

BUSINESS and FINANCIAL MANAGEMENT
Section 3

3.1—FISCAL YEAR

The District’s fiscal year shall begin July 1 and end on the following June 30.

Legal Reference: A.C.A. § 6-20-410

Date Adopted: 5-22-03

Last Revised:

3.2—ANNUAL OPERATING BUDGET

The Superintendent shall be responsible for the preparation of the annual operating budget for the District. The Superintendent shall present the budget to the Board for its review, modification, and approval.

The budget shall be prepared in the electronic format as prescribed by the State Board of Education and filed with the Arkansas Department of Education no later than September 15 of each year.

The approved budget shall provide for expenditures that are within anticipated revenues and reserves. The Chief Financial Officer shall present reports on the general financial condition of the District on a regular basis, not less than quarterly, to the Board.

Line item changes less than \$100,00 may be made to the budget during the fiscal year at the discretion of the Chief Financial Officer and the Superintendent. Line items \$100, 000 and over require Board approval.

The District budget will be formally revised to reflect budget revisions at mid-year.

Legal References: A.C.A. § 6-17-914
 A.C.A. § 6-13-701 (c) (3)

Date Adopted: 5-22-03

Last Revised:

3.3—MILLAGE RATE

The Board shall publish, at least sixty (60) days in advance of the annual school election, the District's proposed budget, together with a millage rate sufficient to provide the funds necessary for the District's operation.

Legal References: A.C.A. § 6-13-622
Arkansas Constitution: Article 14 Section 3 (c) as amended by Amendment 74

Date Adopted: 5-22-03
Last Revised:

3.4—GRANTS AND SPECIAL FUNDING

The Superintendent or his/her designee may apply for grants or special funding for the District. The Superintendent shall sign the application of any grants or special funding requests that require matching funds. Any grants or special funding that require Board approval shall receive Board approval prior to the acceptance of the grant or special funding source.

Date Adopted: 5-22-03

Last Revised:

3.5 – PURCHASES OF COMMODITIES

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the District and are the result of fair and open competition between qualified bidders and suppliers.

As used in this policy, "commodities" is defined as all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased on behalf of the District.

Purchases of commodities with a purchase price of more than \$50,000 require prior Board approval, unless an emergency exists in which case the Superintendent may waive this requirement not to exceed \$100,000.

All purchases of commodities in which the estimated purchase price equals or exceeds ten thousand dollars (\$10,000) shall be procured by soliciting bids. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The Board reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

Bids shall be awarded after careful examination of the details of the bid to determine the best overall value to the District. In instances where the low bid was not accepted a statement of the reasons shall be attached to the bid. Bidders submitting written bids shall be notified in writing of the bid award.

The following commodities may be purchased without soliciting bids provided that the purchasing official determines in writing that it is not practicable to use other than the required or designated commodity or service, and a copy of this statement is attached to the purchase order:

1. Commodities in instances of an unforeseen and unavoidable emergency;
2. Commodities available only from the federal government;
3. Utility services;
4. Used equipment and machinery, except used buses; and
5. Commodities available only from a single source.

Legal References: A.C.A. § 6-21-301, 303, 304, 305
 A.C.A. § 6-24-101 et seq.

Date Adopted: 5-22-03
Last Revised:

3.6—ACTIVITY ACCOUNT

The District shall maintain an account of activity funds. The funds for the account are those revenues derived from the sale of tickets to athletic contests or other school sponsored activities; the sale of food other than that sold in the cafeteria; the sale of soft drinks, school supplies, and books; and fees charged by clubs and organizations.

Activity funds shall be maintained and accounted for according to guidelines and procedures established by the General Education Division of the Department of Education.

The Superintendent shall be the custodian of all activity funds and shall be responsible and accountable for the funds. The Superintendent may appoint a co-custodian for each school in the District who shall also be responsible for the activity funds he/she maintains.

Legal Reference: A.C.A. § 6-13-701 (e)

Date Adopted: 5-22-03
Last Revised:

3.7—CASH IN CLASSROOMS

All staff shall deposit daily to the principal's office all activity funds collected in their classrooms. No cash or checks are to be left in any classroom overnight.

Date Adopted: 5-22-03

Last Revised:

3.8—PERSONAL PROPERTY

To avoid confusion and the potential for misunderstandings, District staff who bring personal property to school to use in the performance of their jobs should label the items with their names. Any such items should be removed from the school at the close of school each year. The District assumes no responsibility for damage to, or the loss of, personal property brought to District facilities by District staff.

Date Adopted: 5-22-03

Last Revised:

3.9—PROPERTY INSURANCE

The Superintendent shall be responsible, with approval of the Board, for maintaining adequate insurance coverage for all District properties.

Date Adopted: 5-22-03
Last Revised:

3.10—PUBLIC USE OF SCHOOL BUILDINGS

It is the policy of the Board that District school buildings may be used by citizens of the District to conduct lawful meetings provided such meetings do not interfere with the regular school work. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities.

The District shall establish a fee schedule for the use of school facilities. Charges made for the use of school facilities shall reflect the actual costs (e.g. labor, utility, and materials) incurred by the District.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms or weapons (as defined in A.C.A. & 5-73-20) of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120.*

Legal Reference: A.C.A. § 6-21-101
 A.C.A. § 5-73-120

Date Adopted: 5-22-03
Last Revised:

3.11—USE OF SCHOOL FUNDS FOR POLITICAL PURPOSES

School funds shall not be used for political, charitable, or humanitarian purposes.

Date Adopted: 5-22-03

Last Revised:

3.12—ENGLISH LANGUAGE LEARNERS

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding for School Year beginning 2004-2005 and Additional Teacher Pay.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness.

Legal Reference: A.C.A. § 6-20-2305(b)(3)
ADE Rules Governing the Distribution of Student Special Needs
Funding for School Year 2004-2005 and Additional Teacher Pay –
3.04, and 5.00

Date Adopted: 11-18-04

Last Revised:

3.13—NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Act shall be expended in accordance with guidelines outlined in the ADE Rules Governing the Distribution of Student Special Needs Funding for School Year 2004-2005 and Additional Teacher Pay.

The district shall at least annually evaluate programs supported by NSLA funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement.

Legal Reference: A.C.A. § 6-20-2305(b)(4)
ADE Rules Governing the Distribution of Student Special Needs
Funding for School Year 2004-2005 and Additional Teacher Pay 3.06,
3.07, 6.00

Date Adopted: 11-18-04

Last Revised: