

Riverview Gardens School District Finance and Business Services Department Procedures Manual



“Coming together is a beginning. Keeping together
is progress. Working together is success.”

Henry Ford

Foreword

This revised version of the Riverview Gardens School District Finance and Business Services Department Manual is our attempt to incorporate policy and procedural changes that have taken place since the 2011 manual was produced.

We elected to change the format of the manual to make it more user friendly and easier to find specific information as it relates to the Finance and Business Services Department. If each department utilizes this manual as a means of resources, you will quickly discover that it will help you answer the most common financial related questions and serve as an instructional piece.

We applaud building administrators who have implemented the use of this manual in carrying out their day-to-day financial operations. Doing so greatly increases the efficiency and effectiveness of the Finance and Business Services Department's response to your needs.

We must continue to be committed to abiding by policies and procedures as they readily affect the financial outcome of the District; never forsaking, the knowledge that our actions directly affect our most valuable asset, our children.



Riverview Gardens School District Finance and Business Services Department Manual

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Accounting

Accounting is the way financial information is communicated about a business entity to users such as shareholders and managers. The communication is generally in the form of financial statements that show in money terms the economic resources under the control of management. It involves the process of recording, verifying, and reporting of the value of assets, liabilities, income, and expenses in the books of account (ledger) to which debit and credit entries (recognizing transactions) are chronologically posted to record changes in value.

The objective of the Accounting department is to ensure that accurate, reliable, and timely information is available for the parents, the community, the SAB, DESE and other governmental agencies, and our staff.



Authorized Signatures

Riverview Gardens School District Finance and Business Services Department makes every effort to protect the name of the organization. With numerous authoritative figures, it is in our best interest to centralize who has the right to obligate the District financially or in any other capacity.

Procedures: The Chairman and Treasurer of the Special Administrative Board shall sign all checks issued by the school District. The Superintendent, Controller, or appointed designee shall sign all contractual agreements within the authority granted to them by the Special Administrative Board, DESE, and Missouri State Law.

The Board provides authorization for the signatures of the Chairman and Treasurer of the Special Administrative Board to be affixed to checks in facsimile, provided the officers have a manual signature that has been certified under oath on file with the Missouri Secretary of State. All other required signatures by school officials will be acquired using normal means.

Responsible

Department: The SAB, the Superintendents Office and the Finance and Business Services Department



Financial Distress

Riverview Gardens School District Finance and Business Services Department is here to help ensure the ongoing potential for success.

Procedures: By October 1, the Department of Elementary and Secondary Education shall identify any school district experiencing financial stress. The Commissioner of Elementary and Secondary Education or his or her designee shall review the information submitted on the report required by section 162.821, RSMo, to identify school districts experiencing financial stress. Further, the Commissioner of Elementary and Secondary Education shall be authorized to obtain such additional information from public school districts as may be necessary to determine school districts experiencing financial stress. Annually, a listing of school districts identified as experiencing financial stress according to the provisions of this section shall be provided to the Governor, Speaker of the House and Chairman pro tem of the Senate by the Commissioner of Elementary and Secondary Education.

The Controller with the assistance of the Accountant shall determine if Riverview Gardens School District is in financial distress based on the following criteria:

1. Has a negative balance in its teacher or incidental fund at the end of the most recently completed fiscal year and is not in compliance with the provisions of section 165.021, RSMo;
2. Has a combined balance remaining in teacher and incidental fund of less than three percent at the end of the most recently completed fiscal year of the amount expended from such funds during the previous fiscal year; or
3. Did tax anticipation borrowing during the most recently completed fiscal year for the period February first through June thirtieth to meet expenditures of the District because of insufficient fund balances or reserves.

Also, a school district may be identified as experiencing financial stress if **three or more** of the following conditions exist:

1. For any of the District's funds for the most recently completed fiscal year, expenditures exceeded receipts because of costs to the District that are recurring (fixed costs);
2. Has declining fund balances while the District is receiving state aid under the provisions of section 163.172, RSMo, for the sole purpose of increasing salaries of teachers of the District;
3. Has engaged in tax anticipation borrowing to meet obligated expenditures for the period October first to December thirty-first of the most recently completed fiscal year, and interest expense to the District exceeded interest revenue on District funds;

4. For the most recently completed three tax years, there is a decline in the collection rate for current and delinquent taxes paid to the District;
5. For the most recently completed three fiscal years, there is a declining trend of student enrollment without a proportionate decline in the number of professional staff, except in such Districts where professional staff have been reassigned to reduce pupil teacher ratios in the elementary grades;
6. For the most recently completed three fiscal years, there is a static or an increasing trend of student enrollment while the number of professional staff has been reduced;
7. For the most recently completed three fiscal years, salaries paid to non-administrative staff have not increased;
8. For the most recently completed three fiscal years, administrative costs in the District have increased as measured by the percentage of total District expenditures;
or
9. Has a declining trend or recent significant loss of assessed valuation.

Should the above mentioned conditions be met, the Controller and the Accountant shall prepare a financial report submitting information on the report as required by 162.821 RSMo. to the Special Administrative Board and the superintendent that will then be submitted to DESE.

DESE shall notify by November 1 the SAB and Controller according to the provisions as set forth by the RSMo. The notification shall be accompanied by a copy of the provisions contained in sections 161.520 to 161.529. Upon receiving the notification, the Controller shall develop and the SAB shall approve a budget and education plan (the superintendent will develop, or cause to be developed the educational plan) on forms provided by DESE. The budget and education plan shall be submitted to DESE, signed by the officers of the SAB, within forty-five calendar days of notification that the District has been identified as experiencing financial stress.

The budget and education plan submitted by the SAB shall:

1. Give assurances that adequate educational services to students of the District will continue uninterrupted for the remainder of the current school year, and that the District can provide a minimum school term required by section 163.021, RSMo;
2. Outline a procedure to be followed by the District to report to District patrons about the financial condition of the District;
3. Outline a procedure to be followed by the District to report to District patrons about the impact of the financial condition of the District on the educational services provided to students; and
4. Detail the expenditure reduction measures, revenue increases or other actions to be taken by the District to address its condition of financial stress. **If requested, the Department of Elementary and Secondary Education shall assist the SAB in the development of a budget and education plan required by this section.** Upon receipt and following review of any budget and education plan, the Commissioner of Elementary and Secondary Education or designee may make suggestions to improve the plan. Nothing in the law shall exempt the SAB from submitting a

budget and education plan to the Department of Elementary and Secondary Education according to the provisions of this section following each such notification that a District has been identified as experiencing financial stress; except that, the Commissioner of Elementary and Secondary Education may permit the SAB to make amendments to or update a budget and education plan previously submitted to the Department of Elementary and Secondary Education.

Responsible

Department: Finance and Business Services Department, Superintendent's Office, and SAB



Fixed Assets

Fixed asset records are maintained because state and federal granting authorities, audit guidelines and District accounting require continual tracking of fixed assets.

Procedures: RGSD capitalizes and amortizes all items purchased with a cost in excess of \$500.

When preparing a purchase order, note the exact location where the asset will be. Locations need to be as detailed as possible – school building, department and staff using the asset should be noted.

Upon receipt, building administrator or designee shall inspect the item for obvious defects and correct shipment (brand, model, etc.). All items passing inspection shipping packing slips shall be sent to the Finance and Business Services Department attention Accounts Payable.

Every staff member is responsible for protecting the District's assets. Missing assets must be reported immediately to the Finance and Business Services Department.

Due to the value of fixed assets, discrepancies are investigated thoroughly.

If assets are disposed of (see Surplus District Property) or permanently re-located (ONLY Operations re-locate District Property), contact the Finance and Business Services Department. It is essential that District personnel notify the appropriate Operations Department of asset additions, transfers and disposals to provide a more accurate and useful database. Items are scanned in or removed from inventory by the appropriate operations designee. All changes are tracked in the District's fixed asset inventory report.

Sale or Disposal of Fixed Assets OTHER THAN Computers and Related Peripherals:

No surplus, obsolete, or otherwise unneeded item will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the building Principal.

The Principal shall e-mail the Director of Facilities and the Finance and Business Services Department a list of such assets on a periodic basis. The list should include all identifying information (ex. description of the assets, serial number (if any), etc.).

Determination and possible use of the items elsewhere in the school system is made and useable items are transferred to the appropriate locations by the Director of Facilities. Items transferred are rescanned at the new location as to help ensure proper tracking of assets.

Sale or Disposal of COMPUTERS AND RELATED PERIPHERAL Fixed Assets:

All surplus, obsolete, or otherwise unneeded computers and related peripherals will be discarded or disposed of by MIS after notifying the SAB and Superintendent of Schools. The Technology Director will provide the report to the SAB and ensure that all items have been properly accounted for in the fixed asset database. The Technology Director or designee will scan the items and identify the items as sold or disposed.

MIS shall notify the Finance and Business Services Department that the fixed asset report has been updated with changes identifying recently transferred or disposed of computers and related peripherals.

Sale or Disposal of ANY Fixed Assets:

Riverview Gardens School District's name or any other identifying information should be removed from all assets prior to sale or disposal.

Unneeded instructional and non-instructional items are priced at their approximate value.

Items having a resale value will be put to bid. Items having no resale value will be offered to nonprofit organizations or disposed of as deemed appropriate.

All assets purchased with grant funds must be bid prior to disposal, regardless of expected value. Contact the Finance and Business Services Department for specific instructions for disposal, as these assets are regulated by the Federal and State government.

Spot Check Audits

Periodic audits of school inventories shall be performed by the Finance Division or Internal Auditor. These audits will not be announced and failure to have an accounting of all inventory items may result in disciplinary action up to termination.

Responsible

Department: Building Administrators, Director of Facilities, and Finance and Business Services Department



Journal Entries

For auditing and tracking purposes, Riverview Gardens School District Finance and Business Services Department has a systematic way of entering data into the accounting system.

Procedures: Staff members discovering errors should immediately report them to the appropriate personnel in their building/department. The Finance and Business Services Department can only accept a journal entry request from the designated administrator (Principals or Central Office Administrators).

For internal control and audit requirements, requests for correcting journal entries must be in writing to provide a paper trail and to allow investigation should questions arise in the future. Either a short memo or an e-mail is acceptable.

The correction will be made in the month requested and appear on that month end's reports. Accounting procedures do not allow deletion of errors; therefore, the incorrect charge will still appear on the reports, but an offsetting credit will also be listed.

Responsible

Department: Business Manager and Accountant



Financial Reporting and Accounting

Riverview Gardens School District Finance and Business Services Department must give details of the financial condition of the District at regular intervals to federal and state entities and the Special Administrative Board.

Procedures: The Riverview Gardens School District's accounting system as adopted by the Special Administrative Board will provide an accurate record of all financial transactions completed by the District.

The Accountant shall account for all funds of the District in compliance with the Generally Accepted Accounting Principles expressed in the Missouri Financial Accounting Manual established by DESE

The Business Manager assures that the Special Administrative Board receives monthly financial statements that accurately represent the financial condition of the District. The Controller shall also make available any financial statements for review by the Special Administrative Board deemed necessary by the Special Administrative Board or the superintendent.

Annually, the Controller shall make available to the public the financial condition of the District. This report shall be duly attested by the Chairman and Secretary of the SAB.

Responsible

Department: Accountant, Business Manager and Controller



Departmental Financial Reports

To keep departments informed of their expenditures and budget status, the Finance and Business Services Department prepares monthly financial reports by department and school in the accounting system. Administrators, principals, and assistants at any time can review their budget and expenditures.

Procedures: Monthly reports should be reviewed for accuracy by principals, assistant principals, coordinators, administrators and respective assistants. By promptly reviewing the reports, a critical cross check occurs to identify errors and ensure corrections are made timely. Monthly reports also allow for a review of the yearly expenditures and facilitate budget planning.

After the end of each month,

- The Finance and Business Services Department will send an e-mail notification stating all monthly charges have been posted.
 - This means each office can process monthly reports.
 - If monthly reports are processed prior to this e-mail notification, information may not be accurate.

- Each department's respective report should be processed from the Financial Report Runner. (see Report Runner Manual)
 - This report will provide a snapshot of a department's current financial position.
 - From left to right, the report lists Total Budget, Month-to-Date Expenditures, Year-to-Date Expenditures and Encumbered Balances.
 - The final column, Available Budget, is what is available to spend for the remainder of the year. It is simply the budget less expenditures to date and current encumbrances.
 - *If an encumbrance is remaining on a report after the goods have been received, contact Accounts Payable in the Finance and Business Services Department immediately.*

- Review report for accuracy.
 - Any errors discovered should be reported to the Finance and Business Services Department for correcting. Please refer to the Journal Entry section for instructions on reporting errors.
 - Reports also need to be reviewed for dollar amounts. Purchase orders are frequently paid in amounts different than originally written. Numerous items can cause a difference – pricing errors on the purchase order, discounts or sales not recorded on the purchase order, and freight errors are the most common.
 - Timely reconciliation of the detailed reports to supporting documentation ensures accurate available balances to plan for the remainder of the year.

