

MANAGEMENT OF FUNDS

The superintendent or his/her designee shall be responsible for administering the division budget in accordance with board policies and applicable state and federal regulations, and laws; therefore, the superintendent or his/her designee will use appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the division.

1. If the appropriating body approves the School Board budget by total expenditures, funds may be transferred the School Board from one category to another. If funds are appropriated to the School Board by major classifications, no funds shall be expended by the School Board except in accordance with such classifications without the consent of the body appropriating the funds.
2. The superintendent may be authorized by the School Board to make line item transfers within a category.

The School Board shall manage and control the funds made available to the School Board for the public schools and may incur costs and expenses.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 28, 2002.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94.

ANNUAL BUDGET

The annual school budget is the financial outline of the division's education program. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures.

This fiscal year begins on the first day of July and ends on the thirtieth day of the following June.

The superintendent shall prepare, with the approval of the school board, and submit to the appropriating body, an estimate of the amount of money needed during the next fiscal year for the support of the public schools of the school division. The estimate shall set up the amount of money needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

The superintendent or his/her designee shall prepare a budget calendar identifying all deadlines for the annual budgetary process. The calendar shall include at least one work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing must be published at least ten days in advance, in a newspaper having general circulation within the school division.

Upon approval of the school division's budget by the appropriating body, the school division shall publish the approved budget on its website.

Adopted: November 7, 1991.

Revisions Approved: February 3, 1994.

June 23, 1994.

July 7, 1994.

August 24, 1995.

September 5, 1996.

April 25, 2003.

March 25, 2008.

July 3, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-2500, 15.2-2503, 15.2-2504, 15.2-2506, 22.1-90, 22.1-91, 22.1-92, 22.1-93, 22.1-94.

CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All public money, except 1) money generated by school activities and classified "school activity fund (internal) accounts," 2) petty cash funds, and 3) accounts established for the purchase of instructional materials and office supplies, must be deposited with the Radford City Treasurer who shall be in charge of the receipts, custody and disbursement of School Board funds and who must keep such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Radford City Treasurer, Radford, Virginia.

Disbursement of School Board funds shall be approved as provided in Policy DK Payment Procedures.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

July 8, 1997.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, 22.1-117, 22.1-122, and 22.1-122.1.

8 VAC 20-240-10.

Cross Refs.: DGC School Activity Funds
DGD Funds for Instructional Materials and Office Supplies
DJB Petty Cash Funds
DK Payment Procedures

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular activities, such as entertainment, athletic contests, cafeteria, club dues, and from any and all activities of the school involving personnel, students, or property are considered school activity funds.

Each school shall keep an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Radford City School Board. The principal or person designated by him shall perform the duties of school finance officer or central treasurer. The school finance officer shall be bonded, and the school board shall prescribe, by regulation, rules governing such bonds for employees who are responsible for school activity funds.

School activity funds shall be audited at least once a year by a duly qualified accountant or accounting firm approved by the school board. A copy of the audit report will be filed with the division superintendent. Monthly reports of school activity funds shall be filed in the office of the principal or division superintendent. The cost of the audit may be charged against the school activity fund.

Adopted: March 25, 2008.

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.

8 VAC 20-240-10, 20-240-20, 20-240-40.

Cross Refs.: DG Custody and Disbursement of School Funds
DM Cash in School Buildings

FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The school board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The school board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the division superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person to be designated by the school board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the school board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted: March 25, 2008.

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Refs.: DG Custody and Disbursement of School Funds
DJA Purchasing Authority
DJB Petty Cash Funds
DJF Purchasing Procedures
DJG Vendor Relations
DK Payment Procedures

FINANCIAL ACCOUNTING AND REPORTING

The superintendent or his/her designee shall establish and be responsible for a division's accounting system that will satisfy the Virginia Department of Education's regulations regarding accounting practices and applicable federal, state, and local laws.

Financial Accounting and Reporting

The School Board will receive monthly financial statements, including statements of revenues and expenditures, showing the financial condition of the division as of the last day of the preceding month.

School food service funds and textbook funds will be held in separate, interest-bearing bank accounts.

Inventories

The superintendent or his/her designee will be responsible for the inventory of all fixed assets of the school division.

School Level Accounting System

Each school is required to maintain an accurate, up-to-date accounting system of all money collected and disbursed by the school. These funds will be deposited in accounts in the name of the school.

A record of all receipts and disbursements will be maintained in accordance with *established accounting procedures* as promulgated by the superintendent and in accordance with regulations issued by the State Board of Education.

