

**7.1 -- FISCAL YEAR**

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

Legal Reference: A.C.A. § 6-20-410

Approved by Board of Education 06/14/16

## **7.2—ANNUAL OPERATING BUDGET**

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

The budget shall be prepared in the electronic format as prescribed by the State Board of Education and filed with the Arkansas Division of Elementary & Secondary Education no later than September 30 of each year.

The approved budget shall provide for expenditures that are within anticipated revenues and reserves. The District Treasurer shall present monthly reconciliation reports and a statement on the general financial condition of the District monthly to the Board.

Any changes made to the budget shall be in accordance with District policy and state law.

Legal References:      A.C.A. § 6-13-701(e)(3)  
                                  A.C.A. § 6-20-2202

Approved by Board of Education 06/14/16

### **7.2.1 -- REVENUES FROM FEDERAL FUNDS**

The Director of Federal Programs shall prepare budgets for all proposed federal programs and submit the federal budget to the Arkansas ~~Department of~~Division of Elementary & Secondary Education upon priority approval of the Superintendent. The Superintendent is authorized to make expenditures or delegate such authorization in accordance with the approved Federal budget.

The Superintendent shall approve all warrants and checks that are issued from Federal funds. At the close of each fiscal year, Federal Funds records shall be filed for audit.

The Van Buren District School District hereby agrees that, in conducting programs funded under federal legislation, that no part of any such program will involve political activities, and that neither the program nor the funds provided under the Agreement and supplemental cooperative agreements nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of United States law.

Approved by Board of Education 03/08/05

Amended by Board of Education 06/14/16

### **7.3 -- MILLAGE RATE**

At least sixty (60) days in advance of the school election when the electors shall determine the annual ad valorem property tax for the District, the Board shall publish at least one time in some newspaper published or having a bona fide circulation in the county where the district's property lies, the District's proposed budget, which shall include a millage rate sufficient to provide the funds necessary for the District's operation.

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

Amended by Board of Education 06/14/16  
Amended by Board of Education 06/9/20

## **7.5—Purchases and Procurement**

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the District and are the result of fair and open competition between qualified bidders and suppliers. No bids shall be taken for professional services.

### DEFINITIONS

“Commodities” are all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased on behalf of the District.

“Micro-purchases” are purchases with a value of less than ten thousand dollars (\$10,000) when purchased with Federal funds.

“Professional services” are legal, financial advisory, architectural, engineering, construction management, land surveying professional consultant services, speech therapy, occupational therapy, physical therapy, lawn services, security services, audio visual services, plumbing, electrical, heating, ventilation and air conditioning services.

“Specifications” means a technical description or other description of the physical and/or functional characteristics of a commodity.

Purchases of commodities with a purchase price of more than \$10,000 require prior approval of the Superintendent and/or Business Manager. Purchases of commodities with a purchase price of more than \$100,000.00 require prior Board approval.

The district shall notify in writing all actual or prospective bidders, offerors, or contractors who make a written request to the district for notification of opportunities to bid. The notification shall be made in sufficient time to allow actual or prospective bidders, offerors, or contractors to submit a bid or other appropriate response. The board shall accept bids submitted electronically by email or fax for any and all district purchases, unless specified to be submitted by other means or methods, and except those bids which have been specified to have a designated date upon which the bids shall be opened. The superintendent shall be responsible for ensuring submitted bids, whether written, faxed, or emailed, are retained in accordance with policy 7.15—RECORD RETENTION AND DESTRUCTION.

The district will not solicit bids or otherwise contract for a sum greater than twenty-five thousand dollars (\$25,000) with vendors that are on the “excluded parties list” if the contract is to be paid from federal funds.

All purchases for a Federal program with an estimated purchase price between ten thousand dollars (\$ 10,000) and the state bid threshold amount and all purchases of commodities with an estimated purchase price that equals or exceeds the state bid threshold amount shall be procured by soliciting bids. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The bid specifications shall not include the name or

identity of any specific vendor. The Superintendent reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

Bids shall be awarded after careful examination of the details of the bid to determine the best overall value to the District. Bidders submitting written bids shall be notified in writing of the bid award.

Whenever possible, a preference will be given to small and minority business; women's business enterprises; and labor surplus area firms.

The District shall provide a preference to Arkansas residents whenever the District is accepting bids to purchase materials and equipment as part of a construction project if:

- a) One. (1) or more Arkansas residents who submitted bids made written claim for a preference at the time they submitted a bid; and
- b) An Arkansas resident's bid does not exceed the lowest qualified bid from a non resident by more than five percent (5%).

If the qualifications for the Arkansas resident preference are met, then the District shall take the lowest bid from an Arkansas resident regardless of whether the Arkansas resident was one of the individuals who requested the preference.

The following commodities may be purchased with State funds without soliciting bids provided that the Superintendent and/or Business Manager determines in writing that it is not practical to use other than the required or designated commodity or service, and a copy of this statement is attached to the purchase order:

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

Commodity purchases with Federal funds may be purchased without soliciting bids only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or appropriate unit of the Division of Elementary and Secondary Education expressly authorizes the noncompetitive purchase in response to a written request from the District; or
4. After solicitation of a number of sources, competition is determined inadequate.

The District may purchase a new motor vehicle, other than a school bus, without soliciting bids if, at the time of the purchase, the:

- a. Purchase is from a motor vehicle dealer licensed in Arkansas;
- b. Purchase price of the motor vehicle does not exceed the fleet price awarded by the Office of State Procurement; and

c. Motor vehicle to be purchased is the same make and model motor vehicle as the make and model the fleet price was awarded for by the Office of State Procurement.

Prospective bidders, offerors, or contractors may appeal to the district's superintendent if they believe the district failed to follow district bidding and purchasing policy or state law.

Any award of a contract shall be subject to revocation for ten (10) working days from:

- the initial awarding of the contract; or
- if an appeal is received, resolution of the appeal.

