

**7000 SERIES
FINANCIAL MANAGEMENT**

TABLE OF CONTENTS

7110	Budget and Program Planning
7142	Adoption of Budget Amendments
7210	Revenues, Tuition, Endowments and Gifts
7310	Budget Implementation and Execution
7320	Purchasing: Authorization, Control, Bids and Contracts
7430	Financial Reporting and Audits
7500	Property Records

Budget and Program Planning

A District's annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports the immediate and long-range goals and established priorities within all areas of the instructional and non-instructional programs.

Prior to presentation of the proposed budget for adoption, the County Superintendent, if there is no district administrator, or the Supervising Teacher shall prepare, for the Board's consideration, recommendations (with supporting documentation) that shall be designed to meet the needs of students within the limits of anticipated revenues.

Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Board.

Policy History:
Adopted on: 2008-09
Revised on:

Adoption of Budget Amendments

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the District for the ensuing fiscal year. The Board shall be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, Trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized by 20-9-161, MCA for specified reasons.

The resolution shall state the facts of the budget amendment, the estimated amount of funds needed, and the time and place when the Board will meet for the purpose of considering and adopting a budget amendment.

The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements. When applicable, the District shall apply for state financial aid to supplement that amount to be collected from local taxes.

Legal Reference:	§20-9-161, MCA §20-9-162, MCA §20-9-163, MCA §20-9-164, MCA §20-9-165, M4332CA §20-9-166, MCA	Definition of budget amendment for budgeting purposes Authorization for budget amendment adoption Resolution for budget amendment - petition to superintendent of public instruction Notice of budget amendment resolution Budget amendment limitation, preparation and adoption procedures State financial aid for budget amendments
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Policy History:
Adopted on: 2008-09
Revised on:

Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs. This includes revenues from non-tax, local, state and federal sources. All revenues received for the District will be properly credited to the appropriate fund and account as specified by federal and state statute and the accounting and reporting regulations for Montana school districts.

Tuition

The collection of the tuition obligations applying to non-resident students of the District shall be in accordance and compliance with Montana law.

Tuition rates shall be determined consistent with Montana law.

Tuition may be waived at the Board's discretion.

Endowments and Gifts

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. The Board will not approve any gifts that are inappropriate.

The Board will establish procedures for determining the suitability or appropriateness of all gifts to be received and accepted by the District.

Legal Reference:	§20-5-301, et seq., MCA	Attendance outside school district
	§20-6-601, MCA	Power to accept gifts
	§20-7-803, MCA	Authority to accept gifts
	§20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund
	§20-9-212, MCA	Duties of County Treasurer
	§20-9-213(4), MCA	Duties of Trustees
	§20-9-303, MCA	Definition of Foundation

Policy History:
Adopted on: 2008-09

Revised on:

Budget Implementation and Execution

Once adopted by the Board, the Clerk shall administer the operating budget. All actions of the Clerk in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month. (NOTE: Only recommended for Districts with specific definition of contingency in their budget.)
4. Purchases shall be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference: §20-9-213, MCA Duties of Trustees
 §20-3-332, MCA Personal Immunity and Liability of Trustees

Policy History:
Adopted on: 2008-09
Revised on:

Purchasing: Authorization and Control

The Clerk and the Supervising Teacher or the Principal are authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$300, except the Supervising Teacher or District Superintendent (the most senior professional) shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students. The Clerk shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds. Staff who obligate the District without proper authorization shall be held personally responsible for payment of such obligations.

Purchasing: Bids and Contracts

Whenever the cost of any supplies, equipment or work shall exceed \$25,000, formal bids shall be called for by issuing public notice as specified in 320-9-304, MCA. Specifications shall be prepared and be made available to all vendors interested in submitting a bid.

The Clerk shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except for books), or public works projects, the cost of which is estimated to be in excess of \$25,000.

Bid procedures shall be waived only as specified in statute.

Legal Reference:	§ 20-9-204, MCA	Conflicts of Interest, Letting Contracts and Calling for Bids
	§18-1-101, et seq., MCA	Public Contracts
	§18-1-201, et seq., MCA	Bid Security
	§37-71-203, MCA	Bids to Show Bidder is Licensed and Not Beyond a Contract Time.
	§49-3-207, MCA	Nondiscrimination Provision in all Public Contracts

Policy History:
Adopted on: 2008-09
Revised on:

Financial Reporting

The Board directs that financial reports of all District funds shall be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to the reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. The financial reports shall reflect the financial activity and status of the District funds.

Appropriate interim financial statements and reports of financial position, operating results and other pertinent information will be prepared to facilitate management control of financial operations.

Audits

The Board directs that District audits shall be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the School District and the District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every two years and cover the immediately preceding two fiscal years, or it may be conducted annually. The staff of the Department of Commerce or an independent auditor under the rules and regulations established by the Department of Commerce will conduct District audits.

Legal Reference: §2-7-501 et seq., MCA
 §20-9-212, MCA
 §20-9-213, MCA

Definitions
Duties of county treasurer
Duties of trustees

Policy History:
Adopted on: 2008-09
Revised on:

Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the District. Such records shall be updated annually.

For purpose of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. The District Clerk or the Supervising Teacher shall ensure that inventories of equipment are systematically and accurately recorded, updated and adjusted annually and be referenced to purchase orders and withdrawal reports. Property records of facilities and other fixed assets shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-school use except according to Board policy. (See Policy #9320.)

Property records shall show, appropriate to the item recorded, the:

1. description and identification
2. manufacturer
3. date of purchase
4. initial cost
5. location
6. serial number, if available
7. model number, if available

Equipment may be identified with a permanent tag that provides appropriate District and equipment identification.

Legal Reference: §20-6-602, MCA
 §20-6-608, MCA

Trustees Power over Property
Authority and Duty of Trustees to Insure District
Property

Policy History:
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