

ALBERTVILLE

CITY SCHOOL SYSTEM

Albertville City Schools District Financial Manual

Updated September 2023

FUTURE MANUAL UPDATE CHANGES

All employees will be asked to sign an acknowledgement form as receipt and as acknowledgment of the manual. The Albertville City Board of Education reserves the right, and has the sole discretion, to modify or change any portion of this manual at any time. The District will make every effort to keep the financial manual updated on a timely basis.

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Preface

The position of administrator/principal carries with it the full responsibility for all financial matters relating to the district/school. It is imperative that the administrator/principal gives his or her personal attention to the collection, expending, documenting, recording, and overall supervision of everything relating to the financial affairs of the district/school. The administrator/principal has the responsibility for collecting and disbursing all monies in a manner approved by the Board of Education and in accordance with generally accepted accounting principles and procedures.

The purpose of this manual is to assist the Board of Education in establishing financial policies and procedures for the district and local financial operations. The Board of Education has a variety of requirements for overseeing the financial activities of the district and local schools. The Board of Education is allowed to adopt alternative forms and procedures for the district and local school financial operations subject to the following requirements:

- a). Generally accepted accounting principles will not be diminished.*
- b). Compliance with state and federal laws will be maintained.*
- c). Internal accounting controls will allow the tracking of financial transactions to the responsible individual.*

Following are some general rules regarding the financial affairs of the district/schools. These rules, as well as the accompanying procedures and policies, will be subject to audit.

1. District/school funds will be receipted and deposited in the district/school account on a timely basis.
2. Expenditures will be paid and supported by proper documentation.
3. Purchases will be approved by the administrator/principal before the purchase is made.
4. Accounting records will be posted daily.
5. Bank statements will be reconciled monthly.
6. Monthly financial reports reflecting accurate balances and activities of the accounts of the district/school will be reviewed and approved by the administrator/principal.

The administrator/principal must be familiar with all district financial policies so that he or she will not permit practices contrary to the policies. The administrator/principal is directly responsible in the handling of monies received at the district/school. It is the ultimate responsibility of the administrator/principal for any shortages resulting from the failure to follow, or to require others to follow, the financial procedures for the handling of district/school monies. The Alabama Department of Education and the State Examiners of Public Accounts retain the authority to require the Board of Education to modify forms and procedures for the district financial operations.

I. Public/Non-Public Funds Guidelines and Regulations

A. Public Funds

Public funds are funds that are generated school wide and can be used for all students.

Funds received from public (tax) sources or used for public purposes are public funds and subject to the control of the administrator/principal. The following items are examples of unallowable expenditures of public funds:

- a. Gifts for employees
- b. Flowers for employees and family
- c. T-shirts for office staff
- d. Food items for teachers
- e. Faculty & staff parties
- f. Coffee & cups for employees
- g. Planned lunches for employees
- h. Meal expenditures for spouses
- i. Donations to various organizations
- j. Christmas Cards
- k. Alcohol
- l. Late fees
- m. Dues to private clubs such as Civitan and Rotary
- n. Scholarships for students

B. Non-Public Funds

Non-public funds are restricted for expenditures subject to the intent and authorization of the organization's sponsors and officers and not to be used for general operations of the district/school. The administrator/principal does not direct the use of these funds but does have the authority to prohibit inappropriate expenditures.

C. Public and Non-Public Funds Regulations

Public funds cannot be transferred to any non-public fund accounts. If public funds are commingled with non-public funds, then the funds become public funds and public fund rules apply.

Food may only be purchased under public funds for the following reasons:

1. The meetings are open to the public.
2. If a meeting goes beyond the dinner hour and it would impede the progress of the meeting to stop.
3. If food is purchased for instructional purposes.
4. Pre and post-game meals and overnight expenditures if paid out of an athletic account.
5. Refreshments for in-service if agenda is attached to the receipts.
6. Athletic banquets if paid out of an athletic account.

II. Daily Money Management

A. Receipt Module

In order to implement a more paperless environment, as well as make receipting a more accessible tool, the district has integrated Receipt Module through the district's accounting software program. This program replaces paper receipt books with digital receipts. Each user receives his or her own login and password to access the program. The user's information should be kept in a secure location at all times. Receipt Module is available at designated sites determined by the district's finance department. All payments must be entered into the system daily and the deposits must be made on the day of the receipt. Voided receipts must be kept in the bookkeeper's office. The bookkeeper may establish a reasonable daily cutoff time after which funds will not be received or receipted.

1. Receipting Funds

All money must be receipted into Receipt Module at the time the money is collected. The money, Recap Report, Activity Verification Report (**Appendix A**) and Deposit Listing should be turned in to the bookkeeper before the established daily cutoff time. If a receipt is to be voided, all documentation is to be turned in to the bookkeeper immediately. Only the money collected and the Activity Verification Report (**Appendix A**) will need to be turned in to the bookkeeper by the established daily cutoff time if printing to the bookkeepers office. If there is an issue with receipting, the issue should be reported to the bookkeeper immediately. No money should be held or taken up unless it can be receipted. No one should ever receipt him or herself. Under no circumstances should checks be cashed out

of funds received. Checks should only be accepted for the amount owed. Any shortages or overages resulting from errors or otherwise in the handling of school monies will need to be reported to the bookkeeper as soon as possible. The bookkeeper will notify the district office accounting supervisor or chief financial officer.

2. Bookkeeper Daily Close-Out

All money received directly by the bookkeeper must be receipted into Receipt Module at the time the money is received. After all money has been collected and receipted for the day, the bookkeeper must follow the close-out procedures for his or her receipts. Daily deposits are required for any money collected at the district/school. All receipted funds should be closed out and imported into the general ledger daily. The bookkeeper will keep a file of all Recap Reports, Deposit Listings, Activity Verification Forms (**Appendix A**), Deposit Receipts and Journal Entries that make up the deposit in an orderly fashion for auditing purposes.

B. Deposits

District/School funds must be deposited daily, no exceptions. If the deposits are unable to be made during banking hours, a night deposit must be arranged by the bookkeeper and administrator/principal to be made after hours. A night deposit is considered a daily deposit. No deposits should be held by the bank to be processed at a later date (vault deposits). In order to make timely deposits, the district/school may establish a reasonable daily cutoff time after which funds will not be received and receipted. The following procedures must be followed:

1. Duplicate deposit slips should contain the name of the school account and the bank account number
2. Payments received by check should be endorsed with the words “For Deposit Only.”
3. Daily deposits should be deposited intact. Checks are not allowed to be cashed with any funds received.
4. Do not use correcting fluid or erasers for mistakes on deposit slips.
5. The bank should authenticate the duplicate deposit slip at the time of deposit. The duplicate deposit slip must be retained for audit.
6. A file should be kept containing the Recap Reports, Deposit Listing Reports and Activity Verification Forms (**Appendix A**) along with the receipts from the bank and cash receipts from the accounting software program.

C. Acceptance of Checks

The district accepts checks as a form of payment. All checks must include a valid phone number. All outdated checks (checks over 30 days) will not be accepted and will be returned to the rightful owner. Outdated checks will not be receipted into Receipt Module or recognized as payment.

D. Worthless Checks

Returned checks must be handled according to the Board’s Policy Manual Section 3.11.4:

Non-sufficient fund checks or account closed checks used for meal or school payments will automatically be sent to a collection agency by the bank used by the Albertville City Board of Education. Albertville City Schools may apply fees for uncollected checks. The fees collected for return checks may be used for

related expenses and recovery of uncollected checks by Albertville City Schools or by a contracted agreement with a check collection agency. If two or more non-sufficient fund checks are received from one household, only cash or a money order will be accepted for meal or school payments. Nonpublic funds must be used to cover any insufficient checks in state, federal, or public fund accounts. The nonpublic local funds must not be restricted or designated for any other purpose, such as for a club or other fundraising purpose. If a school utilizes nonpublic local funds to cover NSF checks rather than an NSF fee, the school must have documentation on file to reflect transfers to the appropriate funds that received NSF checks that were not covered. It is the principal's responsibility to see that all NSF checks are collected within a reasonable period of time. The Chief Financial Officer will review and approve all nonpublic fund transfers to cover NSF checks.

E. Web-Based Payment Systems

The district only accepts payments via web by approved companies set by the finance department. No individual is to set up a web-based fund accepting program without prior approval from the chief financial officer. All approved programs are located on the district website under the Parent and Fundraiser sections.

