Elmore County Public Schools

Financial Operations Manual

Richard Dennis, Superintendent

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Elmore County Board of Education
Financial and Accounting Guidelines

This manual is to provide guidance for the oversight of all financial activity and operations of the Elmore County Board of Education (Board). The Board is subject to the following requirements:

- Generally Accepted Accounting Principles (GAAP)
- Compliance with state and federal laws
- Compliance with all State Department of Education Administrative Code and Regulations
- Internal accounting controls to allow the tracking of financial transactions to the responsible individual and protect the resources of the Board
- Adherence to reporting guidance and statements issued by the Governmental Accounting Standards Board (GASB)
- Compliance with the accounting and coding requirements in the Alabama Department of Education Accounting Manual.

The Alabama Department of Education and the State Examiners of Public Accounts retain the authority to require local boards of education to modify forms and procedures for local school and district financial operations.

Internal Controls

The appropriate set of internal controls and a commitment by the Board, Superintendent, and the CSFO are critical to the integrity of a school system's finances and assets. The Elmore County Board of Education is committed to maintaining an effective set of internal controls that protects the assets of the Board, complement compliance, and support transparency of the school board operations to the public. The following five (5) categories are basic to an effective system of internal controls:

Authorization Procedures

The purpose of this basic principle is to assure that transactions (check signatures, purchase order approval, material receipts) are authorized by personnel acting within the scope of their authority. Authorization procedures are also important in limiting access to assets. For instance, only authorized personnel should have access to school store inventories, cash, and certificates of deposit. Personnel records should also have restricted access.

Segregation of Duties

This principle involves the assignment of responsibility for a transaction in a manner such that the duties of one employee automatically provides a cross-check on the work of one or more other employees. The primary purposes of segregation of duties is the prevention and prompt detection of errors in the performance of assigned responsibilities. In receipting of funds, the tasks of receiving/posting funds and bank reconciliation should be handled by different individuals. In the expenditure of funds, the issuing of checks should be done by someone other than the person reconciling bank statements. Adherence to this principle is more difficult in a small school or system with fewer employees. In this case, the Principal/CSFO/Superintendent should exercise closer supervision and review of employees' work to compensate for the inadequate segregation of duties.

Documentation Procedures

Documents provide evidence that the transaction occurred and describes the price, nature, and terms of a purchase transaction. Purchase orders, contracts, receipts, invoices, and checks are illustrative of common types of documents. When appropriately signed, documents also provide a basis for establishing responsibility for recording the information into the accounting system.

Accounting Records and Procedures

This basic principle focuses on the prompt preparation of accurate accounting records and timely reporting of accounting data to the Superintendent, Program Directors, Principals, Teachers, and other select employees. Accounting procedures relate to the timely processing of cash receipts, deposits, purchase orders, cash disbursements, and financial statement reparation within the proper month.

Physical Controls

Physical controls pertain primarily to security measures for safekeeping of assets, computer equipment, accounting records, personnel records, payroll records, and preprinted checks or other similar documents. Physical controls involve fireproof safes, locked offices, locked filing cabinets, etc.

Annual Operating Budget Process

The Chief School Financial Officer (CSFO), under the direction and authority of the Superintendent, shall have the responsibility for preparation of the annual school budget for submission to the State Department of Education (SDE) by the 15th of September every year. The budget shall be prepared in accordance with rules and regulations prescribed by statutes and the SDE under the authority of the State Board of Education.

Classroom Instructional Support (CIS)

The Foundation Program includes funds for classroom instructional support. Due to state revenue limitations there are some years that the CIS funds are not included in the allocation or only partially funded in the allocation. In years that CIS funds are provided they must be budgeted according to state law and SDE guidelines.

The amounts in each of the categories are on the number of earned teacher and instructional support units in the Foundation Program and the dollar amount appropriated per teacher unit for each category of CIS. The number of earned units is based on the Average Daily Membership (ADM) as of 20 days past Labor Day from the previous school year.

The following are the categories of CIS:

- Teacher Materials
- Technology
- Library Enhancement
- Professional Development
- Textbooks
- Common Purchases

Teacher Material funds are available so that teachers can purchase materials that support the instructional program in his/her classroom. These funds may be processed at the District level, sent to the schools for processing in the local school account, or by means of a purchasing card given to each teacher. These funds are for the exclusive use by the teacher for their classroom but must comply with state laws and SDE regulations regarding expenditure of such funds.