The intent is to provide prospective bidders, offerors, or contractors the opportunity to appeal the bid award if they believe the facts warrant an appeal. Any appeal shall be in writing by certified mail and received by the district office, "attention to the superintendent" within seven (7) calendar days following the initial and revocable award of the contract.

If the district receives an appeal of a bid award, they shall notify in writing those prospective bidders, offerors, or contractors who have made a written request to the district for notification of opportunities to bid that an appeal has been submitted. The notification shall state:

- that the contract award has been halted pending resolution of the appeal and could be revoked;
- the reasons for the appeal;
- that the recipient of the letter may respond to the protested issues identified in the appeal;
- the date the decision on the appeal will be made and notification sent;
- that if the appeal is upheld, the bidding process will start all over again;
- that if the bidding is re-opened, changes will be made to the request for bids as necessary to satisfy the reasons for upholding the appeal.

The sole authority to resolve any appeal relating to this policy shall rest with the superintendent. The superintendent's decision shall be final and conclusive. In the event the district upholds an appeal, the sole responsibility of the district to the aggrieved bidder(s) shall be the re-opening of the bidding process.

Except when prohibited by law, the District reserves the right to extend or renew a contract that was previously awarded under the process governed by this policy and law, provided the extension or renewal meets the following criteria.

1. The equipment and services provided under the extended or renewed contract meets or exceeds the specifications of the original bid.
2. The extended or renewed contract agreement complies with the state of Arkansas's documentation requirements.
3. The cost of the extended or renewed contract is the same or less than the original contract.
4. The extension or renewal is approved by the local school board.

Legal References:     A.C.A. § 6-21-301, 303, 304, 305, 306(b)  
                              A.C.A. § 6-24-101 et seq.  
                              A.C.A. § 19-11-801 et seq.  
                              A.C.A. § 15-4-1301 et seq

A.C.A. § 18-44-503  
A.C.A. § 19-11-259  
2 C.F.R. §200.67  
2 C.F.R. §200.319  
2 C.F.R. §200.320  
2 C.F.R. §200.321  
2 C.F.R. §200.324  
48 C.F.R §2.101

Ref: Act 639 of 1983 and Act 65 of 1987

Approved by Board of Education 02/09/88  
Amended by Board of Education 12/14/99  
Amended by Board of Education 03/11/08  
Amended by Board of Education 11/10/15  
Amended by Board of Education 06/14/16  
Amended by Board of Education 01/10/17  
Amended by Board of Education 11/14/17  
Amended by Board of Education 01/08/19  
Amended by Board of Education 11/12/19



**7.5F—COMMODITIES BIDDER AFFIDAVIT**

NAME OF SCHOOL DISTRICT

NAME OF COUNTY

I, \_\_\_\_\_, hereby state:

(1) I am the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement. I certify the facts as detailed below pertaining to the non-existence of collusion among and between bidders and state officials, as well as to the facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

(2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

(3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

(A) To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;

(B) To any collusion with any state official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of the prospective contract; or

(C) In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

(4) I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school district.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## 7.5F2— FOOD SERVICE COMMODITIES BIDDER AFFIDAVIT

NAME OF SCHOOL DISTRICT

NAME OF COUNTY

I, \_\_\_\_\_, hereby state:

(1) I am the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement. I certify the facts as detailed below pertaining to the non-existence of collusion among and between bidders and state officials, as well as to the facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

(2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

(3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

(A) To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;

(B) To any collusion with any state official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of the prospective contract; or

(C) In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

(4) I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school district.

(5) I hereby certify that the bid, unless specifically exempted by the USDA, is for agricultural commodities that have been produced in the U.S. or if the bid contains food products that at least 51% of food in the product was produced in the U.S. I understand that the district shall not accept any product that does not meet this requirement and is not liable for any loss I may incur as a result of such refusal to accept.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Approved by Board of Education 11/14/17

## **7.6 -- COLLECTION AND DEPOSIT OF FUNDS**

The following procedure must be followed when money is collected on behalf of the Van Buren School District:

1. A three-copy receipt shall be written for funds collected, and the original receipt must be given immediately to the person submitting cash payment. One copy of the receipt must be sent to the Van Buren School District Business Office (in step 3 below), and the other copy of the receipt should be kept at the individual school or building for its records.
2. All cash and checks which are collected must be immediately turned in to the school office and must be deposited in the Van Buren School District's checking account on a daily basis. Checks and cash, except for small amounts of petty cash, are not to be kept in school buildings overnight.
3. A copy of the deposit slip and all accompanying duplicate receipts must be sent promptly to the Van Buren School District Business Office in order that they may be posted to the proper account.
4. Any expenditures or refunds of money which have been collected must be made through checks written by the Van Buren School District and must comply with the purchasing policies established by the District.

No employee of the Van Buren School District may be authorized to collect or to expend any monies on behalf of a Booster Club, PTA, or other support organization without written approval of the district superintendent.

Approved by Board of Education 03/08/05

## **7.6.1—ACTIVITY ACCOUNTS**

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

Activity funds are considered "school funds" and as such may only be spent for school related purposes.

The Superintendent or Business Manager shall be the custodian of all activity funds and shall be responsible and accountable for the funds.

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

Approved by Board of Education 11/14/17

### **7.7.1 STUDENT AWARDS-NET ATHLETIC EVENT GATE RECEIPTS**

The district may use net athletic event gate receipts to purchase letter jackets, sweaters, blankets, plaques, or similar items as awards for student participation in school-sponsored activities.

The School district shall not expend more than the average of one hundred dollars (\$100) per student per activity unless the school district has private funds that may be used for that purpose.

“Net athletic event gate receipts” means the amount remaining from fees, including charges for reserved seating, collected for admission to a school district athletic event less any expenses, including any rental fee or any leasing cost for a facility used for the athletic event, paid by the school district from those gate receipts. The athletic gate receipts are accounted for in a separate activity fund.

“Net athletic gate receipts” does not mean any portion of admission fees charged by a school district for an athletic event held at the school district or at a facility leased or rented by the school district that is remitted or passed through to another entity outside the school district.