1. Ticket Sales - located on the Albertville High School website under Athletics
 - Admission sales to sporting events and extra curriculars
 - Money is sent ACH once the event is closed
 - Sales reports are sent at the time of ACH
 - Users pay by card

2. CNP Payments - located under the Parent section labeled Student Meals
 - Parents pay online using card
 - Funds go into the school lunch balance daily
 - ACH deposits are made

3. Student Fees - located under the Parent section labeled eFunds
 - Money is receipted daily into Receipt Module
 - Fees are automatically posted into student database program
 - Parents pay online using electronic check or card

4. Fundraisers/Donations - located under the Fundraiser section
 - Funds are receipted into Receipt Module
 - Community can pay online using electronic check or card
 - Raised during a specific time frame of the fundraiser

F. Change Cash

Change cash may be requested for special events or daily operations. Special event funds should be deposited at the end of an event. Daily operating accounts should be deposited at the end of the current school year. The bookkeeper will record the change cash funds into account code 0115. If the change cash is lost or stolen the bookkeeper should be notified immediately. The finance department may make a surprise cash count of the fund to assure the fund is intact.

G. Cash Management for Federal Funds

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed, such as monthly program salaries and benefits. Disbursements will be made within twenty business days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program.

III. Purchases

A. Purchase Order

All items purchased through the district/school must follow the purchase order system. ***If a purchase order is not properly obtained, the person that orders the items may be financially responsible for all items.***

If the amount of the invoice is more than the approved purchase order, an explanation is required for the additional amount. Items with increased cost beyond the original purchase order, should be re-approved prior to being purchased. Only the items listed on the purchase order may be purchased. If unapproved items are purchased, the purchaser may be financially responsible for these items and may result in future purchase permission being revoked.

If items are to be purchased by donated funds, the donated funds must be turned in and receipted by the bookkeeper. Once receipted, the steps for obtaining a purchase order should be followed to order supplies.

Most companies will accept purchase orders; however, if a company refuses to accept one, the purchaser must see the bookkeeper for other purchasing options.

The fiscal year runs October 1st through September 30th of each year. The district/school reserves the right to establish a cutoff date prior to September 15th. See the bookkeeper for any questions regarding purchasing.

1. Steps in Obtaining a Local School Purchase Order (**Appendix B**)

- a. A requisition is obtained from the local school bookkeeper by the requestor. The form must be completed in detail with a reasonable estimated amount.
- b. The local school bookkeeper will check funds for availability. If funds are not available, the requisition is returned to the requestor denying the purchase order.
- c. If funds are available and items meet guidelines, the local school bookkeeper will give the requisition to the principal for approval.
- d. The local school bookkeeper will then assign the purchase order number to the requisition and give it to the requestor.
- e. The requestor is responsible for ordering the items. No items are to be ordered until the purchase order number is received. No back orders will be allowed on any purchase order.
- f. Once the items have been ordered and received, the requestor will notify the local school bookkeeper. If the requestor receives any invoices, receipts or packing lists associated with the purchase order, he or she will turn those in to the local school bookkeeper for payment.
- g. The invoices will be paid once the local school bookkeeper has verified all items and invoices have been received. The purchase order is considered complete when all invoices have been paid.

2. Steps in Obtaining a District Purchase Order

- a. District purchase orders are obtained through Etrieve via the district website.
- b. A purchase order form must be completed and sent to the approving supervisor.
No orders should be placed without approval and a purchase order number.
- c. Once the request is approved by the administrator, the purchase order will be sent back to the requestor's Etrieve inbox with a purchase order number.
- d. The requestor will order the items with the purchase order number. No back orders are allowed. If items are unavailable, then those items must be reordered when available with a new purchase order number.
- e. Once the items have been received, the requester will electronically sign and date the purchase order in the "Received By" section and click "Approve."
- f. The invoices will be paid once accounts payable has verified that all items and invoices have been received. The purchase order is considered complete when all invoices have been paid.

B. Purchasing Cards

1. General Guidelines and Contractual Provisions

The district may distribute purchasing cards to designated staff and booster clubs.

Everyone with these privileges must sign and adhere to the guidelines and provisions of the Purchasing Card Agreement (**Appendix C**).

2. School Purchasing Cards

Schools will be issued a purchasing card through the district finance department. A Purchasing Card Agreement (**Appendix C**) must be signed by the principal prior to the card being issued to a school. The principal is responsible for all transactions and ensuring all documentation is accurate and spent appropriately. The cards should be kept in a secure location and checked out upon use. The principal may utilize the card for school purchases as needed by following the checkout procedures. Designated employees may have access to the purchasing card by signing the card in and out. The designated employee is responsible for following purchasing procedures and subject to all purchases during this time. All purchases using the card require detailed receipts and should be turned in to the local school bookkeeper upon return. The local school bookkeeper should pay the school's monthly bills and purchase orders with the card if the vendor accepts cards. No processing fee should ever be charged to the card. On the first of each month, the district finance department will send purchasing card statements to the local school bookkeeper. The local school bookkeeper will gather all itemized invoices or itemized receipts pertaining to each charge on the statement. The local school bookkeeper will review all invoices and receipts for any unallowable charges. The principal will be responsible for collecting funds for any unallowable charges. The principal will review and sign statements and supporting documentation prior to issuing a check. After the statements have been signed by the principal, the local school bookkeeper will process a check to be sent to the district finance department by the designated due date.

3. District Purchasing Cards

Some district employees will be issued a purchasing card through the district finance department. A Purchasing Card Agreement (**Appendix C**) must be signed by the employee prior to the card being issued to them. The card holder is responsible for all transactions and ensuring all documentation is accurate and spent appropriately. The employee is responsible for following purchasing procedures. All purchases made with the card require detailed invoices or detailed receipts. No processing fee should ever be charged to the card. At the beginning of each month, the district finance department will send purchasing card statements to the district employee. The employee will match all itemized invoices or itemized receipts to each charge on the statement. The employee will be responsible for any unallowable charges. The employee will sign the statement and turn it in with the supporting documentation to the district accounts payable clerk or direct supervisor.

IV. Competitive Bid Law

A. Guidelines

The purchasing staff is responsible for the purchasing process and that they are in accordance with District, State and Federal guidelines. The staff provides information, specifications, quotations, prepares formal and informal bid packages, prepares bid tabulations and presents contracts to the Board for approval.

Funds that are considered to be subject to bid law are funds received from sources such as taxation, state or county appropriations, and some grants. With the exception of contracts for public works whose competitive bidding requirements are governed exclusively by, Title 39, Chapters 1-8, Code of Alabama (1975) all contracts of whatever nature for labor,

services, work, or for the purchase or lease of materials, equipment, supplies, other personal property or other nonprofessional services, involving forty thousand dollars **(\$40,000) or more**, made by or on behalf of any state department, board, bureau, commission, committee, institution, corporation, authority, or office shall, be let by free and open competitive bidding, on sealed bids, to the lowest responsible bidder.

Determination of Allowable Costs: Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program.

Actions to determine allowable costs will assure that:

- The proposed expenditure is included in the federal program budget;
- The proposed expenditure is reasonable and necessary for the federal program;
- The proposed expenditure is consistent with procedures for financial transactions of the board including:
 - Purchase order approval procedures;
 - Contract review and approval procedures;
 - Applicable competitive purchasing procedures and;
 - Documentation supports the allowability of transactions.

Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

Request for Bid: If goods or services do not have standardized specifications or have complex requirements, use the Request for Bid competitive sourcing process. A Request for Bid is an invitation to vendors to submit a written offer to supply services. The Request for Bid will require the vendor to define the specific financial and/or service commitments that comprise the offer. Purchasing makes the Request for Bid available to multiple vendors to review and respond with a proposal. Evaluation of competing bids is based on various criteria, heaviest weighted should be price.

Awards: The purpose of bidding is to purchase goods and services through fair competition. Awards are made to the bidder(s) whose bid complies with specifications, terms, conditions and any other requirements stipulated in the bid and are the best value to the District. These awards are limited to a contract period of 5 years.

Ethics in Purchasing: The district has established a high standard of ethics for the finance department. These standards call for granting all suppliers equal consideration according to State, Federal, and District policies. In an effort to maintain public confidence, all members of the finance department are required to avoid any activity, which may be perceived as arbitrary or suspicious. In addition, all finance department employees shall avoid engaging in any activity where a conflict of interest may exist. All finance department employees shall review and abide by the State of Alabama Ethics Law.

Vendors: All vendors must register with the Purchasing Office in order to receive solicitations to bid. To register, please send a letter on your company letterhead detailing the products and/or services your company provides and also reference the appropriate Commodity Class/Subclass Code that is used by the State of Alabama. These codes may be obtained from the Alabama Department of Finance-Purchasing Division website. Be sure to include all addresses, points of contact, phone numbers and, if applicable, email addresses where you would want solicitations to be sent to the district office. If any person, firm, or corporation whose name is listed fails to respond to any solicitation for bids after the receipt of three solicitations, the listing may be cancelled by the Purchasing Agent [Reference: ALA.CODE §41-16-24 et. seq. (2006)].

