

4000. BUDGET/FINANCE

- 4100. Budget
 - 4110. Budget Planning and Adoption
 - 4120. Site Based Management
 - 4130. Budget Calendar
 - 4150. Adoption
 - 4160. Use
 - 4161. Reporting & Transferring Between Appropriation Categories
 - 4170. Carrying Budgeted Amounts Forward to the New Fiscal Year

- 4200. Income
 - 4210. Local Funds
 - 4211. Town Assessment Payments
 - 4220. State Funds
 - 4230. Federal Funds
 - 4231. Proposal Development
 - 4232. Funded Programs Operations
 - 4240. Tuition
 - 4241. Court Supervised Students
 - 4242. Early Childhood
 - 4250. Student Fees
 - 4251. Student Activity Fee Schedule
 - 4260. Disposition of Books, Equipment and Supplies
 - 11/13/01 4270. Enterprise Revolving Funds
 - 11/14/00 4280. Gifts, Grants, and Bequests
 - 4290. Scholarship Funds

- 4300. Expenditures
 - 2/13/01 4310. Payroll
 - 4320. Purchasing
 - 4321. Quantity Purchasing
 - 4322. Relations with Vendors
 - 4322.1 Performance Bonds
 - 4322.2 Minority Business Enterprise Program
 - 4322.3 Subcontractors
 - 4323. Procedures for Obtaining Goods and Services
 - 2/13/01 4323.1 Purchasing Authority
 - 2/13/01 4323.2 Bidding Requirements
 - 4323.3 Vendors/Contractors
 - 4324. Manual
 - 4325. Direct Payments
 - 4326. Copiers/Duplicators
 - 4330. Warrants
- 4400. Risk Management Insurance

4000.BUDGET/FINANCE (Continued)

- 4410. Non-Personnel Related
- 4420. Personnel Related
- 4430. Loss Reporting

- 4500. Capital Outlay
 - 4510. Capital Improvement and Equipment Acquisition Prog.

- 4600. Administration of District Funds
 - 4610. Bank Account Maintenance
 - 4620. Investing
 - 4630. Borrowing
 - 4631. Debt Limitation
 - 4632. Short-Term Loans
 - 4633. Long-Term Loans
 - 4640. Bonded Employees and Officers

- 4700. Chart of Accounts
 - 4710. District
 - 4711. Systems of Accounts and Accounting Procedures
 - 4711.1 Preparatory Account
 - 4711.2 Capital Account
 - 4712. Inventories
 - 4713. Audits
 - 4714. Periodic Financial Reports
 - 4714.1. Treasurer's Report
 - 4714.2. Budget and Expense Report
 - 4714.3. Annual Financial Report
 - 4714.4. Summary Report of School Miscellaneous Funds
 - 4714.5 Audit Report

- 2/13/01 4720. School
- 2/13/01 4721. Student Activity Funds
- 4730. Other

POLICY RELATED TO BUDGET/FINANCE

BUDGET

The Burrillville School Committee budget shall be the Burrillville School Department's fiscal plan for achieving the School Committee's Goals and Objectives. The annual budget is the financial expression of the educational program of the District.

The operating budget shall be prepared and presented in accordance with State and District policy and shall be developed and refined in concert with these same requirements and the requirements of the Burrillville Town Charter.

The Superintendent will serve as the Budget Officer for the District, but he/she may delegate portions of this responsibility to members of his/her staff as is deemed appropriate. The three (3) general areas of responsibility for the Superintendent as Budget Officer shall be Budget Preparation, Budget Presentation, and Budget Administration.

The budget shall be organized in six (6) major categories to include a) salaries, b) employee benefits, c) purchased services, d) materials and supplies, e) equipment, and f) dues/fees/miscellaneous.

First Reading:

Second Reading:

POLICY RELATED TO BUDGET/FINANCE

ENTERPRISE REVOLVING FUNDS

The Burrillville School Department shall establish Enterprise Revolving Funds for district activities that are self-supporting.

An activity supported by an Enterprise Revolving Fund shall not be considered an integral part of the School Department's educational program.

Enterprise Revolving Accounts shall be maintained separately from all School Department accounts.

Program revenues shall adequately satisfy program expenses. All expenditures shall be recovered through user fees.

Program surpluses shall remain within the funds and shall be used to support the program.

First Reading: 10/9/01

Second Reading: 11/13/01

POLICY RELATED TO BUDGET/FINANCE

GIFTS, BEQUESTS, AND GRANTS

The Burrillville School Department shall encourage the development of supportive relationships with private and public agencies, philanthropic organizations, other groups, and individuals to supplement and extend the resources available for educational services through donations, gifts, and grants.

All gifts shall be consistent with the established curriculum, program, and priorities as developed by the administration and made a matter of public record.

Non-cash gifts donated to individual schools shall remain on-site at the school receiving the individual gift.