Responsible

Department: Building and Department Administrators and Bookkeeper



Sale or Lease of District Real Estate Property

Riverview Gardens School District at times may have property that it no longer finds beneficial to achieving the mission and goals of the District. Therefore, it becomes in the best interest of the District to find other uses for the property that will not prevent the District from attaining its over all objective.

Procedures: The Special Administrative Board, by an affirmative vote, may authorize the sale or lease of school real estate property which is no longer needed for public school purposes. After the property is converted into money, it shall be deposited into the District depository account and securely invested and sacredly preserved as a part of the public school fund, as provided by the constitution of this state. The surplus from the sale or lease shall be appropriated and disbursed, as near as may be, according to the terms of the agreement and for no other uses or purposes.

- Real property may be sold or leased by listing the property with one or more real estate brokers licensed by the state of Missouri and paying a commission upon such sale or lease.
- Real property not sold or leased through a real estate broker and all personal property shall be sold or leased to the highest bidder, except that any real or personal school property may be sold or leased to a community group or a city, state agency, municipal corporation, or any other governmental subdivision of the state located wholly or partially within the boundaries of the District, for public uses and purposes, at such sum as may be agreed upon between the school District and the community group or the city, state agency, municipal corporation, or other governmental subdivision of the state.
- If property is to be leased by bid, written proposals for lease terms shall be submitted by potential lessees to the Finance and Business Services Department.
- The lease proposal offering the most economically advantageous terms shall be considered the highest lease bid.
- A purchase proposal may include contingencies.
- All bids for purchase or lease of real property shall be submitted formally as closed bids. Bids shall be opened at a meeting, which shall be an open meeting. The board may reject all bids, or negotiate an acceptable sale or lease with the highest bidder, if all bids are unsatisfactory. The records of the bid-opening meeting conducted by the Controller or designee shall be an open record.
- If real property is not sold or leased through a real estate broker, notice that the board is holding real property for sale or offering it for lease, including a planned sale or lease to a community group or a city, state agency, municipal corporation, or other governmental subdivision of the state, shall be given by publication in a newspaper within the county in which all or a part of the District is located which has general circulation within the District, once a week for two consecutive weeks,

the last publication to be at least seven days and not more than fourteen days prior to the date of the bid opening.

- The term of a lease may be for any period which the board finds is advantageous and meets the needs of the District.
- The lease or deed of conveyance shall be executed by the Chairman and attested by the Secretary of the SAB.
- The District seal shall be affixed to the deed or lease.
- The proceeds derived from sale of real property shall be placed to the credit of the incidental fund of the District. The proceeds from sale of non-realty and from leases shall be placed to the credit of the incidental fund.
- The Accountant will record the transaction and maintain financial records of each transaction occurring with the event.
- No property rights therein shall exist in favor of the state.

Responsible

Department: SAB, Facility Director, and Controller



Surplus

An owner of property has the right to consume, sell, rent, mortgage, transfer and exchange his or her property, however, Riverview Gardens School District Finance and Business Services Department recognizes that it has additional responsibilities for accounting and reporting of District property.

Procedures: Personal Property

Whenever the District has personal property, i.e., desks, file cabinets, materials, equipment, which the District no longer needs, a majority of the SAB may vote to sell or lease such surplus property. Surplus personal property may be sold or leased to a city, state agency, Municipal Corporation, or other governmental subdivision of the state which is located within the boundaries of the District for public purposes at a mutually agreed price and upon notice to the public. In the alternative, the District may sell or lease such surplus personal property to the highest bidder. Public notice of the sale or auction of surplus personal property will be published once a week for two consecutive weeks in a general circulation newspaper published within the county in which the District is located. The sale itself will occur as scheduled by the SAB at least seven (7) days after the final published notice. The proceeds from the sale or lease of surplus personal property will be placed in the capital projects fund overseen by the Accountant.

Real Property

The SAB may vote to sell or lease real property, land, and/or buildings which are no longer needed by the District and which are located within the boundaries of the District. Similarly, the SAB may vote to sell or lease such real property located outside of the District's boundaries. The proceeds from the sale or lease of surplus real property will be placed in the capital projects fund overseen by the Accountant.

Once notified of the consummation, obsolescent, sale, rental, transfer, or exchange of property, the Accountant will make the necessary journal entries to show the transaction. The Accountant will verify that the funds have been deposited into the appropriate financial account and maintain proper record keeping.

Facility and the SAB handle the sale of property. See Board policy and/or Facility Policy.

Responsible

Department: Facility, Board, and Finance and Business Services Department

Accounts Payable

Accounts Payables are non-payroll disbursement and are ordinarily bills. When the invoice arrives it is matched to the packing slip and purchase order, and if all is in order, the invoice is paid. This is referred to as the three-way match.

Separation of duties makes it impossible for an employee to add himself as a vendor and then cut a check to himself without colluding with another employee. One employee can not singlehandedly make a payment.

The objective of Accounts Payable is to assure prudence of District funds.



Disbursements

All monies received by the District shall be disbursed only for the purposes for which they are levied, collected or received.

Procedures: Payment of bills shall be authorized by Accounts Payable, only after verification of delivery and satisfaction by the department or staff receiving the item(s).

No payment for goods or services shall be made without the following:

- Both an itemized invoice showing the name of the person or firm to whom payment is due is presented and a packing slip or verification of services is received.
 - Furthermore, the invoice must have been issued in response to an approved purchase order or voucher authorization.
 - Accounts Payable shall audit all claims, and shall submit the same to the SAB for approval and authorization for payment.
- The Controller or designee will prepare and present to the SAB each month a list of bills for approval of a warrant authorizing payment from District funds. Such lists will be supported by invoices, approved purchase orders, properly submitted vouchers, or in accordance with salaries and salary schedules approved by the SAB.
- District monies shall be disbursed upon checks drawn by the Treasurer and Chairman of the SAB.
 - Each check shall show the legal identification of the District by name and address, and the depository upon which the check is drawn.
 - It shall also specify the amount to be paid, to whom payment is made, the date of payment and the number of the check.
- The SAB will give final approval to all bills paid.

Responsible

Department: Accounts Payable and Bookkeeper



Purchases

Riverview Gardens School District Finance and Business Services Department recognizes the importance of a sound fiscal management program and is expected, along with other District departments, to maintain an efficient and consistent procedure in Accounts Payable materials and services for the District.

Procedures: The District may purchase apparatus, equipment and furnishings by entering into lease purchase agreements with vendors. Any agreement that results in District ownership of the leased object must contain a provision that allows the District an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease purchase agreements shall be considered expenditures for capital outlay.

Bidding requirements and procedures may be waived by the superintendent or Controller in an emergency that necessitates immediate corrective action, in which case the waiver will be presented to the SAB at its next regular meeting for information or appropriate action.

All purchases will be handled on an approved purchase order form that clearly establishes the contractual arrangement between the supplier and the District.

The Board annually adopts the budget for the District. The adopted budget shall be the guide for the District to follow in making school purchases. The Controller shall have supervision of school Accounts Payable, and shall be authorized to issue purchase orders not to exceed budget limitations. Price quotations and/or bids may also be sought for purchases where, in the opinion of Controller, the welfare of the District will be served.

Conflict of Interest

Riverview Gardens School District will not purchase supplies or materials from employees of the District or from a member of the SAB, nor from a member of the household of the employee or SAB member, except in emergency situations as determined by the Superintendent or designee. Neither will the District purchase supplies, materials or services from a firm in which an employee of the District or a SAB member holds a major interest.

Endorsements

Employees of the District will not endorse products or services in such a manner that will identify the employee as an employee of the School District.

Solicitation/Gifts

In any Accounts Payable activities all employees shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the building principal or Superintendent. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public and commercial businesses.

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission of the administration.

General Accounts Payable Guidelines:

1. Purchases up to \$2,000.00 will require a purchase order. Written or verbal quotations may be solicited when deemed to be in the District's best interest. These purchases require approval by the principal or department head.
2. Purchases from \$2,000.00 to \$15,000.00 will require a purchase order and informal quotations from a minimum of three (3) responsible vendors, when deemed to be in the District's best interest. These purchases require the approval of the Comptroller.
3. Purchases of goods and services over \$15,000.00 must be publicly advertised and formal written proposals (sealed bids) will be solicited from a minimum of three (3) responsible vendors, when deemed to be in the District's best interest. These purchases require the initial approval of the superintendent who will approve for purchases to be submitted to the Board.

NOTE: Calculation of amounts is based on the total requisition and not a per item basis. Purchases over \$5,000 that do not meet the bid requirement must be approved by the Superintendent of Schools.

4. Some form of price or cost analysis should be made in connection with every purchase, to determine the reasonableness of the purchases.

Approval Process

Please refer to Requisition Approval Process Manual

Responsible

Department: Finance and Business Services Department



Student Activities

Student organizations sponsored by the school have an important place in the educational program because, when properly organized and operated, they:

- Extend and reinforce the instructional program.
- Give students practice in democratic self-government.
- Build student morale and spirit of positive support for the school.
- Honor outstanding student achievement.
- Provide wholesome social and recreational activities.

Procedures: Please Refer to Student Activity Procedures Manual

Responsible

Department: Building Administrator or designee and Finance and Business Services Department



Parent Teacher Organizations / Booster Clubs

As organizations sponsored by the school have an important place in the educational program so do parent involvement organizations. When properly organized and operated, they:

- Extend and reinforce the instructional program.
- Gives the community the opportunity to support the efforts of the neighborhood school(s).
- Build community morale and spirit of positive support for the school.
- Allow district personnel to focus more on the academic achievements of the students and less on certain financial matters

Procedures: If a Parent Teacher Organization is a program of the school - it is set up and managed by the school - **then** the school **may** supervise and control the activities of the organization. In such a case, however, the school also is legally liable for the activities of its organization's program(s). For independent Parents Teacher Organizations, those that are separately incorporated or that operate as independent, unincorporated associations of parents, the school has more **limited** authority. **The school may supervise and control an independent Parent Teacher Organization (PTO) regarding the use of school facilities and the activities students engage in during school hours or as part of a school program. Beyond that, however, the PTO's own rules - constitution or articles of incorporation and bylaws - control.**

Building Administrator may set forth regulations, such as:

- The group must receive approval from the principal when planning functions in which students will participate during school hours.
- The use of school facilities must be requested through the principal.
- All items donated by parent or booster groups become the property of the school, and the school may use or later modify or sell those items.

These regulations are within the legal authority of the school district. Any activity involving students, including distributing fundraising materials or PTO newsletters through the classrooms or organizing assemblies or other enrichment activities in which the students will participate **during school hours**, may be controlled by the school. In addition, any activity involving school facilities, such as an annual fall fair or other fundraisers, may require the approval of the school for **use of the facilities** owned and controlled by the school.

Also, items donated to the school become the property of the school to do with as desired. For example, it may upset PTO members to learn that computers they donated have been sold or used in the library rather than the classrooms designated by the parent group, but once the items have been donated, the PTO has no legal authority over them.

Overstepping

As Building Administrators **DO NOT** go beyond your legal authority by asking:

- Parent and booster organizations to submit fundraising plans to District personnel (School Board, Superintendent, Director, Principals, etc.) for approval.
- The mutual agreement of the principal is required prior to purchasing equipment, supplies, or materials for the school.
- All funds of parent groups must be deposited in the District's depository and amounts reported to the building administrator (principal)
- An audit of financial records must be conducted, and a copy of the report must be submitted to the principal and the school system's finance officer.
- Funds of any parent or booster group must revert to the school if the group dissolves.

Legally, an independent parent group may raise funds for a school without anyone's approval. The PTO can even state, without the school's approval, that the funds are being raised to purchase new computers or a playground. The school may refuse the funds or items purchased with them, but it cannot legally control the fundraising. So while cooperation is important to make sure the school wants the money raised or items purchased, sometimes schools attempt to exercise control beyond their legal authority.

Know Their Rights

Similarly, while depositing funds in secure banking institutions and conducting an annual audit are good financial practices, the school and school board have no legal authority to impose these regulations on the PTO. The school board may make suggestions regarding financial controls. However, the PTO has the authority to determine and implement its own financial practices.

In addition, the PTO may determine how its funds are distributed upon dissolution. Under IRS rules, organizations tax-exempt under section 501(c)(3) must distribute funds to other (c)(3) groups upon dissolution. The school may be the logical recipient, or it may make sense to distribute the funds to a new or different parent or booster group.

Cooperation between any parent group and the school it supports is essential to carry out the mission of the PTO. However, District personnel must understand the extent of a school's legal authority over parent organization's activities and never to overstep as not to put the District in the middle of a legal matter.

Responsible

Department: Parent Organization and to a **LIMITED EXTENT** Building Administrators



Vendor Relations

It is essential that the functions of pricing and supplier or contractor selection be carried out objectively and ethically.

