

Business Procedures

Series 800

Policy Title: Statement of Guiding Principles

Policy No. 800

The Board of Directors recognizes that its primary purpose is to provide the best education possible within the limits of the established curriculum and the financial ability of the school district.

The Board of Directors also recognizes its deep responsibility to the citizens of the school district for the efficient use of public funds. It shall, therefore, be the duty of the Board of Directors to determine guidelines for the most effective use of public funds and for reporting to the public.

Reviewed & Revised
Fall of 2013
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Policy Title: Planning the Budget

Policy No. 801.1

The planning of the budget document shall be a continuous process and shall involve long-term thought, study, and deliberation by the Superintendent, the Board of Directors, the administrative staff, the faculty, and the citizens of the school district.

Reviewed & Revised
Fall of 2013
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Policy Title: Preparation of the Budget Document

Policy No. 801.2

The formal budget document is the Aid and Levy with corresponding budget papers and worksheets. The preparation of the formal budget document shall be the responsibility of the Superintendent. The Superintendent shall present to the Board of Directors, at a budget hearing, a preliminary budget projection of the financial status of the school district for the ensuing fiscal year. A complete budget shall be presented by the Superintendent and Business Manager to the Board of Directors for certification at its regular meeting in April, but not later than April 15.

Reviewed & Revised
Fall of 2013
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Policy Title: Requirements of the Budget Document

Policy No. 801.3

The Budget Document must include the following estimates:

1. The amount of income for the several funds from sources other than taxation.
2. The amount proposed to be raised by taxation.
3. The amount proposed to be expended in each fund and for every purpose during the ensuing fiscal year.
4. A comparison of such amounts so proposed to be expended with the amounts expended, for like purposes for the preceding year.
5. The estimates required shall be fully itemized and classified to show each particular class of proposed expenditures, showing under separate headings the amounts required in such manner and form, as shall be prescribed by state authority.

Reviewed & Revised
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Policy Title: Publications of the Budget

Policy No. 801.4

The Board of Directors shall adopt for publication purposes an approved budget for the ensuing year. This approved budget shall be filed with the Board Secretary prior to April 15 of each year.

The Board of Directors shall cause this approved budget to be published in the legal newspaper of the school district together with the time and place established for its public review.

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Policy Title: Public Review of the Budget

Policy No. 801.5

The Board of Directors shall cause to have established and published the time when and the place where a public hearing shall be held for the purpose of public review of the Budget Document. This public hearing shall be held no later than the 15th day of April of each year and a notice of the public hearing shall be published at least ten days prior to such hearing.

The certified proof of the publication of such notice together with the certified budget shall be filed in the office of the County Auditor and preserved by him/her. No levy shall be valid unless and until such notice is published and filed.

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Policy Title: Budget Adoption by the Board

Policy No. 801.6

The Board of Directors shall, after the public hearing, adopt the final budget for the ensuing fiscal year and shall certify the same to the levying board.

The final budget shall be certified by the President of the Board of Directors in duplicate to the County Auditor not later than the 15th day of April of each year on forms prescribed by the state.

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Fall of 2013
February 11, 2021

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Policy Title: Budget as a Spending Plan

Policy No. 801.7

The final certified budget shall be considered as the authority for all expenditure to be made during the fiscal year.

Any expenditures to be made that exceed the final certified budget shall be made only in accordance with procedures specified in the Code of Iowa. These procedures permit the expenditure of closing cash balances of the preceding fiscal year and the expenditure of unanticipated income from sources other than taxation during a fiscal year by amending the budget. The Board of Directors, before approving an amended budget, shall file and publish the same and give notice of a public hearing.

Review & Revised
Fall of 2013
February 11, 2021

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Policy Title: Transfer of Inactive Account Funds

Policy No. 801.8

When the necessity for maintaining any account has ceased to exist and a balance remains in said account, the Board of Directors shall so declare by resolution and upon such declaration, shall transfer said balance to the fund or funds designated by the Board.

Reviewed & Revised
Fall of 2013
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Policy Title: Financial Accounting System

Policy Title: 801.9

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The Board of Directors adopts the rules and regulations on financial accounting as established in the Code and provided by the Iowa Department of Education and the Iowa Department of Management.

Financial records of the school district shall be audited in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The district may choose to operate its aide and levy worksheet, expenditures, and revenues on either a cash or GAAP basis, however the audit will reflect the expenditures on a GAAP basis.

Governmental fund type:

- General fund
- Special revenue fund
 - Management levy fund
 - Physical plant and equipment levy fund
 - Public education and recreation levy fund
 - Student activity fund
- Capital projects fund
- Debt service fund

Proprietary fund type:

- Enterprise fund
 - School nutrition fund
 - Childcare fund
- Internal service fund

Fiduciary funds:

- Trust or agency funds
 - Expendable trust funds
 - Nonexpendable trust funds
 - Agency funds
 - Pension trust funds

Account groups:

- General fixed assets account group
- General long-term debt account group

Reviewed & Revised

Fall of 2013

February 11, 2021

The board may, by Board Resolution, create additional funds within the governmental, proprietary, and fiduciary fund types. The resolution shall state the type of fund, name of the fund, and purpose of the fund.

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Proprietary funds account for operations of the school district operated similar to private business, and they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for fixed assets and long-term debt.

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Policy Title: Local, State and Federal Income

Policy No. 802.1

All income received by the school district shall be classified under the official accounting system and be placed in the hands of the Business Manager of the Board of Directors to be deposited into the official school district depositories as set by the Board of Directors, and in accordance with the laws of the State of Iowa.

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February 11, 2021

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Policy Title: Education Material Fees

Policy No. 802.2

The Superintendent of Schools or his/her designated officer, shall set up the necessary regulations to administer the sale of educational supplies and materials to students of the school. These regulations shall include the methods used to determine the selling prices of the items to be sold.

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Policy Title: Use of School Property and Equipment

Policy No. 802.3

Equipment of the school district shall not be loaned outside of the district without prior approval of the Superintendent or designee. In the event that the equipment is used by organizations within the school's buildings, appropriate school personnel shall operate, supervise, or issue the use of such equipment. Where a cost is involved, the using organization shall pay the cost.

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February 11, 2021

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Policy Title: Sale of Bonds

Policy No. 802.4

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The Board may conduct an election for the authority to issue bonded indebtedness. Revenues generated from an approved bond issue are used only for the purpose stated on the ballot. Once the purpose on the ballot is completed, any balance remaining in a capital projects fund may be retained for future capital projects in accordance with the purpose stated on the ballot or any remaining balance may be transferred by board resolution to the debt service fund or the physical plant and equipment levy fund.

Revenues received from the issuing of bonded indebtedness are deposited into the capital projects fund.

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**POST-ISSUANCE COMPLIANCE POLICY FOR
TAX –EXEMPT OBLIGATIONS**

1. Compliance Coordinator:
 - a) The Treasurer (“Coordinator”) shall be responsible for monitoring post-issuance compliance.
 - b) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. The Coordinator will obtain such records as are necessary to meet the requirements of this policy.
 - c) The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this policy.
 - d) Training and education of The Coordinator will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.
2. Financing Transcripts The Coordinator shall confirm the proper filing of an 8038 Series return and maintain a transcript of proceedings for all tax-exempt obligations issued by the School District, including but not limited to all tax-exempt bonds, notes, and lease-purchase contracts. Each transcript shall be maintained until eleven (11) years after the tax – exempt obligation of the documents that have been retired. Said transcript shall include, at a minimum:
 - a) Form 8038s;
 - b) minutes, resolutions, and certificates;
 - c) certifications of issue price from the underwriter;
 - d) formal elections required by the IRS
 - e) trustee statements;
 - f) records of refunded bonds, if applicable;
 - g) correspondence relating to bond financings; and
 - h) reports of any IRS examinations for bond financings.
3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the School District, and the Coordinator shall:
 - a) obtain a computation of the yield on such issue from the School District’s financial advisor;

