

# **Moscow School District 281**

## **SECTION III (3000)**

# **FINANCIAL MANAGEMENT**

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MOSCOW SCHOOL DISTRICT 281  
BOARD POLICY MANUAL  
FINANCIAL MANAGEMENT

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BUDGET

(Policy Range: 3100 – 3160)

- 3110.00 Annual Budget. The annual school budget is a plan of financial operations developed for the purpose of achieving the goals and objectives of the school district. The school budget is a statement of the estimated revenues and expenditures developed for operating the various funds and school programs during the fiscal year. [IC 33-801] (6-18-02)
- 3120.00 Fiscal Year. The fiscal year of the District shall be a period of twelve (12) months commencing on the first day of July in each year. [IC 33-701] (6-18-02)
- 3130.00 Budget Preparation. The Superintendent shall cause to be prepared a budget preparation calendar which shall ensure all deadlines established by law for budget presentation, hearings, and adoption are met and that all deadlines for certification of tax levies are also met by the District. (6-18-02)
- 3140.00 Reserve and Fund Balance. A Contingency Reserve of not less than three percent (3%) or more than five percent (5%) of the estimated revenue for the current year shall be maintained for the General Fund.

The purpose of the Contingency Reserve is to allow the District to absorb any unpredicted revenue shortfall, to maintain cash flow, and to minimize the borrowing needs of the District.

Each year during the budgeting process, the administration will estimate the amount of fund balance to be available and the amount of the contingency to be available for the following year. This amount will always be an estimate and will vary because of the exact amount of revenue and expenditures will not be known until after the close of the fiscal year. The estimates will be used to prepare the budget for the following year. [IC 33-506(1), 33-801A] (6-18-02)

- 3150.00 Notice for Budget Hearing. A copy of the proposed budget shall be available for inspection at the administrative office of the district at the time of notice required by law and until the date of the budget hearing. The District shall publish as part of the notice for public meeting a summary statement of the budget for the current and ensuing years. The summary statement shall be prepared in a manner consistent with standard accounting practices and in such form as the State Superintendent of Public Instruction shall prescribe. The statement shall show amounts budgeted for all major classifications of income and expenditures, with total amounts budgeted for salary and wage expenditures in each such classification shown separately. The statement shall show amounts actually expended for the two (2) previous years for the same classification for purposes of comparison. [IC 33-801] (6-18-02)

If a financial emergency has been declared pursuant to Section 33-522, Idaho Code, the notice of the annual meeting and the notice of the annual budget hearing shall be posted pursuant to IC 33-522 (2), for not less than five (5) days, and by such further notice as shall

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provide reasonable notice to the patrons of the school district if publication in a newspaper is not feasible. [IC 33-402 (6)] *(11-24-09)*

3160.00 Budget Adoption and Filing. The annual budget shall be adopted no later than twenty-eight (28) days, or if a financial emergency has been declared pursuant to Section 33-522, Idaho Code, fourteen (14) days prior to its annual meeting, at the public hearing for the budget, or at a special meeting held no later than fourteen (14) days thereafter. [IC 33-801] *(11-24-09)*

The adopted budget is to be summarized into the format prescribed by the State Superintendent of Public Instruction; one copy of the budget, signed by the Chairman of the Board, is to be filed with the Department of Education within the specified time set forth by the Department. [IC 33-701(7)] *(6-18-02)*

INCOME

(Policy Range: 3200 – 3260)

3210.00 Disposal of Surplus Equipment and Materials. Any and all equipment that is worn out and/or no longer desirable for use by a school must be sent to the warehouse as surplus. Warehouse personnel will notify the Business Manager by make, model, and serial number or other distinctive characteristics of the item. (5-27-14)

The Board may sell personal property, with an estimated value of less than one thousand dollars (\$1,000), without appraisal, by sealed bid or a public auction, provided that there has not been less than one (1) published advertisement to the sale of said property. If the personal property has an estimated value of less than five hundred dollars (\$500), the property may be disposed of in the most cost-effective and expedient manner by the District's Business Manager empowered for that purpose by the Board, provided however, that the Business Manager shall notify the Board prior to disposal of said property. [IC 33-601 (4) (a)] (5-23-06)

