handwritten receipts shall be accepted as proof of

lodging, meals, or travel expenses. If attending a conference or workshop, the Board member or employee shall complete a travel report and submit with travel statement.

6. **LODGING AND MISCELLANEOUS EXPENSES** - These costs may be reimbursed to employees and Board members based on actual costs incurred. Receipts must be present to substantiate costs incurred.
7. **MILEAGE CLAIM** - Mileage for use of employee or Board members personal vehicle for official school business shall be paid at established IRS travel rates. To be eligible for mileage reimbursement, travelers must complete a mileage sheet (within one month upon completion of travel), and possess a valid Driver's License. This mileage sheet must give the detail of the miles traveled such as the start and stop times, destination from and to, the number of miles traveled, and a calculation of the reimbursement due the traveler. Employee's immediate supervisor and Superintendent must also approve the reimbursement. A quorum of the Board must approve a Board member's mileage.

5.38 PURCHASING

The Board shall ensure that all purchases are made in the best interest of the school and comply with tribal, state and federal rules and regulations. Employees must utilize purchasing procedures, which will be processed through the Business Office in the following manner:

1. Staff needing supplies must complete and sign a purchase request and submit it to their immediate supervisor listing the pertinent information and name of the vendor. Supervisors will ensure need and available funding to cover expenditures noting account number on purchase requisition. The immediate supervisor will verify their approval through a signature. The Superintendent and Business Manager will approve for reasonable budgeted expense. Expenditures exceeding \$10,000 or more must have Board approval.
2. Purchase requests shall be submitted to the business office one week prior to the desired purchase date. Upon submission to the business office a purchase order will be prepared with the following exceptions:
 - a. Board stipends will be paid from preliminary board minutes, voucher and the attendance roster, and shall be subject to payroll procedures and necessary withholding.
 - b. Travel authorizations will be used when requesting permission and an advance to travel for the school.
 - c. Field Trip Request Form will be used when requesting permission and advances for any trip with students. All out of state travel with students must be approved by the

Board with the exception of towns located within a 125 mile radius of the South Dakota borders.

- d. Daily meal rates are established by the Board for both adults and students, and shall be reimbursed at the established federal rate:

Breakfast \$9.00 Lunch \$15.00 Supper \$18.00

- e. Student Activities purchases only require a purchase requisition.

3. Recurring expenses. (i.e. monthly utilities, etc.) Utilities and fixed costs require voucher approval by the Business Manager. Once proper approval signatures are affixed, this form shall be attached to the invoice and follow the Schools General Purchasing procedures as outlined above.
4. Contractual services with a Board approved written contract. The Superintendent can approve contractual services of \$500 or less.
5. Expenses approved by the Board will be documented with a copy of Board minutes and approved voucher, invoice or contract.
6. Additional funds may be included for miscellaneous fees, e.g. entertainment
7. Purchase, field trip, and extra-duty (coaching) receipts are due within 14 days.
8. Funds from one purchase or filed trip request cannot be applied to another. Any remaining funds must be returned to the business office.
9. There will be no further purchase, field trip, or extra-duty requests processed until receipts from the previous request(s) are turned in.
10. A Reimbursement Form must be completed for any overages from purchase or field trip requests and approved by the supervisor before overages can be reimbursed.
11. No reimbursements after 30 days from the date which the debt has been collected in full.
12. No reimbursements from prior fiscal year(s).
13. The purchasing/procurement clerk shall enter the information from the purchase request form into the computer and will verify the purchase/purchases will not over spend the budget. A purchase order will be printed and given back to the Business Manager for signature.

14. The purchase order shall be three-part and pre-numbered. One copy will go to the employee who requested the item, one will go to the vendor and one shall be filed in the business office until the goods are received.
15. Once goods are received, the copy of the purchase order (or acceptable documentation) stated in (2) above, will be filed in the Business Office and will be compared to the goods received. If no variances exist, the Accounts Payable Clerk shall prepare the voucher and attach the purchase order, (or acceptable documentation) purchase request and invoice. This packet of information will be given to the Business Manager who shall verify all the necessary information is included. If all necessary information is included, the Business Manager shall sign the voucher at the bottom of the purchase order.
16. Orders not received after sixty (60) days will be canceled.