Procedures: Any person who is not authorized by the superintendent or designee, to negotiate purchases should not indicate District preference to suppliers or contractors for any product, services or source of supply.

Employees, who are responsible for recommending purchases; services or sources of supply; or are responsible for negotiating with suppliers or contractors, will not:

- Solicit or accept gifts, gratuities, loans or favors from present or prospective suppliers or contractors.
- Perform any work or service for remuneration for a supplier or contractor unless a disclosure statement of conflict of interest is made according to Board policy and applicable state law.
- Give preferential treatment to friends, relatives or former District employees.
- Disclose information about bids or other confidential matters not approved for general release.

Employees may not take any other action in relation to suppliers or contractors that will impair their ability to make Accounts Payable decisions in the best interests of the District or that will give one supplier or contractor an unfair advantage over another.

An employee found to be in violation of this procedure is subject to appropriate disciplinary actions.

The District's purchasing activity is designed solely to serve the school system. Purchases for individuals will not be made through the District or through the schools.

In any purchasing activities all staff members shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

Responsible

Department: District Wide

Accounts Receivable

Accounts receivable (A/R) is the portion of accounting that deals with the billing of customers who owe money the District for goods and/or services that have been provided to that customer. This is typically done by generating an invoice and mailing or electronically delivering it to the customer, who in turn must pay it within an established timeframe called credit or payment terms.

The objective of accounts receivable to ensure that Riverview Gardens School District receives all monies owed to them in a timely manner as stated per agreement with customer(s).



Cash Receipts

Because of cash liquidity, it is important that the processing and recording of cash be conducted with safeguards to insure proper control and accounting treatment.

Procedures: (Also See Student Activity Procedures Manual)

Immediately upon receipt of cash, a cash receipt record should be prepared by an employee who will have no further control over cash handling or accounting.

Mail Receipts

Mail should be opened promptly upon arrival and any receipts should be listed in detail by fund. Copies should be made so one copy would go to the employee responsible for recording transactions in the Cash Receipt Book and one copy to the employee who will later compare it to the deposit slip. The receipts should be added, compared to the total on the list, and forwarded to the employee responsible for preparing the deposit.

Counter Receipts

Cash receipts should be listed by pre-numbered cash receipt slips and forwarded at least daily to the cashier to validate the total by comparing the cash on hand to the list; and check for sequence of the pre-numbered cash receipt slips. A list in duplicate of cash receipts should be prepared per fund, with one copy sent to the person responsible for posting receipts to the Cash Receipts Book and one copy sent to the person designated to compare the list to the deposit slip. The cash should be added, compared to the total on the list, and forwarded to the person designated to prepare the deposit.

Handling Receipts

Posting is made to the Cash Receipts Book. Postings should be totaled to insure they agree with the total of the receipts.

Making Cash Deposit

From the mail and counter receipts, a three part cash deposit slip should be made daily. The person preparing deposit slips should retain one copy, and send two copies to the Finance and Business Services Department. One copy of the deposit slip should be forwarded to the bank and one copy should be retained by the person designated to compare deposits to the list of mail and counter receipts.

Responsible

Department: Finance and Business Services Department – Accounts Receivable



Cash in District Buildings

All funds collected within the District's departments shall be handled in a proper fiscal manner and prudently safeguarded.

Procedures: Funds collected for any purpose will be submitted to the building administrator or designee, who will expeditiously get the funds to Accounts Payable. Money should never be left in a desk or classroom. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

Great care should be taken to secure all cash/valuables in a locked compartment or safe when left unattended. In addition, all personnel charged with collecting and handling these funds should ensure that this cash is deposited as quickly as possible. Where feasible, efforts should be made to handle these funds under dual control where two or more persons work in tandem to (1) count, (2) document the receipt of these funds and (3) secure or deposit these funds accordingly.

All moneys collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Responsible

Department: Building Administrators and Finance and Business Services Department

Banking

A **bank** is a financial institution licensed by a government. Its primary activities include borrowing, lending, and safeguarding money.



Procurement Cards

Riverview Gardens School District participates in the UMB Bank Visa Accounts Payable Card Program. The purpose of the Accounts Payable Card Program is to establish a more efficient, cost effective method of Accounts Payable and paying for transactions when purchase orders are not feasible or cost effective.

Procedures: Use of a procurement card replaces individual vouchers, purchase orders, and the use of personal funds reimbursed by vouchers. The procurement card is not intended to bypass appropriate Accounts Payable procedures. Rather, it supplements the existing processes available. The Program can be used for in-store purchases as well as mail, phone, internet or fax orders. Purchases are for the use and benefit of the District.

NO PERSONAL PURCHASES ARE ALLOWED

Some vendor types have been blocked from usage with this procurement card. If you present your card to any of these merchants, the transaction will be declined.

Some examples of vendor codes that have been blocked are:

- Financial Institutions
- Liquor establishments
- Weapons and Ammunitions providers
- Insurance services
- Some service providers

Merchants are paid within days of the business transaction. Please request that merchants give detailed description of goods on every receipt, not just “misc.”. The Riverview Gardens School District is exempt from Missouri sales or use tax. Information on the tax-exempt status appears on the back of the procurement card. The tax-exempt number is shown on the front of the card.

BE SURE TO REMIND THE VENDOR OF THE TAX EXEMPT STATUS WHEN MAKING A PURCHASE.

If you have any questions about the program or need additional information, please contact the Finance and Business Services Department at (314) 869-2505 ext 2420.

Obtaining a card

All cards are issued upon agreement between the administrator and the Finance and Business Services Department.

- The Finance and Business Services Department determines who is eligible for a card, authorizes cardholder limits, and audits transactions. The cardholder submits documentation in a timely manner, controls spending, maintains accurate records.

- The Finance and Business Services Department arranges for acquiring the card and cardholder training. Employees' signature on the Procurement Cardholder Agreement indicates their understanding of the intent of the program and their agreement to abide by the established guidelines. The card will be issued after receipt of the signed Agreement.

Although the card maybe issued in the employee's name, it is the property of the Riverview Gardens School District and is only to be used for District purchases as defined in this agreement.

Canceling a card

Should the Finance and Business Services Department deem the cardholder is abusing the card or not following proper procedures per the agreement the procurement card will be canceled immediately. See Two Strike Agreement and Procurement Card Agreement.

Reporting a lost or stolen card

The Procurement Card is a valuable asset and should be maintained with security and protection. In the event a card is lost or stolen, contact UMB Bank immediately at 1-800-821-5184 or 1-816-843-2458. Next, inform the Finance and Business Services Department during regular business hours at 314-869-2505 ext. 2420. A replacement card generally takes seven to ten days.

Accounts Payable Card Security

Only the authorized cardholder may initiate use of the card. Safeguard cards and card numbers against use by unauthorized individuals. Employees are responsible for the security of their card and the transactions made against it. The card is issued in their name (department) and any purchases made against the card are their (department supervisor) responsibility. Use of the card not in accordance with guidelines established may result in personal liability.

Record Keeping and Documentation

To facilitate the reconciliation and approval process, the cardholder is responsible for keeping all credit card slips, cash register receipts, packing slips, etc. If a detailed invoice cannot be obtained, a detailed itemization of the charges must be attached when sent to the Finance and Business Services Department.

The cardholder maintains a transaction log for each purchase and phone order. The cardholder should log all pertinent data onto the transaction log. The transaction log will be audited from time to time by the Internal Auditor.

Receipt of Goods and Materials

The cardholder is responsible for ensuring receipt of goods and materials and will follow-up with the vendor to resolve any problems with delivery, discrepancies and damaged goods **NOT the Finance and Business Services Department.**

If goods or materials are ordered by telephone, catalog, fax or via the internet, please complete the lower portion of the Procurement Card Request Form. Complete the form and send a copy to Accounts Payable. The Accounts Payable Department will need this information to match with invoice.

For telephone, catalog, fax or internet orders, make sure complete shipping address and instructions are given along with cardholder's name (e.g., name, department name, complete street address, room number, city, state, zip code). Ask the vendor to include a **detailed** sales receipt in the package and explain the District is a tax-exempt organization. Save credit card receipts and shipping documentation to be submitted to the Finance and Business Services Department.

Lost Receipts

If a receipt is lost, contact the supplier to obtain a copy. You will receive one warning from the Finance and Business Services Department if receipt is missing. If a second receipt is missing within a three month period, cardholder will be personally liable for charge(s) and a payroll deduction may occur to recoup charges.

Reconciliation, Approval and Payment Process

To facilitate reconciliation and approval of the monthly statements, it is mandatory that cardholders obtain and retain documentation for all purchase. Maintaining the detailed monthly transaction log by each cardholder is also mandatory for reconciliation purposes.

Procurement Card Transaction Logs should be kept in a safe and secure place. Sales receipts should be given to the Finance and Business Services Department within 15 days of transaction or return from professional development travel. The Finance and Business Services Department receives monthly statements from UMB Bank to reconcile procurement card transactions. Make a photocopy of all sales receipts and invoices for your records. **Records must be maintained for three years.**

Resolving Errors, Disputes, Returns and Credits

The cardholder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items or returns as soon as possible. (Most issues can be resolved this way).

If resolution does not occur, fill out a Vendor Dispute Form and send it to the Finance and Business Services Department. The dispute form will be forwarded by the Finance and Business Services Department to UMB Bank for resolution with the vendor. The bank must be notified of any disputed items within 60 days. **In the event of fraud notify the Finance and Business Services Department immediately.**

If inappropriate or questionable purchases appear, the employee should supply a justification. If the justification is insufficient, steps should be taken to return the goods or the employee will pay for the charges possibly through payroll deduction.

Additionally, all cardholders are required to sign a Two Strike Agreement.

Responsible

Department: Business Manager



Bank Accounts

The Finance and Business Services Department is charged with the implementation of prudence of District funds.

Procedures: The SAB has the option of annually selecting District funds depositaries or the Board may enter into a contract of one to five years duration for the deposit of District funds. If there is not a sufficient number of bids submitted, the board may name depositaries of all or any part, not less than one-sixteenth part thereof, of its funds, without advertising for bids.

When depositaries are to be selected, the District will receive sealed proposals from banking institutions in the county in which the District is located or in adjoining counties.

In order to open new bank accounts in the District's name, the Superintendent and the Treasurer must sign the account authorization. Wire transfers of funds into District accounts must be authorized in writing by the Superintendent and Treasurer or other individuals authorized by the Superintendent.

Failure to select depositary

If for any reason a selection of depositaries is not made at the time fixed by sections 165.201 to 165.291, the board, at any subsequent time, after twenty days' notice may receive bids and select depositaries for the parts of the funds and moneys of the Districts for which no depositary has been selected; and the banking institutions selected shall remain depositaries until the next regular time for the selection of depositaries as provided by section 165.211, unless the order selecting the depositaries is revoked for the causes specified in sections 165.201 to 165.291.

Responsible

Department: Finance and Business Services Department and Superintendent



Bank Reconciliations

In the Finance and Business Services Department efforts to exercise prudence, the accountant reconciles to assure that funds received and spent correlates with what District records show were received and spent.

Procedures: All bank accounts should be reconciled no later than the 15th of the following month. (June reconciliation should be completed by July 15th) All cancelled checks should be received from the bank no later than the 6th of the month. If they have not been received please notify the bank. Bank reconciliation should be performed and signed by the Accountant and Business Manager. Once completed, the Controller reviews all reconciliations for accountability. Any adjustments to the general ledger should clear within the next reconciliation period. All stale dated checks should be reviewed and charged back to appropriate accounts.

When the monthly closing process has been completed and bank statements have been received; the Accountant and Business Manager will reconcile the bank balance to the book balance for the month. This will be done by printing out the appropriate general ledger account and preparing a list of all outstanding checks and transfers. All necessary adjusting entries to adjust the book balance should be made in the subsequent month, with the exception of the adjusting entries for the month of June. All adjusting entries for the month of June must be processed prior to the closing of the books for fiscal year. The bank should be notified of any bank adjustment needed immediately.

Responsible

Department: Accountant and Business Manager

Bidding

Bidding is an offer (often competitive) of setting a price one is willing to pay for something. An unsolicited bid or offer is when a person or company receives a bid even though they are not looking to sell. A bidding war is said to occur when a large number of bids are placed in rapid succession by two or more entities, especially when the price paid is much greater than the ask price, or greater than the first bid in the case of unsolicited bidding.

The objective of bidding is to get the most for your money.



Bidding Requirements

Riverview Gardens School District Finance and Business Services Department, within our means, is committed to operating efficiently and effectively through our Accounts Payable process by assuring that the best possible prices for goods and services are attained.

Procedures: Bids are solicited in accordance with Missouri State Law, DESE policies and procedures, and best business practices. The administration shall solicit bids and quotations as provided for in policy and law. Contracts shall be awarded to the lowest and best bidder who satisfactorily complies with specifications and bidding conditions.