The Board may exchange real and personal property for other property if the Board determines the consideration received is adequate. The Board may also transfer or convey any real or personal property owned by the District to the government of the United States, or any city, county, state entity, hospital district, other school district, library district, community college district, or recreation district either with or without consideration, when in the judgment of the Board it is in the interest of the District to make such a transfer or conveyance. Such transfer or conveyance must occur by resolution duly adopted by a majority of the Trustees. Prior to any transfer or conveyance of any real or personal property pursuant to this paragraph, the Board shall have the property appraised by an appraiser certified in the State of Idaho. The appraisal shall be entered into the records of the Board of Trustees, and shall be used to establish the value of the real or personal property. The Board of Trustees may elect to abstain from an appraisal of the personal property if the estimated value is less than five thousand dollars (\$5,000). [IC 33-601 (4)(b)] (5-27-14)

3211.00 Sale of Property over One Thousand Dollars (\$1,000). The Board has exclusive control of the disposal of all District property. Once the Board has considered all of the factors relating to a proposed sale of real property, it shall comply with all the requirements of law, including:

- A. Prior to, but not more than one (1) year prior to, such sale or conveyance, the Board shall have the property appraised by an appraiser certified in the State of Idaho. The appraisal shall be entered in the records of the Board of Trustees and shall be used to establish the value of the real property. [IC 33-601 (3)]
- B. The property may be sold at public auction or by sealed bids, as the Board shall determine, to the highest cash bidder. [IC 33-601 (4)(a)]
- C. Notice of the time and the conditions of such sale shall be posted, and published twice, and proof thereof made, in accordance with Idaho Code Section 33-402 (g) and (h). The exception is that when the appraised value of the property is less than one thousand dollars (\$1,000), one (1) single notice by publication shall be sufficient and the property shall be sold by sealed bids or at public auction. [IC 33-601 (4) (a)]

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- D. The Board may accept the highest bid, may reject any bid, or reject all bids and have new appraisals made and again post and publish notice of bids, as before. If thereafter, no satisfactory bid is made and received, the Board may proceed under its own discretion to sell and convey the property. If the real property was donated to the District the Board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. In no case shall any property of the District be sold for less than its appraisal. [IC 33-601 (4) (a)]

Pursuant to the requirements of Idaho Code, the Board may exchange real and personal property for other property or may transfer or convey any real or personal property owned by the District to the other governmental entities. [IC 33-601 (4) (b)] (6-18-02)

### 3220.00 Investments.

- A. Investment Objectives. The following three primary objectives, in order of priority, must be met when investing District funds:
1. Safety: Safety of principal is the foremost objective of the District investment program.
  2. Liquidity: Investment portfolio shall be sufficiently liquid to meet all operating and capital expenditure requirements as can be reasonably anticipated.
  3. Yield: Return on investment shall be a subordinated goal to safety and liquidity and shall be appropriate to the level of market risk as associated with the securities as defined below in the Authorized Investment Types.
- B. Standards of Care. The District Treasurer shall apply the “prudent person” standard to the context of managing the investment types and overall portfolio. The “prudent person” objective is defined as: “A standard that requires that a fiduciary entrusted with funds for investment may invest such funds only in securities that any reasonable individual interested in receiving a good return of income while preserving his or her capital would purchase.”

The Treasurer shall refrain from personal activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. The Treasurer shall disclose any potential conflict of interest related to any financial institutions and/or investment portfolios in which the District’s funds are invested.

- C. Authorized Investment Types. The District’s funds may be invested as authorized by Idaho Code 33-701:
1. The Idaho State Local Government Investment Pool (LGIP).
  2. United States Government Securities.
  3. Certificates of Deposit – amount invested subject to review of specific bank risk and levels of FDIC insurance available.
  4. Other investments as defined and allowed by Section 67-1210 and 67-1210A of Idaho State Code.
- D. Management of Investment Funds. The Treasurer shall manage the District’s investments as follows:
1. Deposit the District’s idle funds with a financial institution or investment portfolio authorized by Idaho Code.



