

# PRYOR SCHOOL DISTRICT

## 7000 SERIES FINANCIAL MANAGEMENT

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**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7008**

Tuition

Whenever a nonresident student is to be enrolled in the District, either by choice or by placement, an attendance agreement must be filed with the Board. Terms of the agreement must include tuition rate, the party responsible for paying tuition and the schedule of payment, transportation charges, if any, and the party responsible for paying transportation costs.

Tuition rates shall be determined annually, consistent with Montana law and approved by the Board.

Cross Reference: 3141 Discretionary Nonresident Student Attendance Policy

|                  |                 |  |
|------------------|-----------------|--|
| Legal Reference: | § 20-5-314, MCA | Reciprocal attendance agreement with adjoining state or province         |
|                  | § 20-5-320, MCA | Attendance with discretionary approval                                   |
|                  | § 20-5-321, MCA | Attendance with mandatory approval – tuition and transportation          |
|                  | § 20-5-322, MCA | Residency determination – notification – appeal for attendance agreement |
|                  | § 20-5-323, MCA | Tuition and transportation rates   |
|                  | 10.10.301, ARM  | Calculating Tuition Rates  |

Policy History:

Adopted on:

Reviewed on:

Revised on:

**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7121**

Budget Adjustments

When any budgeted fund line item is in excess of the amount required, the Board may transfer any of the excess appropriation to another line item(s) within the same fund.

The Board authorizes the administration to transfer line items within the same budgeted fund to adjust line item overdrafts or to meet special line item needs. Line item budget transfers to adjust line item overdrafts are at the discretion of the administrators.

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the District for the ensuing fiscal year. The Board will be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized for specified reasons by § 20-9-161, MCA. The resolution will state the facts of the budget amendment, the estimated amount of funds needed, and the time and place the Board will meet for the purpose of considering and adopting a budget amendment.

The meeting to adopt a budget amendment will be open and will provide opportunity for any taxpayer to appear and be heard. Budget procedures will be consistent with statutory requirements. When applicable, the District will apply for state financial aid to supplement the amount to be collected from local taxes.

|                  |                 |  |
|------------------|-----------------|--|
| Legal Reference: | § 20-9-133, MCA | Adoption and expenditure limitations of final budget                               |
|                  | § 20-9-161, MCA | Definition of budget amendment for budgeting purposes                              |
|                  | § 20-9-162, MCA | Authorization for budget amendment adoption  |
|                  | § 20-9-163, MCA | Resolution for budget amendment – petition to superintendent of public instruction |
|                  | § 20-9-164, MCA | Notice of budget amendment resolution  |
|                  | § 20-9-165, MCA | Budget amendment limitation, preparation, and adoption procedures                  |
|                  | § 20-9-166, MCA | State financial aid for budget amendments  |
|                  | § 20-9-208, MCA | Transfers among appropriation items of fund – transfers from fund to fund          |

Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7210**

#### Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs, including revenues from non-tax, local, state, and federal sources. The District will properly credit all revenues received to appropriate funds and accounts as specified by federal and state statutes and accounting and reporting regulations for Montana 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. Uncollectible checks may be turned over to the county attorney for collection.

Legal Reference:      Title 20, Chapter 9, MCA      Finance  
                                 Title 10, Chapter 10, ARM      Special Accounting Practices

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7231**

#### Indian Policies and Procedures, Title VII, and Impact Aid

The Crow Tribe or their designee, and parents of Indian children served in the District, shall be provided with the opportunity to comment on the participation of Indian children on an equal basis with other children educated by the District. Not later than the fourth Monday of December of each year, the District will hold a public meeting for the express purpose of allowing the Crow Tribe and parents of Indian children the opportunity to: 1) receive and review data presented by the District on the number and percentage of Indian students participating in each program offered by the school district; and 2) comment on the participation of Indian children on an equal basis in the school programs with all other children educated by the District .

The District will, by October 1, assess each of its programs, classrooms, teams, clubs, etc., and record, at a minimum, the number of students participating and the percentage of Indian students participating. This report shall be disseminated to the Crow Tribe through the Tribal Health, Education and Welfare Committee and placed on the agenda of the next Board meeting for discussion by the Board.

On an annual basis, the District will conduct a needs assessment, in an effort to identify how its educational program may need to be modified to allow Indian children to participate on an equal basis. The results of this assessment will be presented to the Board and discussed at the next regularly scheduled Board meeting. The express purposes of the discussion shall be to: 1) discuss recommended modifications to school education programs to allow Indian students to participate on an equal basis, if it is determined that they are not; 2) continue the opportunity to provide meaningful input on any relevant issue; 3) discuss recommendations of School policies and procedures based on input.