- b) create a separate Project Fund with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue into which the proceeds of issue shall be deposited;
 - c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
 - d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
 - e) maintain records of the payment requests and corresponding records showing payment;
 - f) maintain records showing the earnings on, and investment of, the Project Fund;
 - g) ensure that all investments acquired with proceeds are purchased at fair market value;
 - h) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
 - i) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds;
 - j) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds;
4. Timely Expenditure and Arbitrage/Rebate Compliance. The Coordinator shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the School District and the expenditure records provided in Section 2 of this policy above, and shall:
- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
 - b) if the School District does not meet the “small issuer” exception for said obligation, monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate;
 - c) not less than 60 days prior to a required expenditure date confer with bond counsel and a rebate consultant if the School District fails to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate;
 - d) in the event the School District fails to meet a temporary period or rebate exception:

- i. procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - ii. arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.
5. Proper Use of Bond Financed Assets. The Coordinator shall:
 - a) maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
 - b) with respect to each bond financed asset, will monitor and confer with bond counsel with respect to all proposed:
 - i. management contracts,
 - ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property,
 - viii. any other change in use of such assets,
 - c) maintain a copy of the proposed agreement, contract, lease, or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to all or any portion of bond financed assets
 - d) and, in the event the School District takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met, and shall contact bond counsel and ensure timely remedial action under IRS Regulations Sections 1.141-12.
6. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:
 - a) appraisals, demand surveys or feasibility studies,
 - b) applications, approvals and other documentation of grants,
 - c) depreciation schedules,
 - d) contracts respecting the project.
7. Advance Refundings. The Coordinator, shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure
 - (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issues
 - (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds
 - (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”
 - (iv) that the proposed issuance will not result in the issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax-exempt market in a way that might be considered an abusive transaction for federal tax purposes.
- d) The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultation to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- e) The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.
- f) To the extent, as the issuer elects, to purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.
- g) In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.
- h) After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported no later than ten (10) Business Days after the day of the occurrence. Currently, such notice shall be given in the event of:
- a) Principal and interest payment delinquencies;
 - b) Non-payment related defaults, if material;
 - c) Unscheduled draws on debt service reserves reflecting financial difficulties;
 - d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
 - e) Substitution of credit or liquidity providers, or their failure to perform;
 - f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
 - g) Modifications to rights of Holders of the Bonds, if material;
 - h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
 - i) Defeasances of the bonds;
 - j) Release, substitution, or sale of property securing repayment of the bonds, if material;
 - k) Rating changes on the bonds;
 - l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
 - m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
 - n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

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Series 800

Policy Title: Fixed Assets Management System

Policy No. 802.4A
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To improve the school district's oversight of fixed assets by assigning and recording them to specific facilities and programs and to provide for proof loss of fixed assets for insurance purposes, the school district will establish and maintain a fixed assets management system for reporting capitalized fixed assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law.

A separate fixed assets listing is prepared for fixed assets in the general fixed assets account group (GFAAG) and for the fixed assets of each proprietary and fiduciary fund. "Fixed Assets" in the GFAAG will include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. "Fixed assets" in the proprietary funds will include school district buildings and sites, construction in progress, improvements other than buildings and sites, capitalized interest, infrastructure, land and machinery and equipment. Fixed assets reported in the financial reports will include individual fixed assets with an historical cost equal to or greater than \$5,000. fixed assets reported in the financial reports will be depreciated according to the schedule on Policy 802.4A page 2 or according to the asset's anticipated useful life. Fixed assets accounted for and reported in the proprietary funds are depreciated over the useful life of each fixed asset. Proprietary fund fixed assets will have a capitalization threshold of \$1000.00.