Any funds accepted shall be deposited into designated accounts as permitted by law and spent in accordance with the donor's wishes.

First Reading: 10/10/00

Second Reading: 11/14/00

POLICY RELATED TO BUDGET/FINANCE

PURCHASING

The Burrillville School Department shall purchase competitively, seeking maximum educational value for every dollar expended.

The procurement of supplies, services, and property shall be in accordance with Procurement Regulations, Rhode Island General Law Chapter 37, Section 2 and the Burrillville Town Charter.

The School Department shall establish purchasing procedures with checks and balances to ensure that all purchases are in compliance with the above and are made within budgeting authority. Purchasing procedures shall designate signatory authorities and purchasing responsibilities. Procedures shall include provisions for emergency purchases and other unusual circumstances.

Contracts shall be recommended for issuance by the designated Building or District Administrator and executed by the Superintendent or his/her designee.

First Reading: 1/9/01

Second Reading: 2/13/01

POLICY RELATED TO BUDGET/FINANCE

BIDDING REQUIREMENTS

The Burrillville School Department shall base all purchases of materials and equipment and all contracts for services, construction, or maintenance in an amount exceeding \$1,000 upon competitive pricing.

Three (3) quotations or reference to the State of Rhode Island Master Purchasing Agreement (MPA) shall be required for all purchases in excess of \$1,000. Written specifications and competitive quotations/bids shall be required for all procurements exceeding \$5,000 in accordance with Rhode Island General Law Chapter 37, Section 2 and the Burrillville Town Charter.

The School Department reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The District reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid.

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

First Reading: 1/9/01

Second Reading: 2/13/01

POLICY RELATED TO BUDGET/FINANCE

VENDORS/CONTRACTORS

The Burrillville School Department shall provide equal opportunity to all responsible vendors/contractors. Personnel charged with purchasing responsibilities shall not be required to commit time to the indiscriminate requests of sales personnel.

Individuals or firms supplying goods and services to the School Department shall have a regular place of business with a published business address and telephone number and a Federal Tax ID number.

Contractors shall provide evidence of General Liability Insurance in an amount deemed appropriate by the Business Administrator, statutory Workers Compensation, and additional coverage as requested by the District.

Circumstances involving procurements from vendors related to School Committee Members, District employees, former employees, or other relationships that may be construed as a conflict of interest shall be made known to the Business Administrator in writing prior to the procurement process and prior to any commitments for goods or services.

First Reading: 1/9/01

Second Reading: 2/13/01

POLICY RELATED TO BUDGET/FINANCE

AUDIT REPORT

An audit of the Burrillville School Department's accounts shall be conducted annually.

The results of the audit will be discussed with the administration prior to the issuance of a final report.

A copy of the final written audit report shall be provided to Members of the Burrillville School Committee. Subsequent to the Committee members being provided with a copy of the audit report, the auditor may appear before the Burrillville School Committee for oral presentation and discussion.

A copy of the final audit report shall be provided to the Burrillville Town Council.

First Reading: 1/9/01

Second Reading: 2/13/01

POLICY RELATED TO BUDGET/FINANCE

STUDENT ACTIVITY FUNDS

The Burrillville School Committee believes that student activity funds should be used to promote the general welfare, education, and morale of all students and to finance normal, legitimate co-curricular activities of the student body organizations.

Student activity accounts shall be established to receive and disburse funds collected or raised by students, parents, or student support organizations using the federal tax ID number for authorized student-related purposes or activities.

Each school shall create a statement of purpose for its respective student activity fund. Revenues and expenditures shall adhere to the statement of purpose with all residual balances of the activity fund being carried over and/or expended to benefit the general student population of the school.

The Burrillville School Department shall provide efficient procedures for student activities fund creation, operation, and dissolution and shall outline a system for safeguarding accounting, internal control, and annual auditing of such funds.

The Business Office shall establish depositor accounts and checking accounts for each school. The checking accounts shall be used by the individual building Principals, following District policy and procedures, for purchases pertaining to the student activity fund activities. Dual signatories shall be required for all accounts. All payments from student activity accounts shall be supported by original documents prior to disbursements. No cash advances may be paid.

Student activity funds shall be used only for expenditures directly related to the group or activity for which the funds have been raised.

School Department funds shall not be used to reimburse or subsidize student activity accounts for any material, goods, service, or fixed asset.

Student activity accounts shall not be used as fiduciary accounts for non-student related purposes, e.g., sunshine, social, or other like expenses.

Student activity accounts for the benefit of individual classes shall be closed upon the

graduation of that class from the individual school. Any funds remaining in these accounts shall revert to the School Department GiftAccount for expenditure within one year.

All student activities shall be authorized by the Superintendent and reauthorized on an annual basis.

Approved: 1/2/92

Amended First Reading: 1/9/01

Amended Second Reading: 2/13/01