

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are related to the funding provided and the effective, efficient management of those funds. It follows that the District's purposes can best be achieved through prudent fiscal management.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Board take specific action to make certain that education remains central and that fiscal management contributes to the educational program. This concept is incorporated into Board operations and into all aspects of District management and operation.

As trustees of the community's investment in the facilities, materials and operational funds, the Board has a fiduciary responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Board expects that the Superintendent and the Treasurer keep it informed through both oral and written reports of the fiscal management of the District.

With the assistance of the Treasurer and other designated personnel, the Superintendent is expected to develop an efficient and effective procedure for fiscal accounting, purchasing and the protection of plant, grounds, materials and equipment through prudent and economical operation, maintenance and insurance.

The Board seeks to achieve the following goals:

1. to engage in thorough advance planning, with staff and community involvement, in developing budgets and to guiding expenditures to achieve the greatest educational returns for the dollars expended;
2. to establish levels of funding which provide high quality education for the District's students;
3. to use the best available techniques for budget development and management;
4. to provide timely and appropriate information to all staff with fiscal management responsibilities and
5. to establish effective procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

Adoption date: October 13, 2008

**ANNUAL BUDGET AND APPROPRIATIONS MEASURE/BUDGET MODIFICATION
AUTHORITY**

Budget

The purpose of the annual tax budget is to identify adequate financial resources for the education program and to provide a basis for accountability in fiscal management. The District budget is also the legal basis for the establishment of tax rates.

Public school budgeting is regulated and controlled by State law and requirement of the Board. A budget is required for every fund that a district uses in its yearly operation.

The Treasurer/staff are responsible for the preparation of the annual budget and presentation of the budget to the Board for adoption.

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If by October 1 the county budget commission has not certified all amended certificates of estimated resources to the Board (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriation measure until such time as the certificates are received.

The Treasurer files both the temporary and final appropriations measures at the proper times with the office of the County Auditor.

The Superintendent/designee notifies each school administrator and/or department head of the allocations approved for expenditure.

Budget Modification

The Treasurer may make budget modifications of line item appropriations within each major fund. Any transfers permitted by law from major fund to major fund require Board approval.

Transfers Among Categories

During the final quarter of the fiscal year, appropriations categories are examined, and the year-end status of each is estimated. Before the close of the fiscal year, the Board authorizes the Treasurer to transfer moneys from those categories in which a surplus is anticipated into those in which a deficit is anticipated as permitted by State or Federal statutes.

Transfers among funds as permitted by statutes require Board action and may require approval from the Court of Common Pleas and the Tax Commissioner.

It is the responsibility of the Superintendent and the Treasurer to examine the appropriations categories and make the necessary recommendation to the Board.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 9.34

3311.40

3313.18

5705.14; 5705.15; 5705.16; 5705.28; 5705.29; 5705.35 through 5705.412

BUDGET PLANNING

Budget planning is an integral part of program planning so that the annual operating budget effectively expresses and implements all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The Superintendent and Treasurer are responsible for preparing financial forecasts for at least four years beyond the current fiscal year.

The budget reflects the District's goals, objectives and programs. Any changes or alterations in programs are approved by vote of the Board.

The annual tax budget is prepared by January 20th of each year and covers the period from July 1 to June 30 of the succeeding year.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 5705.01; 5705.28 through 5705.32; 5705.35; 5705.36; 5705.37;
5705.39; 5705.391

CROSS REFS.: AE, School District Goals and Objectives

FUNDING PROPOSALS AND APPLICATIONS

The Board considers whether to apply for any state or federal grants for which it is eligible. The Superintendent/designee evaluates federally funded programs and state grants, including their possible benefits to the students in the District, appraises the Board of the worth of each and makes recommendations accordingly.

The District participates to its limit of eligibility in the use of funds provided by the state of Ohio for the educational benefit of its students.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 3313.20

REVENUES FROM TAX SOURCES

In an attempt to provide sufficient financial resources, the Board:

1. requests that voters approve adequate local funds for the operation of the District and determines the amount of the individual levies at the time of the initial request, or at the time of a request for renewal or replacement, to yield sufficient revenue for the operating expenses of the District;
2. accepts available state funds to which the District is entitled by law or through regulations of the State Board of Education and
3. accepts federal funds which are available, provided that there is a specific need for them and that the required matching funds are available.

Adoption date: October 13, 2008

LEGAL REFS.: Ohio Const. Art. XII, Section 2
ORC 3301.07
3311.21
3313.02 through 3313.91
3317.01 through 3317.11
3323.09
Chapters 5701; 5705; 5727
5747.01
57048.01 through 5748.06

REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

Whenever there occurs a cash balance in any active fund which, though allocated to a specific use, is temporarily not needed, it is the policy of the Board that such a balance shall be invested temporarily to the best advantage of the District in such securities as are permitted by law.

The interest earned from such investments will be credited to the funds as determined by the Board in their annual enabling resolution.

Purpose

The purpose of this policy is to provide for the prudent management of all public funds in accordance with the state investment philosophy of the Treasurer (the "Fiscal Officer") for the District. The Fiscal Officer and all staff members will adhere to this policy, ORC 135, and all other applicable laws and regulations at all times.

This policy has been approved and adopted by the Board and a copy has been filed with the Auditor of the state of Ohio as required by ORC 135.14.

Investment Philosophy

The Fiscal Officer and all other persons who are responsible for investing public funds have fiduciary responsibilities to the District and the public. Such persons shall seek to follow an investment strategy based on the "prudent person" standard. The prudent person standard requires the Fiscal Officer and other fiduciaries to exercise the care, skill, and experience that a prudent person would use to manage his/her personal financial affairs. The prudent person standard requires the Fiscal Officer and other fiduciaries to seek investments which will preserve principal while maximizing income.

Investment Objectives

1. Preservation of Principal

The primary investment objective is preservation of principal. To meet this objective, portfolio diversification will be established and maintained with a goal of generating portfolio income that exceeds any losses in individual security values. It is recognized that occasional losses are inevitable and such possibility will be considered in evaluating diversification decisions and investment strategy.

2. Liquidity

The second investment objective is maintenance of liquidity of assets. This objective will be met by preparing a draw schedule for anticipated expenditures and matching investment maturities with anticipated expenditure dates whenever possible. Once cash flow requirements have been satisfied, maturity date selection will be determined by market conditions and interest rate forecasts. No unmatched investment will have a maturity date more than two years from the settlement date.