The fixed assets management system is updated monthly to account for the addition/acquisition, disposal, relocation/ transfers of fixed assets. It is the responsibility of the superintendent to count and reconcile the fixed assets listing for the general fixed assets account group and for each proprietary and fiduciary fund with the fixed assets management system on June 30 each year.

It is the responsibility of the Superintendent to develop administrative regulations implementing this policy. It will also be the responsibility to the superintendent to educate employees about this policy and its supporting administrative regulations.

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February 11, 2021

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Policy Title: Fixed Assets Management System

Policy No. 802.4 A

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Schedule of Useful Life

| <u>Asset Class</u> | <u>Estimated useful life in years</u> |
|-------------------------|---------------------------------------|
| Land | N/A |
| Site Improvements | 20 |
| School Buildings | 50 |
| Portable classrooms | 25 |
| HVAC Systems | 20 |
| Roofing | 20 |
| Interior Construction | 25 |
| Carpet replacement | 7 |
| Electrical/Plumbing | 30 |
| Sprinkler/Fire System | 25 |
| Outdoor Equipment | 20 |
| Machinery & Tools | 15 |
| Kitchen Equipment | 12 |
| Custodial Equipment | 15 |
| Science & Engineering | 10 |
| Furniture & Accessories | 20 |
| Business Machines | 10 |
| Copiers | 5 |
| Communication Equipment | 10 |
| Computer Hardware | 5 |
| Computer Software | 5 to 10 |
| Audio Visual Equipment | 10 |
| Athletic Equipment | 10 |
| Musical Equipment | 10 |
| Library Books | 5 to 7 |
| Licensed Vehicles | 7 |
| Grounds Equipment | 15 |

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Business Procedures
Series 800

Policy Title: Investments

Policy No. 802.5

The Board of Directors hereby directs the Business Manager to invest funds in excess of current needs in accordance with the statutes of the State of Iowa.

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Business Procedures
Series 800

Policy Title: Gifts, Grants, and Bequests

Policy No. 802.6

Gifts, grants, or bequests involving money, equipment, and furnishings may be accepted by the Board of Directors. Such gifts shall become the property of the school district and shall be under the control of the Board of Directors and/or their representative.

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Fall of 2013
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Business Procedures
Series 800

Policy Title: Depository of Funds

Policy No. 802.7

At the annual meeting in July, the Board of Directors shall designate by resolution, which shall be entered in the official minutes of the Board, the name and location of the bank or banks selected as the official school district depositories. The Board of Directors shall also designate the maximum amount which may be kept on deposit in each bank.

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Fall of 2013
February 11, 2021

CASH IN SCHOOL BUILDINGS

Policy No. 802.8

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operation. Funds raised by students are kept in the Administrative offices.

A minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the superintendent to determine the amount of cash necessary for each day's operations and to comply with this policy.

Reviewed & Revised

Fall of 2013

February 11, 2021

Business Procedures
Series 800

Policy Title: Student Activities Fund

Policy Title: 802.9

Revenue raised by students or from student activities shall be deposited and accounted for in the student activities fund. The revenue is the property of and shall be under the financial control of the board. Students may use this revenue for purposes approved by the Superintendent or designee.

It shall be the responsibility of the Board Secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when an activity is discontinued.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures
Series 800

Policy Title: Purchasing Policy

Policy No. 803.1

It shall be the policy of the school district to purchase products and services from within the district community provided that such products and services be competitive.

The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The main concern of the Board of Directors shall be that the overall expenditures for any fiscal period shall not exceed the budgeted amount. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

The Superintendent of Schools and/or Business Manager, shall approve all purchases made in the name of the school district except those authorized by direct action of the Board of Directors.