The following items are exempt from District initiated competitive bidding and SAB approval, although the chief financial officer or designee will frequently verify that cooperative purchasing will result in the most competitive prices available:

- Co-operative purchases made through the Cooperating School Districts of St. Louis County;
- Contracted services by an individual possessing a specific degree of professional skills and determined by the superintendent or designee to be a single source provider of the services needed;
- Purchases made through other school Districts;
- Purchases from federal, state, or local government contracts;
- Magazines, textbooks, reference books, periodicals or testing materials; and
- Items for warehouse stock (usually obtained through cooperative bidding).

In an effort to secure equipment and supplies at the lowest possible price, three or more price quotations must be secured, whenever feasible, before purchases are made. When formal bidding procedures are used, the Controller shall advertise for bids as required by state law and shall publicly open the bids.

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

Generally, bids accepted by the SAB pertaining to contracts, services and/or benefits shall be on an annual basis. However, this does not preclude the SAB from approving multiyear agreements so long as the total debt does not cause expenditures to exceed revenues for the current year, plus unencumbered balances.

A formal competitive bidding procedure shall be used on all purchases of \$7,500 or more. In emergencies the bidding process may be waived.

Expenditures of less than \$15,000 may be made directly by the Superintendent or appointed designee without advertisement or solicitation of bids.

The formal bidding procedure may be implemented any time when, in the opinion of the Superintendent, the welfare of the District will be served.

All bids must be submitted in sealed envelopes, addressed to the Superintendent or appointed designee and plainly marked with the name of the bid and the time of the bid

opening. Bids shall be opened and examined publicly.

The Superintendent or appointed designee reserves the right to reject any or all bids or any part of any bid and accept that bid which appears to be in the best interest of the District. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified shall not be considered. The bid results shall be reported to the SAB.

Single Source Purchases

The purchasing officer may waive the requirement of competitive bids or proposals when he or she determines in writing that there is only a single feasible source for the purchase. Immediately upon discovering that other feasible sources exist, the purchasing officer shall rescind the waiver and proceed to procure the products or services through the competitive process as described in this procedure. A single feasible source exists in any of the following circumstances:

- Products or services are proprietary and only available from the manufacturer or a single distributor.
- Based on past purchase experience, it is determined that only one (1) distributor services the region in which the products or services are needed.
- Purchases are available at a discount from a single distributor for a limited period of time, and the discount is significant based on the current market price and/or the last price paid for the product or service.
- Specific parts or authorized maintenance must be utilized to maintain validity of a warranty.
- The services of a particular provider are unique, such as speakers on a particular topic or authors.

If the estimated expenditure is \$15,000 or more, the Controller will advertise the proposed purchase in a newspaper or through an electronic medium available to the general public. The requirement for notice and advertising may be waived if not feasible due to the purchase being available at a discount for only a limited period of time.

Responsible

Department: Finance and Business Services Department and Departmental Office

Bonds

In finance, a bond is a debt security, in which the authorized issuer owes the holders a debt and, depending on the terms of the bond, is obliged to pay interest (the coupon) and/or to repay the principal at a later date, termed maturity. A bond is a formal contract to repay borrowed money with interest at fixed intervals. Thus a bond is like a loan: the issuer is the borrower (debtor), the holder is the lender (creditor), and the coupon is the interest.

Bonds provide the District with external funds to finance long-term investments, or, in the case of government bonds, to finance current expenditure.



Bonds

Bonds provide the Riverview Gardens School District with external funds to finance long-term projects or to finance current expenditure. The Finance and Business Services Department recognizes that bonds must be repaid at fixed intervals over a period of time. In order to meet our obligations, good business practices must be in place.

Procedures: The SAB may issue bonds for several purposes. Funds raised through the sale of bonds may be expended only for the purpose set forth in the election which authorized the sale. The question of the loan shall be decided at an election. Notice of the submission of the question shall include the amount of the loan required and for what purpose.

The Finance and Business Services Department shall provide for the keeping of accurate records of the issuance of the bonds and payment, retirement and cancellation thereof, and of the revenues and receipts from, and the disbursements for the project separate from the other funds of the District. The proceeds of bonds and the net revenues and receipts from the project and any gifts or contributions of funds are the property and funds of the District and devoted to the purposes provided for herein, and the treasurer of the school District is custodian of the funds and shall disburse them as in the case of other funds of the District. If there is in any year a surplus from the revenues of the project beyond the amount reasonably anticipated to be necessary to meet the requirements of sections 164.231 to 164.301, the surplus or a portion thereof in the discretion of the board may be allocated and transferred to agreed upon departments and/or activities.

Responsible

Department: Finance and Business Services Department and SAB

Budget

Budget generally refers to a list of all planned expenses and revenues. In other terms, a budget is an organizational plan stated in monetary terms. The Finance department compiles the District's budget after urging departments to list their expected revenues and expenses.

The objective of budgeting is to provide a forecast of revenues and expenditures and to enable the actual financial operation of the business to be measured against the forecast.



Annual Budget

One of the primary responsibilities of the SAB is to secure adequate funds to conduct a quality program of education in the school District.

Procedures: The annual school budget represents a written document presenting the SAB's plan for allocation of the available financial resources into an explicit expenditure plan to sustain and improve the educational function of the school district. It is a legal document describing the programs to be conducted during the fiscal year and is the basis for the establishment of tax rates for the District.

The planning and preparation of the budget is a continuing process. It must involve a number of people who have knowledge of the educational needs of the community and who can provide accurate data in regard to the financial potential of the District. Members of the SAB, community, students and staff, and support staff should be involved in the planning process, which culminates in the preparation of the budget document. The superintendent will establish procedures that seek input from the appropriate people on budgetary needs and that consider the priorities established by the SAB.

The superintendent or designee will serve as the budget officer of the District. As budget officer, the superintendent or designee will direct the planning and preparation of the budget and will submit it to the SAB for approval. The superintendent or designee will present to the SAB a tentative budget proposal for the following year and will present the final budget proposal before the new fiscal year begins, as provided by law.

The SAB may revise the items contained therein and will at that meeting adopt the portion of the budget dealing with the salary schedule and the needed tax rate for the District. Should the adopted budget require an increase in the tax levy above the authorized level that the SAB may levy, the tax levy increase shall be presented to the voters for approval. The budget shall be appropriately adjusted if the voters fail to pass the tax levy increase. The SAB or designee will conduct at least one (1) public hearing regarding the proposed budget and taxation rate.

The annual budget document shall present a completed financial plan for the ensuing fiscal year and shall include at least the following statutory requirements:

- A budget message describing the important features of the budget and major changes from the preceding year
- Estimated revenues to be received from all sources for the fiscal year, with a comparative statement of actual or estimated revenues for the two (2) years next preceding, itemized by year, fund and source.
- Proposed expenditures for each department, office and other classification for the fiscal year, with a comparative statement of actual or estimated expenditures for the two (2) years preceding, itemized by year, fund, activity and object.

- The amount required for the payment of interest, amortization and redemption charges on the debt of the school District.
- A general budget summary

In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the fiscal year. Upon the recommendation of the superintendent, the SAB will approve a system of internal accounting to ensure proper financial accounting of revenues and expenditures.

The adopted budget of the Riverview Gardens School District serves as the control to direct and limit expenditures in the District. Overall responsibility for assuring control rests with the superintendent, who will establish procedures for budget control and reporting throughout the District.

The total amounts that may be expended during the fiscal year for the operation of the school District are set forth in the budget. The total budgeted expenditure for each program is the maximum amount that may be expended for that classification of expenditures during the school year unless a budget transfer is recommended by the superintendent and is approved by the SAB.

The SAB will review the financial condition of the District monthly and shall require the superintendent or designee to prepare a monthly reconciliation statement. This statement will show the amount expended during the month, total (to date) for the fiscal year, receipts and remaining balances in each fund. This statement will be used as a guide for projected payables and as a guide for budget transfers.

During the fiscal year the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one (1) account to another, subject to limitations provided by state laws and approval by the SAB.

All moneys received by the school District shall be disbursed only for the purposes for which they are levied, collected or received.

Responsible

Department: Finance and Business Services Department, Superintendent, and SAB



Budget Process

A school budget is the educational plan of the District expressed in dollars and cents. It reveals through the allocation of resources the District's priority of educating children. As we are successful in fulfilling these responsibilities we support the District's efforts in educating children.

Procedures: The budgeting process is a year round process that involves many people in the school system. There are several major budget activities that go on in the Riverview Gardens School District, which are planning, preparation, adoption and approval, implementation, review, and assessment.

Planning

The planning activities include identifying and prioritizing educational needs and forecasting available resources to meet those needs. This segment requires intensive involvement of central office, instructional and operational staff year round.

Preparation

Budget requests from the building level are based on educational plans, estimated resources, contractual requirements, and anticipated inflationary issues. Forecasting available resources and requested appropriations will indicate whether the District's initial budget will suffer a shortfall.

All organizational units prepare their budgets in the winter months of each year.

Adoption and Approval

In January of each year a District-wide consolidated budget is drafted and provided to the Superintendent and Executive Cabinet Members. This tentative budget reflects the results of all budget requests submitted by the schools and departments and is reviewed by the Executive Team. If the budget is within available resources, public dissemination of the proposed budget takes place with internal stakeholders. If the budget is not within available resources, a committee is convened to make recommendations to the Controller to shore up the budget shortfall.

By law, the RGSD SAB must hold one budget hearing a minimum of 2 weeks before adoption of the proposed budget. After the budget hearing, changes can be made to reflect public input, and budget adoption at the next regular meeting of the SAB is the final step.

Implementation

The fiscal year of RGSD begins July 1 and ends on June 30. Riverview Gardens School District has an encumbrance driven accounting software that does not allow overspending of non- salary budget lines. The Human Resources department works closely with the Budget Office to eliminate overstaffing. Daily reviews and modifications of individual budgets ensures that the school District is on target with projected spending.

Review and Assessment

The budget is an important management tool for all stakeholders, to include: tax payers, the SAB, the administration, building level managers and teachers. Monitoring of staffing and

expenditures enables managers to keep track of how well their programs are being implemented and the rate at which funds are being expended. The rate of expenditures is important in Missouri because cash flow cannot always sustain budget predictions.

The success of the budgeting process depends on many individuals throughout the school system fulfilling their responsibilities in a timely and appropriate manner.

Fiscal Responsibility

We are custodians of public funds, and as such, it is our purpose and commitment to manage those funds with honesty and integrity to insure the District will continue as a going concern, and also to build and maintain public trust.

All RGSD budgets have common aspects: amounts, budget strings, guidelines, funding source, proposed student involvement, and duration. In order to meet these criterias, budgets must be formulated using clear and concise directions to others in the construction of their budgets.

Budget Hearings

Budget hearings are held in May and June of year for input from the Special Administrative Board and the community. All District budgets are approved or denied based on the available resources of the District.

Budget Review

Budget review is an integral management tool used to insure RGSD fiscal integrity. Financial statements are presented to the SAB on a monthly basis which show year to date activity District-wide and by location. In addition, working papers are reviewed monthly by the Controller or designee to highlight areas of concern.

Budget Transfers

There are no transfers of funds from salaries and fringe benefits to non-salary lines without the approval of the SAB, and there will be no transfer from non-salary lines to salary and benefits without the approval of the SAB.

Transfers from fund type to fund type in non salary related lines are acceptable, with the approval of the departmental heads.

All budget transfers are approved by the Controller or designee.

No funds will be transferred without appropriate signatures.

Budget Application

Budgets are received and reviewed by the Controller or designee. Once the budget has been reviewed, the Accountant enters the budgets into the financial/accounting system. After entering the budget, an expenditure report is printed to compare the actual budget request. If accurate, the Business Manager signs off on the printout and files the report along with the budget request form. Controller or designee initials the same report. Once reports have been reviewed the budget is initialized.

Responsible

Department: Finance and Business Services Department – Controller, Business Manager, and Accountant



Budget Revisions

As it is necessary to prepare budgets far in advance, there are times when unplanned needs will arise.

Procedures: The annual budget governs the expenditures and obligation of all funds for the District. The Superintendent or designee will establish procedures for fund management and reporting. No funds may be spent which are not authorized by the annual budget. If an unanticipated need arises, the SAB must approve the Superintendent's recommendation to (1) appropriate an amount to cover a needed expenditure from unencumbered budget surplus from the proper fund, or (2) revise the budget to transfer funds from one account to another as permitted by state statutes and DESE regulations.

The Superintendent or designee will prepare a monthly statement to account for each month's expenditures and the total spent out to date for the fiscal year. The monthly statement will include all receipts and remaining balances for each fund account.

Missouri State law and governmental accounting standards require a budget to be adopted by the SAB every fiscal year. Every fall the Finance and Business Services Department sends Administrators budget packets for their areas of responsibility. Included in the packet are calculations showing the total budget available for the following fiscal year. Administrators meet with their staff to discuss needs and prepare a preliminary budget. A zero based budgeting approach is used. In zero-based budgeting every budget line item is analyzed and expenditures are justified. Prior year budgets are not automatically renewed.