B. Competitive Bid Process

Purchases over \$40,000 must be made in compliance with Albertville City Schools Policy Manual 3.8.4:

All purchases will be made in compliance with the competitive bid law, when applicable, and with such corresponding rules, regulations, and procedures as may be set forth in the Board of Education Financial Manual. The superintendent is authorized to enter into cooperative purchasing agreements with other school systems or local government as may be permitted by law. [Reference: ALA. CODE §41-16-50, *et seq.* (1975)]

C. Procurement Policy

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- *Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);*
- *Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and,*
- *Public Works Law (Title 39, Code of Alabama 1975).*

To the extent allowed by state laws, the board will utilize state, local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's *Conflict of Interest Policy* and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisitions;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain records sufficient to document the history of the procurement; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$250,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's conflict of interest policy.

D. Bid Process Alternatives

Sole Source Procurement: Sole source procurement refers to those purchases where there is only one supplier that provides the product. Usually these are unique products that you cannot find anywhere but only through one supplier/manufacturer. With proper documentation, sole source purchases are exempt from bid law requirements. A letter from the vendor stating that they are the only provider for the type of product is usually not enough.

Purchasing Cooperatives: Purchasing Cooperatives are a type of cooperative arrangement to agree to aggregate demand to get lower prices from selected suppliers. It is often used by government agencies to reduce costs of procurement. Purchasing Cooperatives are used most frequently by governmental entities, since they are required to follow laws requiring competitive bidding above certain thresholds. Counties, municipalities, schools, colleges and universities in the majority of states can sign an agreement or contract that allows them to legally use a contract that was procured by another governmental entity. This form of procurement is not currently allowed under public works law; this is only applicable to competitive bid law.

A vendor may be taken off the bid list upon failure to respond to three (3) consecutive bids. At that time, the vendor may request in writing to be placed back on the bid list. If the vendor fails the second time to respond to three consecutive bids, he will be removed from the vendor list until such time as the vendor requests in writing to appear before the Albertville City Board of Education to properly explain the reasons for his non-responsiveness to bid invitations.

V. Expenditures

A. Vendors

All vendors should have a W-9 on file with the district/school prior to purchase and payment. Payments made to individuals, partnerships, limited liability companies, lawyers and medical groups may receive a 1099 at calendar year end. These vendors must be marked as a 1099 vendor in the district's accounting software program and have a taxpayer identification number (TIN). The TIN should be marked as a social security number (SSN) or employer identification number (EIN). District employees being paid for work related items or services must be approved by the Board of Education and be processed through payroll.

B. Independent Contractors

An independent contractor is a self-employed person or entity contracted to perform work or services to the district as a nonemployee. As a result, independent contractors must pay their own Social Security and Medicare taxes. Prior to performing work or service, the individual or entity must be board approved. For approval, a completed Independent Contract Form and W-9 should be turned in to the district office on or before the due date designated by the Board of Education. The Independent Contract Form can be found on the district website under Business Finance, subsection Forms and Documents.

C. Check Procedures for Local Schools

Payments for all school expenditures should be made from the school's checking account. The principal or designee must sign all checks. No signature stamp may be used in place of the signature on the check. The following procedures are required:

1. Checks for change cash should never be written to cash or an individual. Checks should be made payable to the bank of the school account or the school name.
2. Checks are not to be signed that do not contain a check recipient's name and amount of check (no blank checks).
3. Items are not to be paid in advance of receipt of material, supplies or equipment. If a vendor requests advance payment, contact the district finance department for prior approval.
4. Detailed invoice and purchase order or check request (**Appendix D**) should be provided with the check to be signed.
5. Vendors should be paid on a timely basis. Late charges, penalties, and interest should be avoided by making payments by the due date.
6. Checks must be used in numerical order.
7. Checks must be secure at all times.
8. Voided and spoiled checks must be retained for audit purposes with backup.
9. Sales tax should not be paid on purchases.
10. School employees may not use the district's sales tax exemption for personal purchases.
11. Checks outstanding for more than 60 days should be investigated.
12. No reimbursement will be given for classroom supplies or materials unless prior approval from the principal is given.

All checks should be issued using computer generated checks. Offline checks should not be used unless in cases of extreme emergency.

D. Check Procedures for District

Payments for district expenditures should be made from the district's checking account.

Payments are made by check or electronic payment. The chief financial officer or designee must approve all payments prior to being processed. No signature stamp may be used in place of the signature.

1. The following procedures are required for checks:

- a. Checks for change cash should never be written to cash or an individual.
Checks should be made payable to the bank of the district account or the district.
- b. Checks are not to be signed that do not contain a check recipient's name and amount of check (no blank checks).
- c. Items are not to be paid in advance of receipt of material, supplies or equipment.
- d. Prior to a check being issued, a detailed invoice and purchase order or check request (**Appendix E**) should be provided to the chief financial officer for review.
- e. Vendors should be paid on a timely basis. Late charges, penalties and interest should be avoided by making payments by the due date.
- f. Checks must be used in numerical order.
- g. Checks must be secure at all times.
- h. Voided and spoiled checks must be retained for audit purposes with backup.
- i. Sales tax should not be paid on purchases.

- j. District employees may not use the district's sales tax exemption for personal purchases.
 - k. Checks outstanding for more than 60 days should be investigated.
 - l. No reimbursement will be given for purchases unless prior approval from the chief financial officer.
 - m. All checks should be issued using computer generated checks. Offline checks should not be used unless in cases of extreme emergency.
2. The following procedures are required for electronic payments:
- a. Vendors paid by electronic payment must fill out an Accounts Payable Direct Deposit Form and turn it in to the accounts payable clerk.
 - b. The accounting clerk enters the banking information and email into the district's accounting software program.
 - c. When this payment is processed, a notification is automatically sent to the vendor's email on file, informing them that funds have been deposited into their account.

E. Invoices

An invoice must be obtained for each purchase before payment is made. No payment will be made from a statement. The invoices must be itemized and include the name and address of the vendor. Payments will not be made before all merchandise or services have been received and verified. The check stub or duplicate check should be attached to the invoice and purchase order or check request (**Appendix D & Appendix E**). The check documentation should be filed in chronological order by the vendor.

F. Refunds

If a student requests a refund, the check should be issued to the parent/guardian. The journal code used to record the revenue must be the same journal code used when issuing a check. If the revenue was received in a prior fiscal year, then the refund code XXXX-XX-5-9800-959-XXXX-XXXX-0-9600-0000 should be used. A copy of the receipt should be attached to the check stub as a supporting document.

G. Travel Reimbursement

Travel costs are the expenses for transportation, lodging, subsistence and related items incurred by board employees who are in travel status on official business of the board. The board's travel policy provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds.

1. Professional Development

Employees may be reimbursed for expenses incurred related to professional development. All trips that require reimbursement must be pre approved by the principal or approving authority and expense forms must be completed in Etrieve. Reimbursement will only be paid if the expense form along with all receipts and agenda are turned in to the accounts payable department within seven days of returning. Trips taken without pre approval will not be reimbursed and the professional day will be converted to an unpaid or personal day. Reimbursement for mileage will only be paid to those employees that drive a vehicle and provide transportation for travel. Mileage will be paid at the established federal rate. Meals will be paid at a per diem rate. Receipts are not required to be turned in for

meals. Receipts are required to be turned in for airfare, lodging and other expenditures such as registration and parking. Meals will not be reimbursed if they were provided in the meeting or if the meeting took place in Marshall County. All expenses that can be prepaid, such as registration and lodging, should be paid by the district/local school to avoid large, out-of-pocket expenses.

2. Mileage

Some employees may be reimbursed for local travel due to their job requirements. The Monthly Report of Local Travel Form is located in Etrieve. At the end of the month, the form is routed to the local supervisor for approval and payment.

Mileage will be paid at the established federal rate.

VI. Month End

A. Local School Month End

The month end upload and reports are due to the accounting supervisor on the 5th of each month. The reports are to be scanned into Etrieve by the 10th of each month. If either of these dates fall on a weekend, they are due by the following workday by 8:00 a.m. The bookkeeper is responsible for monthly close procedures of the financial books. The bank statement must be reconciled on a monthly basis. After balancing the bank statement and posting all entries, the Monthly Local School Accounting Checklist (**Appendix F**) should be completed and scanned in with the school books. The financial records of the local school are public records and should be made available to any person(s) upon written request to the chief financial officer.

B. District Month End

All district bank statements must be reconciled on a monthly basis. Revenues and expenditures must be reviewed monthly for proper classification. Once school books have been imported and all entries have been posted, financial reports are uploaded to the state. Once approved by the state, the financials must be added to the agenda for board approval of bank reconciliations and cash management. After board approval, the financials will be published to the district website.

VII. Calendar Year End

A. Local Year End

In order to begin the calendar year end process, all December check runs must be completed and posted. No January checks are to be processed until the calendar year end is complete and the bookkeeper is notified by the accounting supervisor. The year end 1099 process is as follows:

1. Print and verify the Missing/Invalid TIN Report for 1099 vendors
2. Rebuild Vendor Amounts
3. Print Vendor Dollar Report
4. Export Vendor Data to the Central Office
5. Print the Invoice By Vendor Report with the following selected: 1099 vendors only, paid by credit card, and check date by calendar year.
6. Notify the accounting supervisor after the upload is complete and turn in all reports.

