

FISCAL MANAGEMENT

FILE: DA

MANAGEMENT OF FUNDS

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

1. If the appropriating body approves the School Board budget by total expenditures, funds may be transferred by the School Board from one function to another. If funds are appropriated to the School Board by major classifications, no funds shall be expended by the School Board except in accordance with such classifications without the consent of the body appropriating the funds.
2. The Superintendent is authorized by the School Board to make line-item transfers within a function. However, transfers across functions will be presented to the School Board for approval.
3. At the point of a decision to redirect funds due to needs of the division, if the anticipated amount of the transfer is greater than \$100,000, the plan must be approved by the School Board.

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

Adopted: June 19, 2008

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

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ANNUAL BUDGET

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

The fiscal year begins on the first day of July and ending on the thirtieth day of the following June.

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

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

When total revenues are expected to exceed the current year's budget, any authorization to expend these funds must be presented to the School Board for approval. A request will be submitted to the City Council for appropriation.

Upon approval of the school division's budget by the appropriating body, the school division shall publish the approved budget including the estimated required local match on its website and the document shall also be made available in hard copy as needed to citizens for inspection.

Adopted: June 19, 2008
Revised: June 18, 2009
Revised: June 16, 2011

Legal References: Code of Virginia, 1950, as amended, Sections 15.2-2503, 15.2-2504, 15.2-2506, 22.1-91, 22.1-92, 22.1-94

FISCAL MANAGEMENT

File: DG

CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

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

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

Adopted: June 19, 2008
Revised: June 17, 2010

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

8 VAC 20-720-70

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

FISCAL MANAGEMENT

File: DGC

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular activities, including but not limited to entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account and from any and all activities of the school involving personnel, students, or property are considered school activity funds.

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

At least once a year, a duly qualified accountant, accounting firm, or internal auditor shall perform an audit, examination, or review of school activity funds to ensure funds are being managed in accordance with this policy and all funds are properly accounted for. The type of engagement (audit, examination, or review) and the accountant, accounting firm, or internal auditor, shall be approved by the School Board. A copy of the report resulting from the audit, examination, or review (and the completed corrective action plan, if suggestions for improvement are made) shall be reviewed by the superintendent and the School Board, and filed in the office of the clerk of the School Board, the superintendent, and the principal. The cost of such an audit, examination or review may be paid from the school operating fund or school activity funds. Monthly reports of such funds shall be prepared by the principal¹ and filed in the principal's office.

Adopted: June 19, 2008
Revised: June 17, 2010

Legal References; Code of Virginia, 1950, as amended, Section 22.1-122.1
8 VAC 20-720-10

Cross References; DG Custody and Disbursement of School Funds
DM Cash in School Buildings

FISCAL MANAGEMENT

File: DI

FINANCIAL ACCOUNTING AND REPORTING

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

Financial Accounting and Reporting

The Charlottesville City School Board will receive monthly financial statements, including statements of revenues and expenditures, showing the financial condition of the division as of the last day of the preceding month. School food service funds and textbook funds will be held in separate, interest-bearing, bank accounts.

At least once each year the school board will submit a report of all its expenditures to the appropriating body. Such report shall also be made available to the public either on the school division website or in hard copy at the central school division office, on a template prescribed by the Board of Education.

Inventories

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

School Level Accounting System

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

A record of all receipts and disbursements will be maintained in accordance with the latest edition of Department of Education's Guidelines for Student Activity Funds as promulgated by the Superintendent and in accordance with regulations issued by the State Board of Education.

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

Audits

In accordance with State statutes and regulations, all financial records of the division will be audited following the close of each fiscal year. A copy of the audit and management letter will be distributed to all School Board members.

Adopted: April 3, 1998
Revised: May 20, 2004
Revised: June 19, 2008
Revised: June 18, 2009

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Legal Reference: Code of Virginia, 1950, as amended, sections 15.2-2511; 22.1-68;
22.1-90; 22.1-115,22.1-121

8 VAC 20-270-10 et seq.

8 VAC 20-290-10.

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

FISCAL MANAGEMENT

File: DIA

REPORTING PER PUPIL COSTS

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the schools, the division superintendent will also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year to each parent, guardian, or other person having control or charge of a child enrolled in the school division, in accordance with the budget estimates provided to the appropriating body. The notification will also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice will be made available in a form provided by the Department of Education and shall be published on the school division's website or in hard copy upon request.

Adopted: April 3, 1998
Revised: May 20, 2004
Revised: June 19, 2008
Revised: June 16, 2011

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

Cross Reference: DB Annual Budget

FISCAL MANAGEMENT

FILE: DJ

SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. Purchases under this exception that are expected to exceed \$30,000 shall require 1) the written informal solicitation of a minimum of four bidders or offerors and 2) posting of public notice on appropriate websites..

The Charlottesville City School Board may purchase single or term contracts for professional services if the aggregate or sum of all phases is not expected to exceed \$50,000 without undertaking competitive bidding by adopting written procedures for such purchases. However, such small purchase procedures shall provide for competition wherever practicable.