No investment will be made unless, at the time the investment is made, the Fiscal Officer reasonably believes that the investment can be held until maturity. However, an investment may be sold prior to maturity if the Fiscal Officer determines that such a sale is prudent.

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3. Income Maximization

Income maximization is the third investment objective. To accomplish this objective, the investment portfolio will be managed with the goal of producing income returns within acceptable risk parameters. High financial risk is unacceptable. Thus, moderate income volatility will be permitted, but no investments which are expected to be subject to large interest rate fluctuations will be made.

4. Minimization of Cost of Services

The fourth objective is to minimize transaction costs. To meet this objective, relationships with securities dealers, investment bankers, and other entities providing investment services will be carefully managed to secure high quality services while simultaneously minimizing costs.

Personal Conduct and Qualifications

1. Standard of Conduct

The Fiscal Officer and staff must continually be aware of the fiduciary nature of their responsibility for investing the public funds under their control. All persons responsible for investment decisions or who are involved in the management of the District's assets shall comply with all applicable Ohio and Federal statutes and regulations, the codes of conduct established by the National Association of Securities Dealers and the Securities and Exchange Commission and the Code of Ethics and Standards of Professional Conduct of the Association for Investment Management and Research.

The Fiscal Officer and staff members are prohibited from having any direct or indirect interests in any of the investments made by the Fiscal Officer and from receiving payment, bonuses or other compensation for investment services in excess of their regular compensation.

The Fiscal Officer may designate qualified staff members in his/her office to take responsibility for executing individual investment transactions.

2. Continuing Education

The Fiscal Officer will annually complete the continuing education programs provided by the Treasurer of State.

Transactions

A copy of this policy will be provided to all securities dealers, investment bankers, and other entities doing investment business with the District. Other interested parties may receive a copy upon request.

No securities dealer, investment banker or other entity may provide investment services to the District unless its representative has reviewed, signed, and agreed on behalf of the entity, to abide by the terms of this policy. In signing this investment policy, the representative acknowledges that the entity assumes full responsibility for recommending and making investments in violation of any Ohio or Federal statute or regulation, regulation or code of conduct established by the National Association of Securities Dealers or the Securities and Exchange Commission, the terms of this policy, or any other applicable law.

While every effort will be made to obtain appropriate discounts, investment firms will be selected to achieve the best possible transaction execution. The fact that a particular firm provides statistical and market

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information and services will be considered in the selection process. All investment firms selected shall be qualified to do business in the State of Ohio, have all appropriate licenses, be in good standing with the Securities and Exchange Commission, the National Association of Securities Dealers, the Ohio Department of Commerce's Division of Securities, and be on the list of investment firms approved by the Fiscal Officer. A periodic review of the investment firm's capital and disciplinary standing will be conducted and necessary changes in the list of approved investment firms will be approved by the Fiscal Officer.

All securities orders shall be placed according to accepted investment practices. All receipts confirming securities transactions will include the trade date, par value, maturity, interest rate, price, yield, settlement date, description of securities purchased, investment firm, amount due, and third-party custodial information. Confirmation receipts will be received within three business days after the trade, and payment for investments shall be made only upon receipt of the securities.

All securities dealers, investment bankers and other entities providing investment services to the District are prohibited from having any direct or indirect interests in any of the investments made by the Fiscal Officer and from receiving payment, bonuses or other compensation for investment services in excess of their regular compensation. As used in the policy, "regular compensation" includes the reasonable and agreed-upon fees, commissions, and other compensation customarily associated with securities transactions earned by outside securities dealers, investment bankers and other entities providing investment services to the District.

Authorized Investments

The following investments constitute a nonexclusive list of appropriate investments:

1. the Ohio Subdivision's Fund (STAROhio) set forth in ORC 135.45
2. bills, notes, bonds and other securities issued by the United States Treasury
3. obligations guaranteed by the United States
4. securities issued directly by federal agencies or instrumentality's
5. repurchase agreements whereby a securities dealer or public depository agrees to repurchase securities, provided they require the dealer or public depository to provide the par value of

securities subject to the repurchase agreement and to deliver the securities into the custody of the Fiscal Officer. Repurchase agreements with dealers must be transacted on a delivery versus payment basis, and term repurchase agreements may not exceed 30 days. The value of securities subject to an overnight or term repurchase agreement must exceed the principal amount of such agreement by at least 2%. Securities subject to a term repurchase agreement must be marked to market on a daily basis.

6. Bonds and other obligations of the state.
7. time certificates of deposit, savings accounts and deposit accounts in any public depository
8. commercial paper and bankers acceptance specified in ORC 135.142(A)

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Prohibited Investments

The following investments and investment practices are prohibited:

1. Investment in derivatives or in no-load money market mutual funds that invest in derivatives. Derivatives is defined by ORC 135.10(O) as any financial instrument based upon or linked to another asset or index that is separate from the financial instrument itself. Any security that is based upon an issue of the United States Treasury or an obligation of a federal agency is a derivative. However, a security issued by the U.S. Treasury, other federal agency or instrumentality, the state of Ohio or any political subdivision of the state is not considered to be a derivative even though it has a variable interest rate based upon a single interest payment or single index consisting of other securities issued or guaranteed by the United States, provided that such variable interest rate investment has a maximum maturity of two years.
2. Investments in stripped principal or interest obligations.
3. Investments in a fund established by another county, subdivision, treasurer or governing board for the purpose of investing the public funds of other subdivisions, other than STAROhio and funds established to acquire, construct, lease or operate a municipal utility.
4. Repurchase agreements whereby the Fiscal Officer agrees to repurchase securities (reverse repos).
5. Sale of taxable notes for the purpose of arbitrage.
6. Use of current investment assets as collateral to purchase other assets.
7. Contracting to sell securities that have not yet been acquired on speculation that bond prices will decline.

Collateralization of Deposits

All deposits of public funds will be collateralized pursuant to ORC 135.37.

In the event of a default by a public depository, the Fiscal Officer will provide 30 days notice in a newspaper of general circulation in Millersport, Ohio, before the obligations securing the public deposits are sold. Purchasers at the default sale will receive absolute title to the securities. Any proceeds received in excess of the amount in default will be paid to the defaulting depository.

Reporting

Annually, on or before the 31st day of August, the Fiscal Officer will prepare and submit to the Board, the Superintendent of Public Instruction, and the Auditor of State, a report summarizing each investment made pursuant to ORC 135.142(A). Such report shall include a description of funds and income received and commissions and fees paid in connection with such investments.