B. District Year End

In order to begin the calendar year end process, all December check runs must be completed and posted. No January checks are to be processed until the calendar year end is complete and the accounting clerk is notified by the accounting supervisor. The year end 1099 process is as follows:

1. Print and verify the Missing/Invalid TIN Report for 1099 vendors
2. Rebuild Vendor Amounts
3. Print the Invoice By Vendor Report with the following selected: 1099 vendors only, paid by credit card, and check date by calendar year.
4. Create 1099 work tables
5. Import local schools' 1099 data
6. Process 1099s for the district/local schools
7. Upload to the IRS website
8. Send 1099s to vendors

VIII. Fiscal Year End

The district fiscal year runs from October 1st- September 30th. September's local school monthly reports are due to the district finance department no later than October 5th. The Fiscal Year-End Close Checklist (**Appendix G**) must be completed. No October checks are to be processed until the bookkeeper/accounting clerk is notified by the accounting supervisor.

IX. Payroll

A. Payroll

The payroll month is determined by the Albertville City Schools Payroll service calendar.

The calendar is given to each bookkeeper prior to July 1st of each year. Payroll is due to the payroll supervisor no later than the due date listed on the service calendar. This consists of the following forms:

1. Timesheets for extra pay for certified employees
2. Time Card Override Forms
3. Absence Verification Forms
4. Any Jury Duty or Military Leave Forms
5. Professional Development Forms

B. Automated Substitute Finder

If a substitute is needed, the employee is responsible for placing his or her absence into the district's automated substitute finder. The program will allow the employee to create absences up to one hundred and twenty days in advance. Once the absence is created and an absence reason is selected, the program will post the absence for substitutes to see.

Should the absence be scheduled the day of or day before, the program will call the qualified substitutes at the scheduled times. An employee may also post any lesson plans or other pertinent information the substitute may need for the day. If an employee needs to cancel an absence for any reason, he or she must see the local school bookkeeper immediately. Once the absence has been accepted, the principal and secretary at the employee's school site will receive a confirmation the absence has been filled.

Employees should always check his or her website the day before the scheduled time off to make sure his or her absence has been filled. If for any reason an absence has not been

filled by a substitute or a substitute has canceled, the employee is responsible for reporting to the principal or secretary to arrange for the class to be covered due to the absence.

C. Etrieve

All professional leave must be submitted to your principal at least five days in advance. The Professional Development Form must be approved before the trip is made. No expenses will be reimbursed for professional leave not approved prior to leave. If permission is not obtained, a personal, vacation or unpaid day will be docked for the individual.

D. Electronic Timekeeping System

Certified Staff: All certified staff must clock using their computer or the timeclock terminal every morning. Certified staff will not need to clock out. Your shift is credited with your standard workday hours each day that you clock in.

Non-Certified Staff: All non-certified staff must clock in and clock out using the timeclock terminal each day. All staff must submit a leave request using their computer or the timeclock terminal prior to the leave day if possible. The leave request can be edited or canceled up until the principal approves it. Once the leave request has been approved, you will need to contact your local school bookkeeper to make a change.

All staff must approve their time summations, at minimum, on a weekly basis. If discrepancies are found, please contact your local school bookkeeper prior to approving your time. A timecard override form will need to be filled out if a correction needs to be made. No edits should be made to avoid overtime. Employees do not clock out and

continue to work. Payroll week runs from Sunday to Saturday. If an employee feels like he/she is being abused with overtime, the payroll supervisor or chief financial officer must be contacted.

X. Miscellaneous

A. Fundraisers

All fundraisers must be approved by the district Board of Education prior to the start of the fundraiser. Fundraiser Forms can be found in Etrieve. Failure to get prior approval will result in all proceeds being deposited into the district general fund. After board approval, fundraisers are added to the fundraiser spreadsheet. Any expected profit over \$2500 must be reported monthly. All supporting paperwork for revenues received including copies of the revenue report from the local school finance department should be attached to the fundraiser form in support of revenues reported. Efforts must be made not to have a fundraiser during the fiscal year end. If the fundraiser crosses two fiscal years then two fundraiser forms must be approved by the board. The following is the policy set by the Board of Education:

3.15 Fundraising

3.15.1 Fundraising Approval:

All fundraising activities must be approved by the Board and will be permitted on school or Board property only if the following criteria are satisfied:

- a. The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function;

- b. The activity is designed and intended to support a bona fide school or school system program or activity, or an activity that is consistent with the mission and purposes of the school system;
- c. Adequate provision has been made for the security and proper accounting of funds collected;
- d. Other information regarding the nature, scope, and purpose of the activity is provided to school officials upon request; and
- e. Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event.

3.15.1 - R(1) Fundraising Approval Procedures:

The Superintendent has established that the following fundraising procedures be followed by all Albertville City School Principals, staff and booster clubs:

1. A completed “Request for Fundraiser” form must be submitted to the Principal by the teacher and/or a representative of the booster club sponsoring the fundraiser.
2. The Principal will determine if the fundraiser is safe and appropriate.
3. If approved by the Principal, the completed “Request for Fundraiser” will then be submitted to the Central Office for approval by the Board of Education. All requests must be received in accordance with the Board Agenda Meeting Schedule.
4. All fundraiser's MUST be approved by the Board of Education prior to the beginning of any fundraising activity.

Approved fundraising activities MUST comply with financial procedures for school funds including:

- Under no circumstance shall checks from collections be cashed.
- Funds collected MUST not be held until the fundraising project is complete.
- Funds MUST be delivered to the school Bookkeeper's office for a Master Receipt and then deposited in a timely manner.
- Funds received after school hours should be deposited in the night depository. The school bookkeeper will provide a night deposit bag and deposit slip for the pre-approved designee.
- All fundraising expenses, including sales awards to students, MUST be presented to the school Bookkeeper's office for payment by check.
- School employees may not accept any personal gifts or gratuities from the fundraising vendor; any such items must be turned in to the school's office.

NOTE: The revenues portion of the Fundraiser form must be submitted to the Central Office within 30 days of completion.

3.15.2 Collections:

Any money collected, including documentation, must be turned in daily to the local school bookkeeper. All revenue should be accounted for and the properly assigned receipt book must be turned in to the local school bookkeeper within 10 days of the fundraiser deadline.

Failure to follow policy and procedures will result in forfeiting that fundraiser for the following year.

B. Ticket Sales

Tickets should be sold at all events where admission is charged. Admission events include football, basketball, baseball, softball, volleyball, soccer, track and other athletic events, as well as beauty pageants, dances, theatrical performances, talent shows, carnivals, festivals and other school-related events. The use of tickets for admission events, when properly managed, assures that entrants to events paid the admission fee and that all admission charges are deposited in the local school's bank account.

1. Paper Ticket Sales

Pre-numbered tickets may be printed for a specific event or may be sold from a roll of generic tickets. If generic tickets are sold for seasonal events, such as football or basketball games, ticket colors should be alternated. Security practices, such as having a ticket collector tear tickets in half, may be necessary at some events to avoid the reuse of tickets by entrants to the event. The ticket seller should not be the ticket collector.

The top portion of a Gate Receipts form (**Appendix H**) will be filled out by the bookkeeper or ticket preparer before the event. The bottom of the form must be filled out by the ticket seller and turned in along with the duplicate of the bank night deposit slip the following morning. All proceeds from ticket sales must be night deposited immediately following the event.

If gate change is needed, a Request for Change form (**Appendix I**) must be completed and given to the bookkeeper two days in advance or at a time set by

each bookkeeper. The change must be verified by the person picking up the change before it is taken.

2. Web-based Ticketing

Some events may choose to sell tickets using an online platform approved by the board. Funds from these events are automatically deposited into the school's bank account and a sales report is issued.

C. Disposition of Records

All records must be destroyed in accordance with the Local Boards of Education Records Disposition Authority. Routine accounting records must be retained for two years following an audit. Before records are destroyed they must be approved by the Records Disposition Authority. To obtain approval, an email must be sent to the district accounting supervisor detailing what records are to be destroyed. The accounting supervisor will complete a request to the Record Disposition Authority. When approval is obtained for records to be destroyed the district accounting supervisor will notify the requestor.

D. Journal Entries

Journal entries are used to correct posting errors. Journal entries should have a Journal Entry Form (**Appendix J & Appendix K**) with the chief financial officer/principal's signature for approval. A J/E code will be used when entering into the accounting software program.

E. Transfer

Under Public/Non-public Guidelines and Regulations section I part C, public funds cannot be transferred to non-public accounts. If the funds are transferred from public to a non-public account, then funds are considered commingled and the non-public account becomes a public account.

Internal transfers should be used when transferring money from one activity to another. These should only be made with the permission of the principal or club sponsor. An internal transfer form (**Appendix L**) and journal code TRN must be used. Internal transfers in and out must balance each month.