Textbook funds are typically processed at the District level based on the textbooks being adopted or replacement needs. Expenditure of Textbooks funds may be directed toward digital resources.

Technology, Library Enhancement, Professional Development, and Common Purchases require the formation of a Budget Committee. A Budget Committee is required in any year that any one or more of these 4 categories are funded by in the education budget. The role of the Budget Committee is to develop a budget for each category for presentation to the school faculty to approve. If the budgets are not approved the Budget Committee must make revisions and present to the faculty again.

The budget for Technology Funds should align with the school and system technology plans. The librarians at each school must be included in the development of the Library Enhancement budget as prescribed by state law.

The Budget Committee is comprised of five (5) members consisting of four (4) teachers and the principal, or the principal's designee. The teachers on the committee shall be elected by secret ballot by majority vote at each school. It is recommended, but not required, that the Building Leadership Team (BLT) or the AEA/ AFT representative at each school conduct the election of the Budget Committee. The election may be handled differently but should be independent of the school administration. The committee shall elect a chairperson from among its membership and a secretary for keeping minutes of the meetings and actions to approve the budget by utilizing a secret ballot process.

All documentation, including the committee election ballots, the budget voting ballots, and the approved budget should be maintained for at least one full year after the fiscal year audit has been completed for the given period. Copies of the approved budget will be submitted to the CSFO. Originals will be maintained at the local school.

Additional Information:

- Purchases must be valid instructional materials and supplies
- All teachers receive the teacher allocation amount, even if a school has more units than the school earned from the Foundation Program
- Elmore County Board of Education purchasing procedures must be followed
- Any items that could be a questionable purchase should have documentation explaining the purpose and validity of the purchase such as food for a family and consumer science class cooking lesson

The CIS approved budgets will be included in the Elmore County Board of Education budget submitted to the SDE. If the approved CIS budgets are not available in time for inclusion in the initial budget due on September 15 the CSFO will provide an estimated budget and then include the approved CIS budgets in the first amendment of the Elmore County Board of Education budget.

Budget Preparation

The budget process normally starts during the month of March or April for the following fiscal year. The Superintendent and/or the CSFO will notify all applicable individuals of the initial budget dates.

It shall be the responsibility of principals, supervisors, department heads, and program coordinators to present budget requests for their respective areas of responsibility for review by the CSFO and the Superintendent. The CSFO will prepare the first draft of the budget. A meeting, individually or jointly, will be held with appropriate staff to discuss the proposed budget once it is complete. This will give an opportunity to discuss with all parties items that may need to be included or omitted. The proposed budget will be subject to review by the CSFO and Superintendent before the budget is finalized and presented to the Board.

The budget for capital projects will be consistent with the Elmore County Board of Education Capital Plan. Other budget areas such as technology will be consistent with the corresponding plan for that area of operation.

In addition to providing the budget information for the system budget, Federal Program personnel must but submit an application in E-GAP. The application includes the budget as well as a plan on exactly how the budget will be spent. The E-GAP application also includes the Continuous Improvement Plans (CIPs) of each school.

Each principal shall submit a budget for his/her school for inclusion in the system budget. No local school budget will be accepted if the expenditures exceed anticipated revenues and existing fund balance. The budget information must be entered in through the software system or provided to the CSFO in a format that can be uploaded into the software system.

Two public hearings shall be held on the budget and input from the public shall be solicited and reviewed before the budget is approved by the Board. No budget shall be approved where expenditures exceed anticipated revenues plus fund balance. The Superintendent or the CSFO shall inform the Board of any budget that would result in General Fund ending with less than one month's operating balance. All required forms and documents will be submitted with the budget to the SDE.

During the course of a year it may become necessary to make changes to the original budget. Changes may be necessary due to carryover funds in federal programs, budgeting actual beginning fund balances, implementation of new programs, changes to existing programs, or other factors that may affect the budget. Amendments to the original budget may be made one or more times after the original budget is approved, up until June 30th of the fiscal year.