Adoption date: October 13, 2008

LEGAL REFS.: Intergovernmental Cooperation Act
ORC 135.01 through 135.21
3313.51

GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled. The principal or designee is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Admission to those school events for which an admission is charged shall be by serially numbered ticket only. However, persons presenting season, faculty or special passes will be admitted to all events. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis.

Senior Citizen Activity Pass (60 years or older)

The Senior Citizen Activity Pass entitles any resident of the Walnut Township Local School District who is at least 60 years of age to be admitted free of charge to all events sponsored by the school district and held at Millersport High School, Junior High or Millersport Elementary School. This pass is valid for the cardholder only and is not to be used as a family and/or friends pass. It is not necessary to renew this pass each year.

Complimentary tickets for school-sponsored events may be issued as prescribed in athletic league rules or as a component of the District's school-community relations program. Complimentary and/or reduced price tickets may be made available to administrators and faculty as a means of encouraging their participation in these activities. Complimentary tickets shall be accounted for in the same manner as paid admission tickets.

Adoption date: October 13, 2008

SALE OF FOOD ON SCHOOL GROUNDS

In accordance with Section 3313.814 ORC, the Walnut Township Local Board of Education in order to better insure that the students of our school district receive a high value nutritional lunch, adopt the following regulations regarding the sale of food items on school premises in addition to the regular class A lunch and ala carte items.

1. During the lunch period, no group may sell food items to students until after the last school lunch is served. No foods shall be sold in competition with the school lunch program.
2. A snack break for elementary students may be scheduled. The snack may consist of milk, juice, cookies or other high nutritional value foods.
3. A group wishing to sell food items during the school day or after school hours must obtain prior approval from the superintendent or his designee. The superintendent or his designee shall consider such factors as the nature of the food, the goals and needs of the group, and the time, place and day of the food sale in making the decision. When possible to do so, the superintendent or his designee shall encourage the group to sell foods of a high nutritional value instead of the junk foods that are traditionally available and or minimal nutritional value. Foods of minimal nutritional value are soda water, water ices, chewing gum and certain candies including hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.

Adoption date: October 13, 2008

File: **DFH**

INCOME FROM SALE OF UNIFORM SCHOOL SUPPLIES

The Board may purchase school supplies for resale to students for the purpose of making needed supplies and materials readily available at a minimal cost.

The Superintendent or his/her designee decides which items may be sold by the schools and the price of the items. Approval for the purchase of supplemental text materials, periodicals or newspapers is governed by the fact that such materials have been Board adopted and approved for use in teaching the District curricula.

The sale of uniform school supplies is in accordance with regulations established by the Board.

Adoption date: October 13, 2008

LEGAL REF.: ORC 3313.811

CROSS REF.: JN, Student Fees, Fines and Charges

AUTHORIZED SIGNATURES

(Use of Facsimile Signatures)

The Treasurer's signature is used on checks, drafts, warrant-checks, vouchers and other orders on public funds deposited in designated depositories.

The Treasurer authorizes these designated depositories to honor any instrument bearing the Treasurer's facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photo static or mechanical device. The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.

The Board purchases a surety bond to protect the loss of any public funds.

Adoption date: October 13, 2008

LEGAL REF.: ORC 3313.811

CROSS REF.: ORC 9.10 through 9.14
1306.06

BONDED EMPLOYEES AND OFFICERS

At the time of appointment or re-appointment of the Treasurer, the Board authorizes the Treasurer to execute a bond in an amount determined and approved by the Board. The premium is paid by the Board.

The Superintendent, Board President, staff and other employees who handle school funds are included, at Board expense, in a Position Schedule Bond. Position Schedule Bonds pertain to a specific position, not to an individual.

Adoption date: October 13, 2008

LEGAL REF.: ORC 3.06
131.18
3313.25; 3313.83
3319.05
5705.412

CROSS REF.: DM, Cash in School Buildings

FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts. The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer which show receipts, disbursements, appropriations, encumbrances, balances, assets and liabilities. The Treasurer makes all other financial reports required by law or by state agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent; the supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical Society.

Adoption date: October 13, 2008

LEGAL REF.: ORC 117.101; 117.38; 117.43
3301.07
3313.29; 3313.32; 3313.94
3315.04; 3315.13
Chapter 1347
Chapter 5705

CROSS REF.: EHA, Data and Records Retention

TYPES OF FUNDS

Textbook and Instructional Materials Fund

The Board maintains a Textbook and Instructional Materials Fund. The fund is accounted for within the District's general fund using a reasonable accounting method implemented under the Auditor of State's Guidelines as they are currently enacted. The requirement may be less than 3% for a particular fiscal year.

This fund is used for textbooks, instructional software, materials, supplies and equipment. Any money in the fund that is not used in a fiscal year is brought forward to the next fiscal year. The amount brought forward is not intended to meet the set aside requirement for the current fiscal year.

The percentage of revenues on deposit, as well as the definition of what constitutes textbooks and instructional materials, is subject to applicable rules to be jointly adopted by the State Auditor and the Superintendent of Public Instruction.

The fund may be used for other purposes if the Board must unanimously adopt a resolution stating that the District has sufficient textbooks and instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the District.

Capital and Maintenance Fund

The Capital and Maintenance Fund consists of 3% of all revenues received that would otherwise have been deposited in the general fund, except that money received from a permanent improvement levy may be used to meet this requirement. Money in this fund may be used only as provided by State law. The Fund is implemented under the Auditor of State's Guidelines as they are currently enacted; therefore, the requirement may be less than 3% for a particular fiscal year.

Adoption date: October 13, 2008

LEGAL REF.: ORC 3315.17; 3315.18

CROSS REF.: BHD, Board Member Compensation and Expenses
DBD, Budget Planning
HA, Negotiations
IGDJ, Interscholastic Athletics
IIAA, Textbook Selection and Adoption

RULES FOR CLASS ACCOUNTS

A program of co-curricular activities established by the board of education should insure that young people have an opportunity to take part in co-curricular and extra-classroom experiences; should provide efficient procedures for their creation, operation, and demise; and should outline a system for the safeguarding, accounting, and internal control of extra-classroom activity funds.

The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all the students and to finance the normal, legitimate co-curricular activities of the student body organization.