Budget constraints restrict revisions between funds (for example, between supplies and equipment) as these revisions affect the established tax levy. Overall increases are only possible in extreme circumstances and special SAB approval is required.

However, when a revision is needed between departments, grades, etc., the Finance and Business Services Department can generally accommodate these needs. To request a budget revision, the Administrator sends a written request to the Business Manager. A memo or email is acceptable but a written request is required for internal control and audit requirements. (See Appendix for example of Budget Revision Request)

Responsible

Department: Superintendent and Finance and Business Services Department



Budget Transfers

Budget transfers are sometimes necessary to accurately reflect where funds are spent.

Procedures: There are no transfers of funds from salaries and fringe benefits to non-salary lines without the approval of the SAB, and there will be no transfer from non-salary lines to salary and benefits without the approval of the SAB. Transfers from fund type to fund type in non salary related lines are acceptable, with the approval of the Superintendent or designee. All budget transfers are approved by the Superintendent or designee. No funds will be transferred without proper authorization.

The Budget Transfer Request form should be used to move available budget amounts from one line item to another. Only amounts showing up as “available” (unspent/uncommitted) can be transferred. Once the transfer is approved and entered into the system, the initialed form is copied and the copy is sent to the original requestor. The original form and a copy of the systems budget transfer are kept in the Finance and Business Services Department.

Responsible

Department: Building Administrators and Finance and Business Services Department

Grants

Grants are funds dispersed by one party (Grant Makers), often a Government Department, Corporation, Foundation or Trust, to a recipient, often (but not always) a nonprofit entity, educational institution or business. Such application processes, generally require some form of "Grant Writing" often referred to as either a proposal or a submission. Many Grant Makers require Grant Seekers to have some form of tax-exempt status, be a registered nonprofit organization or a local government. Most grants are made to fund a specific project and require some level of reporting.

Grant funds enable staff to pursue educational opportunities for students that cannot be funded by the District's budget.



Application for Grants

Administrators have an obligation to meet the mission and objectives of the District as stated in Board policy. Accordingly, external funds may be sought to supplement existing District resources and used for programs designed to benefit both the instructional and non-instructional needs of District students. The Finance and Business Services Department is obligated to provide accurate financial record keeping associated with these external funds.

Procedures: The superintendent or designee should pursue all grants and other alternative sources of funds, goods and services that are consistent with the District's goals and educational strategies and that will enhance the educational offerings of the District.

All grants must:

- Be based on a specific set of internal objectives that relate to the established goals and objectives of the District.
- Provide measures for evaluating whether project objectives are being or have been achieved.
- Conform to state and federal laws and to the policies of the SBA in the execution of the project.

Only persons with prior approval and authorization by the superintendent may seek external funds. The SAB will be apprised of all applications for external funding prior to submittal to the funding agency. Only the SAB may authorize or accept grants requiring local matching funds on behalf of the District.

All grants involving District property, students or personnel in their capacity as employees are considered District grants and are subject to the requirements of this procedure. No individual will use grant proceeds in the District without administrative permission.

Every grant involving the District must have a designated contact for the grant who is an employee of the District to oversee grant activity and ensure the appropriate records, evaluations and procedures are used.

All grant funds received must be made known to the Finance and Business Services Department and deposited in District accounts. District policies regarding Accounts Payable, expenditure of funds and employment will be followed when expending grant funds. Staff positions created through grant funding will be filled pursuant to SAB policy and Human Resource approved procedures.

The superintendent or designee may accept unrestricted gifts in any amount on behalf of the District or particular school. Unrestricted gifts must be made known to the Finance and Business Services Department and Deposited into District accounts.

Steps in securing grants are:

1. Identify a significant District problem or need for program improvement that may be helped through outside funds.
2. Match the need or problem with a funding source that subscribes to a relevant purpose.
3. Study the background, resources, and funding prospects of the agency.
4. Clear with the Superintendent the general idea for a proposal.
5. Involve prospective participants in planning for a proposal. Secure parents' written permission if children are to be involved in experimental types of instruction.
6. Prepare the application, using the format and following the timeline prescribed by the funding agency.
7. Discuss the funding of personnel, including the project director, with the Director of Human Resources, making sure to apply for full outside funding of all fringe benefits, including unemployment insurance.
8. Submit copies as required to the Superintendent for recommendation to the SAB for approval.
9. If approved, complete the process of submission to the funding agency and its subsidiaries as required, with copies provided to participants.

Note: Make sure the Finance and Business Services Department is aware of your intentions as there are certain requirements that must be met on our part.

Responsible

Department: Any department or member there of may pursue grants as long as the grants meet the mission, goals, and objectives of the District. Depositing of Funds – Finance and Business Services Department



State and Federal Program

Procedures: (see Federal and State Programs' Policy and Procedures)

Responsible

Department: Federal and State Programs

Insurance

Insurance is the equitable transfer of the risk of a loss, from one entity to another, in exchange for a premium, and can be thought of as a guaranteed small loss to prevent a large, possibly devastating loss. An insurer is a company selling the insurance; an insured or policyholder is the person or entity buying the insurance. The insurance rate is a factor used to determine the amount to be charged for a certain amount of insurance coverage, called the premium.

The purchase of insurance is a form of risk management used to hedge against the risk of a contingent loss.



Health Insurance

Procedures: (See Benefits in Human Resource Department)

Responsible

Department: Human Resources



Property and Casualty Insurance

Riverview Gardens School District shall maintain property and casualty insurance to prevent what could potentially be a devastating loss to the District.

Procedures: Our Property and Casualty Insurance is provided through MUSIC, Missouri United School Insurance Council. Our claims are handled by Gallagher Bassett Services.

Any time an accident/incident occurs which involves District property, an insurance form is filed, as soon as possible. Immediately notify Facilities. They will send someone to your location to assess the damage. Send a MEMO describing the loss (*as thoroughly as possible*) to the Controller. **Also** send a copy of the MEMO to Facilities. The Controller will file the report with our insurance company. He or she will follow up with you if additional information is needed. Copies of all reports filed by Facilities, Transportation, Food Service, or Building Administrators are sent as soon as possible to the Controller.

If the accident involves a student, an incident report is sent to the Controller as soon as possible. The report **must** include statements from witnesses and a report from the school nurse. The Finance and Business Services Department will then file the report with Gallagher Bassett.

After reviewing and investigating all reports, Gallagher Bassett Services, advises us as to the disposition of each report.

Responsible

Department: Facilities, Safety and Security, and Controller



Retiree Insurance

Procedures: Missouri Revised Statutes Section 169.590 – Missouri law states that any insurance contract or plan issued or renewed after December 31, 1987, which provides group health insurance for employees of any Missouri School District shall contain provisions that permit:

1. Any employee of such District who retires, or who has retired, and is receiving or is eligible to receive retirement benefits under chapter 169, RSMo, to remain or become a member of the group;
2. the surviving spouse of any employee to remain or become a member of the group, so long as such spouse is receiving or is eligible to receive retirement benefits under chapter 169, RSMo; and
3. the surviving children of any employee to remain or become members of the group, so long as they are receiving or are eligible to receive retirement benefits under chapter 169, RSMo.

The Plan or contract may provide a different level of coverage for any person electing to remain or become a member of an eligible group as provided in subsection 1 of the section if such person is eligible for Medicare under the Federal health Insurance for the Aged Act, 42 USC 1395, as amended.

A person electing to become or remain a member of a group under subsection 1 of this section must pay the premium for such coverage, including the premium for any covered dependents.

See Benefits in Human Resources Manual

Responsible

Department: Finance and Business Services Department – Accounts Receivable

Reimbursement

Reimbursement is the act of compensating someone for an expense. Often, a person is reimbursed for out-of-pocket expenses when the person incurs those expenses through employment or in carrying out duties for the District.



Car Rental

A central provider improves the efficiency of renting a vehicle through cost effectiveness.

Procedures: Riverview Gardens School District has entered into a SAB approved agreement with Great Southern Travel. Therefore, the District will only reimburse rentals through our current board approved vendor. If an outside vendor is used it will be the sole responsibility of the employee to pay all expenses incurred by entering such an arrangement unless extenuating circumstances occur beyond the employees control and prior approval by the professional development department is obtained. The Finance and Business Services Department should be notified immediately of such arrangements.

The following procedures should be followed when renting a vehicle:

1. Fill out **Map Quest** for correct total mileage.(1370 Northumberland Dr. 63137 to destination and back to 1370 Northumberland Dr. 63137)
2. Fill out the Enterprise Trip Odometer to see if renting the car is cheaper than using their car.
3. Give all paperwork to District Point of contact to enter information to make reservations for the car
4. **ALL** rental paperwork must be turned into Virgil Smith immediately upon completion of reservations, please include name of individual(s) and account number to be charged.
5. Original signed paper work (pink copy) must be turned into Virgil Smith upon return.
6. Original Gas receipt should be put with the Travel and Expense Reimbursement Request.
7. Any RGSD employee that chooses to use their own vehicle will **ONLY** be reimbursed the cost of what the District would have paid for reserving the Rental Car and gas.
8. **All** employees should have a "Valid Drivers License"

Responsible

Department: Building Administrator and Finance and Business Services Department – Accounts Payable



Travel and Expense Reimbursement

Board members, the administrative staff and all other employees will incur expenses in carrying out their authorized duties. Seeing these expenses are for the betterment of the District and expectations of the District reimbursement is in order.

Procedures: All reasonable and necessary expenses incurred are paid on a reimbursement basis. Reasonable, in this case, does not necessarily mean actual expenses. No expenses may be billed directly to the Department of Elementary and Secondary Education. Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to District policies and procedures, if the expense was authorized and if proper documentation of the expense is provided. Because expenses are reimbursed from public funds, all persons traveling at the District's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Expenses must be incurred and approved in line with budgetary allocations for specific types of expenses. Expenses for travel will be reimbursed when the travel has the advance authorization of the Superintendent. The Superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will later ratify such approval.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business, and will differentiate between expenditures for business and those for personal convenience.

Before travel and expense reimbursements can be made, a Travel and Expense Reimbursement Request Form must be submitted with attached receipts signed by your supervisor.

Travel and Expense Reimbursement Request must be turned into the Finance and Business Services Department no later than 15 Days after the event ends.

- All receipts must be the original and itemized.
- Reimbursement can be made only for the person for whom travel is authorized.
- Please list names of person(s) with whom auto travel and lodging is shared.
- Personal auto use will be reimbursed at 45 cents per mile. Mileage is computed by MapQuest. Reimbursement for Professional Development is determined by the Trip Optimizer. The District pays the lower of using the rental car or 45 cents per mile if personal car is used.
- Tips may be reimbursed up to 18% of the meal cost any tip in excess is the responsibility of the employee.
- Receipts are required for lodging and must indicate a zero balance.

Allowable Expenses:

All receipts must be original and itemized and submitted no later than 15 Business Days after end of conference.

- airfare
- taxi fare
- hotel (sleeping) accommodations
- meals (**\$50/day including tip, taxes, room service**)
- mileage (**\$.45/mile**)
- baggage handling –**Limit 1 check bag with in allowable weight**
- \$10- “**Tip**” per trip maximum reimbursement on baggage handling
- registration fees
- auto rental(see Enterprise Rental Car procedures)
- parking for time on official District business

Unacceptable Expenses:

- additional baggage charges and NO overweight baggage charges
- alcohol/cigarettes
- personal calls and internet access
- entertainment
- “in/out” parking fees

Responsible

Department: Board members, administrators and staff, and Finance and Business Services Department

Revenue

Revenue is income that a company receives from its normal business activities. This revenue includes donations from individuals and corporations, support from government agencies, income from activities related to the organization's mission, and income from fundraising activities, and financial investments such as bond issues.



Building Use

Governing the use of school property by non-school groups or individuals is the responsibility of Facilities; however, the funds collected through the use of school property must be reported to the Finance and Business Services Department for accurate record keeping.

Procedures: All receipts from fees for the use of school property by individuals or community groups shall be deposited in the General Rental Revenue Account (5191).

Funds shall immediately be taken to Accounts Payable where the accuracy will be verified and a receipt given. The depositing department/facility shall identify origination and purpose of funds so that the BookKeeper issues an accurate cash receipt. Accounts Payable will notify the Accountant once all funds are accounted to make a journal entry for the funds. Accounts Payable is responsible for assuring that the funds are deposited into the appropriate depository agent.

Procedures for renting buildings are located in the Facilities Manual

Responsible

Department: Facilities and Finance and Business Services Department



Investment of District Funds

Riverview Gardens School District has an obligation to the community to management District Funds in advantageous manner. The primary objective of the District's investment plan will be legality, safety, liquidity, yield and the provision of a capital base for future needs.