The District will disseminate copies of the Impact Aid applications to tribal officials, and the applications will be reviewed at the annual public hearing. The review of new or continuing programs is an ongoing process of the Board, and agendas are posted in the District Office. Program plans and information related to the education programs of the District will also be reviewed at District meetings as changes are considered. Adequate time and opportunity will be provided for tribal officials and parents to present views and comments regarding the disseminated documents.

The Administrative Assistant for Indian Education monitors all educational programs on a daily basis and provides a report to the Indian Education Parent Committee on a monthly basis. In addition, a member of the Indian Education Parent Committee, designated by said Committee, is present at each Board meeting to provide input to the Board.

Tribal officials, parents of Indian students, or the Indian Education Committee may place items on the Board meeting agenda for discussion and/or action by the Board. Such meetings occur on the second Tuesday of each month and convene at 5:30PM., in the Arrow Creek Media Center. In August of each year, the Board convenes to discuss the final budget. Any community member

**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7251**

Disposal of School District Property Without a Vote

The Board is authorized to dispose of a site, building, or any other real or personal property of the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for school purposes.

To effect proper disposal, the trustees shall pass a resolution stating their decision concerning property disposal. The resolution will not become effective until fourteen (14) days after the resolution is published in a newspaper of general circulation in the District.

Should any taxpayer properly protest the resolution during the fourteen (14) days after the date of publication, the trustees shall submit testimony to the court with jurisdiction.

Once the resolution is effective, or if appealed the decision has been upheld by the court, the trustees shall sell or dispose of the real or personal property in a reasonable manner determined to be in the best interests of the District. Proceeds from the sale of fixed assets can be deposited to the general, debt service, building, or any other appropriate fund.

Legal Reference:       § 20-6-604, MCA       Sale of property when resolution passed after hearing – appeal procedure

Policy History:

Adopted on:

Reviewed on:

Revised on:

may be present to provide comments and input on the final budget. All meetings are duly advertised in accordance with the "Open Meeting" statutes of the State of Montana.

Based upon the recommendations of the needs assessment, the Title IX external evaluation and other pertinent data in cooperation with the Indian Education Parent Committee, the Board may, at its discretion, adopt these changes and recommendations.

All changes to the policies must be posted for a period of not less than twenty (20) days, to provide for public input and comment.

All meetings called for any purpose addressed by these Policies and Procedures regarding P.L. 874 must meet the requirements of the "Open Meeting" statutes of the State of Montana. Inasmuch as state law prohibits the Board from delegating legal responsibility, the Trustees retain final authority for the established policies, procedures, and school programs affected by this Act.

Policy History:

Adopted on:

Reviewed on:

Revised on:



## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

7260

#### Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. Except where otherwise specified by the donor, the Board may deposit the gift, legacy, devise, or proceeds in any budgeted or nonbudgeted fund and may thereafter transfer any portion of the gift, legacy, devise, or proceeds to any other fund at the Board's discretion. The Board may transfer any previously donated funds deposited into an endowment fund along with any accumulated interest to any other budgeted or nonbudgeted fund and may spend such funds at the discretion of the Board unless restricted by the donor. In the event the donor has specified or imposed any conditions for the gift, legacy, or devise, the Board shall deposit the gift, legacy, devise, or proceeds into an endowment fund.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Educational foundations which seek to promote, enhance, and enable educational opportunities and school improvement activities in the District may solicit and receive tax-deductible funds from donors. Educational foundations may be sanctioned by the Board but not managed or directed by it. The Board may appoint nonvoting advisors to the foundation board, if the bylaws of the foundation permit that action.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

|                  |                    |  |
|------------------|--------------------|--|
| Legal Reference: | § 20-6-601, MCA    | Power to accept gifts  |
|                  | § 20-7-803, MCA    | Authority to accept gifts                                      |
|                  | § 20-9-212, MCA    | Duties of county treasurer                                     |
|                  | § 20-9-213(4), MCA | Duties of trustees   |
|                  | § 20-9-604, MCA    | Gifts, legacies, devises, and administration of endowment fund |

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7310**

Budget Implementation and Execution

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

1. Expenditure of funds for employment and assignment of staff shall meet legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without Board approval.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month.
4. Purchases will be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference:     § 20-3-332, MCA     Personal immunity and liability of trustees  
                          § 20-9-213, MCA     Duties of trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7320**