Emergency purchases may be made with the concurrence of the Business Manager and Superintendent. Their concurrences shall be documented by dual signatures on the reimbursement form. However, emergency purchases will only be made if the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, and the Superintendent has determined the cost is reasonable based on fair market price for the purchase.

Absolutely no ordering for supplies, materials, equipment or any type of service will be done without a purchase order. Staff are liable for payment of purchases made without a purchase order.

When purchasing goods, services, or approving labor contracts in excess of \$10,000.00, the competitive purchasing process in Section 5.42 of these procedures must be used. This applies to any contract for services or goods in excess of \$10,000.00 in one purchase or in multiple purchases within a one (1) year period from the same vendor for the same service or goods. LWS will not break up procurements to avoid competitive purchasing requirements set forth in Section 5.42 of this Policy. Purchasing under \$10,000.00 where one quote is the basis of the procurement requires a determination by the Superintendent that the cost is reasonable based on fair market pricing.

5.39 QUALITY CONTROL

The Business Manager or their designee shall be responsible for assessing the quality and performance of purchased services and items and to measure the cost-effectiveness of department purchases. This information shall be reported to the administrator monitoring the specific program and the Board.

5.40 SPECIFICATIONS

All items and services purchased by the Board shall meet safety, health, and other identified specifications to assure quality and safety. The Business Manager shall be responsible for

developing, monitoring and adhering to identified merchandise and service specifications utilized by the school.

5.41 PURCHASING GUIDES AND VENDOR LISTS

The Procurement Clerk shall be responsible for disseminating information to staff and vendors concerning purchasing and procurement guidelines. The Procurement Clerk shall be responsible for acquiring and maintaining vendor lists and catalogs and for disseminating updated listings of available catalogs for use by personnel.

5.42 COMPETITIVE PROCUREMENTS

All contracts and open market orders to be awarded shall consider the quality of materials desired and their contribution to school and program goals. All contracts which require competitive procurement processes shall be awarded by the Board upon the recommendation of the Superintendent. All contracts for and purchases of supplies, materials, equipment and contractual services, with the exception of textbooks, in the amount of \$10,000 or more, but less than \$250,000 shall be based on competitive quotes. All procurements in excess of \$250,000.00 shall be awarded after advertisement of a Request for Bids or a Request for Proposals, with a minimum of two (2) responses.

1. REQUESTS FOR QUOTES. For procurement of goods or services in excess of \$10,000 but less than \$250,000.00, LWS will solicit quotes from two or more sources in writing. Requests for Quotes will specify the types of goods or services, the length of contract if it is a contract for services, and the date by which a written response is required. If the award of a contract is based on factors other than price, a Request for proposals will be issued that will include a scoring system based on points for each category in the scoring system. If LWS receives only one responsive responsible bid, LWS will follow sole source procurement requirements, or will solicit additional quotes.

2. REQUEST FOR BIDS IN EXCESS OF \$250,000.00.

Where a procurement will be based on price alone, LWS shall advertise a Requests for Bids for procurements in excess of \$250,000.00, and shall ensure the following steps are followed:

- a. Advertise for two (2) calendar weeks in a local newspaper and where deemed appropriate, regional or national publications;
- b. Bids are submitted by the bidder in a sealed envelope;
- c. Bids are addressed to the Little Wound School Board;
- d. Bids are plainly marked with the name of the bidder at the time of opening;
- e. Bids are opened in public at the time specified with all bidders invited by the Superintendent to be present.