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February 11, 2021

PURCHASING –BIDDING

The Board supports economic development in Iowa to the degree reasonable and prudent in the financial terms of the district. When competitive, purchases by the school district will be made in Iowa for Iowa goods and services from a locally-owned business located within the school district or from an Iowa-based company which offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

It is the responsibility of the Superintendent to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of **\$57,000** or more.

For qualifying goods and services costing more than **\$57,000, but less than \$139,000**, the superintendent will follow **the regulations for cost estimates as defined in the Code and current Iowa Administrative rules for bidding and letting**. This includes items under the construction of public improvements. Competitive sealed bids are required for construction of public improvements, other than emergency purchased, for goods and services that cost \$139,000 or more.

In all situations the district will follow the Code. Determining factors of items that constitute a construction of public improvement would be items such as building improvements. Usable items such as textbooks, fuel, etc., are not considered construction.

For qualifying purchases, the purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.

The board and the Superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. The Board will enter into such contract or contracts as the Board deems in the best interests of the school district.

Reviewed & Revised

Fall of 2013, February 11, 2021

PURCHASING-BIDDING

Notice of Letting: Between 4 and 45 days in a local paper at least one time.

Notice shall include time and place, time and place to be opened and considered, nature of improvement, and bid securities.

Notice of Hearing: Between 4 and 20 days to include:

The fact that there is a hearing to discuss plans, specifications, form of contract, and cost estimate.

Selection: The District follows these steps:

-notice of the hearing

-opens bids

-hearing

-the board may then select the lowest responsive responsible bidder, or they may also reject all bids.

Reviewed & Revised

Fall of 2013

February 11, 2021

Purchases less than \$57,000 may be approved by the Superintendent. The Superintendent will provide sufficient and on-going information on purchases to the Board.

Purchases greater than \$57,000 but less than \$139,000 will be handled through the cost estimate process, or through the bidding process. Final costs will be approved by the board.

Purchases over \$139,000 will be done through the formal bidding process. Final bids will be approved by the board.

Policy Title: Food Service Staff Code of Conduct

Policy No. 803.1B, Con't.

Conflict of Interest

All Employees shall perform their duties in a manner free from conflict of interest to ensure that the school corporation's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school corporation is a party if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the entity selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

Staff Gifts and Solicitations

All employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with the school corporation. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees who violate this code of conduct may be subject to discipline, up to and including termination of employment.

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Business Procedures
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Policy Title: Requisitions

Policy No. 803.2

Requisitions for equipment, supplies, and services are to be made on the properly authorized forms. The authorized requisition form must be signed by officially designated personnel before being processed.

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February 11, 2021

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Series 800

Policy Title: Purchase Order

Policy No. 803.3

The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by the Superintendent of Schools and/or Business Manager. Only those supplies, equipment, and services procured by formal contract shall be exempt.

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Fall of 2013
February 11, 2021

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Policy Title: Receiving Supplies and Equipment

Policy No. 803.4

Whenever physically possible, all educational supplies and equipment purchased in the name of the school district shall be cleared through the building Principal. Whenever this procedure is impossible and/or impractical, the building Principal shall be notified by the school personnel receiving such equipment, supplies, and services that such has been delivered.

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Business Procedures

Series 800

Policy Title: Approval and Payment for Goods & Services

Policy No. 803.5

The Board of Directors shall cause to have warrants issued for all just claims against the School District upon audit and allowance by the Board. The Business Manager is authorized to issue warrants prior to the audit and allowance by the Board upon a just claim for payment of freight, postage, printing, utilities, and travel expense and to make payment of salaries pursuant to the terms of written contracts entered into by the Board of Directors. All claims and salaries for which warrants have been issued prior to audit and allowance by the Board as provided herein shall be passed upon by the Board at the first meeting thereafter and shall be entered on record in the regular minutes by the Secretary.

Prepayment of some bills as authorized by the board shall include preauthorization of bond payments, principal and interest, direct deposits, TSA payments and other similar benefits, and Federal and State Taxes.