2. Transfer funds between financial institutions and investment portfolios as appropriated and consistent with the Board's philosophy.
3. Transfer funds from a financial institution or investment portfolio to the District's checking or savings account as necessary to timely meet the financial obligations of the District.

E. Reporting to the Board. The Treasurer will provide a monthly written report to the Board and Superintendent regarding any activity in the District's investments. (4-22-14)

3230.00 Funds from Interest. The interest on any funds from the proceeds of a bond issue shall be used for the purposes for which the bonds were issued.

Unless otherwise provided by law, any interest accruing from investments of any funds shall be credited to the general fund of the District. [IC 33-701 (2) (10)] (6-18-02)

3240.00 Increase in Fees. The Superintendent or designee will annually review each fee to determine if an increase is deemed necessary.

Prior to a fee increase that exceeds 105% of the amount of the fee last collected, or imposing a new fee, the Board shall meet all the requirements of state law for public announcement and input. [IC 63-1311A, 60-106] (6-18-02)

3250.00 Payment of Fees or Returning of Property. As a condition of registration, graduation, or the issuance of a report card, diploma, certificate, or transcript, all indebtedness incurred by a person when he/she is or was a student, must be paid. Furthermore, all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the school district borrowed by the person, must be returned.

Under certain circumstances, the payment to remove the indebtedness may be excused or adjusted through arrangements made with school officials.

Outstanding fees shall not cause a delay in transferring school records to another school district or prevent a student from enrolling in any other school.

If a student is moving within the District, transcripts will be transferred regardless of outstanding fines or fees. [IC 33-603] (6-18-02)

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EXPENDITURES

(Policy Range: 3300 – 3360)

- 3310.00 Authority to Pay. The Board grants authority to the Superintendent or designee to pay claims accruing against the District during periods between Board meetings, the payment of such claims being necessary to the proper conduct of the schools. It is understood that claims shall be prepared in the regular manner and checks issued in payment therefore upon certification of delivery of merchandise, completion of services, and/or contractual obligations as authorized by the Board of Trustees and to be signed by the treasurer or assistant treasurer of the District and countersigned by the chair or vice-chair of the Board of Trustees. [IC 33-701 (1)] (6-18-02)
- 3311.00 Monthly Vendor Report. A summary of all bills paid will be submitted to the Board each month for ratification. At a minimum, the report will give the name of the vendor and the total amount paid to that vendor each month. [IC 33-701] (6-18-02)
- 3320.00 Purchasing. The intent of the purchasing policies is to establish a framework so that purchasing activities for the District are carried out in a prudent and economical manner. Fundamentally, the objective is to purchase supplies and equipment from the qualified vendor who submits the lowest bid for products, which are equal or better than the specifications in the bid documents. The supplier who may be awarded the bid need not be the lowest bidder, but rather the lowest bidder for the quality, service, and quantity of items as specified. [IC 33-506 (1)] (6-18-02)
- 3321.00 Powers of Board for Purchasing. The Board has the power and duty to: provide equipment, to buy or otherwise acquire or provide, and to sell, rent and lease school equipment of all kinds including school and office furniture, fixtures, apparatus, books and supplies needed or required by or in the schools of said District, or for the official use of the Board of Trustees. [IC 33-601] (6-18-02)
- 3322.00 Public Works Construction Bidding. The Board follows procurement requirements as established by Idaho statute for political subdivisions of the state. Public works construction projects with an estimated total cost of less than twenty-five thousand dollars (\$25,000) are excluded from bidding requirements. [IC 67-2803 (2)]

For public works construction projects with estimated total costs between twenty-five thousand dollars (\$25,000) and one hundred thousand dollars (\$100,000), semi-formal bidding is required. This requires at least three bids in writing describing construction work to be done. The District will allow three (3) business days for responses from contractors/vendors. If less than three (3) bids are received, the District may contract with the public works contractor quoting the lowest price. The District will allow three (3) business days for a response from potential bidders. Written objections to specifications or bid procedures must be received by the District authorized official one (1) business day before the date and time that bids are scheduled to be received. [IC 67-2805 (2)]