3. REQUESTS FOR PROPOSALS IN EXCESS OF \$250,000.00.

Where considerations other than price are important in the award of a procurement, such as contracts for professional services (Architects, Engineers, IT services, e.g.), LWS will advertise a Request for Proposals. LWS shall ensure the following steps are followed:

- a. Advertise for two (2) calendar weeks in a local newspaper and where deemed appropriate, regional or national publications;
- b. Proposals are submitted by the proposer in a sealed envelope;
- c. Proposals are addressed to the Little Wound School Board;
- d. Proposals are plainly marked with the name of the proposer at the time of opening;
- e. Proposals are opened in public at the time specified with all proposer invited by the Superintendent to be present.

4. SOLE SOURCE PROCUREMENTS.

Emergency purchases in excess of \$10,000.00 may be made without competition if the public interest will not permit a delay resulting from competitive solicitation, or LWS has solicited quotes, proposals or bids and has received only one responsive and responsible quote, bid or proposal in response. Examples include natural disasters or damage to school facilities that must be immediately repaired to preserve the integrity of the building, or matters that present an immediate threat to the health or safety of staff or students. The Board must indicate the emergency in its official minutes and attempt to secure two competitive quotations if time permits solicitation of quotations. Any sole source procurement in excess of \$250,000.00 funded with federal funds also requires approval from the funding source in writing. The Superintendent must confirm that the price charged is reasonable based on fair market value of goods or services. The Board may negotiate with the contractor on any sole source procurement.

5. OTHER PROCUREMENT REQUIREMENTS.

- a. Procurements shall not be restricted to specific brand names or geographically restricted.
- b. Procurements shall be based on the lowest bidder or for proposals based on factors other than solely price, the scoring of such proposals. The Superintendent shall be responsible for scoring proposals less than \$10,000.00. The School Board shall be responsible for scoring and selection from proposals in excess of \$10,000.00.
- c. LWS reserves the right to reject the quotes, proposals or bids from contractors deemed not responsible or not responsive.
- d. Contractors who are suspended or disbarred by any federal agency are not responsible and shall not be eligible. LWS personnel will check the SAMS system list of suspended or disbarred contractors prior to determining a contractor is responsible.
- e. LWS shall send written notice to all responders to Requests for Quotes, Requests for Proposals or Invitations for Bids notifying the contractors of the decision of LWS on the procurement.

- f. Every Procurement shall include certification by LWS that the price paid is reasonable based on fair market value. LWS may document the reasonableness of each procurement by comparing bids quotes or proposals received, by documenting the price charged by other vendors by telephone or through on-line research, or by comparing to past procurements of like items or services.
- g. All procurements funded with federal funds shall comply with the applicable requirements of 2 C.F.R. Part 200.
- h. The School Board reserves the right to negotiate with contractors when the bids, Proposals, or quotes are not within the budgeted amount for the procurement, or when it is in the best interests of the school.
- i. Any complaint regarding a procurement alleging failure of LWS to follow its policies or the applicable requirements of 2 C.F.R. Part 200 for any procurement funded by federal funds must be filed with the Superintendent within five (5) days of the date notice of selection or non-selection issued by LWS. The decision of the Superintendent on any such complaint shall be issued in writing and shall be final, unless appealed to the School Board in writing within five (5) days of the date of the Superintendent's decision. The School Board reserves the right to hold a hearing or to make a decision based solely on the written documents including documents submitted by a contractor with the Notice of Appeal and the LWS Procurement file. The decision of the School Board shall be final and there shall be no further right of appeal from a decision of the School Board.