Legal Reference: A.C.A. §6-20-417

Approved by Board of Education 04/11/17

## **7.8—PERSONAL PROPERTY**

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

Approved by Board of Education 11/14/17

## **7.9—PROPERTY INSURANCE**

The Superintendent shall be responsible, with approval of the Board, for maintaining adequate insurance coverage for all District properties. At a minimum, the District will purchase insurance coverage sufficient to meet the requirements by the Arkansas Commission for Public School Academic Facilities and Transportation.

Legal References:      A.C.A. § 6-21-114(d)  
                                 Arkansas Commission for Public School Academic Facilities and Transportation  
                                 Rules Governing Property Insurance Requirements

Approved by Board of Education 11/14/17

## **7.10 -- PURCHASING AUTHORITY**

The authority to purchase supplies, equipment, and services is given to the Superintendent and the Business Manager who shall have final responsibility for all purchases. Principals and Supervisors are also given responsibility to make purchases within the limits of approved school budgets and under the direction of the Business Manager and in accordance with district policy.

Through the budgeting process, certain monies are allocated for expenditure. Principals and/or Supervisors responsible for allocated funds are expected to maintain budget limits. Should funds be depleted from any specific budget category, prior approval for additional expenditures must be obtained in writing from the Superintendent.

Contracts or agreements which obligate the school or district must be signed by the Superintendent or his designee.

Principals and/or Supervisors are expected to follow all policies and procedures of the District concerning purchasing. They are to submit on approved district forms (i.e., Requisitions or Purchase Orders) requests for all purchases, with their signature of approval, to the Business Manager (or his designee) for final approval. District monies may not be disbursed unless this procedure is followed.

Non-budgeted District accounts such as Activity accounts or similar accounts or funds must adhere to the same policies and procedures as budgeted accounts.

Approved by Board of Education 03/08/05  
Amended by Board of Education 02/07/12



## 7.11—Electronic Fund Transfers

District funds shall only be disbursed by the district treasurer upon the receipt of checks or warrants signed by the District Board of Directors' Disbursing Officer and the Superintendent or through the electronic transfer of funds. Any electronic transfer of funds must be initiated by the District and authorized in writing by both the Disbursing Officer of the school district Board of Directors and the Superintendent.

For the purposes of this policy, "initiated by the District" means the District controls both the timing and the amount of the funds transfer.

The district treasurer shall maintain evidence of authority for the disbursement in the form of invoices, payrolls that conform with written contract on file in his/her office, or other appropriate documentation indicating an authority to disburse District funds.

"Other appropriate documentation" includes one-time, signed authorization for recurring transactions. The Board of Directors' Disbursing Officer must pre-authorize the electronic transfer of funds for non-recurring transactions which can be accomplished by a signed authorization or an email authorizing such a disbursement of funds.

Adopted by Board of Education 12/08/15

Van Buren School District 42  
Authorization of  
Electronic Transfer of Funds

The Van Buren School District Board met on December 8, 2015 and voted to approve the use of Electronic Transfer of Funds (EFT) as a way to disburse funds of the school district.

Section 4 of Act 989 of 2011 revised ACA 6-13-701 (e)(1), concerning the powers and duties of school district treasurers. The Act clarified that school district disbursements may be made by the electronic transfer of funds if the electronic transfer is: a) initiated by the school district; and b) authorized in writing by both the disbursing officer of the board of directors and the superintendent of the school district.

The Van Buren School District disbursing officer and the superintendent of the school district gives authorization to the school district treasurer to utilize the electronic transfer of funds for disbursements of the district that are fully documented with appropriate invoices, written contracts or other documentation that indicates an authority for disbursement.

This authorization is for the normal, recurring purchases by the school district that occur during the school year for materials and supplies, equipment, purchased services, utility bills, pre-approved credit card charges, payroll deductions and any other items purchased by the district during the normal course of business for a school year. Individually signed authorizations are still required for transactions that do not occur on a regular basis.

This authorization is based on the premise that the district will initiate the EFT's and will control the timing and the amount of the funds transfer.

\_\_\_\_\_  
Disbursing Officer

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 7.12 – REQUISITION AND PURCHASE ORDER SYSTEM

The following process will be used to access school funds.

1. School site principal (or designee) enters a request in Finance Plus. If there are funds in that particular budget, a requisition will be generated. (If there are no funds in that particular budget, see Budget Transfer Request Form.)
2. The principal is the first level of approval of the requisition process. If the requisition is approved by the principal, he/she must sign the requisition indicating approval and send the requisition to the appropriate district administrative office at least seven days prior to date required (elementary, secondary, federal, athletics, curriculum, etc).
3. If the expenditure is not approved, the requisition will be sent back to the principal with appropriate feedback. If the expenditure is approved by the district administrator, the requisition will be sent to the superintendent (or designee).
4. For final approval, the requisition will be sent to the finance office for confirmation of a correct budget unit and a purchase order will be created.
5. The purchase order is a four-part form to be used as follows:
  - a. White Copy – send to the vendor upon purchase. (Employees may purchase ONLY after receiving hard copies of the purchase order.)
  - b. Goldenrod Copy – send to the school and returned to the finance office when items have been received as an evidence of receipt.
  - c. Blue Copy – send to the school to keep on file.
  - d. Yellow Copy – is kept with the requisition.
6. All invoices are to be mailed to the administration office. The school will send the goldenrod copy of the purchase order with proof of receipt to the finance office. The invoice and the goldenrod copy will be compared to determine partial or final payment.
7. The finance office will then enter the invoice and produce payment by check. Checks are processed daily.
8. After checks are produced, a copy of the check will be filed in numerical order with the invoice, the goldenrod copy, and the yellow copy of the purchase order.
9. All reimbursements (including travel) will be paid from purchase orders. Open purchase orders will be closed at the end of the fiscal year or a date designated by the superintendent.

Amended by Board of Education 11/14/17

Amended by Board of Education 08/14/18

## **7.12.1 -- CERTIFIED PERSONNEL REIMBURSEMENT FOR PURCHASE OF SUPPLIES**

This policy deals with ACT 1687 of 2005.