When a public works construction project is contemplated to have a cost over one hundred thousand dollars (\$100,000), services shall be procured pursuant to a competitive sealed bid process with the purchase to be made from the qualified public works contractor submitting the lowest bid complying with bidding procedures and meeting the pre-qualifications, if

required, and established bid documents. Competitive bidding for public works may proceed through either of two alternative procedures: Category A – open to all licensed contractors. Publication requirements will follow IC 68-2805 (3) (a) and written objections will be allowed. The District must accept the low bid. Category B – open to pre-qualified contractors only and the bidding process is the same as Category A. [IC 67-2805] (11-27-07)

- 3323.00 Procurement of Goods and Services. Procurement of goods and services shall be made pursuant to Chapter 67 of Idaho Code. Procurement of goods or services valued at less than twenty-five thousand dollars (\$25,000) has no bidding requirements. [IC 67-2803] Procurement of goods or services valued at more than twenty-five thousand dollars (\$25,000) but less than fifty thousand dollars (\$50,000) require a semi-formal bidding process of at least three written bids or quotes. For goods or services valued over fifty thousand dollars (\$50,000) a formal bidding process is required with published bid notice at least two weeks in advance of bid opening. Bid specifications must be available and written objections are allowed. The District may reject all bids if it is able to purchase more economically in the open market. (11-27-07)
- 3324.00 Contracting for Professional Services. Purchases for services such as legal, auditing, consulting, architect or other professional services are not the result of normal competitive bidding. The Board may choose to review and make the final selection of any professional service contract. [IC 33-506 (3)] [IC 67-2803] (11-27-07)
- 3324.10 Definition. Personal Services includes performance for remuneration by an individual on a specified contractual basis of specialized professional or consultative expertise germane to administration, maintenance or conduct of school district activities which requires intellectual or sophisticated and varied services, dependent upon facilities, invention, imagination or a specific talent which the District cannot provide or accomplish. [IC 59-514 (2)] (11-27-07)
- 3324.20 Whenever personal service contracts exceed ten thousand dollars (\$10,000) annual payments, the District shall comply with the statutory publishing requirements. [IC 59-514 (1)] (11-27-07)
- 3325.00 Purchasing and Inventory System. The Superintendent or designee shall maintain a purchasing and inventory system to provide a systematic and businesslike method of obtaining and supplying materials and equipment for the District. In addition, it will serve the following purposes:
- Budgetary and financial controls, including encumbrance accounting of purchase orders.
  - Budgetary authority for warehoused supply requisitions and purchase order requisitions.
  - Combination of direct shipments to the ultimate school locations and/or to the central warehouse.
  - Reliable statistics on purchasing activities and supply usage in the schools. [IC 33-506 (1)] 6-18-02)

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- 3326.00 Purchases for Personal Use. The Board of Trustees, employees, students or other individuals may not make personal purchases through any district funds including building budgeted funds, student activity funds, or any other special project funds. (11-27-07)
- 3330.00 Petty Cash. Petty cash is to be spent for small instructional supply items necessary to the operation of a school and which are of the kind that cannot be anticipated and are not normally stocked at the warehouse. [IC 33-506 (1)] 6-18-02)
- 3340.00 Expenditure Records. The District shall maintain a full and complete list of vendors and the amount paid to each. The District shall maintain a list of the number of teachers paid at each of the salary levels in the District. [IC 33-701 (5)] (6-18-02)
- 3350.00 Relations with Vendors. All financial and business transactions of the District shall be carried out in conformity with the law and consistent with sound ethical business practices. All purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendship or other personal relationships.

#### Code of Conduct:

- A. Conduct business honestly, openly, and with integrity.
- B. Avoid conflicts of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest.
- C. Avoid preferential treatment of one outside interest group, company, or individual over another.
- D. Avoid using the position for personal gain.
- E. Never accept or offer illegal payment for services rendered.
- F. Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.
- G. Permit the use of school property only for officially authorized activities.
- H. Refrain from soliciting contributions from subordinated or outside sources for gifts or donations to a superior. [IC 33-506 (1), 33-507, 18-1351, 59-701] (6-18-02)

FINANCIAL EMERGENCY

(Policy Range: 3390 – 3399)

3390.00 Declaration of Financial Emergency. The Board of Trustees is dedicated to sound and efficient financial management. Recognizing the limitations and fluctuations on funding, the District must take specific action to ensure education remains the primary goal and responsibility of the District. In the event that the financial situation of the District declines to an emergency level due to state, local or federal funding, the Board will consider a declaration of financial emergency.