6. INDIAN PREFERENCE.

Indian preference shall, whenever possible, be given to bidders or suppliers in accordance with applicable law, including the Oglala Sioux Tribe TERO office requirements. LWS shall contact the TERO Office in advance of procurements to determine if there are two (2) or more responsible contractors on the TERO certified list before soliciting procurements. If there are two or more responsible responsive TERO Certified contractors, LWS will either solicit procurements as restricted to TERO eligible firms, or obtain the approval of the OST TERO Office to solicit the procurement as unrestricted. In the event that LWS cannot determine if there are two or more responsible responsive firms, for procurements in excess of \$250,000.00, LWS shall issue a Statement of Intent to Bid inviting TERO eligible bidders to file a Statement of Intent to Bid at least 2 weeks before issuing the Invitation to Bid. If LWS does not receive two or more Statements of Intent to Bid from responsible responsive TERO eligible firms, LWS will issue an unrestricted Invitation to Bid or Request for Proposals, after notifying the OST TERO Office and obtaining their concurrence. LWS reserves the right to cancel a solicitation, or to secure TERO Office approval to award to a non-TERO certified firm where no TERO certified contractor submits a bid within the LWS approved budget for a

procurement, and efforts to negotiate with a TERO-certified contractor have not succeeded in bringing the price for the procurement in line with the LWS budget.

5.43 STUDENT ACTIVITIES FUND MANAGEMENT

All money received by students and staff for student activities shall be turned over to the Business Office immediately. Failure to promptly turn funds over will result in disciplinary action.

Only school employees shall be allowed to raise and handle funds on behalf of the students and shall be responsible for accounting for the same. Parents are welcome to volunteer in assisting school employees.

1. The Business Office responsibilities:

- a. Designate employees responsible for the receipt, deposit, and recording of all student activities revenue.
- b. Designate employees to order, process, and pay bills for the student activities fund.
- c. Prepare monthly financial reports, review with related student sponsors and present to the Board at their monthly finance meetings.

2. The Activities/Athletic Director responsibilities include:

- a. Organize volunteers to run concession stand or activities as per the student activities calendar.
- b. Check out the cash box from the business office prior to opening of activity.
- c. Return all cash and checks to the business office as soon as possible after the scheduled activity. The student sponsor retains responsibility for all cash until turned into the business office. A double count of cash shall be made by the Business Office Receptionist and the sponsor upon return of the cash box.
- d. Be responsible for reviewing student activity fund financial reports prepared by the business office and notify them of any errors at the Board's monthly budget meeting.
- e. Prepare the Athletic calendar for the school year.
- f. Orders all supplies needed for concession stands as well as supplies and materials for scheduled activities.

g. The sale of foods and beverages of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period.

h. Shall assume the duties of student activity sponsors in their absences.

3. Respective Principal's Responsibilities:

a. Be responsible for assignment of concession stands.

b. Notify concessionaire of the applicable policies, procedures and fee/collection schedules.

5.44 CASH IN SCHOOL BUILDINGS

The Little Wound School Board is not responsible for any lost or stolen cash, or checks.

5.45 FINANCIAL ASSISTANCE

Any and all non-school related financial assistance and/or requests must be submitted to the School Board. All requests shall be in writing.

1. Approved student-related assistance is limited to once a year.
2. Requests are to be submitted in advance of the proposed event or need.
3. The requests are to provide a detailed cost of the budget/requested amount.

5.46 FUND BALANCE CLASSIFICATION

The school has adopted the guidance in “Governmental Accounting Standards Board “GASB Statement 54 regarding the fund balance reporting. As a result fund balances are identified into the following categories:

Fund Categories

- Nonspendable – includes fund balance amounts that cannot be spend either because it is not in spendable form, such as inventories or prepaids, or because of legal or contractual restraints.
- Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors or contributors or amounts constrained due to constitutional provision or enabling legislation.

- Committed – includes fund balance amount that are constrained for specific purposes that are internally imposed by the government through formal action of the Board of Directors by resolution and does not lapse at year-end.
- Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Board of Directors.
- Unassigned – includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.
- Unassigned – includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

These categories may be defined in more detail. The policy needs to establish who has the authority to determine the level of restriction. In addition the School should also include the following into their policies regarding the order for use of funds.

Flow of Resources

The school uses restricted/committed amounts first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibited doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the school would first use committed, then assigned, and last unassigned amounts of unrestricted fund balance when expenditures are made.