Procedures: If the Controller sees that the District has money in the teachers', incidental, capital projects or debt service fund not needed within a reasonable period of time for the purpose for which the money was received, the Controller, if deemed it advisable, may recommend that the Board invest the funds in either open time deposits or certificates of deposit secured under the provisions of sections 110.010 and 110.020, RSMo; or in bonds, redeemable at maturity at par, of the state of Missouri, of the United States, or of any wholly owned corporation of the United States; or in other short term obligations of the United States, or in any instrument permitted by law for the investment of state moneys. No open time deposits shall be made or bonds purchased to mature beyond the date that the funds are needed for the purpose for which they were received by the school District. Interest accruing from the investment of the surplus funds in such deposits or bonds shall be credited to the fund from which the money was invested.

In the management of such funds, the District adheres to the "prudent investor" rule. Investments will be made with judgment and care, under the circumstances which persons of prudence, discretion and intelligence exercise in the management of their own investments. Funds will be managed for investment, not for speculation considering the safety of the funds invested and the probable income to be derived.

The Controller or designee, including Board members, who are involved in the investment of District funds, will not engage in any personal business activity which could:

1. Impair their ability to make impartial decisions concerning investment of District funds,
2. Conflict with proper execution of the District's investment program, or
3. Create an appearance of impropriety.

The Controller or designee involved in investment of District funds will disclose any material interests in financial institutions in which they conduct business. Such disclosure will include, but not be limited to any personal financial/investment positions that could be related to the performance of the District's investment portfolio. Similarly, Controller or designee involved in investment of District funds will not engage in personal investment transactions with the same individual with whom business is conducted on behalf of the District.

Investments will be made through banks or securities dealers who have been approved by the Investment Committee of the State Treasurer's Office. Such banks and securities dealers will have been subjected to an appropriate investigation by the staff of the State Treasurer's Office. This investigation will include, among other things, a written review of the firm's financial statements and the background of the sales representatives. All approved dealers

must be fully licensed and registered NASD Brokers/Dealers or exempt banks. Criteria used to select securities dealers include:

1. Financial strength and capital adequacy of firm;
2. Services provided by firm;
3. Research service available;
4. Résumé, reputation, and qualifications of sales representatives; and
5. Due diligence and firm references.

The Accountant will record all transactions regarding the investment of District funds and maintain accurate records of these transactions.

Responsible

Department: Finance and Business Services Department and SAB



Revenue

Riverview Gardens School District Finance and Business Services Department has an obligation to meet federal and state financial reporting requirements.

Procedures: All federal and state funds will be accepted for the operation of the District as provided by entitlement by law and through regulations of the Missouri State Board or Missouri Department of Elementary and Secondary Education.

The Superintendent or his designee is responsible for filing all required reports and forms to obtain state funds to which the District is entitled to receive according to developed rules and regulations.

REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

Investments may be made only in those instruments approved by, and in a method in conformity with, state law, including any instrument permitted by law for the investment of state monies. All investment earnings shall be credited to the fund from which investments were made.

REVENUES FROM TAX SOURCES

Local

The Board, through the adoption of the annual budget, prepares an estimate of the amount of money to be raised by taxation for the ensuing school year, the rate required to produce the amount, and the rate necessary to sustain the District meeting principle and interest payments on the bonded indebtedness and providing the funds to meet other legitimate District purposes.

Whenever it becomes necessary, in the judgment of the Board per the recommendation of the Controller, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the District or as subsequently revised according to law), the Board with the recommendation of the Controller shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the District. Election procedures shall be in compliance with state law and Article X, Section 11 (c) of the Missouri Constitution.

State

The Board normally accepts all available state funds to which the District is entitled by law or through regulations of the Missouri State Board and/or the Missouri Department of Elementary and Secondary Education. State funds, both categorical and general, are based upon objective formula. The superintendent or designee is responsible for ensuring that the District files the required reports and forms to secure the amount of state funds to which it is entitled.

Federal

Applications shall be made for federal funds when available, provided that none of the conditions of acceptance is in disharmony with state law, the policies, rules and procedures of the Board and the objectives of the District. The District shall comply with all federal

requirements governing these moneys, and shall account for each federal project separately and expend said funds as authorized by the approved project application only.

Fees

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study which are offered for credit. Students may be required to pay for materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school with materials provided by the school are the property of the District and therefore shall not be removed from school unless approved by the appropriate administrator.

Students may be charged fees or admission for participation in activities which are voluntary, such as attendance at school athletic or other co-curricular events. These funds should be deposited immediately into the appropriate student activity account. (See Student Activities Manual)

Fines

Every effort shall be made to protect the financial resources of the District by collecting all payment for student fines, lost or damaged textbooks, damage or vandalism to school property. Collected fines shall be deposited in the appropriate account in order to charge replacement costs for books, materials, equipment or repaired property to the appropriate budget item. (Refer to Accounts Receivable Section)

DISPOSITION OF UNBUDGETED REVENUE

Due to special circumstances, the District may on rare occasions receive revenue not previously anticipated and budgeted.

In the event such revenues are received, the Finance and Business Services Department will notify the SAB and with Board approval will disburse the revenues in accordance with any provisions or requirements accompanying the allocation. When it is necessary to establish local policy pertaining to the procedure and schedule for the disbursement of such revenues, the Finance and Business Services Department will recommend an appropriate policy to the superintendent who will bring the motion before the SAB.

Recommendations for procedural guidelines specifying a disbursement plan for monies designated to the teachers' fund, in accordance with state constitutional provisions, unbudgeted revenue received during the budget year shall not alter compensation of employees within the current contract period.

Responsible

Department: Finance and Business Services Department

Taxation

To impose a financial charge by a government for its support or for specific facilities or services, levied upon incomes, property, sales, etc.



Taxation

Missouri State Law allows for Riverview Gardens School District, with Board approval, to borrow funds in anticipation of the collection of taxes in order to insure continuity in the operations of the District.

Procedures: The Controller will annually provide an estimate of the amount of money collected through taxation for the ensuing school year, the tax rate required to produce the amount and the rate necessary to support the District's anticipated local revenue for the ensuing year, to meet principal and interest payments on the bonded debt of the District, and provide funds to meet other legitimate District purposes. The District's taxing authority is established by state law.

Prior to September 01, the Accountant will provide the Controller with financial reports clarifying the financial condition of the District. The Controller will utilize these reports to prepare the budget for the ensuing school year. Utilizing the financial reports and the budget, the Controller will make recommendations to the Board regarding the tax rate needed to meet upcoming District demands.

The Board will annually adopt, on or before September 1, the proposed tax rate as presented or as amended following the budget hearing(s).

Responsible

Department: Finance and Business Services Department – Controller



Tax Hearing

The Finance and Business Services Department makes every effort to keep the community involved. Tax rates not only affect the school district but also affect the community as a whole. If we want to maintain a positive relationship with the community transparency is the key.

Procedures: The Finance and Business Services Department will hold at least one public tax rate hearing as required by Section 67.110, RSMo, The community will be notified by advertisements placed in area newspapers. The Finance and Business Services Department will also place notices throughout the District and community. These notices will be placed at least a week before the hearing takes place.

In addition to stating the hour, date, and place of the hearing the *notice shall include*:

- the assessed valuation by category of real, personal, and other tangible property in the school district for the fiscal year for which the tax is to be levied
- the assessed valuation by category of real, personal, and other tangible property in the school district for the preceding taxable year
- for each rate to be levied the amount of revenue required to be provided from the property tax as set forth in the annual budget adopted
- the tax rates proposed to be set for the various purposes of taxation
- the increase in tax revenue due to an increase in assessed valuation as a result of new construction and improvement in the increase, both in dollar value and percentage, in tax revenue as result of reassessment if the proposed tax rate is adopted.

Responsible

Department: Finance and Business Services Department



Tax Levy

School Districts have very few ways to raise money. One way is a tax levy. A tax levy is an amount of money that each property owner must pay annually in order to fund the school district's activities. The tax is a percentage of the value of all homes and privately-owned land. The only properties affected are those inside the town or city limits.

Procedures: The Finance and Business Services Department will calculate the tax levy. The levy will be established annually prior to September 1 or October 1 as applicable. For additional information see Taxation.

Responsible

Department: Finance and Business Services Department - Controller

MISCELLANEOUS

All other items not previously identified.



Use of District Funds for Campaign

The Finance and Business Services Department is a department of the Riverview Gardens School District. The school District is an impartial entity.

Procedures: No contribution or expenditure of District funds shall be made directly by any Finance and Business Services Department member to advocate, support or oppose any ballot measure or candidate for public office. Staff may not use District work time to advocate, support, or oppose a measure or candidate. This does not prevent staff or administrators from making public appearances or issuing press releases advocating, supporting or opposing ballot measures.

Reasonable expenditures may be made solely for the purpose of providing patrons of the District with objective information regarding ballot measures in order to inform voters concerning issues that directly affect the District.

Responsible

Department: Finance and Business Services Department and District Wide



Fraud Prevention

Riverview Gardens School District Finance and Business Services Department is committed to protecting the public funds with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of the District's resources are used for the purpose for which they are intended. The public is entitled to expect the District to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

Procedures: The Internal Auditor maintains the fraud, waste and abuse hotline for use by employees and others to report allegations of fraud, waste and abuse. Our district, like many other districts, is subjected to the possibility of irregularities in the handling of money, documents, resources and equipment. Riverview Gardens School District is committed to the highest standards of business conduct. The community can hold a high degree of confidence that we will meet the challenge of identifying and eliminating fraud, waste or abuse.

To help safeguard assets and ensure financial integrity, the Internal Auditor offers an avenue for reporting suspected financial fraud, waste, and abuse by completing and submitting the information below for review and appropriate investigation.

The Fraud, Waste and Abuse Reporting Hotline should be used to report the following:

- Theft of District assets (property or money)
- Misuse of District assets
- Conflicts of interest
- Waste/abuse of District resources

The Fraud, Waste and Abuse Reporting System should NOT be used to report the following:

- Personnel grievances (salaries, discrimination, workplace conditions, etc.). These issues should be reported in accordance with *Board Policy AC-Prohibition Against Illegal Discrimination and Harassment*.
- Sexual harassment complaints. Sexual harassment complaints should be reported in accordance with *Board Policy AC- Prohibition Against Illegal Discrimination and Harassment*.
- Complaints against teachers regarding student grades, discipline, or extracurricular participation. These issues should be reported in accordance with *Board Policy JG- Student Discipline , IGD- DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS*

You may remain anonymous when filing a report, or you may ask that your identity be kept confidential. Keep in mind that it may be more difficult to investigate the allegation if you do not identify yourself in your report, as it may be necessary to ask you for additional information. If you request that your identity remain confidential, your identity will only be disclosed to those individuals assigned to review the complaint.

The more information you can provide, the better chance the District will have of determining whether an illegal act or violation of policy has been committed.

We request that complaints be reported by one of the listed avenues below:

1. Call the Fraud, Waste and Abuse hotline (314) 869-2505 ext. 6200
2. E-mail complaints to fraud@rgsd.k12.mo.us

3. Mail to : Riverview Gardens School District Attn: Internal Auditor 1370
Northumberland Dr. , St. Louis, MO 63137

Please complete and submit the fraud, waste and abuse reporting form located on under the Fraud and Abuse tab at www.rgsd.k12.mo.us.

Responsible

Department: Fraud and Abuse Team if necessary Superintendent Office or SAB



Confidentiality

Information should only be accessible to those authorized to have access and is one of the cornerstones of information security.

Procedures: The Finance and Business Services Department shall not use or disclose confidential information, whether transmitted orally or in writing, obtained in his or her official capacity in any manner with the intent to cause personal financial gain. This also precludes the use of mailing lists or the school mail for any communication other than that directly related to school matters.

Request for information must be put in writing and allowed at least **ten business days** for a response from the Finance and Business Services Department.

As pursuant to Missouri Laws and Statues, all information collected, assembled or maintained by the Finance and Business Services Department is public information and is available for the examination of the public, except for the following, which are deemed to be confidential:

1. Information obtained during investigation.
2. Information made confidential by the provisions of chapter 610, RSMo
3. Information obtained from federal agencies which may not be disclosed under federal law.
4. Information made confidential by Riverview Gardens School District Board Policies.

with the following exception:

1. To the extent that the public duty of the Finance and Business Services Department requires the Controller to report information to another government official or agency or take administrative or judicial enforcement action regarding the affairs of the Finance and Business Services Department;
2. When called as a witness in a court proceeding relating to financial safety and soundness or in any criminal proceeding;
3. When reporting on the condition of the school District to the Board and/or DESE;
4. When reporting findings to a complainant, provided the disclosure is limited to such complainant's concern(s);
5. When exchanging information with any agency which regulates school Districts under federal law or the laws of any state when the Controller determines that the sharing of information is necessary for the proper performance by the Finance and Business Services Department and the other agencies;
6. When authorized by the Board to provide the information; or
7. When disclosure is necessary or required, the Controller may set conditions and limitations, including an agreement of confidentiality or a judicial or administrative protective order.