(Excerpt from AUD-0019 (replaces Circular #81-9), dated August 1993)

General Goals of a Class Account

In that the Walnut Township Local Schools established the 200 Activity Funds with the purpose to benefit all students, the following activities are designated class activities: prom expenses (sponsored by the junior class); prom tickets; graduation expenses (paid by the senior class, which include graduation pictures, flowers, programs, honor cords, and class gift); and the senior class trip, upon graduation.

Opportunities for fundraising activities are provided by the Walnut Township Local Schools and class funds are the property of the school district and, therefore, hold no individual rights of ownership. For the purpose of establishing an earnings potential of all students expressing interest in attending the senior class trip, an internal reporting control mechanism (individual student ledgers) will be used to track earnings of those students involved in specific designated fundraising activities. Those students not expressing an interest in attending the senior class trip may also establish an individual student ledger to assist with expenses of prom tickets, **AP Test** and graduation fees. Although an internal reporting control mechanism is used to monitor earnings potential, it does not provide for property ownership by individual students and, therefore, students may not assume the class funds as their personal funds.

Annual budgets are prepared by all class advisors to include purpose clause of the activity group, estimated revenue and sources, estimated expenditures and group functions/ activities. The purpose clause should encompass the reason for the activity's existence, its aspirations, its future goals, and the means through which the goals and aspirations may be achieved. Any amendments to an approved policy statement should also be submitted by the student group and approved. The student group should establish how the revenue of the group is going to be raised and how the group is going to expend these funds to accomplish their goals and aspirations while the activity group is in existence. The budget, as submitted by the activity group, should be approved by the board of education as part of the purpose clause. Before approving these budgets, however, the board should determine whether the proposed expenditures will serve a public purpose.

Sophomore Class

The Sophomore Class Account allows for all sophomore students to cooperatively participate in fundraising activities in order to establish a class account balance. Fundraisers such as a festival booth, cheese/sausage sale, novelty sales, candy sales, etc., will provide students with opportunities to plan and execute money making projects and will provide opportunities for developing leadership qualities and decision making abilities. The account balance will enhance future class general expenses and future class trip expenses.

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File: **DIB-R (Regulations)**

Historically, the festival booth and the cheese/sausage sale provide fundraising opportunities for students interested in participating in the senior class trip, upon graduation. However, all students are encouraged and invited to participate in these events. Additionally, the opportunity of a novelty sale, candy sale, etc., may be offered to all students in order to provide for a sophomore class activity in which all sophomore students may participate. The anticipated expense of a sophomore class activity must be included on the annual budget.

Junior Class

The Junior Class Account allows for all junior students to cooperatively participate in fundraising activities in order to establish necessary funds to sponsor the Junior/Senior Prom and also establish necessary funds to support the future class trip. Fundraisers such as a festival booth, candy sales, miscellaneous sales/fundraisers, etc., will provide students with opportunities to plan and execute money making projects and will provide opportunities for developing leadership qualities and decision making abilities. The account balance will enhance future class general expenses and future class trip expenses.

The festival booth fundraiser supports both the prom and future class trip. All students are encouraged to work at least one shift in the festival booth. A minimum of \$500 will be set-aside from festival booth profits for prom expenses. The balance of the profit will be designated as future class trip revenue using the internal reporting control mechanism.

The opportunity of additional candy sales, miscellaneous sales, etc., will be provided for the students to earn the remainder money necessary to sponsor the prom and cover all prom expenses for supplies, decorations, prom books and favors, and location rental, if necessary, etc. If junior students have earnings statements within the class account, those students may receive credit for their AP test and for their prom tickets (for themselves and their dates) from the class account.

The opportunity of additional miscellaneous sales and fundraisers may be provided for students interested in participating in their future class trip, again using the internal reporting control mechanism.

Senior Class

The Senior Class Account allows for all senior students to cooperatively participate in fundraising activities in order to establish necessary funds for required graduation expenses, required prom ticket expenses, optional senior activities/expenses (such as senior assembly, slide show, etc.), optional AP Test and also establish necessary funds to support the senior class trip. Fundraisers such as a festival booth, candy sale, miscellaneous sales, etc., will provide students with opportunities to plan and execute money making projects and will provide opportunities for developing leadership qualities and decision making abilities. The account balance will enhance class general expenses and class trip expenses.

The festival booth fundraiser supports both the required graduation expenses (graduation pictures, flowers, programs, honor cords, and class gift) and senior class trip expenses. All students are encouraged to work at least one shift in the festival booth. A minimum of \$500 will be set-aside from festival booth profits for graduation expenses. The balance of the profit will be designated as future class trip revenue using the internal reporting control mechanism.

All seniors will be assessed a graduation fee, above the revenue set-aside from the festival booth, to cover the remaining estimated costs of graduation expenses. If senior students have earnings statements within the class account, those students may receive credit for their graduation fee from the

class account. The senior class may opt for a fundraiser to support graduation expenses, before the graduation fee is assessed, in order to lower the fee amount.

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File: **DIB-R (Regulations)**

If senior students have earnings statements within the class account, those students may receive credit for their guests' prom tickets and AP test from the class account. Seniors are guests of the Junior/Senior Prom and, therefore, will not incur the cost of prom tickets for themselves.

The opportunity of additional candy sales, miscellaneous sales/fundraisers, etc., will be provided for the students to earn money for optional senior expenses/activities and to earn funds for the remainder money necessary for the senior class trip. In specific fundraisers for class trip purposes, the profit will be designated as senior class trip revenue, using the internal reporting control mechanism.

Concerning all senior class account outstanding purchase orders and outstanding invoices to vendors: All prom expenses, graduation expenses, optional senior activities expenses, etc., must be paid prior to the senior class trip. Check vouchers will be printed for the final remaining class funds to be used during the senior class trip. All funds will be expended on the senior class trip for daily meal/miscellaneous allowances, group meal costs, group tickets to events, additional charges for group accommodations, and other group charges/costs necessary to complete the senior class trip and safely return the senior students home. Expenditures on the trip will close the class account balance to zero.

Rules for Class Accounts, Senior Trip Expenses, and Fundraisers

Prom Ticket Expense: Prom tickets may be paid from students' earning statements or by cash. Seniors of Millersport High School will be the guests of the junior class. Juniors will pay a prom ticket expense. Any senior or junior who brings a guest that is not a junior or senior of M.H.S. will pay the prom ticket expense of the guest.