Principals, supervisors, department heads, and program coordinators should submit budget changes/requests for inclusion in the system budget amendment. Budget changes will be reviewed and processed in the same manner as the original budget.
The CSFO will provide monthly reports or ensure that principals, supervisors, program coordinators, and department heads have access to summary and detail information to manage their individual budgets. In some instances, appropriate personnel may be given access to the accounting software in order to have immediate access to reports at all times. All responsible parties should review the information to make sure that their expenditures accurately reflect the current status of their budget(s). Any discrepancies or questions should be directed to the CSFO as soon as possible.

The CSFO will periodically review and analyze all program/department budgets and all salaries and benefits to ensure that monies are being spent according to the budget and in compliance with laws, code, procedures, and policy.

The Superintendent may authorize the formation of a Finance and/or Budget Committee. The Finance/Budget Committee may participate in the preparation and/or review of the budget prior to presentation to the Board for approval. The Finance/Budget Committee may also review the current expenditures as they relate to the budget.

Budgets, monthly check registers, and monthly financial statements will be posted on the Elmore County Board of Education web site as prescribed by the SDE. Monthly financial statements will be posted on the web site no later than 45 days after the close of a month and approval of the monthly financial statement by the Board of Education.

Financial Management And Reporting

The following sections apply to the overall Board operations at the district level and the local school level. Specific local school processes can be found in the Local School Financial Procedures Manual.

Receipt of Funds

The Elmore County Board of Education will receive funds from various sources. Foundation Program, federal funds, state grants, and other state appropriations will be received from the State Comptroller via electronic transfer or by check. Additional funds may be received from the local schools, area cities, grants from various sources, or other local sources. The source or reason for receiving funds will be identified with correspondence by mail, email, request forms, or other documents so that the funds may be credited to the proper accounts.

Receipts from the Child Nutrition Program (CNP) should be deposited on a daily basis by the CNP Manager, or other approved personnel, at each school. Receipt entries will be coded and posted to the accounts by district CNP personnel.

Local schools receive monies from students, parents, admissions, and other sources. The receipt of those funds should be processed according to the procedures in the Elmore County Board of Education Local School Financial Procedures Manual. All funds received at the local school should be deposited on a timely basis to reduce the possibility of theft or fraud.

All checks (or cash) received at the District Office will be recorded using the receipt module in Harris by the CSFO or a designee of the CSFO. Any checks and cash will be stored in a secure area until the checks and cash are ready to be deposited. As a rule, very little if any cash is processed through the District Office. Deposits of all funds should be made in a timely fashion.

The CSFO will designate the Central Office Secretary or Payroll Bookkeeper to compile a bank deposit and have it ready for deposit at the bank. The actual deposit will be taken to the bank by the CSFO or their designee in the absence of the CSFO. ***Remote Deposit may be used as opposed to physically carrying the deposit with checks to the bank. Cash deposits will still be taken to the bank.***

Bank Reconciliation

The designated CSFO Assistant will be assigned primary responsibility for reconciling the central office bank accounts. This supports the internal control aspect of segregation of duties. Bank statements should be opened by someone other than the person reconciling the bank statement. This would typically be the Principal, the CSFO, or an appropriate designee. Reconciliation at the local school is typically done by the local school bookkeeper so it is especially important that the Principal open and review the bank statement before the bank reconciliation process take place.

The software automatically handles the general ledger entries to debit and credit all of the appropriate accounts. The bank will automatically transfer funds to cover any debits that are processed through the payroll and accounts payable bank account. Transfers from the CNP bank account to the general fund will be made after accounts payable/payroll checks are processed, at the end of the month, or on a scheduled routine to keep the accounts reflective of their balances.

The CSFO has responsibility to review and approve the bank reconciliations each month. The CSFO also serves a backup for doing bank reconciliations. If the bank reconciliation is done by the CSFO it should be reviewed and approved by the Superintendent.

Procurement

The Elmore County Board of Education is required to comply with all laws and regulations related to purchases with public funds. This includes Administrative Code, the Bid Laws, and the Public Works Law. The authority to purchase is vested to the Elmore County Board. To facilitate the efficient operation of the schools and the school system the authority to approve purchases has been delegated to principals, program directors, department heads, and supervisors with approval by the CSFO or Superintendent. Ethics in purchasing is important not only to the individual making the purchasing decisions, but to the reputation of the school system. The State of Alabama Ethics Law applies to all principals and all school employees and states that "no public official or employees shall use an official position to obtain direct person financial gain for himself/herself or his/her family."