#### Purchasing

##### ***Authorization and Control***

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds sixty thousand dollars (\$60,000) except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

##### ***Bids and Contracts***

Whenever any building furnishing, repairing, or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and 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 or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute, such as §§ 18-2-501, 502 and 503, MCA. Any contract required to be let for bid shall contain language to the following effect:

*In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the*

*contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.*

### ***Cooperative Purchasing***

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

|                  |   |   |
|------------------|---|---|
| Legal Reference: | §§ 18-1-101, et seq., MCA                               | Preferences and General Matters                                 |
|                  | §§ 18-1-201, et seq., MCA                               | Bid Security  |
|                  | § 20-9-204, MCA   | Conflicts of interests, letting contracts, and calling for bids |
|                  | <i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001) |   |

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Procurement of Supplies, Materials, Equipment and Services Using Federal Funds

Procurement of all supplies, materials, equipment, and services paid for from federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, Board policy, and administrative procedures. Procurement of any supplies, materials, equipment or services not using federal funds shall be subject to Board Policy 7320 and state law.

The Superintendent shall maintain a procurement and contract administration system in accordance with the requirements for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's general purchasing policy.

The District shall take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts. The District will avoid acquisition of unnecessary or duplicative items and shall give consideration to mechanisms to obtain a more economical purchase (i.e., consolidating or breaking out procurements where permitted under state law). Where appropriate, the District shall conduct an analysis of lease versus purchase alternatives and any other appropriate options to determine the most economical approach.

To foster greater economy and efficiency, the District may engage in cooperative purchasing where appropriate for procurement or use of common or shared goods and services.

***Competition***

All procurement transactions paid for from federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in good administrative practice and sound business judgment. To promote these purposes, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Further, the District does not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals under this policy, unless (1) an applicable federal statute expressly mandates or encourages a geographic preference; or (2) the

District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list shall include a sufficient number of qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list at any time and they must re-qualify every twenty-four (24) months in accordance with administrative procedures established by the Superintendent.

### ***Solicitation Language***

The District shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications will be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals. The Board shall not approve any expenditure for an unauthorized purchase or contract.

### ***Procurement Methods***

The District shall utilize the following methods of procurement:

#### ***Micro-Purchases***

Purchases of supplies, materials, services, or equipment using federal funds less than \$10,000 shall be "Micro-Purchases." The District is not required to use a formal bidding process for Micro-Purchases, but it shall ensure that purchases are reasonable and equitably distributed among all qualified sources. The District shall maintain all procurement documentation to ensure the cost is less than \$10,000 for a Micro-Purchase.

#### ***Small Purchases***

Purchases of supplies, materials, services, or equipment using federal funds between \$10,000 and \$80,000 shall be considered "Small Purchases." The District is not required to use a formal bidding process for Small Purchases, but it shall use a competitive process to ensure fairness. For any Small Purchase, the District shall obtain at least two or more price

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7326**

#### Documentation and Approval of Claims

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

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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by verifying such status.

***Maintenance of Procurement Records***

The District maintains records sufficient to detail the history of all procurements. These records include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

|                   |                         |   |
|-------------------|-------------------------|---|
| Legal References: | § 18-1-101 et seq., MCA | Public Contracts  |
|                   | § 20-9-204, MCA         | Conflicts of interest, letting contracts and calling for bids |
|                   | 2 C.F.R. Part 180       |   |
|                   | 2 C.F.R. 200.317        |   |
|                   | 2 C.F.R. 200.318        |   |
|                   | 2 C.F.R. 200.319        |   |
|                   | 2 C.F.R. 200.320        |   |
|                   | 2 C.F.R. 200.321        |   |
|                   | 2 C.F.R. 200.322        |   |
|                   | 2 C.F.R. 200.323        |   |
|                   | 2 C.F.R. 200.324        |   |
|                   | 2 C.F.R. 200.325        |   |
|                   | 2 C.F.R. 200.326        |   |
|                   | 48 C.F.R. chapter 1     |   |

|                   |             |                       |
|-------------------|-------------|-----------------------|
| Cross References: | Policy 5700 | Conflicts of Interest |
|                   | Policy 7320 | Purchasing            |

Policy History:

Adopted on:

Revised on:



## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7332**

#### 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 in or on District facilities, etc., is a Board-approved venture. The Board may approve such opportunities subject to certain restrictions in keeping with the community standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least 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 maintenance of existing District athletic 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 marketing activities include but are not limited to:

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

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to 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.

Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7335**

#### 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 District resources; and
4. The claim for personal reimbursement is properly accounted for and documented with an invoice or receipt.

The District business office is responsible for developing procedures and forms to be used in processing claims for personal reimbursements.

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7336**

Travel Allowances and Expenses

The District will reimburse employees and trustees for travel expenses while traveling outside the District and engaged in official District business. All travel expenses must be reported on the established travel expense and voucher forms and approved by the employee’s supervisor and the Superintendent.

Employees are expected to use the District owned vehicle when traveling on school business. If personal vehicle use is needed, the employee must request permission from the Superintendent prior to the day(s) of use. If an employee is granted permission to use their personal vehicle, they will be reimbursed for mileage at the current federal rate. **If prior approval has not been requested**, the employee will not be reimbursed for the use of their personal vehicle.

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

|                  |                 |  |
|------------------|-----------------|--|
| Legal Reference: | § 2-18-501, MCA | Meals, lodging, and transportation of persons in state service |
|                  | § 2-18-502, MCA | Computation of meal allowance                                  |
|                  | § 2-18-503, MCA | Mileage – allowance  |

Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7405**

#### Procurement Card Use

The Board of Trustees permits the use of procurement cards for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District procurement card will be maintained in the business office and reported to the Board each year at its meeting in June.

The District provides procurement cards with a credit limit not to exceed \$5,000.00 for the aggregate of all cards. Procurement cards may only be used for legitimate District business expenditures. The use of procurement cards is not intended to circumvent the District's policy on purchasing.

Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in procurement card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the procurement card has been used.

The Superintendent shall establish regulations governing the issuance and use of procurement cards. Each cardholder shall be apprised of the procedures governing the use of the procurement card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each procurement card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference:     7320   Purchasing  
                          7335   Personal Reimbursement  
                          7336   Travel Allowances and Expenses

Legal Reference:     §2-7-503, MCA         Financial reports and audits of local government entities

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7410**

Fund Accounting System

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. The accounts of the District are maintained on the modified accrual basis of accounting. The following funds are maintained by the District:

- 101 Elem General
- 110 Elem Transportation
- 111 Elem Bus Depreciation
- 112 K-12 Food Service
- 115 Elem Misc Funds
- 120 K-12 Housing / Rental
- 121 Elem Compensated Absences
- 126 Elem Impact Aid
- 128 Elem State Technology
- 129 Elem Flex Fund
- 184 Elem Student Activity Funds
- 198 Elem Fixed Assets
- 199 Elem GLTD Acctg Group

- 201 HS General
- 210 HS Transportation
- 211 HS Bus Depreciation
- 215 HS Misc Funds
- 221 HS Compensated Absences
- 226 HS Impact Aid
- 228 HS State Technology
- 229 HS Flex
- 260 HS building
- 284 HS Student Activity Funds
- 286 K-12 Payroll Clearing Fund
- 287 K-12 Claims Clearing Fund
- 298 HS Fixed Assets
- 299 HS GLTD Acctg Group

Legal Reference:       § 20-9-201, MCA       Definitions and application

Policy History:

Adopted on:

## Pryor Public Schools

### FINANCIAL MANAGEMENT

7425

#### Extra- and Co-Curricular Funds

The Board is responsible for establishment and management of student extra- and co-curricular funds. The purpose of student extra- and co-curricular funds is to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. The funds shall be deposited and expended by check, in a bank account maintained by the District for student extra- and co-curricular funds. The use of the student extra- and co-curricular funds is limited to the benefit of the students. Students will be involved in the decision-making process related to use of the funds.

The Board shall follow the *Student Activity Fund Accounting* (published by the Montana Association of School Business Officials (MASBO)) in establishing accounting procedures for administration of student extra- and co-curricular funds and will appoint a fund administrator.

