

## **SERIES 600: FISCAL MANAGEMENT**

- 610 Fiscal Management Goals
  - 611 Purpose of Good Fiscal Management
  - 612 Balance of Student Needs and Taxpayer Concerns
  - 613 Fiscal Management Duties of the Board and Administration
  - 614 District Fund Balance
  
- 620 Annual Operating Budget
  - 621 Goals of the Budget Process
  - 622 Public Access to Budget Documents
  - 623 Budgeting for Capital Assets
  
- 630 Tax and Debt Limitations
  - 631 Debt Limitations
  - 632 Loans – Short Term
  
- 640 State and Federal Aid
  - 641 Prompt Filing of Claims
  
- 650 Revenues
  - 651 Fees
  - 652 Grants
  - 653 Free Admission to District Events
  - 654 Revenues From Local Sources
  - 655 School Sale of Student Supply Items
  - 656 Field Trip Funding
  
- 660 Management of Funds
  - 661 Investment Authority
  - 662 Depository of Funds
  - 663 Monitoring of Capital Projects
  - 664 Student Activity Fund Management
  - 665 Non-Sufficient Funds Checks (NSF)
  - 666 Authorized Signatures
  
- 670 Expenditures
  - 671 Purchase Orders and Invoices
  - 672 Purchase Order Authority
  - 673 Expenditure Authority
    - 673.1 Purchasing Card Program
    - 673.1-Rule Purchasing Card Program
  - 674 Consideration of Local Vendors
  - 675 Bids and Quotes for Supplies, Equipment and Services
  - 676 Bid Guidelines
  - 677 Payment of Bills, Invoices, Payroll, and Claims

- 678 Reimbursement of Travel Expenses for Professional Development
  - 678-Rule Reimbursement of Travel Expense Procedures
  
- 680 Audit and Financial Reporting
  - 681 Audit of District Accounts
  - 682 Access to Financial Reports at Board Meetings
  - 683 Presentation of Financial Reports at the Annual Meeting
  - 684 Goal of Internal Controls: Accounting, Auditing, and Reporting
  - 685 Documentation of Accounting Procedures
  
- 690 School Facilities and Property
  - 691 Playground Equipment
  - 692 Fixed Assets
    - 692.1 Disposal of Assets
      - 692.1-Rule Disposal of Assets Procedure
  - 693 Facilities Management
  - 694 Facilities Maintenance

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**611**

**PURPOSE OF GOOD FISCAL MANAGEMENT**

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. Achievement of the school system's purposes can best be achieved through excellent fiscal management.

APPROVED:            June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

612

### BALANCE OF STUDENT NEEDS AND TAXPAYER CONCERNS

As trustee of local, state, and federal funds allocated for use in public education, the Board will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Decisions about expenditure of funds will always respect the legitimate concerns of the taxpayer, while making student education needs the top priority.

Taxes will be levied into the General Fund (10), Debt Service Fund (38 & 39), Capital Project Fund (41) and the Community Services Fund (80). The Board will consider level to which the Community Services Fund is subsidized by the local tax levy balanced with the needs of the Community.

LEGAL REF.:           Wisconsin Statutes Section  
                              120.10(8) (Tax for Operations)  
                              120.12(3) (Tax for Operations and Maintenance)  
                              120.13(19) (Community Programs and Services)

APPROVED:           June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

613

### FISCAL MANAGEMENT DUTIES OF THE BOARD AND ADMINISTRATION

To ensure sound fiscal management, the Board shall:

1. Adopt fiscal policies which provide for control and supervision over fiscal matters.
2. Adopt budgets which provide sufficient funds to meet approved obligations and expenses.
3. Keep informed on fiscal matters through records and reports of the school system.

To ensure sound fiscal management, the Administration shall:

1. Assign duties and responsibilities to provide for efficient execution of budgets.
2. Prepare and present to the Board realistic and comprehensive budgets which provide adequate support for all programs.
3. Prepare and present to the Board long range fiscal plans for revenue projections, capital expenditure, and salary projections.
4. Develop and prepare fiscal reports as required by Wisconsin State Statutes and Board policies.

LEGAL REF.: Wisconsin Statutes Section  
120.11 (School Board Meetings and reports)  
120.12 (School Board Duties)

CROSS REF.: 150 School Board Powers and Duties

APPROVED: June 23, 2010

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

614

## DISTRICT FUND BALANCE

### Purpose

The School Board recognizes the need to maintain an operating reserve in the general fund for the following purposes:

- Hold adequate working capital to meet cash flow needs during the fiscal year
- Minimize the need for short term borrowing
- Serve as a safeguard for unanticipated expenses of the District
- Show fiscal responsibility to maintain a high credit rating which will help reduce future borrowing costs

Any under-budgeted account balances in a given fiscal year will be added to the District fund balance.

### Long-Term Goals

The District's long-term goals for fund balance is to achieve and maintain a general fund balance that would minimize the need to short-term borrow for operational cash flow needs.

### Use of District Fund Balance

Use of the general fund balance shall be restricted to one-time expenses as a result of a District initiative or unforeseen costs. The general fund balance shall not be designated for any recurring costs in the operating budget.