Pre-kindergarten through sixth grade teachers shall be allotted the greater of twenty dollars (\$20) per student enrolled in the teacher's class for more than fifty percent (50%) of the school day or five hundred dollars (\$500) for the teacher to apply toward the purchase of related commodities for use by that teacher in his or her classroom or for class activities. The amount shall be credited to an account from which the teacher shall be reimbursed for his/her covered purchases to the extent funds are available in the account.

Qualified teachers may purchase supplies and supplementary materials from the district at the district's cost to take advantage of the school's bulk buying power. To do so, teachers shall complete and have approved by September 1 a requisition for supplies which will then be purchased on their behalf by the school and subtracted from their total supply and material allocation. Teachers may also purchase materials and supplies using their own funds and apply for reimbursement by submitting itemized receipts. Receipts totaling less than \$ 50 will be held until total receipts are equal to or greater than \$ 50. Supplies and materials purchased with school funds, or supplies for which the teacher is reimbursed with school funds, are considered to be school property.

All financial transactions and accompanying reimbursements under this policy shall be completed by April 1 of each school year.

Requisitions and/or reimbursement requests under this policy will be accepted after July 1 of each school year.

Unused allotments shall not be carried over from one fiscal year to the next.

Legal Reference: A.C.A. § 6-21-303(b)(1)

Approved by Board of Education 08/23/05

Amended by Board of Education 04/10/12



## **7.13—MANAGEMENT AND DISPOSAL OF DISTRICT PROPERTY**

### **Definitions**

For the purposes of this policy, the following definitions apply:

“Commodities” are all supplies, goods, material, computers, software, machinery and other equipment purchased on behalf of the district having a useful life of more than one (1) year and an acquisition cost of one thousand dollars (\$1,000) or more per unit.

“Fair market value” means the amount a reasonable buyer would be willing to pay for a particular piece of property based on an objective set of criteria, which may include, but are not limited to: any improvements or damage to the property; the demand for similar property; the selling price for the property by the producer of the property or re-sale outlets; and the value of the property as determined by an independent appraiser.

“Real property” is land and whatever is erected or affixed to land, such as structures or buildings.

“Surplus commodities” are those commodities that are no longer needed, obsolete, irreparable, or worn out.

“Surplus real property” is real property that is not presently needed or foreseen to be needed by the District, and that has been authorized for sale as surplus real property by vote of the School Board. Surplus real property may include unused or underutilized facilities.

“Trash” are those items that would otherwise belong to another category of goods or property defined in this policy, but which, due to the property’s age or an act of God, have less value than it would cost to repair the item. Examples could include, but are not limited to, fire damage, vehicle accidents, extreme age, and/or decline in value of the item.

“Unused or underutilized facility” means a school facility or other real property that:

- As a whole or in a significant portion, is not being used for a public educational, academic, extracurricular, or administrative purpose and the nonuse or underutilization threatens the integrity or purpose of the school facility or other real property as a public education facility; and
- Is not subject to either a lease to a third party for fair market value or an executed offer to purchase by a third party for fair market value as of July 30, 2017.

### **General Policy**

The District’s purchases of commodities shall be in accordance with Policy 7.5—PURCHASES AND PROCUREMENT and, to the extent applicable, the procurement requirements of any granting source of funding used to purchase the commodity. The Superintendent shall develop procedures governing the use, management, and dispersal of commodities. At a minimum, the procedures will cover the following topics:

- labeling all commodities;
- establishing adequate controls to account for their location, custody, and security;

- annually auditing the inventory of commodities and updating a listing of such commodities to reconcile the audit with the district's inventory records. The audit will be documented and account for any transfer and/or disposal of a commodity.
- Disposing of surplus commodities and surplus real property, whether purchased in whole or in part with federal grant funds or with local funds.

The disposal of school property must be for the benefit of the school district and consistent with good business principles.

### **Disposal of Surplus Commodities**

The Board of Directors recognizes that commodities sometimes become of no use to the District and thus meet this policy's definition of surplus commodities.

The Superintendent or designee(s) will determine the objective fair market value (FMV) of surplus commodities. The District will strive to dispose of surplus commodities at or near their FMV.

The Superintendent may declare surplus any commodity with an FMV of less than one thousand dollars (\$1,000). Surplus commodities with an FMV of less than one thousand dollars (\$1,000) will be periodically sold by the most efficient, cost effective means that is likely to result in sales at or near FMV.

The Superintendent may submit a list of surplus commodities deemed to have a FMV of ten thousand dollars (\$10,000) or greater for each item to the Board of Directors for authorization to sell such surplus commodities. Once the Board of Directors has authorized the sale of such surplus commodities, the Superintendent or designee(s) may sell that surplus commodity as the need arises. Items with a FMV of one thousand dollars (\$1,000) or greater will be sold by the most efficient, cost effective means that is likely to result in sales at or near FMV. If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near FMV without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation, in which case the provisions of A.C.A. §§ 6-24-101-107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold commodities may then, at the discretion of the Superintendent, be disposed of as scrap or junk or be donated to appropriate charitable or education related entities. Computer or technology equipment will be cleansed of data prior to disposal.

### **Disposal of Surplus Real Property**

The Board of Directors recognizes that real property it owns sometimes becomes no longer of use to the District and thus meets this policy's definition of surplus real property.

By February 1 of each year, the District shall submit a report to the Division of Public School Academic Facilities and Transportation (Division) that identifies all unused or underutilized school facilities in the District and the unused or underutilized school facilities, if any, that are designated in the District's

facilities master plan to be re-used, renovated, or demolished as part of a specific committed project or planned new construction project.

If the Division classifies a District facility or District real property as being unused or underutilized, the District may appeal the Division's determination to the Commission for Public School Academic Facilities and Transportation (Commission).