Specific procedures are available in the Clerk's office.

|                   |                                   |  |
|-------------------|-----------------------------------|--|
| Legal References: | § 2-7-503, MCA                    | Financial reports and audits of local government entities  |
|                   | § 20-5-109, MCA                   | Nonpublic school requirements for compulsory enrollment exemption ( <i>Cited by Senate Bill 157</i> )  |
|                   | § 20-9-311, MCA                   | Calculation of average number belonging (ANB) --3-year averaging ( <i>Revised by Senate Bill 72</i> )  |
|                   | 10.10.304, ARM<br>Senate Bill 157 | Student extra-curricular activity funds<br>Allow nonpublic students to participate in public school extracurriculars                           |
|                   | Senate Bill 72                    | Allows non-fulltime enrolled students who participate in extracurricular activities to be counted in the average number belonging calculation. |

Cross References:

#### Policy History:

Adopted on:

Revised on:

Reviewed on:  
Revised on:



quotes. The District shall maintain all procurement documentation to ensure the cost is less than \$80,000 but more than \$10,000 for a Small Purchase.

### *Sealed Bids*

Sealed bids shall be used when the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. Sealed, competitive bids shall be obtained when the purchase of, and contract for supplies, materials, or equipment (including construction projects) which exceeds \$80,000 and would utilize federal funds or District matching funds.

1. Bids shall be solicited in accordance with the provisions of state law and board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
5. The Board reserves the right to reject any or all bids for sound documented reason.

### *Competitive Proposals*

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. Price may not be considered where procuring architectural/engineering services; compensation is subject to negotiation of a fair and reasonable fee after selection.

### *Noncompetitive Proposals*

The District may only solicit a proposal from a sole source when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
4. After solicitation of a number of sources, competition is determined to be inadequate.

### *Contract/Price Analysis*

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$80,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

### *Time and Materials Contracts*

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time and materials type contract is a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

### *Suspension and Debarment*

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

Financial Reporting and Audits

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

The Board directs that District audits be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the District and District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every year and cover the immediately preceding fiscal year.

Upon receipt of the audit report, the Board shall review the contents and notify the Montana Department of Administration in writing of any actions the Board plans to take on any deficiencies or recommendations in the audit report within 30 days. Following the expiration of this 30-day period, the District shall send a copy of the audit report to a newspaper of general circulation within the District for publication of a notice that the District will provide a copy of the audit report to any interested person upon request. The District shall pay any costs for publication of this notice.

***Inventories***

The Superintendent is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase and the cost or the estimated replacement cost.

***Disposition of District Property***

The Board is authorized to dispose of a site, building or any other real or personal property of the District, pursuant to the specific procedures outlined in Montana law.

|                   |                 |   |
|-------------------|-----------------|---|
| Legal References: | § 20-9-203, MCA | Examination of district accounting records  |
|                   | § 20-6-602, MCA | Trustees' power of over property  |
|                   | § 20-6-603, MCA | Trustees' authority to acquire or dispose of sites and buildings -- when election required. |
|                   | § 20-6-604, MCA | Sale of property when resolution passed after hearing -- appeal procedure.                  |

§ 20-7-515, MCA      Actions by governing bodies  
§ 20-7-521, MCA      Publication

Policy History:

Adopted on:

Revised on:

Revised on:

## Pryor Public Schools

### FINANCIAL MANAGEMENT

7500

#### Property Records

Property and inventory records will be maintained for all land, buildings, and physical property under District control and will be updated annually.

For purposes of this policy, “equipment” means 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 will ensure inventories of equipment are systematically and accurately recorded and updated annually. Property records of facilities and other fixed assets will be maintained on an ongoing basis. No equipment will be removed for personal or non-school use except in accordance with Board policy.

Property records will 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 providing appropriate District and equipment identification.

The District will identify anticipated improvements or projects in any resolution required to pass a permissive levy.

#### Cross References:

|                  |                 |  |
|------------------|-----------------|--|
| Legal Reference: | § 20-6-602, MCA | Trustees’ power over property  |
|                  | § 20-6-608, MCA | Authority and duty of trustees to insure district property                                   |
|                  | House Bill 192  | MT Facilities Finance Modifications  |
|                  | § 20-9-116, MCA | Resolution of intent to increase nonvoted levy – notice ( <i>Revised by House Bill 192</i> ) |

#### Policy History:

Adopted on:

Revised on:

Revised on:

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all the following requirements:

1. Must be tangible in nature;
2. Must have a useful life of longer than the current fiscal year; and
3. Must be of significant value.

Fixed assets may be acquired through donation, purchase, or may be self-constructed. The asset value for a donation will be the fair market value at the time of donation. The asset value for purchases will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the cost of materials used and the cost of labor involved in construction of the asset.