External transfers should be used when transferring money from one school to another school or central office. These should be made when paying for substitutes, transportation, etc.; they should not be used when paying for postage or reimbursing for items. All transfer checks should be issued, received and deposited in the same month.

F. State Department of Education for Classroom Instructional Support Funds

- (a) For purposes of this section, classroom instructional support means all elements of classroom instructional support as provided in the Foundation Program, with the exception of textbook funds, as specified in Sections 16-6B-10 and 16-13-231, including, but not limited to, library enhancement, student materials, professional development, technology, and other classroom instructional support approved by the State Board of Education. All funds allocated in the Foundation Program for library enhancement, student materials, technology, and professional development shall be spent only for the purpose for which they were allocated. Library media specialists shall be consulted in budgeting all library enhancement funds.
- (b) The procedures for ordering, and the regulations applying to, classroom instructional support shall be as follows:

(1) BUDGET COMMITTEE. Each school shall have a budget committee. The committee shall be comprised of five members consisting of four teachers and the school's principal, or the principal's designee. The teachers on the committee shall be elected annually by secret ballot by majority vote of the teachers voting at each school. The budget committee shall propose a budget for classroom instructional support, excluding student materials (CIS). The proposed budget shall be consistent with the latest plans for professional development and technology developed at the local school level by the principal and faculty and submitted by the local board of education to the State Superintendent of Education pursuant to Section 16-13-231(b)(1)e. The proposed budget shall outline common purchases and shall specify the common items which may be purchased. The proposed budget shall also specify the amount to be allotted for each teacher, if applicable. Any funds allocated by the Legislature for student materials (CIS) shall be given directly to each teacher as specified in the allocation for use directly in his or her classroom as determined exclusively by the teacher. The committee shall elect a chairperson from among its membership. The committee shall also elect a secretary from its membership who shall be responsible for keeping minutes of the meetings of the budget committee and actions taken to approve the budget during the secret balloting process. The committee may form advisory subcommittees from teachers at the various grade or department levels, or both levels.

(2) APPROVAL BY TEACHERS. The proposed budget from the budget committee shall be submitted to the teachers at an annual meeting. Before any part of any proposed budget is implemented, the teachers at the school, through a majority vote of those voting, shall approve the proposed budget utilizing a secret balloting process. Teachers shall have at least two work days to review the proposed budget before a vote is taken. Any proposed budget which does not receive approval shall be returned to the budget committee for reformulation, taking into consideration the teachers' recommendations offered at the school's annual meeting at the beginning of the school year or at a spring meeting at the end of the scholastic year, or both. If the proposed budget is not approved, the budget committee shall submit another proposed budget for review and consideration by the teachers, and this procedure shall continue until such time as the teachers approve a budget utilizing the procedures of this section. A report on the budget which is approved by a majority vote of the teachers voting shall be transmitted to the local superintendent on uniform forms provided by the State Department of Education.

(3) DUTIES OF LOCAL SUPERINTENDENT. The local superintendent shall submit a notarized affidavit to the State Superintendent of Education. The affidavit shall certify that all funds allocated for classroom instructional support have been properly spent and that all legal requirements have been properly observed and implemented. On the affidavit, the superintendent shall certify the amount of monies expended at each school, delineating the amounts spent for collective purchases and the amounts received by the teachers at each school. The local superintendent shall take care to ensure that each teacher employed is able to order and receive his or her allocation of classroom instructional support during each year as provided in this section. 38.

(4) **TIMELINESS.** Any or all of the funds for classroom instructional support shall be made available to each teacher before December 1. The teacher may order, in whole or in part, his or her allocation anytime during the applicable fiscal year. It is the intent of the Legislature that teachers should have their full allocation of classroom instructional support as soon in the school year as possible in order to promote learning.

(5) **PERMISSIBLE EXPENDITURES.** Monies allocated for classroom instructional support may be spent for classroom instructional support purposes only, to be used either by classroom teachers or students in each teacher's respective classes. It shall be permissible to expend these monies on instructional equipment and electrical equipment which is actually utilized with students in the teacher's classroom. Funds provided per school for common purchases shall be expended according to the decisions of the local school budget committee. All monies allocated and expended shall be consistent with the latest plans for professional development and technology developed at the local school level by the principal and the faculty and submitted by the local board of education to the State Superintendent of Education pursuant to Section 16- 13-231(b)(1)e.

(6) **COMPETITIVE BIDS AND VOUCHERS.** Each local board of education may purchase classroom instructional support in bulk pursuant to the state competitive bid law. The board may also authorize each school or individual teachers to purchase materials and supplies, instructional equipment, and electrical equipment for classroom instruction by the voucher system, with no one item exceeding the sum of fifteen thousand dollars (\$15,000). The local board shall establish and require proper accounting procedures and safeguards for purchases by the voucher system.

(7) POLICIES AND PROCEDURES. Policies and procedures shall be developed and implemented to ensure that each teacher receives his or her full allocated amount for classroom instructional support in conjunction with the approved budget in a timely manner after each order is placed. Procedures and policies utilized and adopted to implement this section shall be established and determined prior to the beginning of the school year by each local board with recommendations from the organization representing the majority of employees as provided in Section 16-1-30.

(8) UNSPENT FUNDS. Any funds appropriated for classroom instructional support but not expended according to this section by the end of each fiscal year shall revert to the Education Trust Fund.

(9) PRORATION. In the event proration of the Education Trust Fund is declared by the Governor, each local school system shall nevertheless insure that at least 80 percent of its allocation per teacher for classroom instructional support shall be expended according to this section. No portion of a teacher's classroom instructional support money shall be withheld until and unless the Governor officially declares proration of the Education Trust Fund.

(10) TRANSFER WITH TEACHER DISALLOWED. Classroom instructional support monies are to be expended on behalf of students at a specific school and are not transportable with the teacher if the teacher is transferred to another school.

(11) EXAMINERS OF PUBLIC ACCOUNTS. All expenditures for classroom instructional support and related documents by each county and city board of education shall be subject to audit by the Examiners of Public Accounts.

(Acts 1997, No. 97-934, p. 498, §2; Act 99-389, p. 625, §1; Act 2005-198, p. 394, §1.)

G. ClassWallet

ClassWallet is used for managing allocated school funds. ClassWallet is an educational financial management platform based on a digital wallet combined with an online marketplace featuring dozens of merchants and brands. The use of this service will eliminate paperwork and streamline fund allocations for teachers. The state allocated classroom instructional supply funds will be sent directly to ClassWallet, not the local school. ClassWallet will set up a user ID and account for each teacher in our school system and provide training on how to utilize allocated funds. Teachers will have access to shop online, purchase orders are not needed. The district finance department will review the online shopping cart and approve or reject orders based on the allowable instructional purchases. The orders will be placed and shipped to the school. The amount of the order will be deducted from the teacher account balance. Teachers will have access to review account balances online.

H. Snack

Snacks are sold daily at elementary schools. Money for snack must be turned in and deposited daily. All loose change should be deposited daily. Each month the bookkeeper should turn in a snack inventory/profit sheet with their monthly reports. Any large overage or shortage should be reported to the district accounting supervisor immediately.

I. Accountability

School bookkeepers are responsible for notifying the district accounting supervisor if they feel any money is unaccounted for or if employees are not following proper procedure. The bookkeeper will need to fill out a Risk Notification Form (**Appendix M**) and send it to the district accounting supervisor as soon as the issue has occurred. The district accounting supervisor will research the notification and present the findings to the chief financial officer. The chief financial officer will decide what if any action should be taken. If action is needed the chief financial officer, district accounting officer and school principal will meet with the employee and a School Fiscal Accountability form (**Appendix N**) will be completed. That form will then be presented to the Board of Education and may be recorded in the board minutes. A completed copy will be filed in the employees personnel file. If further problems occur a certified public accounting firm will be notified for a more extensive audit and further prosecution may be considered.

J. School Clubs

New clubs or any changes to existing clubs must be approved by the board. A School Club Registration and Approval form (**Appendix O**) must be completed. Any changes to the club sponsor or club dues must be pre approved by the principal. Only certified employees can sponsor or assist with clubs.

K. Fixed Assets/Inventory

The district defines an inventory asset item as an item of value such as a camera, CPU, T.V., two-way radio or any other item that the employee feels is a high risk item, as well as all items over \$500. These should be coded to object code 491-499. All items over \$5,000 are considered capital asset items and should be coded to object code 500-599. Inventory audits will take place every November. No employee shall use district property to perform personal services for themselves or for others for pay or profit during work time and/or using district property or facilities. Any items donated for district purposes to the school, work sites, employees or departments are considered property of the district and will follow the guidelines set for reporting such items. It is the employee's responsibility to confirm that each item is in their possession or in their classroom and in good working condition. Failure to report items missing or damaged may hold the employee financially responsible for the items. For further procedures see the Albertville City Schools Fixed Asset Procedures Manual (**Appendix P**).