The District shall make unused or underutilized public school facilities available for lease for no more than FMV to any open-enrollment public charter school (charter) located within the District's geographic boundaries that makes a request under the charter's statutory right of access unless the District makes an affirmative showing by a preponderance of the evidence to the Commission that:

1. The school facility, or the property to which the school facility is attached, will be needed by the District to accommodate future growth of the District; or
2. Use of the school facility or other real property by a charter would have a materially negative impact on the overall educational environment of an educational campus located within five hundred feet (500') of the school facility or other real property sought to be leased by the charter.

The terms of a lease executed between the District and a charter shall provide that the lease shall be cancelled and be of no effect if the charter:

- a. Fails to use the facility or other real property for direct student instruction or administrative purposes within two (2) years of the effective date of the lease;
- b. Closes, has its charter revoked, or has its charter application denied by the charter authorizer; or
- c. Initially uses the facility or other real property, but then leaves the facility or other real property unused for more than one hundred eighty (180) days.

If requested or agreed to by the charter, The District may sell the unused or underutilized facility or other real property to the charter for FMV.

If the District decides to sell, lease, or otherwise transfer ownership of a District facility, a charter located within the District's geographic boundaries shall have a right of first refusal to purchase or lease the facility for FMV. The charter's right of first refusal shall continue for two (2) years after the date the District last used the school facility or other real property as an academic facility.

If the District decides to sell or lease a District facility or other real property that has been identified by the Division as an unused or underutilized school facility to a third party that is not a charter, then the District may not sell or lease the facility until the later of:

- Two (2) years after the date the facility or other real property is identified by the division as an unused or underutilized public school facility, so long as no charter has claimed a right of access or a right of first refusal; or
- Three (3) years from the date the District facility or other real property has been identified by the division as an unused or underutilized public school facility if the District designated the facility or other real property to be reused, renovated, or demolished as part of a specific committed project or planned new construction project in the District's facilities master plan.

The District may petition the division for a waiver of the time restrictions for the sale or lease of a District's unused or underutilized facility. The petition shall include a statement that the District believes



that no charter would be interested in leasing or purchasing the unused or underutilized school facility. If the District receives a waiver, the District may immediately sell, lease, or otherwise dispose of the unused or underutilized facility. The District may appeal the denial by the Division of a waiver to the Commission.

The Superintendent may submit a request to the Board of Directors for authorization to sell surplus real property. Once the Board of Directors has authorized the sale of such surplus real property, the Superintendent or designated individual(s) may sell that surplus real property as the need arises and this policy allows. The Superintendent or designee(s) shall be responsible for getting a determination of the objective FMV of surplus real property. The district will strive to dispose of surplus items at or near their FMV. The real property may be listed for sale with a real estate broker, and the Superintendent or designated individual may contract on behalf of the district to pay the usual and customary sales commission for such transactions, upon sale of the property.

If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee(s) may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near FMV without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation, in which case the provisions of A.C.A. §§ 6-24-101–107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold real property may then, if agreed to by the Superintendent and Board of Directors, be donated to appropriate education related entities, not-for-profit organizations, the county, city, or incorporated town in accordance with the provisions of state law.

Items obtained with federal funds shall be handled in accordance with applicable federal regulations, if any.

The District may not make a part of the disposal of District real property a covenant that prohibits the sale or lease of former District facilities or other real property to a charter that is located within the District's geographic boundaries.

### **Trash**

Trash, as defined in this policy, may be disposed of in the most cost efficient or effective method available to the district.

Legal References:     A.C.A. § 6-13-111  
                              A.C.A. § 6-13-620  
                              A.C.A. § 6-21-108  
                              A.C.A. § 6-21-110  
                              A.C.A. § 6-21-803  
                              A.C.A. § 6-21-806  
                              A.C.A. § 6-21-815

A.C.A. § 6-21-816  
A.C.A. § 6-24-101-107  
2 C.F.R. § 200.311  
2 C.F.R. § 200.313

Approved by Board of Education 11/14/17

**7.13F2 – INVENTORY FIXED ASSETS STATEMENT OF ASSURANCE**

**Inventory Management**

**Statement of Assurance**

School: \_\_\_\_\_ Date: \_\_\_\_\_

As school principal or department supervisor, I do hereby certify by my signature below and by this written Statement of Assurance that the inventory of fixed assets for this school/department has been confirmed and updated as of the above date and that to the best of my knowledge all items on this inventory are accounted for and all the appropriate documentation associated with this inventory is in order.

\_\_\_\_\_  
Name Title

## **7.14 -- DISBURSEMENTS**

Disbursements shall be made in accordance with the school's annual budget. Contractual obligations for certificated staff members with twelve month contracts shall be paid on the twenty-sixth of each month. Contractual obligations for certificated staff members with contracts for eleven months or less per year shall be paid on the twenty-sixth of each month except that there will be two checks issued in June and no checks issued in July. In the event that the twenty-sixth of the month should fall on a holiday, payment will be made on the last day school is in session before the holiday.

Non-certificated employees will be paid on the twenty-sixth day of the month in accordance with the length of the work period each year. If the twenty-sixth day of the month should fall on a holiday, payment shall be made on the last day school is in session before the holiday.

Expenditures, other than employee compensation, shall be based on valid invoices covering purchases made by authorized persons.

Ref: A.C.A. 6-20-(1301-1304)

Approved by Board of Education 11/12/91

## 7.15—RECORD RETENTION AND DESTRUCTION

It is necessary to maintain district records in a manner that provides for efficient document storage and retrieval and is conducive to eliminating unnecessary record retention. Due to the variety of records that may need to be retained and accessed, the superintendent shall ensure that all staff receive appropriate training to understand this policy. Staff shall also understand the possible ramifications to the district and/or themselves for failure to properly maintain records and follow the requirements contained in this policy.

### Definitions

"Directly or directly interested" ("directly") means receiving compensation or other benefits personally or to an individual's household from the person, business, or entity contracting with the District.

"Indirectly or indirectly interested" ("indirectly") means that a family member, business, or other entity in which the individual or a family member has a financial interest will receive compensation or benefits.