The following significant values will be used for different classes of assets:

| <u>Class of Fixed Asset</u>          | <u>Significant Value</u> |
|--------------------------------------|--------------------------|
| Equipment and machinery              | \$5000.00 or more        |
| Buildings - improvements             | \$5000.00 or more        |
| Improvements other than to buildings | \$5000.00 or more        |
| Land                                 | Any amount               |

Cross Reference: 7500 Property Records

Policy History:

Adopted on:

Reviewed on:

Revised on:

Fund Balances

The fund balance policy establishes a framework for the management of all excess funds managed by the District. It also provides guidance and direction for elected and appointed officials as well as staff in the use of excess funds at year-end.

This fund balance policy applies to all funds in the custody of the Clerk of the District. These funds are accounted for in the District's annual audited financial reports and include, but are not limited to, the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Any new funds created by the District, unless specifically exempted by the governing body; in accordance with state law or GASB pronouncements.

The District shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

***Definitions***

A. *Fund balance*---means the arithmetic difference between the assets and liabilities reported in a school district fund.

B. *Committed fund balance*—amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint.

C. *Assigned fund balance*—amounts a school district *intends* to use for a specific purpose; intent can be expressed by the District or by an official to which the Board of Trustees delegates the authority

D. *Non-spendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)

E. *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

F. *Unassigned fund balance*—amounts that are available for any purpose; these amounts are

reported only in the general fund.

***Minimum Fund Balance***

The school district will strive to maintain a minimum unassigned general fund balance of 1% of the annual budget.

***Order of Resource Use***

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

***Committing Fund Balance***

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

***Assigning Fund Balance***

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: District Superintendent and Clerk. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

The school board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

***Legal References:*** Statement No. 54 of the Governmental Accounting Standards Board

**Policy History:**

Adopted on:

Reviewed on:

Revised on:



## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

**7520**

#### Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made.

The District may either:

1. Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or
2. Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference:      § 20-9-235, MCA      Authorization for school district investment account

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

**Pryor Public Schools**

**FINANCIAL MANAGEMENT**

**7530**

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., §§ 18-4-101, et seq., MCA):

1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:
  - (a) there is only one source for the supply or service item;
  - (b) only one source is acceptable or suitable for the supply or service item; or
  - (c) the supply or service item must be compatible with current supplies or services.

Legal Reference:       § 18-4-121, et seq., MCA       Montana Procurement Act  
                                  2.5.604, ARM                       Sole Source Procurement

Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

7540

#### Teacher Housing

The District provides teacherages to help alleviate the housing shortage.

In order to guide the Superintendent in the administration of the District's housing program, the following guidelines shall direct the program:

1. Teacherages will be rented to those individuals in the following order of preference: Administrators, Teachers or Full Time Classified personnel. Non-employees will be permitted to lease the town units owned by the District.
2. First month's rent and a cleaning deposit (equal to the same amount as the first month's rent) will be collected when an individual moves into the house. Any costs for cleaning or damage will be deducted from the last month's deposit. Head Maintenance will make decisions about cleaning/damage deposit.
3. A rental Agreement will be signed by the renter and the District before occupancy.
4. The rent and utilities will be deducted from the employee's paycheck. Utilities will be figured at an average from previous year's costs for the specific unit.
5. Appliances (stove & refrigerator) will be furnished and maintained by the District in all teacherages.
6. Pets of any kind are not allowed.
7. Basic cleaning and upkeep will be the responsibility of the renter.
8. Rent costs will be determined annually by the Board. All rent money will be placed in a separate fund with the accumulation in the fund used to maintain the District's housing program. Rental fees will be reviewed by the board annually.
9. Rental units may be used for summer storage at a monthly rate of \$50.00 for "permanent" employees.
10. Renters may not store inoperable and/or abandoned vehicles on school property for more than six months. The District reserves the right to remove such vehicles and or equipment at the owner's expense. Furniture, appliances or household items may be not placed in the yard, driveway for over 3 days.
11. Any alteration of a permanent nature made to building or grounds must have advanced Board approval.

12. In following the Crow Law and Order Code, alcohol and any illegal substances are prohibited.
13. The District is not responsible for lost, stolen, or damaged personal property belonging to the leasee. Therefore, the District encourages the leasee to purchase rental insurance.
14. Hand guns and semi-automatic weapons are not allowed on or within and District-owned housing at any time.

Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **FINANCIAL MANAGEMENT**

7545

#### Free Admission

All current employees and board members will receive two activity cards, per year, for all home athletic events.

All District/community senior citizens (60 years or older) will receive a pass for all home athletic events.

A lifetime pass to all home school activities will also be presented to past and present school board members who have served at least one term in office.

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