The Principal has fiduciary responsibility for all funds in the local school account. The Principal has direct control of all Public Funds within the school and fiduciary control of all Non-Public Funds.

Public Funds are all funds raised during the school day or using the school facilities. Any tax dollars such as legislative appropriations or appropriations provided from District funds are also considered Public Funds. Non-Public Funds are typically represented by club accounts where students pay a fee to be a member or funds raised by the club or organization outside of the school environment.

The Principal has final approval authority for purchases made with all school funds and purchases made by auxiliary organizations such as PTO's or booster clubs. The principal may also have funds at the District level that have been budgeted that would require his/her approval before submitting to the District Office for processing.

All purchases for the Elmore County Board of Education will be done through the use of purchase orders. The purchase order is the physical document that is proof of authorization to purchase. There are a few circumstances in which a purchase order may not be required. The exceptions are contracts, signed agreements/leases, utility payments, approved travel reimbursements, and similar type of expenditures. These exceptions represent approvals by the Board or by authority given to the Superintendent by the Board.

A request to purchase can be initiated by anyone working in the system. That request can be entered through an Elmore County Board of Education Purchase Order. The individual would then submit the purchase order to their supervisor for approval. In some cases there may be an interim person that would receive the purchase order and then pass it on to the supervisor or person authorized to approve purchases from a specific budget or fund source.

Depending on the source of funds (budget being used), a principal may have final approval if the purchases are made from local school funds. A principal would submit a purchase request to the Accounting Department or CSFO if state, federal, or grant funds are being used to pay for the purchase.

All purchases from local schools funds require final approval from the principal. All purchases from district office funds must be approved by the CSFO or the Superintendent.

All district purchases must be based on budgeted funds or the purchases must be approved by the Superintendent or Board. Purchases of $50,000 or less that are not budgeted may be approved by the Superintendent. The Board should be notified of the purchase which should be submitted as part of a

budget amendment (if before June 30th a purchase greater than $50,000 must be approved by the Board prior to actual purchase.

A planned purchase of an item (or several like items) may exceed $15,000 is subject to the Alabama State Bid Law. During the course of the year if the system may spend more than $15,000 on the same or like items, those items are subject to the requirement of the Alabama State Bid Law.

The requirements of the bid law may be fulfilled by use of local bids that may already be in place, purchasing the items from any one of the purchasing cooperatives available to the Elmore County Board of Education, or state bids and contracts. Any questions concerning whether a purchase must be placed out to bid, purchased from a purchasing cooperative, or state bid should be directed to the Accounting Department or the CSFO.

Expenditures and Payment for Purchases

After purchases have been initiated and the items and invoice have been received it is the responsibility of the individual requesting the purchase to verify that all items have been received and prepare the invoice for payment.

The invoice should be reviewed and verified for accuracy. Any discrepancies should be resolved with the vendor. The invoice(s) should be signed and dated indicating that the items have been received and the invoice is accurate and ready to be paid. The invoice should be submitted together with the purchase order, packing slip, and any other pertinent documentation for the order. The invoice package should then be submitted to the person that authorized and signed the purchase order. The authorizer should review the payment documents for accuracy; initial and then submit to Accounts Payable for payment.

In the case that there is not a purchase order (such as travel reimbursement) the same process is followed but only the expense voucher will be submitted.

Travel and Travel Reimbursement

The Elmore County Board of Education will reimburse employees/individuals for necessary expenses incurred during travel on approved Board business or activities. Personal vehicle usage will be reimbursed at the current IRS Standard Mileage Rate. Other authorized expense will be reimbursed at actual cost with a daily limit on meals for in-state travel of $50.00. (splits on ½ day travel) Documentation of expenses is required. All out-of-state travel for board personnel must be approved by the Superintendent. Out-of-state meals will be reimbursed at a reasonable cost as determined by the Superintendent.

All travel reimbursements must be submitted on the appropriate Elmore County Schools travel form and must include the following documentation:

1. Travel Reimbursement Form
2. Conference Agenda and/or Certificate of Attendance if applicable
3. Google Maps
4. Detailed receipts of meals/lodging and other reimbursable items

Journal Entries

Journal entries are used to post transactions that may not be posted through the normal process of issuing purchase orders, processing expense payments, processing payroll, or posting deposits. Journal entries are also used to correct mistakes such as paying a vendor from the wrong expense account.