"Record" is defined for the purposes of this policy, as an item or items, whether electronic or material, that are created by, at the request of, or received by and purposefully retained by a board member, administrator, or employee in the ordinary course of District business. Examples include, but are not limited to:

- Any kind of correspondence;
- Calendars;
- Computer files and documents (which may include drafts);
- Telephone logs;
- Expense records;
- Audio or video recordings that are created for the purpose of monitoring the security of District property, the safety of District students, or open public meetings;
- Documentation related to transactions or contracts for:
  - Services with Board members, administrators, employees, or members of their families covered under the statutorily defined ethical restrictions associated with a contract for services provided for the District involving a Board member, administrator, or employee who "directly or indirectly" benefits from the contract;
  - An exemption granted by the Division of Elementary and Secondary Education (DESE) from the statutorily defined ethical restrictions associated with a contract for employment or for services provided for the District that involves a District administrator, board member, or employee.

The superintendent shall be responsible for establishing a schedule for the routine destruction of district records that accommodates the needs of the district. The schedule shall specify the length of retention for any records not specifically delineated by this policy and be distributed to staff on a need-to-know basis according to their respective employment duties and responsibilities. The schedule should accommodate the need for records to be stored as a blend of printed, bound and electronically recorded (e.g., audio tape, video tape, micro-fiche, computer disk) material. The superintendent or designee shall ensure the effective and efficient securing, cataloging, storing, and appropriate scheduled destruction of all records.

The following records categories shall be retained for the time specified.

- a. Board of Education Minutes – forever
- b. Personnel files – forever
- c. Student files – until the student receives a high school diploma or its equivalent, or is beyond the age of compulsory school attendance
- d. Student records of attendance/graduation – forever
- e. Financial Records – five (5) years
- f. Documentation, including letters of approval, related to transactions or contracts for services covered by this policy and Arkansas statutes for Board members or members of their families or for waivers granted to District employees - thirteen (13) years
- g. Documentation relating to payments or reimbursements made by a vendor on behalf of a board member, administrator, or employee for travel, lodging, food, registration, entertainment, or other expenses – three (3) years
- h. Employment applications, including applicant lists, applicant interview evaluations, documentation in response to requests for reasons for a failure to be interviewed and/or hired, and hiring determinations - five (5) years
- i. Expenditures made with federal grant monies – governed by the terms of each grant
- j. Video Surveillance Recordings – the timeline established in Policy 4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING
- k. Emails – whatever the district's policy is on this subject
- l. Documents filed with the IRS, including those required in Policy 7.23-Health Care Coverage and the Affordable Care Act – four (4) years
- m. Statewide assessment security agreement – three (3) years
- n. Recordings of open public meetings - one (1) year
- o. Record of each query made of the Federal Motor Carrier Safety Administration Commercial Driver's License Drug and Alcohol Clearinghouse and the results of each query – three (3) years
- p. Employee consent to query the Federal Motor Carrier Safety Administration Commercial Driver's License Drug and Alcohol Clearinghouse – three (3) Years from the latest query
- q. Reports from the Commercial Driver Alcohol and Drug Testing Database of the Office of Driver Services of the Arkansas Department of Finance and Administration – three (3) years
- r. Records required by the District's sexual harassment policies – seven (7) years

The superintendent or designee shall be responsible for determining when there is a need to interrupt the routine destruction of records. When the superintendent or designee makes the decision to cease the routine disposal of records, staff affected by the decision shall be promptly informed of the decision and of the nature of records that are to be retained; such records shall be retained until the superintendent or designee has authorized their destruction. Employee training on the district's records retention schedule shall specifically include information on the records that may need to be retained due to pending disciplinary or legal actions that otherwise would be subject to routine disposal. If an employee has doubt about the need to retain any record otherwise scheduled for destruction, he/she shall consult with the superintendent or designee prior to destroying such records.

The records' storage system devised by the superintendent and designee(s) shall be organized in a manner that enables the efficient retrieval of data and documents. The district shall have adequate backup of

electronically stored critical data. The system shall be communicated to employees in a manner that enables them to understand and follow the system's requirements.

In retaining and destroying records, no employee shall:

- Destroy, alter, mutilate, conceal, cover up, falsify, or make a false entry in any record that may be connected to a disciplinary matter or lawsuit or to a matter within the jurisdiction of a federal or state agency, in violation of federal law and regulations or state law and rules.
- Alter, destroy or conceal a document, or attempt to do so, with the intent to impair the document's availability for use in a disciplinary matter, lawsuit or an official proceeding or otherwise obstruct, influence or impede any lawsuit or official proceeding, in violation of federal law and regulations or state law and rules.
- Retaliate or discriminate against an employee who refuses to violate this policy or to coerce or threaten an employee to violate this policy.

## **Record Retention**

In general, records document the use of funds, compliance with program and fiscal requirements, and the performance of the grant. In accordance with 34 C.F.R. §§ 76.730-731 and §§ 75.730-731, the District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the District uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. The District also maintains records of significant grant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

The District retains and destroys records in accordance with state and federal requirements.

### *Procurement Documentation*

Documentation must be maintained for each step in the procurement process to sufficiently detail the history of the procurement. This documentation includes, but is not limited to, the rationale for the methods of procurement, independent estimates, cost/price analysis, solicitations, bids, proposals, justifications, profits, bidder list, approvals, contracts, etc. (CFR 200.318)(i)

At a minimum, all procurement records must be retained for the three years after final disposition of the item procured. If any litigation, audit, or claim is initiated involving the item procured during the three-year retention period, the procurement records must be retained until resolution of all issues and final action is taken or until the end of the three-year retention period; whichever is later. (CFR 200.333)

### *Destruction of Records*

Because records establish compliance with the use of funds and with program and fiscal requirements, failure to retain the proper records or to dispose of them prematurely can result in monumental problems for the District, including the repayment of all funds associated with the activity, event, decision, or transaction for which the records are missing.