Prior to declaring a financial emergency, the Board shall hold a public meeting for the purpose of receiving input concerning possible solutions to the financial problems facing the school district. The Board encourages input from parents, community members, and staff. [IC 33-402, 33-522, 33-801] (12-15-09)

3391.00 Declaration of Financial Emergency Process.

3391.10 Financial Emergency Declaration Requirements. If the State Department of Education certifies that one or more of the conditions below in paragraph (A), (B), or (C) are met, then the Board may declare a financial emergency, if it determines that the condition in paragraph (F) is also met. Alternatively, the Board may declare a financial emergency if it determines that either of the conditions in paragraph (D) or (E) of this subsection are met and the State Department of Education certifies that the condition set forth in paragraph (F) is also met.

- A. Any of the base salary multipliers in Section 33-1004E, Idaho Code, are reduced by one and one-half percent (1 ½%) or more from any prior fiscal year.
- B. The minimum instructional salary provision in Section 33-1004E, Idaho Code, is reduced by one and one-half percent (1 ½%) or more from any prior fiscal year.
- C. The amount of total general fund money appropriated per support unit is reduced by greater than three percent (3%) from the original general fund appropriation per support unit of any prior fiscal year.
- D. The amount of property tax revenue to be collected by the District that may be used for any general fund purpose, with the exception of any emergency levy funds, is reduced from the prior fiscal year, and the amount of said reduction represents more than five percent (5%) of the District's general fund budget for combined state and local revenues from the prior fiscal year.
- E. The District's general fund has decreased by at least three percent from the previous year's level due to a decrease in funding or natural disaster, but not as a result of a drop in the number of support units or the index multiplier calculated pursuant to Section 33-1004A, Idaho Code, or a change in the emergency levy.
- F. The District's unrestricted general fund balance, which excludes funds restricted by state or federal law and considering both anticipated expenditures and revenue, is less than five and one-half percent (5 ½%) of the District's unrestricted general fund budget at the time the financial emergency is declared or for the fiscal year for which the financial emergency is declared.

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3391.20 Negotiations. Upon the declaration of financial emergency the Board shall have the power to reopen the salary and benefits compensation aspects of the negotiated agreement, including the length of the certificated employee contracts and the amount of compensation and benefits. Other matters contained within the negotiated agreement directly affecting the financial circumstance in the District may be reopened if the parties to the negotiated agreement mutually agree.

The Board and the Moscow Education Association will meet and confer in good faith for the purpose of reaching agreement on such issues. If an agreement has not been reached, the Board may impose its last, best offer following the outcome of the due process hearing.

3391.30 Due Process Hearing. If the Board takes action after the declaration of a financial emergency and such action is directed at more than one certificated employee and if mutually agreed to by both parties, the Board shall use the following procedure to conduct a single due process hearing within sixty-seven (67) days of the declaration of financial emergency on or before June 22, whichever shall occur first. The due process hearing shall not be required if the Board and the Moscow Education Association reach an agreement.

- A. The Superintendent or any other duly authorized administrative officer of the District may recommend the change in the length of the term stated in the current contract or reduce the salary of any certificated employee by filing with the Board written notice specifying the purported reasons for such change.
- B. Upon receipt of such notice, the Board, acting through its duly authorized administrative official, shall give the affected employees written notice of the reductions and the recommendation of the change in the length of the term stated in the current contract or the reduction of salary, along with written notice of a hearing before the Board prior to any determination by the Board.
- C. The hearing shall be scheduled to take place not less than six (6) days nor more than fourteen (14) days after receipt of the notice by the employees. The date provided for the hearing may be changed by mutual consent.
- D. All testimony at the hearing shall be given under oath or affirmation. Any member of the Board, or the clerk of the Board, may administer oaths to witnesses or affirmations by witnesses.
- E. The employees may be represented by legal counsel and/or by a representative of the Moscow Education Association or the Idaho Education Association.
- F. The Chair of the Board or the designee of the Chair shall conduct the hearing.
- G. The Board shall cause an electronic record of the hearing to be made or shall employ a competent reporter to take stenographic or stenotype notes of all the testimony at the hearing. A transcript of the hearing shall be provided at costs by the Board upon request of the employee.
- H. At the hearing the Superintendent or other duly authorized administrative officer shall present evidence to substantiate the reduction contained in such notice.
- I. The employees may produce evidence to refute the reduction. Any witness presented by the Superintendent or by the employees shall be subject to cross-examination. The Board may also examine witnesses and be represented by counsel.