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Business Procedures

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Policy Title: Unpaid Warrants

Policy No. 803.6

The Board of Directors shall only in the case of absolute necessity issue warrants for which there are no funds available for the payment of such warrants. If warrants are issued for which there are no funds available for payment of such warrants, the Business Manager shall institute such procedures as stated in the Code of Iowa and the Iowa Administrative Code (IAC).

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PAYROLL PERIODS

Policy No. 803.7

The payroll period for the school district is monthly. Employees are paid on the 20th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

The requirements stated in the Master Contract between employees and the Board, in a certified collective bargaining unit regarding payroll periods of such employees, will be followed.

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PAYROLL DEDUCTIONS

Policy No. 803.8

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employees' Retirement System.

It is the responsibility of the Superintendent to determine which additional payroll deductions will be allowed.

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February 11, 2021

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Policy Title: Travel Allowance

Code No. 803.9

Personnel of the school district may be reimbursed for travel expenses incurred for travel authorized by the Superintendent of Schools.

Travel shall be by common carrier when such transportation is available and will serve the time schedule of the individual as well as the travel by private automobile. In such cases, if the individual chooses to go by private automobile, the maximum travel cost shall be at the rate set by the school district.

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Policy Title: Financial Monthly Report

Policy No. 804.1

The Board Secretary shall file with the Board of Directors each month a complete financial statement of the preceding month's business. This statement shall be enclosed in the agenda sent to the members of the Board prior to the regular monthly meeting.

Reviewed & Revised

Fall of 2013

February 11, 2021

Business Procedures
Series 800

Policy Title: Certified Annual Report

Policy No. 804.2

The Board Secretary shall make an annual report to the Board at its regular August meeting, which shall show the amount of the operating fund, PPEL fund, and Capital Project fund, held over, received, paid out, and on hand, the several accounts to be separately stated, and she/he shall file a copy of this report with AEA 1 and the Department of Education.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures
Series 800

Policy Title: Monthly Financial Report, Published

Policy No. 804.3

The Board of Directors shall cause to have published monthly in at least one Official newspaper in the district a statement verified by affidavit of the Secretary of the Board showing the financial matters of the school district for the previous month. This statement shall include a list of all warrants issued by the Board, the names of persons, firms or corporations receiving the warrants, the amount of each warrant, and the reason for the warrant.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures
Series 800

Policy Title: Annual Financial Statement Published

Policy No. 804.4

The Board of Directors shall cause to have published, as soon as possible, following the annual meeting of each year in at least one official newspaper in the district, a summarized statement verified by affidavit of the Secretary of the Board showing the receipts and disbursements of all funds for the preceding year.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures
Series 800

Policy Title: Audits

Policy No. 804.5

The Board of Directors shall cause to be initiated by the state auditing agency or private auditing agency an annual audit of the financial matters of the school district in accordance with the statutes of the state of Iowa.

Such annual audit reports shall remain on permanent file in the administrative office of the school district.

Reviewed & Revised
Fall of 2013
February 11, 2021

GASB 54

Policy No. 804.6

In as much as GASB 54, Fund Balance, and Governmental Fund Type:

Definitions, which establishes accounting and financial reporting standards for all governments that report governmental funds requires the District to disclose certain requirements, the District identifies the following as District operating policy.

The fund balance identified as 'committed fund balance' will be determined by the Board of Directors and will require formal board action. An identified committed fund balance should be for a specific purpose pursuant to constraints imposed by the formal action of the Board of Directors. The Board of Directors will take action to 'commit' a fund balance prior to year-end (June 30) of the year the original committed amount is determined. The exact amount of the committed balance may be determined after the year-end; however, in compliance with GASB 54 the intended committed purpose must be identified, prior to year-end (June 30).

In the event that a committed fund balance is identified subsequent to year-end (June 30), the amount will be reflected on the balance sheet as assigned for that year.

The committed amounts cannot be used for any other purpose unless the Board of Education at a public meeting by formal action makes changes or rescind the committed balance.