However, if a journal entry is made incorrectly it can cause an out-of-balance condition for your accounting records (books). It can be very difficult to find errors in journal entries or other accounting entries that cause your books to be out of balance. It is imperative that journal entries be used only when necessary and the person creating the journal entry check and double check the entry before it entered into the books. Excessive number of journal entries could indicate poor accounting procedures or the possibility of fraud. As a safeguard, all journal entries should be approved by the CSFO. The Principal should approve all journal entries at the local schools. Documentation explaining why the journal entry is being make should be kept with the journal entry transaction. This will aide in the process of determining why the books and/or bank reconciliations are out of balance.

Internal Financial Reporting

All supervisory personnel with budget responsibilities will be given monthly or periodic reports that will assist with managing the budgets. The reports should be reviewed to ensure that there are no unauthorized expenditures (or receipts) that have been posted to those budgets. If any suspected unauthorized transactions are identified the appropriate Bookkeeper or CSFO should be notified as soon as possible.

The Bookkeeper or CSFO should immediately review the financial reports and transactions to determine if an error has been made or a correction is necessary. The Bookkeeper or CSFO should then meet with the supervisor to review the information. If is it determined that a correction needs to be make the Bookkeeper or CSFO will make the correction.

The CSFO will provide monthly reports to the Superintendent and the Board. The reports will include the monthly financial reports required by the SDE and any additional reports that serve to keep the Superintendent and Board informed of the current and projected financial status for the Elmore County Board of Education.

External Financial Reporting

The Elmore County Board of Education is committed to transparency in its operation. The monthly financial statements and a monthly check register will be posted on the Board website. Additional reports that may be deemed useful for the public may also be posted to the website.

Monthly financial data will be uploaded the SDE on a monthly basis within 45 days of the month's last day or close.

Payroll and Personnel

Payroll is the largest budget item for the Board and virtually all school systems. As such, it is imperative that accurate records are maintained to comply with the IRS, Department of Labor, state and local laws, and the SDE.

All compensation payments to Board employees must be processed through payroll. This would include additional pay for supplements, after school programs, and additional pay to coaches above their normal. Travel reimbursement is not compensation and is not processed through payroll.

Each employee has a responsibility to review his/her monthly attendance information and then attest to the accuracy of the information. In order to ensure accuracy of payroll it is the joint responsibility of the principal and the employee at the local school level. This would apply to CSFO, supervisory personnel, and employees at the district level. Additional information can be found in the Elmore County Schools Board of Education Employee Handbook.

The payroll and personnel information required to process payroll contains a significant amount of highly sensitive information. Examples include social security number, date of birth, salary information, certain deduction information, and miscellaneous other information. The Board has a responsibility to ensure that this information is protected from being seen or changed by anyone other than designated personnel working in the Personnel/Payroll Department.

All changes to any payroll/personnel information within our database will be limited by security settings that are assigned to each user of the software. Only the Payroll Bookkeeper and the CSFO will have rights to make changes to any of the payroll/personnel information. Changes will only be made when appropriate documentation is submitted for making changes. Some examples include address changes, payroll withholding changes, or salary changes due to contract changes.

It is the primary role of the Payroll Bookkeeper to make the changes and file the appropriate documentation in the employee's file. The software tracks all changes that are made. If an issue does arise, an audit report can be printed to show the changes made and the user id of the person making the changes. The Board uses the Employee Self Service module offered by Harris. Thus, if at all possible, the employee should request all changes through this method to ensure the appropriate approval and audit trail of changes are maintained.

In addition to internal data security, external data security will be provided by appropriate firewalls, other software, and other hardware to provide data protection from access outside of the Personnel/Payroll Department. The Technology Department will have responsibility for this external data security within the Elmore County Board of Education data network.

Other Areas

Banks

The selection of a banking institution for school or district funds should involve a comparison of the operating features of various banks. Although proximity to the school is important for daily deposit of funds, bank charges and other banking procedures can create problems in managing school funds. All funds encompassing all school and board of education operations are to be deposited into a qualified pubic depository by the Security for Alabama Funds Enhancement (SAFE) program administered by the Alabama State Treasurer.

The Elmore County Board of Education District Office will have at a minimum two (2) bank accounts: one for payroll, one for general fund or operations, and one for the Child Nutrition Program (CNP) which will serve primarily as a deposit account. Additional accounts may be established as needed to enhance the effectiveness or the investments of the operation of the Elmore County Board of Education.

A school should have no more than one (1) checking account. Funds not needed for current operations may be invested in CD's, money market accounts, or saving accounts, must be recorded in the school's accounting records and included in the school financial statements.

Debt

The authority to borrow money and incur debt is vested with the Board of Education. All financing must be approved by the Board. ***The principal and/or booster clubs to do not have the authority to obtain loans in the name of the school without approval by the Board.***

Lease purchases are another acceptable form of extending the length of time a school or the Board may take to pay for equipment. Leases must be approved by the Superintendent.

Inventory

The requirements for the recording of the fixed assets of the Elmore County Board of Education shall be the same as the State of Alabama. That requirement is that all items that are not consumable with an acquisition cost of $5000 or more must be recorded as capitalized fixed assets. A supplemental inventory must be maintained at each school. An inventory item is a moveable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that meet all the following conditions:

- Furniture costing more than $1000
- Donated items with value over $1000
- Technology items- See Appendix 1

The following is used to further distinguish furniture and equipment from supplies:

- Lasts longer than one year
- Repair rather than replace
- Independent unit rather than being incorporated into another item
- Exceeds minimum dollar value

Supplemental assets are defined as:

- Real property with a unit cost or donated value less than $5,000 and
- has a useful life greater than one year and
- will be replaced when worn out rather than repaired
- Supplemental are not capitalized and will be coded to the 400 series object codes. Items that meet the requirement for an inventory item must be coded with an expenditure object code of 491-499.

See Appendix I for Inventory Addition/Disposal Procedures.

The Principal at each local school (or his/her designee) is required to conduct a physical inventory of all equipment at each school on an annual basis. The purpose of this inventory is to locate all items, complete missing information, enter corrections as needed, verify that items are properly marked and/or barcoded and determine that items removed were properly documented. Upon completion of the annual physical inventory, the Principal must sign and submit the Physical Inventory Completion form to the Central Office. The district may contract this process to an outside vendor. If so, the principal will be notified of the company and the dates of the inventory process to be performed.

Fixed Assets

Fixed assets are defined as:

- Real property with a unit cost or donated value greater than $5,000 and
- has a useful life greater than one year and
- is more feasible to repair than replace
- Fixed assets are capitalized and must be coded to the 500 series object codes

Theft or Damaged Property

On occasion, a school or office will experience theft or vandalism. This should be reported immediately to theCSFO, local authorities, and the district insurance carrier (if applicable.) A list of any stolen items should be submitted to the CSFO for the Board to approval for removal from inventory.

Record Retention

The efficient management of public records for the Board enhances the overall efficient operation of the Board. It is the goal of the Board to eliminate, to the extent possible, hardcopy records and maintain as many records as possible in digital format. Hardcopy records that are not disposed of properly once their retention life has expired requires more storage space and makes the process of locating specific records more difficult because of the volume of records. Many records (paper or digital) that must be maintained contain confidential information such as social security numbers and dates of birth. The Board has an obligation to secure and protect this information. Records that are inadequately maintained could potentially result in identity information being compromised.

The Alabama Department of Archives and History (ADAH) provides a document that identifies all records that must be maintained and the retention period for those records.

Appendix I

Process for acquiring an Inventory control number

1. If any account number that is used contains a (**491-589**) object code then the item that is coded to this must have a control number.
2. To obtain a control number you will email the inventory clerk at the central office with the following
   - state the item/items that are being purchased
   - Quantity of the items that are being purchased
   - Provide the P.O number you are using for the purchase

These steps are all that is needed at this time. You will fill out an inventory form with the details when you send in your monthly reports to the School Accounts/Ops Specialist at the central office.

For the remainder of the school year place any item that is a **non-technology item** over $200.00 on inventory. (Do not place anything under $200.00 on inventory).

ALL items that go through technology will need a control number regardless of dollar amount.