Adopted: May 20, 2004
Revised: August 16, 2007
Revised: June 19, 2008
Revised: June 18, 2009
Revised: June 16, 2011

Legal Reference: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78

FISCAL MANAGEMENT

FILE: DJA

PURCHASING AUTHORITY

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

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

Internal Controls

The Superintendent, or designee, shall establish appropriate processes for internal accounting controls.

Purchasing and Contracting

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

Adopted: May 20, 2004
Revised: August 16, 2007
Revised: June 19, 2008

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

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

FISCAL MANAGEMENT

File: DJB

PETTY CASH FUNDS

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

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

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

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

Adopted: June 19, 2008

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

Cross Reference: DJF Purchasing Procedures

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FILE: DJF

PURCHASING PROCEDURES FOR CONTRACTUAL SERVICES

Certification Regarding Sex Offenses

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

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

Unauthorized Aliens

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

Discrimination by Contractor Prohibited

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

- I. During the performance of this contract, the contractor agrees as follows:
 - a. The contract will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, sexual orientation, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contract, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

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

Adopted: May 20, 2004
Revised: August 16, 2007
Revised: June 19, 2008
Revised: June 16, 2011

Legal Reference.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4311, 2.2-3411, 2.2-4311.1, 22.1-296.1.

Cross Reference: GCDA Effect of Criminal Conviction
IGBGA Online courses and Virtual School Programs
KN Sex Offender Registry Notification

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VENDOR RELATIONS

FILE: DJG

No vendor, agent, or sales representative may enter the schools to advertise or sell goods or services to employees or students unless otherwise provided herein. Any person/persons found soliciting goods or services to students and employees in the schools or on school property during school hours will be subject to legal action.

Vendors will not be permitted to make appointments with individual Charlottesville City School Board employees without the permission of the principal and/or the Superintendent or his/her designee. No vendor will be permitted to arrange demonstrations of products or services, take orders for goods or services to be used for a trial period, or take orders to be billed to the school or school division without prior authorization from the superintendent or his/her designee.

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

Adopted: April 3, 1998
Reviewed: June 19, 2008

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-293 (B-D)
11-75, 11-76, 11-77, 11-78

Cross Reference: KI Public Solicitations in the Schools

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PAYMENT PROCEDURES

File: DK

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

The warrant shall be signed by the Superintendent, and countersigned by the clerk of the Board and the city treasurer.

Fiscal Agent

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

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

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

Adopted: April 3, 1998
Revised: April 15, 1999
Revised: June 19, 2008

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-122, 22.1-122.1, 22.1-123

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

FISCAL MANAGEMENT

PAYROLL PROCEDURES

File: DL

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

Adopted: April 3, 1998
Revised: June 19, 2008

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-296

Cross References: DK Payment Procedures
DLB Salary Deductions

FISCAL MANAGEMENT

PAYROLL DEDUCTIONS

File: DLB

Federal and state income taxes will be automatically deducted from each employee's paycheck. The amount withheld will be based on the withholding statement that must be submitted by the employee at the time of employment. In the absence of a withholding statement, deductions will be made based on federal and/or state tax regulations.

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

Adopted: April 3, 1998
Revised: June 19, 2008

Legal References: Code of Virginia, 1950, sections 22.1-78, 22.1-296

FISCAL MANAGEMENT

EXPENSE REIMBURSEMENTS

File: DLC

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

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

Adopted: April 3, 1998
Revised: June 19, 2008

Legal References: Code of Virginia, 1950, as amended, sections 22.1-67, 22.1-78, 22.1-122, 22.1-253.13:5, 22.1-296

Cross References: GCL Professional Staff Development

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CASH IN SCHOOL BUILDINGS

File: DM

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

Adopted: April 3, 1998
Revised: June 19, 2008
Revised: June 17, 2010

Legal References: Code of Virginia, 1950, as amended, sections 22.1-68, 22.1-70, 22.1-78

Cross References: DGC School Activity Funds

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SALE AND DISPOSAL OF PROPERTY

File: DN

Generally

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

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

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

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

Whenever it is determined that the Charlottesville City School Board has no use for some of its real property, the Charlottesville City School Board may sell such property and may retain all or a portion of the proceeds of such sale upon approval of the City of Charlottesville and after the Charlottesville City School Board has held a public hearing on such sale and retention of proceeds.

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

Adopted: April 3, 1998
Revised: June 19, 2008

Legal References: Code of Virginia, 1950, as amended, sections 22.1-68, 22.1-78, 22.1-79 (3), 22.1-129, 22.1-299 (B)(4), 2.2-3108.B.2, 2.2-3109.C.3, 2.2-3110.A.7

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

FISCAL MANAGEMENT

NON-LOCALLY FUNDED PROGRAMS

File: DO

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

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

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

Adopted: April 3, 1998
Revised: June 19, 2008

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79, 22.1-88