L. Acknowledgement of Procedures

The District Financial Manual can be found on the district website. Employees will be required to sign the acknowledgement sheet stating they understand and will adhere to the District Financial Manual, before any money is collected or any PO is requested. Refusing to adhere, may result in possible disciplinary action.

XI. Appendix

Albertville City Schools
Activity Verification Report

Teacher Name: _____ Date: _____

Activity Type: _____

Club dues, T-Shirt Sales, Field Trip, etc.

Total Amount of Checks: _____

Table with columns for Currency (one's, five's, ten's, twenty's, fifty's, hundred's), Qty., and monetary values (\$1.00 to \$100.00).

Total Currency: _____

Table with columns for Coins (Pennies, Nickels, Dimes, Quarters, Dollars), Qty., and monetary values (\$0.01 to \$1.00).

Total Coins: _____

Grand Total: _____
Less Beginning Change: _____
Total Deposit: _____
Under/Over: _____

Verification Signature: _____

Verification Signature: _____

Counted By: _____

Bookkeeper

Approved By: _____

Principal

Number: _____

School Name
 School Phone Number
 School Address

Requisition - Purchase Order

Vendor Name: _____ Requested By: _____
 Address: _____ Activity/Fund: _____
 _____ Employee Number: _____
 _____ Available Balance: _____
 Phone: _____
 Fax: _____

Quantity	Item	Unit Price	Extended Price
		S/H	
		Total	

 Principal Signature & Date

CERTIFICATION FOR TAX EXEMPTION

This is to certify that the property described above is for the use and benefit of the above named institution and will be used under the control of said institution. It is further certified that the undersigned is authorized by provision of Act NP. 742, Legislature of 1953, approved September 17, 1953, as principal of said institution to issue this order and to make this certification.

Albertville City Board of Education

Purchasing/Debit Card Agreement

The Albertville City Board of Education Purchasing Card is issued for you (schools, boosters and program directors) to purchase supplies, materials and items related to approved activities of the school/district. These cards are provided as a convenience to you in order to streamline the acquisition process. It is important the cards are used as intended and the accounts are handled responsibly. The following procedures regarding use of these cars must be followed.

GENERAL GUIDELINES

1. Only the person issued the card will be allowed to use the card. Violation of improper use may be subject to criminal prosecution and card privileges revoked for the program.
2. Anyone using the card or someone else's card to obtain items for personal use is subject to criminal prosecution.
3. Items may be purchased from vendors that do not accept purchasing cards or charge fees by utilizing the purchase order process.
4. Itemized receipts must support items purchased with the card. The booster club cardholder must log receipts on the pre-numbered receipt log daily. The cardholder will write the pre-numbered reference number onto the corresponding receipt and file the receipt in his/her file.
5. The Albertville City Board of Education will determine the purchasing limit of each purchasing card.
6. Notification of lost or stolen cards must immediately be made to Customer Support located on the back of the purchasing card as well as the school/district bookkeeper. The bookkeeper must then immediately notify the finance department contact of the loss. It is the cardholder's responsibility to ensure all charges are reported to the customer support. The cardholder may be liable for charges the card company deems non fraudulent.
7. Cardholders violating any guidelines or terms contained herein will be subject to immediate cancellation of card privileges.
8. In the event card privileges are terminated due to violation of guidelines or terms, reinstatement of privileges may occur after two full school years subject to chief financial officer approval
9. Each cardholder will be required to sign a purchasing card agreement before any card will be issued or purchases being made.
10. In order to use the district/school purchasing card each individual will be required to sign the purchasing card sign in/sign out register upon receipt of card and upon return of card.
11. Booster club purchasing cards are assigned to no more than two (2) individuals requested by the booster club with principal and chief financial officer authorization. Booster club purchasing card use is optional; and should be used only to help the organization when a purchase order is unavailable for use (team travel). Cards are not to be used for everyday purchases.

CONTRACTUAL PROVISIONS

1. The cardholder agrees to reimburse the district/school for purchases that are determined to be unallowable expenditures.
2. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card. The receipt must include the name and address of the vendor, description of items purchased, quantities, individual prices, extended totals and receipt grand total.
3. The cardholder agrees to reimburse the district/school for purchases made that are not supported by an itemized receipt.
4. The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama sales tax (**Appendix H**).
5. The cardholder agrees to reimburse the district/school for Alabama sales tax charged to the card.
6. The cardholder agrees to reimburse the district/school for any fees that may be associated with processing the charge to the card if a purchase order option is available. The district finance department must approve any fees prior to charging.
7. The cardholder agrees not to exceed the allotted amount set by the school district or booster club committee.
8. The cardholder agrees to reimburse the local school for purchases made in excess of the individual purchase limit. Over limit fees will be paid by the cardholder only.
9. The cardholder agrees to adhere to the Albertville City Board of Education guidelines for all purchasing/debit cards.
10. The cardholder understands that card privileges will be suspended upon failure of the cardholder to follow the terms of this agreement and may cause the privileges for the organization to be suspended.
11. The cardholder understands that the use of the card for anyone’s personal use or misuse of the card is criminal prosecution.

I acknowledge and agree to the above procedures.

Printed Name	Date	Signature	Date
Card Number			
Witness Signature	Date		

Monthly Local School Accounting Checklist

School _____ Month _____

1. Verification Report: Yes/No
 - In balance? Yes/No If no, Why? _____
2. Copy of bank statement: Yes/No Signed by bookkeeper & principal Yes/No
3. Returned Check Form: Yes/No Signed by principal Yes/No
4. Bank statement reconciliation: Yes/No
 - Signed by principal: Yes/No
 - Outstanding checks more than 60 days: Yes/No
 - Journal entries: Yes/No
 - Other reconciliation items: Yes/No

- If yes, explain _____

- If deposit in transit include bank receipt
5. C/D: Yes/No If yes, interest posted: Yes/No
6. Journal Entry Detail Report (J/E only): Yes/No
7. Cash Receipt Report: Yes/No
8. Object Report (490-599): Yes/No
9. Principal's Report: Yes/No
10. Trial Balance: Yes/No
11. Missing Check Report with explanation (signed by the principal): Yes/No
12. Copies of checks and supporting documents issued to employees: Yes/No
13. Export Report: Yes/No
14. Invoices by Vendor Report (399 only): Yes/No If yes, include timesheets

Fiscal Year-End Close Checklist

- _____ All invoices through September 30th must be paid
- _____ All money collected on or before September 30th must be turned in, receipted and deposited in September
- _____ Internal transfer in/out must balance
- _____ All purchase orders should be closed or voided. No 0358 or 0341 on Trial Balance
- _____ Bank statement must be in balance
- _____ All change cash should be deposited
- _____ All outstanding checks over 60 days must be voided or arrangements must be made for them to be deposited
- _____ Fundraisers should be paid for in the same fiscal year as the money is collected
- _____ No open Invoices
- _____ Check other reconcilable items on bank statement
- _____ Trial balance revenue and expenses balances
- _____ No activity negative balances

GATE RECEIPTS

Activity: _____

Event: _____

Date: _____

Beginning Ticket # _____ Ending Ticket # (# on roll) _____

Beginning Ticket # _____ Ending Ticket # (# on roll) _____

Total Tickets sold _____ x _____ = \$ _____

Cash Box Total: \$ _____

Less Beginning Change: \$ _____

Total Admissions: \$ _____

Gatekeeper _____

Administrator _____

Albertville High School

REQUEST FOR CHANGE

DATE:

ACTIVITY/EVENT DESCRIPTION:

AMOUNT:

Requested by: _____

Approved by: _____

DISTRICT JOURNAL ENTRY FORM

COST CENTER # _____ FISCAL PERIOD _____ BATCH # _____

PRINCIPAL'S BOOK _____ GENERAL FUND _____ OTHER _____ REFERENCE # _____

ACTIVITY	FUND	ACCT TYPE	ACCT CODE	OBJ	COST CENTER	FUND SRCE	APPR YEAR	PRO G	SPEC USE	ACCOUNT NAME	Debit	Credit

REASON FOR ENTRY: _____

Requested By _____

Approved By _____

LOCAL SCHOOL JOURNAL ENTRY FORM

COST
CENTER #

FISCAL
PERIOD

BATCH #

ACTIVITY	FUND	ACCT TYPE	ACCT CODE	OBJ	COST CENTER	FUND SRCE	APPR YEAR	PRO G	SPEC USE	ACCOUNT NAME	Debit	Credit

REASON FOR ENTRY: _____

Requested By _____

Approved By _____

Internal Transfer Form In School

Date: _____

Amount to Transfer: _____

Transfer From Fund/Activity: _____

Account Number: _____-5-9910-920-_____

Transfer to Fund/Activity: _____

Account Number: _____-4-9210-000-_____

Reason for transfer:

Approved By:

Principal Date

Teacher/Sponsor Date

Teacher/Sponsor Date

Acknowledge By:

School Bookkeeper Date

Posting Date _____

School Clubs Registration and Approval Form

Name of Club: _____

School: _____

Purpose of Organization: _____

Faculty Sponsor for Club: _____

Club Dues: _____

- This is a new club
- This is a change to a current club
- This is to dissolve a club. Funds to be transferred to general

I agree with the following statements:

- Any changes in the club sponsors must be approved by the principal
- Any changes in the club dues must be approved by the principal
- I agree to abide by the rules and guidelines of the Albertville City Schools Local School Procedures Manual
- Only certified employees can sponsor or assist with clubs

Club Sponsor Signature Date

Principal Signature Date

Albertville City Schools

Fixed Assets

Procedures Manual



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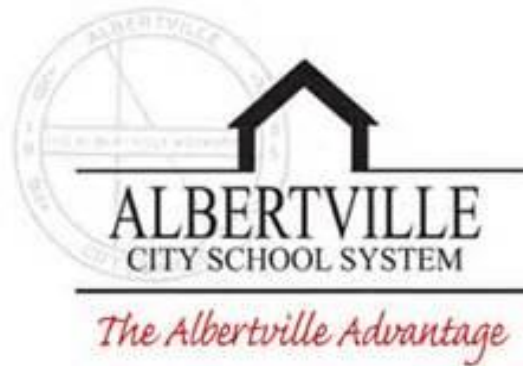
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Mission Statement

The Albertville Advantage:

A Superior Education

Today ♦ Tomorrow ♦ Together



Inventory Policies

The District's inventory policies provide guidelines to account for all buildings, land, and equipment regardless of the method of acquisition or source of funding.

Permanent inventory records are created for the purpose of maintaining a current and accurate physical inventory, providing required reports for yearly audits and monitoring damage and vandalism in order to file appropriate insurance claims. Our inventory system includes a complete description of each asset, its acquisition date, cost, location, condition, and other detailed information. An item is considered an "inventory item" if it falls into certain land, building, equipment, or vehicle categories and if it meets certain cost and useful life criteria as described below. Every inventory item is assigned a control number, tagged with a bar code label, and entered into the accounting software in a timely manner.

Inventory Item Criteria

To be considered an "inventory item" and included in the District's records, an item must meet the following criteria for cost and useful life:

- Land automatically meets the criteria of inventory.
- New construction and renovation costs must meet or exceed \$50,000.00. Items representing construction in progress are not added to the building value until the construction or renovation is complete.
- Purchased items must meet or exceed \$5,000.00 for capital assets and \$500.00 for inventory assets with the exception of selected high-risk assets. Purchased items must have a useful life of one or more years.
- Donated items must meet or exceed an estimated market value of \$500.00 with the exception of selected high-risk assets. All donated items received are the property of the Albertville City School System and not the employee.

Definitions

Inventory Asset - any item or equipment with a unit cost of \$500.00 up to \$4,999.99.

- It is tangible in nature
- It has a useful life of greater than one year
- It must be tracked for state or regulatory purposes

Capital Asset - a non-expendable asset with a unit price of \$5,000.00 or greater.

- It is tangible in nature
- It has a useful life of greater than one year
- It must be tracked for state or regulatory purposes

High-Risk Asset - any item with a unit cost of \$50.00 to \$499.99 and is identified within the inventory system for the purpose of tracking.

Examples of high-risk assets:

- Televisions, cameras, computers, printers, copiers, camcorders, radio/cassette/CD players
- Vacuum Cleaners
- Power drills, lawnmowers, power saws, leaf blowers, weed eaters, floor machines
- Two way radios

Building Improvement Asset - a major maintenance project on an existing building.

Examples of building improvement assets:

- Remodeling building components
- Replacing heating/air conditioning units
- Roofing and ceiling
- Kitchen items such as walk in freezers and hoods
- Surveillance cameras

Land Improvement Asset - any structure or upgrade to existing land.

Examples of land improvement assets:

- Driveways, parking lots, sidewalks
- Fencing, retaining walls
- Replacing sod and greenery
- Statues, structures, flagpoles
- Outdoor lighting

Infrastructure Asset - a long-lived capital asset that is normally stationary in nature and can be preserved for a number of years more than most capital assets.

Examples of infrastructure assets:

- Roads
- Bridges
- Tunnels
- Drainage Systems
- Water Systems
- Dams

Land - real property- land tracts

Capital Leases - all fixed assets that are being acquired under a lease or purchase agreement.

Capitalization Level - the level at which fixed assets are reported for financial statement purposes (equipment costing \$5,000.00 or more, building improvements costing \$50,000.00 or more).

Construction in Progress - all building expenditures from facilities under construction during the current year.

Shipment of New Purchases

- If the inventory items are shipped and processed through the district office, the system-wide inventory designee will barcode and enter the inventory data into the accounting software program. The technology personnel will distribute the inventoried items to the designated sites as assigned. The local school inventory designee will verify receipt of inventoried items being received.
- If items are purchased at the local school level, the local school inventory designee will barcode the item and send the required documentation back to the inventory supervisor.
- All systematic documentation will be recorded by the system inventory supervisor.

Local School Designee Responsibilities

- Complete the New Purchase form in Etrieve for all new inventory items purchased at the local school inventory designee's assigned school site.
- Frequently check the Etrieve inbox for ALL inventory forms and complete all missing information before processing. (No item should be held in the inbox more than seven days unless a New Purchase form is awaiting payment information from the bookkeeper)
- Assist employees with completing Change of Location, Fixed Asset Deletion and Property Removal forms.
- Barcode various items requested by the inventory supervisor.
- Distribute and collect the physical inventory count sheets for the annual audit at least once per year.
- Assist the inventory supervisor with other inventory responsibilities as needed.

Inventory Process Guidance

- Items that qualify for inventory that are purchased at the local school level will be completed by the local school designee.
- District Office: The inventory supervisor will extract reports from the accounting software to locate the items that need to be inventoried. It is essential for only the items pertaining to **inventory** be paid and barcoded with the designated accounting object codes 490-499.

- Local School: the local school bookkeeper at each school site exports monthly financial records to the district office for the accounting supervisor to review. The accounting supervisor compiles the necessary reports from the data for the inventory supervisor to review and verify that any new items purchased for inventory have been tagged/barcoded.
- Any received technology equipment or items that qualify for inventory must be tagged/barcoded.
- Donations: When the system receives grant/donated items that qualify for inventory, these items must be treated as a new purchase and issued a tag/barcode. The school principal is responsible for notifying the local school inventory designee if the system receives any inventory items by grant/donation. REMINDER: ALL ITEMS DONATED OR PURCHASED BY A GRANT TO THE EMPLOYEE/SCHOOL IS THE PROPERTY OF THE DISTRICT AND NOT THE EMPLOYEE!
- The employee or the inventory designee is responsible for submitting a Change of Location Form on each item that is moved/transferred from one classroom to another classroom/inventory list.
- The Change of Location Form in Etrieve only needs to be filled out if an employee is moving/transferring an item from their classroom/inventory list.
 - *Example One: Jane Doe is transferring from AES to APS*
 - *Example Two: Jane Doe is no longer using iPads in her classroom and another teacher will be receiving them.*
- The employee is responsible for notifying the principal or local school designee immediately of any item that is stolen, damaged, or needing to be disposed of. ***(If the employee fails to notify the principal or local school designee immediately, they could be held liable for damages.)***
- The Fixed Asset Deletion form in Etrieve only needs to be completed if an item is stolen, damaged, or needing to be disposed of.
- Each inventory item **must have a Fixed Asset Deletion form completed before the item can be disposed of.** Inform the principal and local school designee regarding any technology item that is no longer working.
- Every item must be approved by the Board of Education before it is disposed of (see Equipment Transfer/Disposal pp. 8-9).
- All property including non-inventory items such as furniture and filing cabinets must be approved by the Board of Education before it is disposed of. Inform the principal or local school designee of any item needing to be disposed of (see Equipment/Disposal pp. 8-9).
- A Property Removal Form in Etrieve must be completed before any school purchased item is taken off campus.
- Only items such as laptops, MacBooks, iPads, or Chromebooks can be taken off campus. Students are not to take inventory items off campus unless previously approved by the

principal and the inventory supervisor. (Chromebooks issued to students can be removed with a Property Removal form)

- The Property Removal form signifies that if an item is stolen, broken, lost, or damaged off of the school campus, the inventory holder is responsible for the full replacement value of that item.
- An inventory audit is conducted once per year beginning the Monday following Thanksgiving break in November (see Audit Requirements pp. 9-10).
- The local school designee is given instructions on the audit completion and is responsible for ensuring the distribution of the inventory list is completed and turned in to the inventory supervisor two days prior to Christmas break.
- Do not use the Technology Work Order (under staff on the albertk12.org website) for transfer or deletion of an item unless it needs to be checked to see if it is worth keeping, if the login will need to be changed to a new user or if it's a large item that is mounted and the teacher cannot move it themselves.