- J. The affected employees may file written briefs and arguments with the Board within three (3) days after the close of the hearing or such other time as may be agreed upon by the affected employees and the Board.
- K. Within seven (7) days following the close of the hearing, the Board shall determine and, acting through its duly authorized administrative official, shall notify the employees in writing whether the evidence presented at the hearing established the need for the action taken.

3391.40 Length of Financial Emergency. A financial emergency shall be effective for one fiscal year unless so qualified by additional reductions.

3391.50 Annual Meeting and Notice Requirements. If a financial emergency has been declared, the notice of annual meeting and the notice of the annual budget hearing shall be posted for not less than five (5) days, and by such further notice as shall provide reasonable notice to the patrons of the District if publication in a newspaper is not feasible. If the District has declared a financial emergency, no later than fourteen (14) days prior to its annual meeting, the Board shall have prepared a budget, and held a public hearing. [Idaho Code 33-402, 33-522, 33-801] (12-15-09)

FUNDS AND ACCOUNTS

(Policy Range: 3400 – 3450)

3410.00 Fixed Capital Assets.

Definition. Fixed Assets refers to the land, buildings, improvements, machinery, equipment, furnishings, facilities, property, and other resources purchased or otherwise acquired by the District to be utilized in accomplishing the District's goals for a period of time that extends beyond one budget period.

District personnel are responsible to the Board for the safeguarding, stewardship, efficiency, effective use, and accountability for fixed assets under their control.

The purchase or acquisition, use, and disposal of all fixed assets shall be in accordance with District policies and applicable laws and regulations.

The use of fixed assets may be extended to persons or groups not directly related to or under the jurisdiction of the District provided that such use is compatible with the District established rules and regulations. (6-18-02)

3412.00 Accounting for and Reporting of Fixed Assets. The Superintendent or designee shall maintain accounting records for fixed assets and fixed asset transactions in such a manner as to provide information to promote sound fiscal management.

The District's accounting system shall account for all fixed assets that exceed ten thousand dollars (\$10,000), consistent with generally accepted accounting principles.

Assets will be depreciated using the straight-line method of depreciation for financial reporting. The useful life of an asset will be based on current industry standards.

Annually, the District management staff shall conduct a physical inventory of the fixed assets, which shall be reconciled with the accounting records. All discrepancies shall be disclosed to the Board. [33-506 (1)] (11-27-07)

3420.00 Student Activity Funds. The Board authorizes the Superintendent or designee to establish procedures for the collection and expenditure of student activity funds to promote the general welfare, education, and morale of all students to finance the normal legitimate co-curricular activities of the school. These funds are to be maintained as agency funds.

Definition. A Student Activity Fund is an agency fund that is custodial in nature. The fund will control, account for, and report receipts, deposits, expenditures, assets, liabilities, and fund balances for school related activities as:

- Admission charges for interscholastic activities,
- Publications,
- Clubs,
- Student organizations,
- Student activities,



- Student fee collections which are used to provide more than one (1) activity or benefit to all of the students of a school or school building.

All funds collected by the schools shall be maintained in accounts requiring two authorized signatures for the distribution of funds. One signature shall be a person designated by the Board as an Assistant Treasurer of the District; the other signature shall be by a person authorized by the Board to be a designated counter-signer. All disbursements from these funds shall be made by regular bank check. A report of the activity in these funds shall be submitted to the Board each month. [IC 33-509A]

The Superintendent or designee shall provide accounting procedures for the receipt, deposit, and withdrawal of funds. The principal is the person responsible for the proper collection, disbursement, and control of all school activity funds. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with Board of Trustees policies and District procedures.