Graduation Expense: All seniors will be assessed a graduation fee no later than February 1 (annually). The graduation fee must be paid no later than May 15 (annually). Graduation fees may be paid from students' earning statements or by cash. Following a review of the senior class fund account, the graduation fee will be determined cooperatively by the school district treasurer, senior class advisor, and high school principal. All fundraisers designated to support graduation expenses must be completed prior to the calculation of the graduation fee.

Fundraiser Activities: Any money due from a fundraising project must be turned in by the student. It cannot be deducted from an individual's student ledger.

Funds earned by participation of parents/adults in a fundraising activity will be used to credit their student's ledger. This credit cannot be transferred to another student, or a younger brother or sister in another class. In the instance of multiple siblings in a specific class, this credit can be assigned or re-assigned by request of the parent/guardian who is working on behalf of more than one child within the class.

Any credit in a student's ledger that is not used for prom expense, AP Test, graduation expense, or senior trip expense will revert to the class account general ledger. Credit cannot be returned to the student or given to another student. Credit of funds in the class account general ledger will be used to enrich the trip for all students participating.

Senior Class Trip: Students must make their commitment to participate in the senior class trip before the end of their sophomore year. This commitment will assist the advisors in their planning of the class accounts. Annually, the senior class advisor will determine the final date in which students may remove their name from the list of senior class trip participants. A student must notify the class advisor in writing to remove his name from the list of senior class trip participants.

Students who enroll in Millersport High School during their junior and/or senior years may add their names to the class trip providing the time line to participate in fundraising activities is available.

Requests to add names to the senior class trip list must be approved by the class advisor and high school principal. Annually, the senior class advisor will determine the final date in which incoming students can add their name to the list of senior class trip participants.

The senior class advisor, in consultation with the high school principal and school district treasurer, will determine the limit to which students must earn for the senior class trip. Earnings will be recorded only up to that limit on the individual student ledgers. If a student has reached the limit, the student may assist in a fundraiser on behalf of another student providing permission has been given by the class advisor.

If necessary, students may pay up to one-half of their trip expenses. Payments are considered as trip fees, not donations. In the event a student has paid trip fees but then removes his name from the senior trip participant list prior to the designated deadline set by the advisor, the student can be reimbursed for the trip fees paid. (Refund of a trip fee is allowable by ORC) No refunds will be made for credit earned on fundraising activities or for donations given on behalf of students.

Festival booth rules: The class advisors will oversee the operation of the school festival booths and assist students and parents in the fundraising event. The class advisor has the right to establish the work hours on the schedule.

A student who is involved in a school activity, which has a practice or schedule interference with working in the festival booth, may be excused and parents allowed to work in their place provided arrangements are made with the class advisor prior to the activity.

A student must work one-third of the hours that parents or other adults, not including other high school students, work for him. (Example: Parents work 20 hours, student must work 10 hours.)

A junior or senior may work for or sell tickets, pizzas, candy, etc., for another student up to the amount earned by the other student.

Any student who has time scheduled and does not work, and does not let the advisor know he can't work, will have those hours deducted.

Students who are working on a job during the festival must schedule their hours with the appropriate class advisor.

Football players will be given priority for set-up and clean-up.

Use of personal car or truck will be given an additional hour for each hour used in hauling. Adults will be asked to serve as booth cashiers. For safety purposes, students will not be allowed to work at the outside grills without adult supervision.

In the event that the class advisor would not be available to oversee the class booth for a period greater than four hours, a booth chairman would be assigned by the advisor for the specified period and will be given credit calculated at time and a half.

No younger children will be permitted to work in the booths.

In the case of inclement weather, hours will be cut equally and the booth schedule will be revised.

Drinking of alcoholic beverages by anyone, including those adults who are scheduled to work for a student, is prohibited. Anyone suspected of or found with alcoholic beverages will be removed from the work schedule.

Original Adoption Date: October 11, 1999

Re-Adoption Date: October 13, 2008

Re-Adoption Date: October 11, 2010

ACTIVITY FUNDS

In order to comply with the ORC and procedures of this Ohio Auditor's Office, the Walnut Township Local Board of Education established the following funds and procedures of operation for the funds of the various student activity accounts.

A 200 Fund is authorized for those student activity programs which have student participation in the activity and have students involved in the management of the program. This includes those student activities which consist of a student body, student president, student treasurer, and faculty advisor. The funds used with these programs promote the general welfare, education, and morale of all students and finance the normal, legitimate co-curricular activities of the student body. These programs include class organizations supported by our school district.

A 300 Fund is authorized for those activities which have a student participation in the activity but do not have student management of the program. The purpose of these programs is to promote student participation in the programs and those activities that can be associated with the programs. These programs include athletics, music, drama, yearbook, etc.

Receipts for the above programs will come from admissions, sales, dues and fees, and donations for the program.

The following guidelines are to govern the School Activity Programs of the Walnut Township Local School District:

1) ADMINISTRATION

1. The Board delegates the responsibility for the development and control of Activity Programs to the superintendent and the establishment and function of the Activity Fund to the treasurer.
2. The Board directs the superintendent and the treasurer to develop and disseminate Activity Fund Guidelines incorporating requirements of the appropriate sections of the

ORC and the directives of the Auditor of the State of Ohio. The superintendent and treasurer shall review the Activity Fund Guidelines annually prior to September 1 and revise, as necessary, to keep them in compliance with current directives.

3. The superintendent shall approve all individual purpose clauses and informal budgets submitted by each student activity group.
4. The treasurer is responsible for Financial and Accounting functions of the Activity Funds including internal controls. The enforcement of accounting procedures and internal control procedures shall be the sole responsibility of the treasurer. The treasurer may appoint the necessary cashiers for the collection of student activity funds.
5. The building principal establishes the level and control of co-curricular and extra-curricular activities appropriate to the building, with the approval of the superintendent.
6. The athletic director may hire necessary security personnel as required to ensure the safe operation of athletic contests, and other personnel to operate the sports program, such as game officials, ticket sellers, ticket takers, etc.

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File: **DIBA**

7. The building principal shall be responsible for the general administration and business management of the student activities in his school.
8. The building principal shall have final approval in the negotiation of contracts for the supply of goods or services for the activities program.
9. The building principal shall submit annually to the superintendent the general purpose, plans, and budget of all the activities in his school.