Equipment and Technology Transfer

Any transfers of inventory must be documented on the Change of Location form. This includes transfers between schools and school sites. Information requested on the forms includes item description, barcode number, serial number, and reason for transfer. If the item is to be transferred to another location, be sure to include the school/site destination. The following special instructions also apply:

- The teacher will fill out the Change of Location form and send it to the school designee or the school designee will fill out the Change of Location form and send it to the principal.
- The principal will send the form to the inventory supervisor at the district office if the item can be moved without tech help (Items needing assistance will also need a work order done to move the item).
- The inventory supervisor will make the needed changes in the inventory system.
- Items that need to be set up by the technology department will need a work order done.
- Transfers outside the school system are prohibited.
- All thefts, items damaged by vandalism, catastrophic loss or any missing items must be reported to the inventory supervisor.

Equipment and Technology Disposal Procedures

If a technology item needs to be deleted please use the following process as a guide.

- The teacher/employee will notify the school designee regarding items needing to be removed from their room.

- The teacher/employee or school designee will complete the Fixed Asset Deletion form and the method of disposal will be:
 - Deletion (trash or parts)
 - GovDeals (items will be sold and funds will go to the school or department it was purchased from)
 - Recycle (items will be picked up and taken to the recycling center)

The item will remain in the current location until a technology team member picks it up for recycling or disposal. If it is to be sold on GovDeals it will be housed at the district office if possible. Otherwise, you will keep it in a location accessible for the buyer to pick up.

The process flows as follows for Fixed Asset Deletion forms:

- The inventory designee at the local school will complete and send the form to their principal.
- The principal will approve the form and send it to the inventory supervisor.
- The inventory supervisor will email the technology team and the inventory designees that the items have been approved for deletion/sale/recycle. The technician will remove the items monthly.
- All sales of assets must be processed through the system salvage/auction procedure (see Auction/Salvage p. 12).
- All thefts, items damaged by vandalism, catastrophic loss or any missing items must be reported by the inventory supervisor.
- No items should be given to a technology team member or left in their office/NOC. Items will remain in their original location until it is picked up by the technology department. If the item is removed from the original location, a Change of Location form will have to be completed. A Fixed Asset Deletion form will then be completed when it is ready to be removed.

Recycling will be picked up monthly by a technology team member and taken to the recycling center. Disposal can be trashed by the inventory designee or teacher.

GovDeal auction sales will be placed for bid online and once the item is purchased it will be picked up at the stored location.

- ★ If a Chromebook is dispositioned, the license needs to be released by the network administrator.

Audit Requirements

In an annual audit, there are three major areas of information that must be produced:

- Additions to inventory

- The identification of purchased assets such as land, land improvements, buildings, building improvements, equipment, vehicles and donated equipment.
- Deletions from inventory
 - The reasons for disposals are trade-in, sold, stolen, missing and damaged items.
- Reclassifications
 - The reasons for reclassifications are transfers and class changes.

Inventory Supervisor Responsibilities

The system inventory supervisor will be responsible for:

- Scheduling and coordinating the physical inventory
- Supervising and conducting a thorough inventory in accordance with the guidelines of Albertville City Schools
- Reconciling any exceptions, such that the results provide a complete account of all capital assets, inventory assets, and high-risk assets in the District
- Maintaining district assets and the inventory system

Principal Responsibilities

The principal will be responsible for:

- Authorizing or denying all purchases, transfers or dispositions that are processed through Etrieve
- Investigating any missing/stolen items
- Enforcing the rule that no items belonging to the District can be taken off or removed from campus without an approved Property Removal form
- Certifying that all physical inventory has been conducted by receiving and signing a memorandum agreement yearly (see forms for example)

Vehicles

The chief financial officer and the inventory supervisor are responsible for maintaining current vehicle assets. The transportation supervisor is responsible for maintenance and annual inspections on all transportation/maintenance for equipment/vehicles including reporting any damages or sales. Upon receipt of any licensed vehicle, the following information will be needed:

- Copy of purchase order
- Vehicle identification number
- Copy of title

Procedures

Who tags?

- System-wide inventory designee(s) and inventory supervisor(s)
- Local school designee

Where to tag?

- Classroom/Administration equipment:
 - TVs, projectors and cameras - front or best visible position
 - Computers (tags on the CPUs only) - front or best visible position
- Operating and maintenance equipment:
 - Generators, air compressors, table & radial arm saws, vacuum cleaners and floor buffers - front or best visible position
 - Welding machines - front or best visible position
 - Drill presses, band saws - front or best visible position

Kitchen equipment (appliances): kitchen equipment usually does not have assigned barcodes. The serial number is used for identification in this circumstance. The appliances listed below do not need barcodes.

- Refrigerators - serial number
- Mixing Bowls - serial number
- Ovens - serial number
- Tilt Skillet - serial number
- Sinks - serial number



Real property, buildings and land: these assets will not have a barcode label but will be entered into the system for cost purposes.

Donated Assets

When an item is donated, you need to show proof of the original cost. If proof of cost is not available, the chief financial officer will establish a value according to fair market value.

The following information needs to be made available to include in the donated assets record:

- Description of donated item, quantity, year, make, model and donor's name
- Donated items must fall under the category of being \$500.00 or more, or a TV, CPU, digital camera, or small technology items (approved by the fixed asset administrator)
- All donated items become the property of the District.

Required Actions for Deletion

Inventory deletion: A Fixed Asset Deletion form must be completed and approved by the principal and inventory supervisor. The inventory supervisor will compile the list of items and give to the superintendent's secretary to be placed on the Board of Education meeting agenda. No item may be disposed of until the Board of Education has approved it.

Non inventory deletion: Items purchased with school funds (public or non-public), such as classroom furniture and filing cabinets, must be approved by the Board of Education before disposal. The principal is responsible for sending a detailed listing of items to the superintendent's secretary and the inventory supervisor requesting to be disposed of. No item may be disposed of until the Board of Education has approved it.

Auction/Salvage Sale

Auction/Salvage sales are developed from items that are old, worn out, broken, or non-repairable. The items are gathered by a designated department from the district office, which have been and must be, determined by the superintendent. We use GovDeals to auction off our items.

Auction/Salvage Sale Process

The items are added to the deletions list for board approval

- After approval by the board, photos will be taken of the item, it will be added to the GovDeals site.
- Once the item has sold, it will remain until the winner picks it up.
- Funds will be sent to the school or location the item is from.

Federal Fund Guidelines

Records must be maintained that include a description of the property number, serial number, fund source, purchase order number, class, acquisition date, cost and location.

Real Property

- Title: subject to the obligations and conditions set forth in this section, title to real property acquired under a grant or sub grant will vest upon acquisition in the grantee or sub grantee.
- Use: except as otherwise provided for by federal statutes, real property will be used for the original authorized purpose as long as needed for that purpose. Also, the grantee or sub grantee shall not dispose of or encumber the title or other interests.

- Disposition: when real property is no longer needed for the originally authorized purpose, the grantee or sub grantee will request disposition instructions from the awarding agency.
- Retention of Title: grantee retains the title after compensating the awarding agency.
- Sale of Property: sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return.
- Transfer of Title: transfer title to the awarding agency or third-party designated/approved by the awarding agency.

Equipment

- Equipment with a unit price of \$500.00 and above are identified as a high-risk item. These items are to be maintained and monitored by the inventory department.
- Equipment shall be used by the grantee or sub grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds.
- Property must be maintained so that it includes a description of the property, a serial number, fund source, department, class code, acquisition date and cost of property.
- A physical inventory of the property must be taken and the results reconciled with the property records at least once a year.
- A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of property. Any loss, damage, or theft shall be investigated.

Important Tip: When turning in a Change of Location form or Fixed Asset Deletion form, make sure a barcode number and a serial number is listed.

Designated Codes

490-499 **Non-Capitalized Equipment** (less than \$500.00 and meets the following criteria)

Criteria of Equipment:

1. The item retains its original shape and appearance with use.
2. Under normal conditions is expected to serve its intended purpose for longer than one year, and;
3. Is non-expendable; that is if the item is damaged or some of its parts are worn out, it is more feasible to repair the item than to replace it with a new unit.

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

500-599 **Capital Outlay**

This group of object codes include costs for acquiring fixed assets, including land or existing buildings; improvements of grounds; initial equipment; additional equipment; and replacement of equipment.

510-519 **Real Property** (use only in function 7000 range)

- 511 Land
- 512 Land Improvement
- 513 Buildings - Purchased
- 514 Buildings - Constructed
- 515 Building Improvements
- 519 Other Real Property

520-589 Personal Property

520-529 Machinery - Complex Systems

530-539 Vehicles

- 531 School Buses
- 532 Service Vehicles
- 533 Automobiles
- 539 Other Vehicles

540-589 Equipment

- 541 Furniture and Fixtures
- 542 Audio/Video
- 543 Laboratory
- 544 Library/Media
- 545 Computer Hardware
- 547 Athletic & Physical Education
- 548 Tractors/Mowers
- 549 Traffic Control Devices
- 589 Other Equipment