The accounts of these funds are generally operated for the benefit of the students, are governed by school policy, and are supervised by school district staff members and accountable to the Board of Trustees. [IC 33-705] (6-18-02)

3430.00 Monthly Financial Reports. Financial statements with comparisons of budget to actual for the general fund will be submitted to the Board monthly. (6-18-02)

3440.00 Audits. The District shall be audited annually. The Board shall appoint an independent auditor to conduct the audit. The audit shall be performed in conformance with generally accepted governmental auditing standards as defined by the United States General Accounting Office.

One copy of the audit report is to be submitted to the State Department of Education following its acceptance by the Board but no later than October 15 of each year. Two copies of the report are to be submitted to the state legislative services each year within ten (10) days after receiving the audit from the District's independent auditor. [IC 33-706 (6), 67-405B, 67-405C] (6-18-02)

3450.00 Annual Financial Report. The District shall prepare and publish an annual statement of financial condition as of the end of the fiscal year. The statement shall be in a form prescribed by the State Superintendent of Public Instruction. The statement shall report the amounts budgeted and received and from what sources and the amounts budgeted and expended for salaries and other expenses by category. The report is to be published within one hundred twenty (120) days from the last day of the fiscal year. The Board Chair, Clerk of the Board, and Treasurer of the District shall certify the annual statement of financial condition to be true and correct, and the certification shall be included in the published statement. [IC 33-705 (5)] (6-18-02)

SECTION III - FINANCIAL MANAGEMENT  
(3000-14)

INSURANCE

(Policy Range: 3500 – 3599)

3510.00 Insurance – Risk Management. The Board shall provide insurance for District property and liability risk. The status of the insurance program shall be reviewed annually by the Superintendent or designee with specific reference to adequacy of coverage, placement of insurance, and services provided by insurance representatives, associates, or companies.

The Board will review the insurance program every three to five (3-5) years. The Superintendent or designee shall develop specifications for all forms of insurance and make recommendations to the Board. (6-18-02)

3520.00 Property Insurance. The property insurance coverage will provide protection against major risks, including but not limited to replacement cost of losses after a reasonable deductible. (6-18-02)

3530.00 Liability Insurance. Liability insurance shall be provided to cover Board members, and District employees, in performance of duties related to District business and operation. (6-18-02)

MAIL SERVICE

(Policy Range: 3600 – 3699)

- 3610.00 School Mail. A delivery and pick-up mail service shall be maintained for all schools. The District's mail service is to be used for the delivery of school related materials. Election material of a partisan nature will not be distributed through the in-district mail except for those uses stipulated in the Master Contract between the Moscow School District and the Moscow Education Association. (6-18-02)

EXTRACURRICULAR FINANCING

(Policy Range: 3700 – 3749)

- 3710.00 Extracurricular Financing Basic Policy. The District will provide the following for the activities program of secondary schools. All other expenses must be met through the activity accounts or by the individual participating students. The Superintendent will make any interpretations needed.
- A. Salary/Benefit cost for coaches.
  - B. Transportation cost for groups to local area music clinics and festivals, but not for performing or “award” trips. Transportation cost for the athletic program, music program, and “no-cut” program in the middle school. (8-28-12)
  - C. Transportation cost for squads from the high school for those athletic teams and activities recognized by the Idaho High School Activities Association (IHSAA).
  - D. Telephone cost for administrative purposes or to arrange for some special activity approved by the Superintendent.
  - E. Some equipment used for both PE and for an activity. When such an expense is incurred mostly for the activity, the expense may be prorated. The District will honor only those expenditures made through the regular purchasing procedures of the District.
  - F. Towels, soap, and laundry service.
  - G. Facilities and permanent equipment.
  - H. Transportation cost for academic competitions within fifty (50) miles of Moscow.
  - I. Academic competitions approved under Policy 6032.00, Financing Students to Academic Competition, will fund the cost of transportation through the funds provided for that purpose.
  - J. Activities of clubs, student organizations, or groups of students will fund the cost of transportation through activity accounts or individual students. (6-18-02)