In all other circumstances, information obtained by the Controller and the members of the Finance and Business Services Department through the course of their daily assignments shall be held in confidence. In no event shall any member of the Finance and Business

Services Department, be charged with libel, slander, or defamation for any good faith communications with the Controller.

Any person who intentionally discloses or otherwise fails to protect confidential information in violation of this policy shall be guilty of a class A misdemeanor. For a second or subsequent violation, the person shall be guilty of a class D felony.

Responsible

Department: Finance and Business Services Department



Glossary

Account Number is the number for budget line item from which purchase will eventually be paid.

Amount is the unit cost multiplied by the quantity.

Bond is a formal contract to repay borrowed money with interest at fixed intervals.

Budget Message describes the important features of the budget and major changes from the preceding year. This is a very general portion of the budget and should explain how the budget was developed, who was involved in its development, and why the proposed solutions to acknowledged needs were selected.

Budget Summary will summarize the budgetary requirements of the District, thus allowing the District to meet the full statutory requirement of the budget detail. Statutory provision prohibits a District from budgeting for a negative fund balance in any fund.

Capital Expenditures are expenses paid or incurred for the acquisition or repair of assets that will remain useful for more than one year.

Capital Projects Fund is used to account for all facility acquisition, construction, lease purchase principal and interest payments, and other capital outlay expenditures (with the exception of certain expenditures for classroom instructional capital outlay) as specified in Section 165.011, RSMo. Expenditures for ordinary repairs to school property will not be made from the Capital Projects Fund.

Catalogue Number is Vendors specific catalogue number.

Competitive Bidding is a process of obtaining products or services where the district contacts providers or advertises and interested providers submit offers or sealed bids from which the district chooses.

Competitive Negotiation is a process of obtaining a contract for products or services where the district contacts providers or advertises a request for proposals (RFP) detailing the scope, specifications, terms and conditions of the proposed contract and the criteria on which the proposals will be analyzed, then negotiates separately with each responsive provider to award the contract.

Confidentiality has been defined by the International Organization for Standardization (ISO) as "ensuring that information is accessible only to those authorized to have access" and is one of the cornerstones of information security.

Corruption arises when a person receives any benefit which influences them and causes them to act differently when conducting District business.

Debarred is when a company or organization is excluded from state or federal government contracting and subcontracting for products or services.

Debt Service Fund is used to account for the resources accumulated for and the payment of long-term debt. Amounts in the Debt Service Fund are generated from the Debt Service Fund tax levy and are used solely to retire bonded debt.

Description is the kind or character of materials or services to be purchased.

Encumbrance is the amount that has been committed by the writing of a purchase order or unpaid voucher. Encumbrances are pending transactions – either waiting for goods to be delivered or bills to be paid.

Expenditure is the amount paid for a purchased good.

Fiduciary (Student Activities) Fund represents moneys held by the LEA in a trustee capacity for individual student groups. The school board is responsible for all student activity funds in the District. The primary criterion for determining how these funds should be classified should be “Who determines how the money is spent?” Thus, athletic funds would generally be classified as governmental funds, while funds for clubs and class activities generally would be included in the fiduciary funds. To generate useful and complete management information for use at the local level, the number of subfunds should be limited where possible.

Fiscal Year is defined as beginning annually on the first day of July and ending on the thirtieth day of June following.

Fixed Assets for Riverview Gardens School District purposes are defined as any single unit which will last more than one year and cost \$1000 or more.

Fraud is used to describe a multitude of offenses, including deception, forgery, theft, misappropriation, collusion and false representation of material facts.

Free Textbook Fund is administered as a revenue account and an expenditure object account reported within the General (Incidental) Fund.

General (Incidental) Fund is used to account for all financial resources except those required to be accounted for in another fund. This fund accounts for transactions involving local taxes; Foundation Program payments along with various other transactions associated with federal projects.

Investigation establishes the facts in an equitable and objective manner.

Journal entries are the accounting mechanism for charging or crediting an account. They are made by the Finance and Business Services Department only. Two common reasons for journal entries are the correction of errors reported by staff after reviewing monthly reports, and allocating expenses such as copier fees, print shop activity, postage, and storeroom purchases.

Lowest or Best Bid or Offer is when the provider with the best product or service based on district criteria that may include price, value, quality of product, history of performance, recommendations and other qualities important to the district.

Outstanding Check is a check issued by the District that has not been cashed or canceled.

Principal is the Administrator authorized to encumber or expend monies out of the budget.

Products are all physical property other than real estate including, but not limited to, supplies, books, furniture, machinery and equipment.

Property is any physical or virtual entity that is owned by an individual or jointly by a group of individuals. Important widely-recognized types of property include real property (land), personal property (other physical possessions), and intellectual property (rights over artistic creations,

inventions, etc.), although the latter is not always as widely recognized or enforced.

Provider is a vendor of products or an independent contractor providing services to the district.

Purchase is obtaining or procuring products or services for the district in exchange for money or anything of value.

Purchasing Card is a credit card in the district's name on which the district has placed automatic restrictions such as the amount that can be charged per day, where the card may be used or the type of purchases that can be made with the card.

Purchase Orders are used to set aside funds for items ordered or to be ordered, but not received.

Quantity is the number of units requested. Also indicate whether item is in boxes, cases, gross, each, etc.

Requested By is the name of school and/or department initiating order.

Revenue or Revenues is income that a company receives from its normal business activities, usually from the sale of goods and services to customers. Some companies also receive revenue from interest, dividends or royalties paid to them by other companies.

Services are all providers of labor or professional expertise other than that provided by district employees in the scope of their duties including, but not limited to, services such as construction, auditing, bond underwriting, consulting, janitorial services and food services

Ship To is the receiving location. Most items should be sent to the School/Department address specified in the body of the Purchase Order unless otherwise noted.

Shipping Costs, if actual quote for shipping costs is not available, amount should be figured as 10% of the goods ordered.

Special Revenue (Teachers) Fund is used to account for revenue sources legally restricted to expenditures for the purpose of teachers' salaries and health insurance benefits and tuition payments to other school Districts.

Stop Payment Request is a directive given by the District to the bank on which a particular check is written that calls for the bank not to honor the check when it is presented for payment.

Total should include the sum of all goods ordered plus shipping costs.

Unit Price is the price for one item (item can be dozen, box, case, gross, etc.).

Vendor is the person or business from which goods or services are requested.



REQUIRED DEADLINES

May 31	Assessed Valuation: Latest date for assessor's book to be returned to the county governing body. (Section 137.245, RSMo)
June 30	School District Budget Latest date for adoption of school District budget for the ensuing year. (Section 67.030, RSMo)
June 30	Core Data Submission of Attendance and Membership Data (June Cycle): Dates for reporting all necessary student data for calculating the amounts of state support which each District is to receive for the following school year. (Section 162.821, RSMo)
July 1	Assessed Valuation: Latest date for county clerks to certify assessed valuation to school Districts. (Section 137.245, RSMo)
At least 7 days prior to hearing	Tax Rate Hearing: Latest date for publishing or posting notice of public hearing prior to setting tax rate. (Section 67.110, RSMo)
July 15	For a school District whose combined ending balances in the Incidental and Teachers Funds at the close of the fiscal year are less than one percent (1 %) of the combined expenditures in the two funds at the end of the fiscal year and who expects to be identified as financially stressed by DESE in order to forego the Proposition C rollback, the Annual Secretary of the Board Report is due. (Section 161.527, RSMo)
August 15	Annual Secretary of the Board Report (ASBR): Deadline for filing financial report for school District for immediate past fiscal year. (Section 162.821, RSMo)
September 1	Filing Tax Levy: Latest date for filing Estimate of Required Local Taxes with county clerk(s). (Authority for county clerk(s) to extend taxes on tax books, Section 164.011, RSMo.) Also latest date for certifying a change in tax rates to be effective that tax year. (Section 67.110, RSMo)
September 1	Summary Annual [Financial] Report Latest date for publishing statement in newspaper of all receipts with sources and expenditures by account, indebtedness, and rate of taxation per funds for the year. (Section 165.111, RSMo)
October 31	Audit Deadline for filing required biennial audit in odd-numbered years. (Section 165.121, RSMo)
Within 30 days of receipt of audit report	Audit Summary: Deadline for publishing required summary report that reflects fund balances and receipts and disbursements by major classifications of each and all funds, summary statement of the scope of audit examination and auditor's opinion on the financial statements included in the audit report.

(Section 165.121, RSMo)

August 15	Core Data Submission of Final Summer School Report (August Cycle): Deadline for filing final summer school attendance and membership, estimate of EP for current fiscal year if desire payment on estimating basis, and District tax data updates on tax rate ceiling, debt service ceiling, unadjusted tax levy, adjusted tax levy and assessed valuation for inclusion in state calculations.
Feb/Mar	Indirect Cost Calculation and Certification Form
Feb Mar	Certificated Salary Compliance Report
Mar	Proposition C (Sales Tax) Rollback Compliance Report



Public School Records Retention Schedule

Record Series Title	Retention
ADMINISTRATION	
Annual Secretary of the SAB report (ASBR) Financial record of the District's receipts and disbursements for the fiscal year.	<i>PERMANENT</i>
Boundary, topographic, right-of-way and utility easement change records. Notices to school District from Board of Arbitration as to proposed change, petitions for changes	<i>PERMANENT</i>
District reorganization records	<i>PERMANENT</i>
Missouri School Improvement Program Report (MSIP) Final report State SAB summary Notice of classification	<i>PERMANENT</i>
Post High School Status reports -- 1 yr and 5 yr follow-ups	<i>RETAIN UNTIL SUPERCEDED</i>
Written curriculum guide	<i>RETAIN UNTIL SUPERCEDED</i>
School improvement plan	<i>RETAIN UNTIL SUPERCEDED</i>
Supporting documentation (Data Files)	<i>1 YEAR AFTER COMPLETION OF CYCLE</i>
Property Titles, Abstracts, Deeds, Easements	<i>PERMANENT</i>
Core Data - Source Documents "The Missouri Department of Elementary and Secondary Education (DESE) maintains an historical copy of data submitted electronically as part of the Core Data Collection System. Although District staff members are encouraged to maintain copies as appropriate for immediate local use, permanent copies of these data submitted by the District are maintained by DESE and are therefore not required to be maintained by local school Districts."	<i>5 YEARS OR AS OTHERWISE INDICATED</i>
Application for Summer School Approval	<i>5 YEARS</i>
Multiple Consortium Coops Legal, Technical, Special Ed, Prof. Development	<i>5 YEARS</i>
All reports generated for local purposes may include but not be limited to:	
Membership Apportionment Data Report	<i>COMPLETION OF AUDIT</i>
Annual Report of the County Clerk to the State SAB	<i>COMPLETION OF AUDIT</i>
Principal's Monthly Report to Superintendent. Includes all attendance information	<i>DESTROY IN CURRENT AREA</i>
School calendar of events	<i>DESTROY IN CURRENT AREA</i>
Distribution of Teaching Workload Ledger	<i>DESTROY IN CURRENT AREA</i>
Daily Bulletins	<i>DESTROY IN CURRENT AREA</i>

Record Series Title

Retention

ADULT EDUCATION

Class and grade reports for individual students	<i>PERMANENT</i>
Application to state for reimbursement	<i>5 YEARS</i>
Employment and training record of students follow-up	<i>5 YEARS</i>

BUILDINGS AND GROUNDS

Surveys and plot plans pertaining to school real estate	<i>PERMANENT</i>
Blueprints, specifications and shop drawings	<i>PERMANENT</i>
Americans with Disabilities Act (ADA) Plan	<i>3 YEARS, or until superceded; review for historical purposes</i>
Federal Environmental Reports (asbestos, lead, radon, etc.). Assess reports for additional reported studies that may be short term and ask the Local Records Board for a ruling.	<i>PERMANENT</i>
Building key schedules. List of different master keys and individual keys and holders	<i>RETAIN UNTIL SUPERCEDED</i>
District wide inventory of equipment	<i>PERMANENT & UPDATE</i>
Application for use of school premises	<i>2 YEARS</i>
Vehicle maintenance and warranty records	<i>AS LONG AS EQUIPMENT IS OWNED</i>
Maintenance records for each school building	<i>DESTROY IN CURRENT AREA</i>

BUSINESS AFFAIRS

Assessed Valuation Certification	<i>PERMANENT</i>
Bound book generated by bond counsel	<i>PERMANENT</i>
Sales tax exemption letters	<i>RETAIN UNTIL SUPERCEDED</i>
Tax exemption certificate	<i>RETAIN UNTIL SUPERCEDED</i>
Official Budget Document	<i>5 YEARS</i>
Investment records - correspondence, checks of investment with receipts, amount available to invest	<i>5 YEARS</i>
Surety bonds	<i>5 YEARS AFTER AUDIT</i>
Individual payroll cards	<i>2 YEARS AFTER AUDIT</i>
Payroll ledgers, current payroll	<i>2 YEARS AFTER AUDIT</i>
Certification of Property Tax Rates	<i>COMPLETION OF AUDIT</i>
Estimate of Required Local Taxes	<i>COMPLETION OF AUDIT</i>

FEDERAL PROGRAMS

Title I	<i>3 YEARS AFTER PROGRAM YEAR</i>
Title II	<i>3 YEARS AFTER PROGRAM YEAR</i>
Title II-D e-MINTS Grant (competitive)	<i>5 YEARS</i>
Title III	<i>3 YEARS AFTER PROGRAM YEAR</i>

Record Series Title**Retention**

Title IV	3 YEARS AFTER PROGRAM YEAR
Title V	3 YEARS AFTER PROGRAM YEAR
Federal Discretionary Grant Programs	3 YEARS AFTER PROGRAM YEAR
Federal Impact-aid P.L. 815 & P.L. 874	3 YEARS AFTER PROGRAM YEAR
Medicaid Records/Payments	3 YEARS AFTER PROGRAM YEAR

FOOD SERVICES

National school lunch, food distribution, special milk and school breakfast programs application agreements	PERMANENT
Application for free or reduced price meals	3 YEARS
Lunch, milk, and breakfast claim for reimbursement	3 YEARS
December 31 Commodity Inventory (Food Management Company Schools Only)	3 YEARS
Cafeteria records and reports	3 YEARS
Cafeteria register tapes	3 YEARS

HEALTH RECORDS

Individualized student records -- those records specific to the student that contain health history, screening results etc. Note * & ** at end of section.