10. When the exclusive right to provide sales or services relating to school activities is given a seller, such an arrangement must be made by written contract. The period of contract is set by the principal. A deadline date for the presentation of offers to provide goods or services shall be given to business concerns that express interest.
11. Contracts of purchases shall be entered into based solely upon price, the quality of merchandise being purchased, and the amount or quality of services rendered. Monetary contributions, gifts, or things of value shall not be required or received to secure a contract.
12. The advisor/sponsor shall prepare an annual budget and purpose clause for the activity group and supervise the activities of the activity group including preparation of fund raising potentials and proof of case forms.
13. An annual evaluation shall be made of each activity to determine whether the activity served its purpose and should be continued as a part of the school's activity program.
14. The number of activities in which an individual student may participate, and the number of hours per week which may be devoted to such participation, shall be limited to a reasonable number.
15. The distance an individual student or group may travel to participate in any activity, contest, tournament, festival, parade, or exhibition shall be limited to reasonable distance.

II. SPONSORSHIP

The organization sponsoring any activity or contest shall be one that:

- a) Is engaged in a creditable or acceptable enterprise. If the enterprise is commercial in nature, the funds for all expenses involved, including materials, travel, and the extra time spent by teachers and supervisors, shall be provided by the sponsor.
- b) Does not exploit the students' project for commercial or advertising purposes or use in any other manner than that agreed on when the contract was approved.

File: **DIBA**

9. CONTESTS AND ACTIVITIES

Those responsible for planning the student activity program shall proceed in strict compliance with the written policies of the Board, and shall not yield to the pressure of sponsoring groups or individuals and special interest groups within the school community. Those approved contests and activities in which students participate shall meet the following criteria:

- A. The contest or activity must be educationally sound, worthwhile, and timely, and not sponsored primarily for entertainment purposes.
- B. It must contribute directly to the educational, civic, social, physical, or ethical development of the students involved.
- C. It should be stimulating to the participant and the student body.
- D. It should be of such nature as not to invite dishonest collaboration.
- E. The supervision of any activity or contest is such that it does not infringe unduly on the teachers' assigned classroom time and responsibilities.
- F. A contest or activity that excludes students because of race, color, or creed shall not be approved.

- G. An activity, or preparation of an activity, does not ordinarily involve the presence of students after 9:30 p.m. on an evening preceding a school day.
- H. Class time assigned to one subject in the curriculum shall not regularly be diminished for preparation for, or participation in, an activity not related to that subject.
- I. Student participation in interscholastic athletics is restricted to those enrolled in the seventh grade or above. Every control needed to insure the health, safety, and physical well being of the participant in interscholastic athletics shall be provided.

10. EXTRA-CURRICULAR ACTIVITIES

The extra-curricular activities program shall be to provide the following contributions for our students:

- A. To provide opportunities for the pursuit of established interests and the development of new interest.
- B. To educate for citizenship through experience and insights that stress leadership, fellowship, cooperation, and independent action.
- C. To develop school spirit and morale.
- D. To provide opportunities for satisfying the gregarious urge of children and youth.
- E. To encourage moral and spiritual development.
- F. To strengthen the mental and physical health of students.

- G. To provide for a well-rounded social development of students.
- H. To widen student contacts.
- I. To provide opportunities for students to exercise their creative capacities more fully.
- J. To provide guidance that would encourage all students to participate in at least one activity.

The Student Activities Program should relate to the school curriculum as follows:

- A. To supplement or enrich classroom experiences.
- B. To explore new learning experiences which may ultimately be incorporated into the curriculum
- C. To provide additional opportunity for individual and group guidance.
- D. To motivate classroom instruction.

The guidance goal for each student shall be balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the students. This should be a shared responsibility.

Guidance is necessary to encourage the non-participants who need activities, and to prevent the over-enthusiastic from over-emphasizing activities at the cost of their academic performance.

Activities, which are for public view, are to be kept to the minimum necessary for their educational value. Public performances of the activities are to be supervised in order to prevent excessive time and effort expenditures by students. Such performance may not be held for purposes which contribute to private gain or advantage.

11. FISCAL ACCOUNTING

As provided in Circular 81-9 "Guideline to Student Activity Fund Accounting," the following assignments of responsibility and assignments of duty are made in connection with the student activity program:

- A. The treasurer is hereby re-appointed as treasurer of the student activity fund; the bond in the amount of \$3,000.00 and conditioned for the faithful performance of her duties, payable to the board, shall remain in effect.
- B. The enforcement of accounting procedures and internal control procedures shall be the sole responsibility of the treasurer. The treasurer may delegate an employee to receive custody of funds initially.
- C. Prior to the performance of any financial transaction by an authorized student activity, a budget must be submitted and approved by the superintendent for the current school year.

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- D. All expenditure by the student activity program shall be in accordance with the budget (appropriations) as approved by the superintendent. The authorization for the expenditure must be accompanied by an approved requisition processed by a formal purchase order and certified by the treasurer that funds are available for the expenditure. Installment and lease purchases are prohibited.
- E. No student body organizations shall be obligated for purchases made by students, faculty and others unless supported by a written purchase order signed by the treasurer.

- F. Student activity funds shall not be used for any purpose which represents an accommodation, loan or credit to board employees or other persons. Post-dated checks may not be accepted. Board employees or others may not make purchases through a student body in order to take personal advantage of student body purchasing privileges.
- G. Expenditures for all Fund 200 activity accounts must be approved by the treasurer of the appropriate student activity group.
- H. All disbursements shall be made by check (warrant) prepared by the school district treasurer, supported by a proper, approved requisition/purchase order, and verified by an invoice.
- I. Examples of transactions which are specifically prohibited are as follows:
 - 1. All items for personal use.
 - 2. Gratuities, with the exception of group expense gratuities (such as honor luncheons, class trip expense/meal gratuities, etc.)
 - 3. Contributions to fundraising drives for charitable organizations, with the exception of the annual charity drive by National Honor Society in order to fulfill expectation of national and local charter.
 - 4. All other expenditures not included in the purpose clauses.
 - 5. Equipment, supplies, forms, postage for curricular or classroom use or for district business.
 - 6. Repairs and maintenance of district owned equipment or property.
 - 7. Salaries for services which are the responsibility of the district or for district assignments.
 - 8. Memberships that benefit individuals.
- J. Financial reports shall be furnished the activity sponsor on a regular basis.

Adoption Date: October 13, 2008

INVENTORIES

(Fixed Assets)

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District shall have all property and equipment in the District appraised every 10 years. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles which retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. In the intervening years, a complete physical count of all equipment shall be conducted by staff every three years. Each year a record of fixed asset additions and disposals shall be maintained in the fixed asset accounting system through purchases and disposals as reported through the system.