Non-Capitalized Equipment (Less than $5,000)

Instructional Equipment	491
Furniture and Fixtures	492
Non-instructional Equipment	493
Audio/Video	494
Computer Hardware	495
Library/Media	496
Laboratory	497
Athletics and Physical Education	498
Other Equipment	499

CAPITAL OUTLAY (500-599)
Personal Property (520-589)

Machinery-Complex Systems	520
Vehicles	530
School Buses	531
Service Vehicles	532
Automobiles	533
Other Vehicles	539
Equipment	540
Furniture and Fixtures	541
Audio/Video	542
Laboratory	543
Library/Media	544
Computer Hardware	545
Computer Software	546
Athletic & Physical Education	547
Tractors/Mowers	548
Traffic Control Devices	549
Other Equipment	589

All Principals will have their designated Assistant Principal be accountable for year-end inventory for that campus.

The Assistant Principals responsibilities are to provide me with an up to date Teacher/Room number list for the new school year, keep up with the purchased equipment making sure control number is marked and make any transfers/disposals as needed throughout the school year. Please see back for transfer/deletion procedures.

End of year procedure:

- The first Monday of April of each school year a compiled report of your general and technology school inventory will be sent to the Assistant Principal.
    - This report is pulled from the year 1900-Current year. 1900 is chosen so that everything that is coded to inventory is accounted for.
    - The report is broken down by room number. It should be separated and passed out to the teachers who have been assigned to that room.
- The teacher will verify the items in their room and make any changes that are needed and then **SIGN OFF** on the report.
- Rooms that are not occupied by an employee should also be accounted for. This task is performed by the Assistant Principal.
- Once the reports are handed back to the assistant principal he/she will in turn transfer the changes the teachers have made onto a transfer/disposal form. (Please see back page for proper transfers and disposals)
- **CORRECTIONS WILL ONLY BE MADE FROM THE TRANSFER/DISPOSAL FORMS.**
    - If the Assistant Principal does not have a copy of the general or technology transfer/disposal form, one may be requested from the inventory clerk at the central office.
    - If a teacher states that an item is not in the room this will not be a just cause for disposal.
    - The item must be found and accounted for either by the teacher or Assistant Principal.
    - All completed non-technology item transfer/deletion sheets are to be attached to the first page of the teacher signed inventory.
    - The technology transfer/deletion form will be sent to the technology department first for approval of transfers and disposals then signed off by the technology coordinator.
    - The technology disposal form will then be sent to central office for disposal in the accounting system.

PLEASE PLACE ALL INVENTORY REPORTS IN PAGE NUMBER ORDER BEFORE RETURNING TO FINANCE. THIS WILL ENSURE ALL ROOMS HAVE BEEN ACCOUNTED FOR.

I approve the transfers and disposals that have been made by my staff for this school year 2016-2017

Principal Signature _____ Date _____

Teacher Inventory due date: Last working day of April
Assistant Principal Inventory due dates: Last working day of June

*****A school or cost center will be selected each year in July for an internal audit. *****

Disposal process for Elmore County Board of Education inventory items

Process for disposal of inventory items

Inventory items under the amount of $5000.00 may be disposed of if the item is obsolete or broken.

Items that are $5000.00 or greater may be disposed of if broken or sold.

1. You will need to request and complete a transfer/disposal form from the Assistant Principal on your campus. There are two forms. One is for general inventory such as desk, chairs, tables and miscellaneous items. These forms may be sent to the central office to be disposed of in the system. The other form will be used for any technology type items such as computers, printers, cameras and projectors. These forms will be sent to the technology department to be approved of for disposals. It is then forwarded to the central office by the technology department to be entered into the system to be removed off of inventory.
2. Both forms will have a section for the control number to be listed (this is the number that was assigned to the equipment when it was purchased)
3. A section is provided for the name of the item that is being disposed of.
4. A section reason that the item is being disposed of.
5. A signature line provided for the preparer who is disposing of the item and a signature line for the assistant principal to sign off on approving the request of disposal. Inventory will not be disposed of if the signature line is not signed by both parties.
6. The general inventory form may be sent to the central office for items to be disposed of in the system.
7. The technology disposal form will be sent to the technology department for approval of disposal.

Disposals may be done throughout the school year as well as yearend.

ALL transfers will be handled in the same manner.

Please do not make any physical transfers of any technology item unless it has been approved by the Technology Coordinator.

It is the Assistant Principal's responsibility to make sure ALL inventory is accounted for when an employee resigns or is terminated in the middle of the school term