The principal will prepare and forward to the superintendent or his/her designee monthly financial statements, including a statement of revenues and expenditures, showing the financial condition of the school as of the last day of the preceding month.

Audits

In accordance with state statutes and regulations, all financial records of the division will be audited following the close of each fiscal year.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

February 25, 1999.

June 28, 2002.

March 25, 2008.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2511, 22.1-68, 22.1-90, 22.1-115, 22.1-121.

8 VAC 20-270-10 et seq.

8 VAC 20-290-10.

Cross Ref.: DA Management of Funds
DB Annual Budget
DG Custody and Disbursement of School Funds
DGC School Activity Funds
DGD Funds for Instructional Materials and Office Supplies
DJB Petty Cash Funds
ECA Inventory and Reporting of Loss or Damage

REPORTING PER PUPIL COSTS

Each parent, guardian or other person having control or charge of a child enrolled in the Radford City Schools shall be notified, in writing, of the estimated per pupil cost for public education in the school division for the coming year.

Such notification will be given using forms developed by the Board of Education for this purpose.

Adopted: July 7, 1994.

Revisions Approved: September 5, 1996.

May 27, 2004.

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-92(A)

SMALL PURCHASING

Sec. 15.1-50. Small Purchases, Specific Provisions, Procedures and Requirements.

Any contract meeting the requirements set forth in Section 15.1-12F of the Radford Public Procurement Act may be made in accordance with the small purchases procedures adopted pursuant to said Section without competitive bids or competitive negotiations, but also subject to the terms of this Section.

In making such purchases, the contract requirements shall not be artificially divided so as to constitute a small purchase under Section 15.1-12F of the Radford Public Procurement Act. Insofar as is practical, two or more proposals in the commodity area of the transaction are to be secured. Written quotations from vendors shall be obtained, where practical, although verbal quotations are to be permitted provided the purchasing agent shall cause a written record of such verbal quotations to be made and filed with the records of such transactions.

The purchasing agent may, in his discretion, make small purchases without obtaining bids or quotations on the basis of one of the following requirements.

- (a) That the cost of the items purchased be the lowest of the supplier's current price lists in the office of the purchasing agent.
- (b) That it is known by the purchasing agent that all competitors have the same price for the items to be purchased.
- (c) That the purchase of less than Ten Thousand (\$10,000.00) Dollars is a reorder of commodities purchased on a previous bid or part thereof obtained within six (6) months prior to the proposed purchase.

A record of small purchases shall be maintained by the purchasing agent listing each contractor's name, the amount and type of each contract, a listing of the item(s) or the services, insurance or construction procured under each contract, and information from which the contract file or documents can be identified.

Emergency purchases may be made in accordance with the applicable sections of the Radford Public Procurement Act.

Adopted: November 7, 1991.

Revisions Approved: June 24, 1993.

June 23, 1994.

July 8, 1997.

Legal Ref.: Ordinance No. 1060: An Ordinance to Enunciate the Public Policies of the City of Radford, Virginia, Pertaining to Governmental Procurement or Lease of Goods or Services, Insurance; Construction and Other Governmental Needs from Non-Governmental Sources.

PURCHASING AUTHORITY

The superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state codes and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or his/her designee for approval and processing.

Internal Controls

The superintendent or his/her designee shall establish appropriate procedures for internal accounting controls.

Purchasing and Contracting

It is the policy of the Radford City Schools to encourage full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting to realize the economies resulting therefrom; and seek maximum educational value for every dollar expended.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

February 25, 1999.

April 9, 2002.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq.; 22.1-68, 22.1-70, 22.1-78.

Cross Refs.: DGC School Activity Funds
DGD Funds for Instructional Materials and Office Supplies
DJ Small Purchasing
DJB Petty Cash Funds
DJF Purchasing Procedures

PETTY CASH FUNDS

The School Board may, by resolution, establish petty cash funds for the payment of properly itemized bills for materials, services, or supplies furnished to the school division under conditions calling for immediate payment to the vendor upon delivery. Such funds shall not exceed \$2,000 each.

If it establishes any petty cash funds, the school board will appoint an agent or other person who shall be authorized only to approve payment of claims arising from commitments made pursuant to provisions of law from such petty cash funds. Any agent or person into whose hands any such fund is placed may pay such claims therefrom without necessity of prior receipt and audit of the claims by the school board and without approval and issuance of the warrant of the school board.

The clerk of the school board shall report payments from petty cash funds to the school board or to any appointed agent of the school board for approval and reimbursement promptly after any claim has been paid.