Cumulative Health Record	PERMANENT
Immunization record	
Immunization exemptions - Religious exemption	
Medical exemption	UNTIL GRADUATION OR LEAVING THE DISTRICT
Immunization In-Progress form	UNTIL NEXT DOSE IS DUE
Emergency Card	UPDATED ANNUALLY
Clinic Record - individual documentation of each clinic visit/assessment/care provided	23 Y/O*
Nursing Documentation - records, assessment tools, etc. where the nurse or care giver documents in detail the assessments and/or care provided.	
Medication Record	23 Y/O
Medication consents -parent/guardian/physician	23 Y/O
Treatment records	23 Y/O
Asthma peak flow records	
Seizure logs	
Cauterization records	
G-tube feeding record	
Physician orders for specialized treatments/procedures	23 Y/O

Record Series Title	Retention
Consents for specialized treatments/procedures - parent/guardian/physician	23 Y/O
Health care plans - summary of the nursing plan of care for a student with special health needs (evaluate annually - may be a part of the Individual Education Plan--IEP)	1 YEAR
Head Injury Note**	1 YEAR
Daily Clinic Log** - list of all students seen on any given day - (this is not considered to be an adequate way to document individualized care)	1 YEAR
Behavioral Assessment Tool -- to assess drug/alcohol use	23 Y/O
Accident Reports	23 Y/O
Physician releases to return to school/sports participation or to be excluded from such	
Child abuse/neglect documentation -- notes, graphics, etc.	23 Y/O
Screening reports of medical professionals	**1 YEAR
Incident Reports - may document internal concerns such as facility safety issues, medication administration errors (should be stored in file separate from student records)	

* y/o refers to the student's age, i.e. 23 years old

** The above records need only be kept during the current year if the information contained within the document has been summarized and recorded onto the students individual clinic record or onto the students cumulative health record.

INSTRUCTION

District test scores	PERMANENT
Textbook Inventory	RETAIN UNTIL SUPERCEDED
Teacher's grade books	2 YEARS
Application for approval for matching federal funds to train driver education teachers	DESTROY IN CURRENT AREA
Application for federal matching funds to purchase driver education simulation equipment	DESTROY IN CURRENT AREA
Counselor records	DESTROY IN CURRENT AREA
Teacher plans, programs, recommendations	DESTROY IN CURRENT AREA

PERSONNEL

Certified and non-certified personnel annual retirement information	75 YEARS
Personnel File (non-certified) work assignments, social security records, retirements records, including annuity payments, date hired	75 YEARS
Background check	REFERENCE
Contracts	EXPIRATION plus 3 YEARS

Record Series Title**Retention**

Summative evaluation	5 YEARS
Personnel File (certified) date hired, certificate, retirement information, including annuity payments, social security records	75 YEARS
Background check	REFERENCE
Contracts	EXPIRATION plus 3 YEARS
Summative evaluation	5 YEARS
State Federal Income Tax Quarterly reports, monthly state reports, W-2s	5 YEARS
Employee Directory	PERMANENT
Substitute Teacher Record	3 YEARS
Statement of intention to employ a minor Certificate to employ a minor 14 or 15 years of age. Certificate of age for employment of minors.	5 YEARS INCLUDING AUDIT
Payroll records, sick leave, overtime, leave of absence exceptions	3 YEARS
Non-certified personnel time sheets daily and monthly	3 YEARS

SPECIAL EDUCATION

Annual report of exceptional pupil programs (Special education)	3 YEARS
Application for exceptional pupil programs (Special education)	3 YEARS
Remedial speech and hearing class applications	3 YEARS
Applications for home teaching for home-bound instruction to Missouri Department of Elementary and Secondary Education	3 YEARS
Applications report of exceptional pupil programs	3 YEARS
Individuals with Disabilities Education Act (IDEA) Entitlement grants	3 YEARS
619 Early Childhood Special Education grants	3 YEARS
Medicaid Records/Payments	6 YEARS
Special Education-Pupil listings, test scores	3 YEARS
Test Protocols	3 YEARS
Title programs	SUBJECT TO FEDERAL REQUIREMENTS
Chapter programs	
Individuals with Disabilities Education Act data: IDEA (note: These special education records are independent of the student cumulative record and are not permanent records.)	
Record of access form, documentation of screening, program modifications, and evaluation plans, notice and/or consent forms for evaluation, diagnostic summaries,	

Record Series Title**Retention**

individualized education programs (IEPs) notice and/or consent forms placement and documentation of the provisions of appropriate procedural safeguards. This is subject to requirements of the State Compliance Plan for Part B.

Individuals with Disabilities Education Act (IDEA)

FEDERAL REGULATIONS

Under federal requirements, IDEA demands that destruction of records will not take place until 3 years past the time the child no longer receives IDEA services which is in most cases 3 years past graduation. However, even if the destruction is not occurring until after the 3 year minimum guideline, the school District must attempt to notify the parents or eligible student. Consult with DESE, Special Education, for the most current federal regulations.

Local compliance plan

RETAIN UNTIL SUPERCEDED

Monitoring Documentation

RETAIN UNTIL SUPERCEDED

STATE PROGRAMS

Missouri Assessment Program (M.A.P.) test results

SEE STUDENT CUMMULATIVE RECORD

Individual Student

SEE STUDENT CUMMULATIVE RECORD

Building/District

RETAIN UNTIL SUPERCEDED

At Risk Student programs

5 YEARS

Career Ladder records

5 YEARS

Child Care Development Fund Grant (Block Grant)

5 YEARS

Drop out data

5 YEARS

Minimum salary supplement

5 YEARS

Parents as Teacher project records

5 YEARS

Missouri Preschool Project Grant

5 YEARS

Professional Development committee records

5 YEARS

Teacher Education Scholarships

5 YEARS

School Board member training

RETAIN AS LONG AS SCHOOL BOARD MEMBER SERVES

State gifted records

5 YEARS

State grants (health, A+schools, vocational enhancement, other)

5 YEARS

Summer school records

5 YEARS

Technology plans

5 YEARS

Tuition reimbursement

5 YEARS

STUDENT ACTIVITIES

Yearbooks

PERMANENT

Record Series Title**Retention**

Student policy handbook-Includes SAB Rules and Regulations	RETAIN UNTIL SUPERCEDED
Scorebooks (Athletics)	5 YEARS
Athletic Equipment inventory (after audit)	5 YEARS
Athletic agreements between schools (after expiration of agreement)	2 YEARS
Athletic Officials' Contracts (after expiration)	2 YEARS
Conference reports (Athletic)	1 YEAR
Eligibility certificates (Athletic)	1 YEAR
Events schedules (Athletic)	1 YEAR
Scholarship awards	1 YEAR
Athletic Officials' schedules and expenses (after audit)	1 YEAR
Physical education excuses	DESTROY IN CURRENT AREA
Alumni lists	DESTROY IN CURRENT AREA
Career and Technical Student Organization records	DESTROY IN CURRENT AREA
<ul style="list-style-type: none"> • Future Business Leaders of America • Family, Careers and Community Leaders of America • FFA • DECA • Skills USA • Student Council 	
School club and organization by laws	DESTROY IN CURRENT AREA

STUDENT RECORDS

Student Cumulative Record -- These are student files for graduates and non-graduates. They include birth records, grades, tests, official transcripts, GPA, class rank, college prep certificates. <i>If elementary, middle, or junior high school records have been transferred to the Senior High Record, then the transferring school's record is considered a non-record and may be destroyed.</i>	PERMANENT
Student drop out records <i>These are distinct from the student cumulative record and are maintained as a separate file.</i>	10 YEARS
Student transfer in-transfer out records <i>These are distinct from the student cumulative record and are maintained as a separate file.</i>	10 YEARS
Application for admission (general school District and career education)	5 YEARS
Nonresident student information -- attendance, address, tuition records	5 YEARS
Records of any serious violation of District discipline policy See RSMo 167.020 subsection 7 and 160.261 subsection	STUDENT AGE OF 23

Record Series Title**Retention**

9.

Student accident insurance information	<i>DESTROY IN CURRENT AREA</i>
New student orientation schedules	<i>COMPLETION OF AUDIT</i>
School publications information	<i>DESTROY IN CURRENT AREA</i>
Class meeting minutes	<i>DESTROY IN CURRENT AREA</i>
Class rosters	<i>DESTROY IN CURRENT AREA</i>
Current class schedules of District as whole	<i>DESTROY IN CURRENT AREA</i>
Deficiency report	<i>DESTROY IN CURRENT AREA</i>
Graduation records	
Commencement	<i>1 YEAR</i>
End of year activity arrangements	<i>1 YEAR</i>
A+ student records	<i>5 years after graduation (student time spent as a member of the National Guard or a reserve component is added to the 5 year retention.)</i>
Honor Roll lists	<i>1 YEAR</i>
Student Awards	<i>1 YEAR</i>
Letter grade distribution by class	<i>DESTROY IN CURRENT AREA</i>
Student Directory	<i>DESTROY IN CURRENT AREA</i>

TRANSPORTATION

Agreement for contracted services	<i>3 YEARS</i>
Annual route approval report	<i>3 YEARS</i>
Ridership lists	<i>3 YEARS</i>
Bus driver training information	<i>3 YEARS</i>
Annual physical examination	<i>1 YEAR</i>
Drivers' commercial drivers license	<i>1 YEAR</i>
Annual School Bus Inspection Results by Missouri State Highway Patrol	<i>3 YEARS</i>
School bus vehicle title	<i>RETAIN UNTIL SUPERCEDED</i>

CAREER EDUCATION

Reimbursement for salaries for career education programs	<i>5 YEARS</i>
Application for authorization to purchase equipment, teaching aids or other items for career education programs	<i>5 YEARS</i>
Reimbursement request for approved career education expenditures	<i>5 YEARS</i>
Federal Title IV financial aid administrative files	
PELL grant program student payment summary	<i>5 YEARS</i>
Federal PELL grant payment voucher	<i>5 YEARS</i>

Record Series Title**Retention**

IPS batch report	5 YEARS
Recipient data exchange summary report	5 YEARS
Federal Title IV financial aid student files	5 YEARS
PELL reports called SAR, ESAR, or ISAR Verification worksheet with documentation to prove information on sheet, including 1040's, Social Security printouts, Division of Family Services printouts, etc. Acknowledgement of funds Enrollment agreement	
All students that acquire Stafford Loans will additionally have: Promissory note Entrance interview acknowledgement Acknowledgement of funds Exit interview acknowledgement	
All students who have attended another post secondary institution will have a Financial Aid Transcript from each of the schools attended.	
All first year students who receive Title IV funds and leave school before completing 60% of the program will have in the file: Refund calculation worksheet New perspectives intake form (5 years is placed in students's permanent academic file after the second year or 180 day follow-up)	
Minutes of Career-Technical Education Committee Meetings	2 YEARS
Student Folders-testing and rating of students, reference (Career-Technical education)	PERMANENT
Career-Technical Building Payment Certificate	PERMANENT & UPDATE
Area Career Center Tuition Charges	5 YEARS
Application for reimbursement from career-technical funds for salaries, travel and other allowable items	3 YEARS (SUBJECT TO FEDERAL REGULATIONS.)
Enrollment report for career-technical program	3 YEARS
Grade report sheets (Area Career Center)	2 YEARS
Record of curriculum (career-technical education)	RETAIN UNTIL SUPERCEDED
Technology Consortium meetings	5 YEARS