The Board of Directors authorizes the Business Manager to assign amounts to a specific purpose in compliance with GASB 54. An assigned Fund Balance should be reported for constraints by the District's intent to be used for specific purposes, but are not restricted or committed.

In accordance with the GASB 54, the District identifies that when an expenditure is incurred, it is applied to the highest level of classification of fund balance and then subsequently applied to honor constraints on the specific purposes for which amounts in those fund balances can be spent.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: School District Records

Policy No. 805.1

School district records shall be housed in the administrative offices of the school district. It shall be the responsibility of the Board Secretary to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

- | | |
|--|----------------------------|
| • Secretary's financial records | Permanently |
| • Treasure's financial records | Permanently |
| • Minutes of the Board of Directors | Permanently |
| • Recordings of closed meetings | 1 Year |
| • Annual audit reports | Permanently |
| • Annual budget | Permanently |
| • Permanent record of individual pupil | Permanently |
| • Records of payment of judgments against the school district | 20 years |
| • Bonds and bond coupons after maturity | 10 years |
| • Written Contracts | 10 years |
| • Canceled warrants, check stubs, bank statements bills, invoices, and related records | 5 years |
| • Program grants | As determined by the grant |

Personnel records shall be housed in the administrative offices of the school district. The Personnel records shall be maintained by the Board Secretary. The minimum required records shall be maintained.

A perpetual inventory shall be maintained on consumable property of the school district.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the administrative office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The Building Principal shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the central administrative office. These records will be maintained by the Guidance office.

Reviewed & Revised Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: Student Records

Policy No. 805.2

The Superintendent of Schools shall cause to have initiated and maintained a complete individual permanent record for each student. The Superintendent or his designated representative shall be the care and custody of all student records. All required permanent student records are to be preserved in original, microfilm, or a regularly accepted digital format. Records of a student shall be accessible to parents of that student, or to the student himself/herself if 18 years of age or older and not to parents. Student records shall remain confidential.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: Bonds for Officers and Employees

Policy No. 805.3

The Board Secretary/Business Manager, Superintendent, and central office personnel shall each give bond to the school corporation in such a penalty as the Board may require, and with sureties to be approved by it, which bond shall be filed with the school district insurance company, conditioned for the faithful performance of their official duties, but in no case less than \$100,000 dollars.

The Board Secretary/Business Manager may give bond under a single blanket bond covering other employees of the District.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: Inventory

Policy No. 805.4

An annual inventory of all furniture and other equipment shall be maintained under the supervision of the Business Manager. All items of equipment that are not consumable in nature shall be included in the annual inventory with a value of at least \$1000.00.

A perpetual inventory shall be maintained for all items that are consumable in nature.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: Employee Records

Policy No. 805.5

The School District shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances when the employee has given a signed consent will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy. Board members will only have access to an employee's file when it is necessary because of an employee related matter before the board.

It shall be the responsibility of the Superintendent to keep employees personnel files current. The board secretary shall be the custodian of employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: Insurance Program

Policy No. 806.1

The Board of Directors shall maintain a comprehensive insurance program that will provide adequate coverage in the event of loss or damage of the school buildings and equipment.

A private appraisal agency may be retained upon the recommendation of the Superintendent of Schools for inventory and appraisal value services to enable the Board of Directors to maintain a comprehensive insurance program.

Reviewed & Revised
Fall of 2013
February 11, 2021

Business Procedures

Series 800

Policy Title: Periodic Review of Insurance Program

Policy No. 806.2

The Board of Directors may review the insurance program of the school district periodically to insure adequate coverage of the program. Such review may be made annually but must be made within a three-year period.

The Superintendent of Schools, after consultation with other administrative personnel, the school district's appraisal agency, and the school district's insurance agency, shall provide the data and shall make recommendations concerning the school district's program of insurance.

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Fall of 2013
February 11, 2021