This District shall maintain a fixed asset accounting system that shall maintain sufficient information to permit the:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. adequate insurance coverage and
3. control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item to be listed individually. (Leased equipment that the District will eventually own must be inventoried).

Movable equipment is inventoried by building, floor and room name or number; each item is listed individually. Model numbers or serial numbers are noted in the description or each pertinent item for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased after the initial inventory as capital outlay or replacement with a cost of \$1,000 or more and with an estimated useful life of five years or more are tagged and made part of the equipment inventory.

Televisions, VCRs, computers and any other items highly susceptible to theft have serial numbers.

Audio-visual and computer equipment are inventoried through the library with sub listing of location. Each component is inventoried and a number is engraved on each. An accurate official record of textbooks, computer software and library books shall be kept.

A computer-generated listing of all equipment is supplied to each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for computer update.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for computer update.

The Treasurer shall be assisted by the principals, directors, supervisors and professional and support staffs in the performance of the inventory process.

Useful Lives of Fixed Assets

Land	N/A
Buildings	20-80 years
Machinery and Equipment	5-20 years
Furniture and Fixtures	5-20 years
Vehicles	5-10 years
Construction-in-Progress	N/A
Land Improvements	15-30 years
Bleachers	50 years

For the preparation of the year-end financial statements in accordance with generally accepted accounting principals (GAAP), the reporting threshold shall be \$5,000 and \$0 (zero) salvage value.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 117.38
3313.20

File: **DIE**

AUDITS

In accordance with state statutes, all District financial records are subject to audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's Office. The Board has the right to request an independent audit with the approval of the State Auditor's Office.

A copy of the Auditor's report is placed on file in the State Auditor's Office; another copy is submitted to the Board. The Board makes the audit report available for public inspection.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 117.10; 117.11; 117.12; 117.26; 117.27; 117.28
3313.29

PURCHASING

The function of purchasing serves the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "blanket" purchase orders to the extent permitted by law.

An open purchase order for a "specific" permitted purpose and in an amount not to exceed \$10,000 or the line-item appropriation and fund, whichever is less, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities.

The Board assigns the Superintendent or his/her designee the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility of ensuring that no purchases exceed appropriations and that they are consistent with the approved educational goals and programs of the District.

Adoption date: October 13, 2008

LEGAL REFS.: Ohio Const. VIII, Section 2e
ORC 9.314
3313.171; 3313.172; 3313.18; 3313.29; 3313.31; 3313.33; 3313.37;
3313.46
3319.04
3327.08
5705.38; 5705.40; 5705.41; 5705.412

CROSS REFS.: DJC, Bidding Requirements
DJE, Purchasing Procedures
DK, Payment Procedures

PETTY CASH ACCOUNTS

The Board directs the Treasurer to create petty cash accounts allowing certain administrators to make purchases within the District. Money can be drawn from accounts by check or debit card. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

Annually, the Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any administrator who ignores procedures or who does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses up to and including termination.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 9.38
3313.291

CROSS REF.: DM, Cash in School Buildings

BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs which exceed \$25,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$10,000 but under \$25,000 will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Superintendent assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Superintendent makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district's web site.

School districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 9.314
153.01; 153.12 through 153.14; 153.50 through 153.56
3313.372; 3313.373; 3313.46
3319.04

CROSS REFS.: DJ, Purchasing
DJF, Purchasing Procedures
ECF, Energy Conservation
FA, Facilities Development Goals
FEE, Construction Contracts Bidding and Awards

File: **DJD**

LOCAL PURCHASING

Recognizing the fact that the Walnut Township Local Schools are supported primarily by tax moneys paid by the Millersport community, it shall be the policy of the Board to purchase locally whenever and wherever possible considering the conditions of price, quality and supply.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 117.10; 117.11; 117.12; 117.26; 117.27; 117.28
3313.29

PURCHASING PROCEDURES

Moneys under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited. Employees are personally liable for unauthorized purchases.

In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the District may be purchased from the Ohio Industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH.

Special arrangements may be made for ordering perishable and emergency supplies.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 3313.46
3327.08
5705.41(D)(1); 5705.412; 5705.44

CROSS REF.: DJ, Purchasing

File: **DJG/DJGA**

VENDOR RELATIONS/SALES CALLS AND DEMONSTRATIONS

Salesmen are not permitted to call on teachers or other school staff members without authorization from the Superintendent or his/her designee. Vendors wishing to visit buildings or departments must receive prior approval.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 3313.20

CREDIT CARDS

The Board may authorize the Treasurer to apply for certain credit cards as allowed by Ohio Revised Code.

Credit cards will be issued only in the name of the District and only when authorized by the Board.

All cards will be under the supervision of the Treasurer or his/her designee.

The District may provide for the issuance of charge cards to Board members and administrators for the sole purpose of covering expenses incidental to authorized travel.

All credit cards will use the District Treasurer's office mailing address. Only allowable charges are to be charged to the school credit card (meals, lodging and registration). Tips are allowed only if it is the restaurant's policy to include the tip on the bill.

Immediately upon using the school credit card, all receipts should be forwarded to the Treasurer's office.

If for some reason the card has been used for a disallowed charge, the Board will accept a personal check for those charges.

The District has the authority to revoke the use of nay charge card if used for non-allowed purchases.

Adoption date: October 13, 2008

CROSS REFS.: DJ, Purchasing
DJB, Petty Cash Accounts
DLC, Expense Reimbursement
GCL, Professional Staff Development Opportunities
GDL, Support Staff Development Opportunities

PAYMENT PROCEDURES

All claims for payment from District funds are processed by the Treasurer. Payment is authorized against invoices and supporting documents verifying receipt, supported by approved purchase orders or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, the Board has adopted an annual resolution authorizing payment by the Treasurer for debts or claims. The Board receives a report of the total expenditures for the month.

The Treasurer is responsible for ensuring that appropriate allocations are observed and that total expenditures do not exceed the amounts appropriated for all items. Employees are personally liable for unauthorized purchases as outlined above.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 3313.18
3315.08
5705.38 through 5705.412

CROSS REFS.: DJ, Purchasing
DLB, Salary Deductions

SALARY DEDUCTIONS

Except for deductions for absence not covered by paid leave or those required by law, salary deductions are allowed only upon authorization by the employee and approval of the Treasurer's Office.

The following deductions are required:

1. federal, state and local income tax;
2. employee's share of retirement contribution according to current rate as set by law;
3. unexcused or excused absence not covered by paid leave and
4. Medicare deduction in compliance with Federal law.