The District cannot destroy any record that is involved in an ongoing

- Litigation
- Claim
- Negotiation
- Public information request (PIR)
- Audit or investigation
- Administrative review or hearing

Records generally include but are not limited to

- General correspondence, including letters and e-mail
- Handwritten notes and electronic notes
- Completed forms and reports and the data used to complete the reports
- Personnel documentation
- Websites created by the District
- Audio tapes and video tapes
- Final, complete, and signed (if applicable) documents
- Plans, photographs, or drawings
- Data in spreadsheets and databases
- Financial records, including but not limited to budgets, accounting ledgers, all supporting documentation for expenditures, copies of checks, bank statements, etc.

Records generally do NOT include

- Convenience copies (extra identical copies created only for convenience of reference or research)
- Drafts of documents
- Copies of documents furnished to the public to fulfill a PIR
- Blank forms/stocks of publications (keep at least one copy for archives to demonstrate compliance or proof of program activities)
- Library or museum materials
- Dispute resolution working files (the *final* written finding or report is a record)
- Personal or junk e-mail
- Ccs of e-mails (or letters) or convenience copies of e-mails (or letters) (the recipient in the "To" line is the keeper of the official record)

When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.



The retention period is the same whether the record is paper or electronic. However, a few precautions are in place.

Failure to follow the requirements set forth in this policy may result in disciplinary action against the employee(s), up to and including termination. The district's board of directors prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who, in good faith, has attempted to comply with this policy.

Cross References:

- 3.19—LICENSED PERSONNEL EMPLOYMENT
- 4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING
- 8.13—CLASSIFIED EMPLOYMENT

Legal References:

- A.C.A. § 5-1-102
- A.C.A. § 5-1-109(c)(2), (g)
- A.C.A. § 6-13-619
- A.C.A. § 6-17-104
- A.C.A. § 6-17-2301
- A.C.A. § 6-18-901
- A.C.A. § 6-24-102(8)(15)
- A.C.A. § 6-24-105(d)
- A.C.A. § 6-24-106(c)(6)
- A.C.A. § 6-24-107(c)
- A.C.A. § 6-24-115
- A.C.A. § 21-3-302, 303
- A.C.A. § 25-19-106
- A.C.A. § 27-23-207
- DESE Rules Governing Ethical Guidelines and Prohibitions for Educational Administrators, Employees, Board Members, and Other Parties
- DESE Rules Governing the Arkansas Educational Support and Accountability Act
- 26 C.F.R. § 31.6001-1
- 34 C.F.R. § 99.2
- 34 C.F.R. § 106.45
- 49 C.F.R. § 382.701
- 49 C.F.R. § 382.703
- Federal Rules of Civil Procedure Numbers 16, 26, 33, 34, 37, and 45

- Approved by Board of Education 06/14/16
- Approved by Board of Education 01/08/19
- Approved by Board of Education 10/08/19
- Approved by Board of Education 06/09/20
- Approved by Board of Education 11/10/20

## **7.17--EXPENSE REIMBURSEMENT**

Travel costs are those expenses related to transportation, lodging, subsistence and related items incurred by employees who are in a travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on per diem or mileage basis in lieu of actual costs incurred or on a combination of the two.

The requirements of this policy shall govern reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance. Original receipts must accompany all requests for reimbursement to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. No cash advances shall be made for travel. Mileage, lodging, and meal expenses will not be reimbursed when incurred for the personal convenience of the employee and not required by the reason for the travel. Reimbursement for travel shall be for the lesser of the cost between travel by air or by car with some consideration allowed for length of time of the method of travel.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees, associated necessary materials and necessary overnight accommodations that are not lavish. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

The district will not reimburse expenses of any non-school board member or non-employee who accompanies the school board member or employee during his/her school related travel.

### **Reimbursable Expenses**

Mileage that is driven for a district sanctioned purpose in an employee's personal vehicle shall be reimbursed provided appropriate documentation is submitted establishing the date and time, place, and purpose of the travel. Mileage shall be reimbursed at the rate authorized by the District and shall be based on the shortest, most reasonable, route available.

Meals may be reimbursed for travel which necessitates an overnight stay when submitted according to the dictates of this policy. Reimbursement shall be prorated based on the percent of a day the employee is away on travel. For example, if an employee returns from his/her travel in the afternoon, he/she is only eligible for reimbursement for breakfast and lunch expenditures. Meals shall be reimbursed at the current per diem rate authorized by the IRS. Except as otherwise specified by this policy, meals are only reimbursable in conjunction with travel requiring an overnight stay.

Tips paid by a school employee for meals associated with travel as defined in this policy are reimbursable for up to 15% of the cost of the meal provided the employee submits a

receipt for the meal as part of an "accountable plan" for reimbursement. Tips are not allowed if an employee is reimbursed using a "per diem" plan.

Meal expenses incurred by the superintendent or other administrators as necessary, in the performance of their duties when meeting with state officials or consultants may be reimbursed on a prorated, per person basis in line with the mandates of this policy. Such expenses shall only be reimbursed when the expenditure is likely to result in a tangible benefit to the district.

### **Expenses not covered**

The district shall not reimburse the following items/categories of expenses.

- Alcoholic beverages;
- Entertainment expenses – including sports or sporting events; pay per view or game expenses at motels;
- Replacement due to loss or theft;
- Discretionary expenses for items such as clothing or gifts;
- Medical expenses incurred while on route to or from or at the destination of the reason for the travel; and
- Optional or supplementary insurance obtained by the employee for the period covered during the travel.

### **Credit Cards**

Only those employees specifically issued credit cards to be used in the performance of their jobs to purchase goods, services, or supplies on behalf of the district shall be allowed to use such cards. Employees who incur reimbursable expenses as defined in this policy are expected to pay for them initially by any means they choose and then submit their request for reimbursement. The district assumes no responsibility for the payment of any personal credit card charges incurred by a district employee.