A bond in the amount of \$4,000.00 will be required for each person distributing petty cash funds, but no additional bond shall be required of any person already bonded in the required amount.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-123.

Cross Ref.: DJF - Purchasing Procedures

PURCHASING PROCEDURES

All procurements made by the school division will be in accordance with the Virginia Public Procurement Act.

Certification Regarding Sex Offenses

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Unauthorized Aliens

The School Board shall provide in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Discrimination by Contractor Prohibited

The School Board shall include the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted: November 7, 1991.

Revisions Approved: June 24, 1993.

June 23, 1994.

July 6, 2006.

July 26, 2007.

July 3, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-3411, 2.2-4311.1, 22.1-296.1.

Cross Ref.: GCDA Effect of Criminal Conviction
KN Sex Offender Registry Notification

VENDOR RELATIONS

Access to School Premises

No vendor, agent, or sales representative may enter the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours without authorization shall be subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal or the superintendent or his/her designee. No vendor is permitted to sell, arrange demonstrations of products or services, or take orders for goods or services without prior authorization from the principal or superintendent or his/her designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offer or, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offer or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offer or contractor.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

May 25, 2006.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78, 22.1-293(B,D).

Cross Ref.: KI - Public Solicitations in the Schools

PAYMENT PROCEDURES

School Board

The School Board will examine all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, order or authorize payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk.

Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board.

However, (1) when the agent is the division Superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

Adopted: November 7, 1991.

Revisions Approved: September 5, 1996.

February 25, 1999.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123.

Cross Ref.: DG Custody and Disbursement of School Funds
 DJB Petty Cash Funds
 DGD Funds for Instructional Materials and Office Supplies

PAYROLL PROCEDURES

All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board. If the school board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

Adopted: November 7, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: DK Payment Procedures
DLB Salary Deductions

SALARY DEDUCTIONS

Federal and State taxes will be automatically deducted from each employee's paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on Federal and/or State tax regulations.

A list of all voluntary deductions available to employees will be published annually and provided to all employees. Any additional voluntary deduction requests must be recommended by the superintendent and approved by the School Board.

Adopted: November 7, 1991.

Revisions Approved: February 3, 1994.

June 23, 1994.

September 5, 1996.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel at professional meetings. The purpose of this policy is to provide the staff with opportunities to improve their work skills and to maintain high morale.

Request for reimbursement from School Board funds will be honored only for trips approved in advance by the superintendent or his/her designated representative and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: November 7, 1991.

Revisions Approved: February 3, 1994.

September 5, 1996.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-67, 22.1-78, 22.1-122, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

CASH IN SCHOOL BUILDINGS

Teachers and other school personnel who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, personnel in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

Adopted: November 7, 1991.

Revisions Approved: February 3, 1994.

September 5, 1996.

June 28, 2002.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-68, 22.1-70, 22.1-78.

8 VAC 20-240-20.

Cross Ref.: DGC School Activity Funds

DISPOSAL OF SURPLUS ITEMS

The school division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

The school division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the School Board.

The bidder or purchaser shall certify whether he/she is an officer or employee of the division or a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the superintendent is authorized to arrange for their disposal.

Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth.

Adopted: February 2, 1995.

Revisions Approved: September 5, 1996.

May 14, 1998.

July 20, 2000.

April 9, 2002.

April 25, 2003.

April 7, 2005.

July 11, 2005.

July 6, 2006.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108.B.2, 2.2-3109.C.3, 2.2-3110.A.7, 22.1-68, 22.1-78, 22.1-79 (3), 22.1-129, 22.1-199.1(B)(4).

Guidelines for the Donation to Public School Students of Replaced Educational Hardware and Software by Local School Boards (Attachment A to Virginia Department of Education Superintendent's Memo No. 197 (Oct. 20, 2000)).

NON-LOCALLY FUNDED PROGRAMS

In order to provide the best educational opportunities for children of the school division, the School Board may seek as many sources of revenue as possible to supplement the funds provided through local appropriation and the basic aid offered by the state.

To ensure coordination and to avoid confusion in developing proposals and making application for specially funded programs, the superintendent may establish standard procedures for the preparation of proposals and their review. The superintendent shall also ensure that none of the conditions of acceptance is in conflict with the policies of the Board, the objectives of the division, or State or federal law.

The superintendent may submit proposals or applications for special grants prior to approval by the School Board. No such application or proposal shall be binding on the Board without its approval.

Adopted: November 4, 1993.

Revisions Approved: June 23, 1994.

September 5, 1996.

March 25, 2008.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-88.