If requested by employees, the Board will implement payroll deductions for the Ohio Deferred Compensation Program. Other deductions are in accordance with Negotiated Agreements and/or Board policy.

The District may limit the right of an individual employee to designate the agent, broker or company to write tax-sheltered annuities by requiring designation by at least five employees. The District may limit any or all employee initiated salary deduction.

When a teacher is absent from duty and there is no leave applicable, the absence is unauthorized. The salary deduction for each day of unauthorized absence is based on the current annual salary divided by the number of teacher workdays in the official school calendar as adopted by the Board. In no case will only the salary of the substitute be deducted or a teacher be allowed to employ and pay for the substitute.

When an employee is absent from duty and there is no leave applicable, the absence is unauthorized. The salary deduction for an unauthorized absence is made on a per-diem basis in accordance with the required work year for that particular job classification.

Unauthorized absences should not occur. Repeated unauthorized absences can result in the teacher or other employee being disciplined up to and including termination.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 9.40 through 9.43; 9.45; 9.80; 9.81; 9.90; 9.91
145.37; 145.71 through 145.73
148.04
3307.51
3313.262
3315.08
3917.04

CROSS REFS.: DK, Payment Procedures

GCBD, Professional Staff Leaves and Absences
GDBD, Support Staff Leaves and Absences

EXPENSE REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly filled out and approved voucher with such supporting receipts as required by the Administrative Procedures. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment is made at the rate currently approved by the IRS.

The Board prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 2921.42; 2921.43
3313.12; 3313.20
3315.15

CROSS REFS.: GCL, Professional Staff Development Opportunities

CASH IN SCHOOL BUILDINGS

Moneys collected by employees and by student treasurers are handled with prudent business procedures in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to students.

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the Treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the money will be accounted for and deposited in the safe. The money can be held no longer than three business days after receipt and the amount must be under \$1000. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

In no case shall more than \$10 be left overnight in school buildings. The Treasurer provides for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 9.38
3313.291

CROSS REFS.: DH, Bonded Employees and Officers
DJB, Petty Cash Accounts
IGDG, Student Activities Funds Management
KMA, Relations with Parent Organizations
KMB, Relations with Booster Organizations

SCHOOL PROPERTIES DISPOSAL

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the Superintendent's discretion. State law governs the retention and method of disposal of the Board's property. Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

Before the administration may sell school property, the Board must declare the property to no longer be needed for school purposes. The Board follows the procedures set forth in State law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is first required to sell its real property to start-up community schools operating in the District. If the community school is not interested in buying the property, the Board can sell its real or personal property at a public auction and follow specific statutory requirements if the property exceeds \$10,000 in value. If this amount is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

Disposal of Property Valued at Less Than the Dollar Value Set Forth in State Law

For the disposal of property which is not governed by the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in State law. The property is valued pursuant to a reasonable method as determined by the Superintendent.
2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

Adoption date: October 13, 2008

LEGAL REFS.: ORC 131.09
3313.17; 3313.37; 3313.40; 3313.41

CROSS REFS.: FL, Retirement of Facilities

WALNUT TOWNSHIP LOCAL SCHOOLS

SECTION D: FISCAL MANAGEMENT

<u>DA</u>	Fiscal Management Goals
<u>DAA</u>	Fiscal Management Priority Objectives
<u>DB</u>	Annual Budget and Appropriations Measure
<u>DBA</u>	Budgeting System
<u>DBB</u>	Fiscal Year
<u>DBC</u>	Budget Deadlines and Schedules
<u>DBD</u>	Budget Planning
<u>DBE</u>	Determination of Budget Priorities
<u>DBF</u>	Dissemination of Budget Recommendations
<u>DBG</u>	Budget Hearings and Reviews
<u>DBH</u>	Budget Adoption Procedures
<u>DBHA</u>	Budget Referenda
<u>DBI</u>	Budget Appeals Procedures
<u>DBJ</u>	Budget Implementation
<u>DBK</u>	Budget Modification Authority
<u>DC</u>	Taxing and Borrowing Authority/Limitations
<u>DD</u>	Funding Proposals and Applications
<u>DE</u>	Revenues from Tax Sources
<u>DEA</u>	Revenues from Local Tax Sources
<u>DEB</u>	Revenues from State Tax Sources
<u>DEC</u>	Revenues from Federal Tax Sources
<u>DF</u>	Revenues from Nontax Sources
<u>DFA</u>	Revenues from Investments
<u>DFAA</u>	Use of Surplus Funds
<u>DFB</u>	Revenues from School-Owned Real Estate
<u>DFC</u>	Grants from Private Sources
<u>DFD</u>	Rental and Service Charges
<u>DFE</u>	Gate Receipts and Admissions
<u>DFEA</u>	Free Admissions
<u>DFE</u>	Royalties
<u>DFG</u>	Income from School Shop Sales and Services
<u>DFGA</u>	Sale of Food on School Grounds
<u>DFH</u>	Income from Sale of Uniform School Supplies
<u>DG</u>	Depository of Funds
<u>DGA</u>	Authorized Signatures
<u>DGB</u>	Check-Writing Services
<u>DH</u>	Bonded Employees and Officers
<u>DI</u>	Fiscal Accounting and Reporting
<u>DIA</u>	Accounting System
<u>DIB</u>	Types of Funds
<u>DIBA</u>	Activity Funds
<u>DIB-R</u>	Rules for Class Accounts
<u>DIC</u>	Financial Reports and Statements
<u>DID</u>	Inventories (Fixed Assets)
<u>DIE</u>	Audits

<u>DJ</u>	Purchasing
<u>DJA</u>	Purchasing Authority
<u>DJB</u>	Petty Cash Accounts
<u>DJC</u>	Bidding Requirements
<u>DJD</u>	Local Purchasing
<u>DJE</u>	Cooperative Purchasing
<u>DJF</u>	Purchasing Procedures
<u>DJG</u>	Vendor Relations
<u>DJGA</u>	Sales Calls and Demonstrations
<u>DJH</u>	Credit Cards
<u>DK</u>	Payment Procedures
<u>DL</u>	Payroll Procedures
<u>DLA</u>	Payday Schedules
<u>DLB</u>	Salary Deductions
<u>DLC</u>	Expense Reimbursements
<u>DM</u>	Cash in School Buildings
<u>DN</u>	School Properties Disposal