### **Airport Associated Expenses**

Receipts for airport associated expenses are required for reimbursement. All airline flights shall be by coach/economy class. Upon arrival at their destination, employees are expected to take the less expensive option between a taxi and an airport shuttle service to his/her hotel or meeting site. When circumstances dictate that a rental car is necessary and/or the most economical approach to the travel requirements, the least expensive car that will accomplish the job should be rented. The district shall not reimburse for any kind of rental car supplemental insurance.

Amended by Board of Education 06/14/16

Amended by Board of Education 11/14/17

## **7.21—NAMING SCHOOL FACILITIES**

Except as otherwise permitted in this policy or Arkansas law, the District shall not name any building, structure, or facility, paid for in whole or in part with District funds, for an individual living at the time of its completion who, in the ten (10) years preceding its construction, was elected, or held, a federal, state, county, or municipal office and received a salary for his/her service.

Exceptions to the preceding paragraph may be made when a building, structure, or facility is constructed through the use of at least 50% private funds or, the name refers to:

1. an individual(s) living at the time of its completion and who has historical significance;
2. an individual who is or has been a prisoner of war; or
3. a living individual who is at least 75 years of age and is retired.

Legal Reference:       A.C.A. § 25-1-121

Approved by Board of Education 11/14/17

## 7.22 – BOOSTER CLUB AND PARENT ORGANIZATION GUIDELINES

The Van Buren School District encourages the participation and involvement of parents in the education of their children. One way parents can be involved in the child's education is through participation in voluntary parent organizations such as Parent Teacher Associations (PTA) and booster clubs.

Following are guidelines for the operation of booster and parent organizations:

- The purpose of a parent organization is to promote the general welfare of the students in a particular school.
- A booster club is formed to enrich the school's participation in extracurricular activities and normally involves an individual student group (band, football, etc.)
- The Superintendent must approve the formation of all booster clubs or parent organizations using the district's name in their "official" name of the booster club.
- Booster clubs and parent organizations operate at the pleasure of the Board of Directors, but the clubs/organizations are separate from the school district and are not under the control or the responsibility of the school principal, superintendent, or school board.
- It is illegal for booster/parent organizations to use the district's tax identification number. These organizations are encouraged to obtain separate tax identification numbers from the IRS.
- The responsibility for accounting, safeguarding, and disbursement of funds rests with the parent organization officers. The Van Buren School District is not responsible for operation of the club/organization. School employees may act only in an advisory capacity to Booster Clubs or Parent Organizations.
- A Booster club may not represent the District nor bind the District or any of its employees to a third party with which the organization may conduct business.
- The funds raised by booster/parent organizations may not be directly deposited into school district accounts.
- No school employee is permitted to act in an official capacity of the booster club/parent organization, i.e. president, secretary, treasurer, other than as an ex officio board member.
- No school employee is permitted to be responsible for reconciling or depositing funds raised by booster clubs or parent organizations.
- No school employee is permitted to have his/her name on any booster club or parent organization financial accounts.

Approved by Board of Education 04/19/11

Amended by Board of Education 09/12/17

Amended by Board of Education 12/10/19

### 7.22.1 -- INTERNAL AUDIT GUIDELINES FOR BOOSTER CLUBS, SUPPORT GROUPS, AND PARENT ORGANIZATIONS

An internal audit committee should annually conduct an audit of the club's financial records. The committee shall audit, but not limited to, the following:

- Ledgers
- Checks
- Invoices
- Receipts
- Deposits/deposit slips
- Fund raising activities
- Bank statements
- Financial reports
- Internal control reports (example: money collection report)

The internal audit committee should obtain from the bank a current activity/history report.

The internal audit report should be submitted to the booster club/parent organization for approval and recorded into the club or organization's minutes.

The District recommends that all booster clubs, support groups, and parent organizations employ an accountant to perform an annual external audit to be presented to members and recorded in minutes filed in the District office.

## 7.22.2 -- RECOMMENDED INTERNAL CONTROL GUIDELINES FOR BOOSTER CLUBS AND PARENT ORGANIZATIONS

All booster clubs and parent organizations are encouraged to follow the guidelines below:

1. All activities (fund raising and proposed expenses) should be voted on by the club or organization and recorded in the club's minutes.
2. Club/organization officers should submit a Fundraising Request Form to avoid conflicts in fund-raising events.
3. All checks issued by the club should bear the signatures of the club's treasurer and one other officer. No school employee is authorized to have his/her name on any club or organization financial account.
4. All expenses should have documented proof (a receipt or invoice). The check number and date of payment should be written on receipt or invoice. Each month, the club minutes must reflect membership approval of all bills paid.
5. A fund raising income/loss statement should be completed and submitted to the club for approval and recorded into the club's minutes.
6. A monthly financial statement should be submitted at each club meeting for approval and recorded into the club's minutes.
7. At the end of the year, the club treasurer should submit a financial report demonstrating all activities for the year.
8. The president should appoint an internal audit committee and the appointments should be noted into the club's minutes. Club officers should not be a member of the internal audit committee. The internal audit committee should conduct an annual audit of the club's financial records for the year ended. This audit should be completed prior to the transfer of financial records to the next treasurer. The audit should be performed by someone who is independent from day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals.
9. The club should obtain a bond to cover all club officers who are permitted to handle checks and depositing of funds.
10. All money collected should be counted by at least two club representatives before forwarding the funds to the treasurer for deposit. The club representatives should sign a money collection report.
11. All monies should be deposited into the bank within 24 hours of collection.

Approved by Board of Education 04/19/11

Amended by Board of Education 09/12/17

## **7.24—ADVERTISING ON SCHOOL BUSES**

Under the authority granted by A.C.A. § 6-19-129 and the Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing Advertising on School Buses the District has chosen **NOT** to permit the selling of advertising space on District owned school buses and shall **NOT** use the space provided by law for any purpose.

Legal References:      A.C.A. § 6-19-129  
                                 A.C.A. § 7-1-111  
                                 Commission for Arkansas Public School Academic Facilities and Transportation  
                                 Rules Governing Advertising on School Buses  
                                 7 C.F.R. § 210.31

Approved by Board of Education 11/14/17