### Financial Disclosures

Fund balance amounts will be reported in conformance with generally accepted accounting principles and shall be reclassified not less than the end of each fiscal year for general purpose financial statements. The District shall report inventories, long-term receivables and amounts legally or contractually required to be maintained intact as non-spendable. The fund balance for the spendable portion of permanent funds and balance, if any, in the special revenue trust fund, debt service funds, food service fund, community service fund and any other fund established by regulatory authority shall be classified as restricted.

The Board may, from time to time, commit additional amounts of fund balance to a specific purpose. Such action shall be taken in open meeting and require the approval of a majority of the Board. Commitments of fund balance, once made, can be modified only by majority vote of the Board.

The School Board authorizes and directs the Director of Business Services to assign fund balance to the extent such assignment does not create a negative unassigned fund balance, as follows:

- An amount sufficient to liquidate open encumbrances that are reasonably expected to result in an expenditure in the subsequent year; and
- An amount estimated to be sufficient to cover the cost of unsettled labor agreements, if any.

APPROVED: August 3, 2011

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**621**

### **GOALS OF THE BUDGET PROCESS**

A sound budget development process will ensure that the annual operating budget accurately reflects the District goals and objectives.

The budget process will:

1. Incorporate a long-term perspective.
2. Establish linkages to broad organization goals.
3. Focus budget decisions on results and outcomes.
4. Involve and promote effective communication with stakeholders.

CROSS REF.:       110    Educational Philosophy/Mission

APPROVED:        June 23, 2010

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**622**

### **PUBLIC ACCESS TO BUDGET DOCUMENTS**

To facilitate the budget process and promote stakeholder participation, budget documents will be readily available to the public. For the convenience of different members of the public, a range of media will be used, such as written and electronic.

All published editions of the budget will prominently identify their print date. If prior year documents are presented for comparison, they will also be clearly labeled to avoid confusion.

APPROVED:            June 23, 2010



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

623

### BUDGETING FOR CAPITAL ASSETS

The capital assets of the District include land, facilities, infrastructure, vehicles, machinery, equipment, and networks. These allow the delivery of educational programs and services. It is the District's policy to keep the school buildings and grounds in good repair, suitably equipped, and in safe and sanitary condition.

Practices to maintain capital assets include:

1. *Inventory:* A regular inventory of capital assets and assessments of their physical condition will be maintained. This information will be used to budget for capital asset maintenance and replacement. An annual building maintenance schedule will be maintained.
2. *Budget:* Budgetary pressures may make it difficult to keep capital assets in good condition, yet failing to maintain capital assets will increase eventual costs of repair or replacement, and may even endanger safety of those served by the District. It is therefore the District's policy to maintain a level of spending and investment adequate to protect land, facilities, infrastructure, vehicles, machinery, equipment, and networks. The District will protect the safety and health of the school community, and facilitate the successful delivery of programs.

LEGAL REF.: Wisconsin Statutes Section  
120.12(5) (Repair of School Buildings)

APPROVED: June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**631**

**DEBT LIMITATIONS**

The District's debt limit is set by state statute at ten (10) percent of the previous year's certified October equalized District valuation, excluding Tax Incremental Finance Districts (TID OUT).

LEGAL REF.:           Wisconsin Statutes Section  
67.03 (1) (a) (Grant of power to borrow; general limitations of  
indebtedness)

APPROVED:           June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**632**

**LOANS – SHORT TERM**

Borrowing funds for the purpose of meeting current operating expenditures shall be undertaken in the name of the District in accordance with Wisconsin Statute 67.12(8).

Whenever short term borrowing is necessary, the Director of Business Services shall prepare the required documents and short term notes, stipulating the name of the bank, the amount of the loan, the interest rate to be charged and the duration of the loan and present the borrowing package to the Board for approval at a regular or special meeting. Appropriate Board officers shall execute the documents upon adoption.

LEGAL REF.: Wisconsin Statutes Section  
67.12 (8) (Temporary Borrowing by School Board)

APPROVED: June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**641**

**PROMPT FILING OF CLAIMS**

It shall be the policy of the District to file claims for state and federal aid in a prompt and timely manner, as this maximizes revenue available for expenditure and investment.

APPROVED:            June 23, 2010

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

651

## FEES

Fees are not permissible for any resident student in the School District for the following costs:

1. Tuition/instruction costs.
2. Teacher salaries or benefits.
3. Building maintenance.
4. Teaching apparatus – such as computer hardware and software or equipment.
5. Course fees for any course which is either required for graduation or given credit towards graduation or aided under Wisconsin Statute 121.14.
6. Transportation as required by Wisconsin Statute 121.54(8).

Fees are not permissible for students on free or reduced/price lunch status for the following costs:

1. Textbooks.
2. School supplies.
3. Advanced placement tests.

Fees are permissible for all students for the following optional costs:

1. Social and extracurricular activities.
2. School Fees.
3. Individual use items – towels, gym suits, band instruments.
4. Meals for students.
5. Classes which are not required for graduation and for which no credits toward graduation are given.
6. Transportation to and from extracurricular activities.
7. Before and after-school daycare.
8. Summer school consumable items.
9. Recreation program fees.

LEGAL REF.: Wisconsin Statutes Sections  
118.03(2) (Sale of Textbooks to Students)  
118.04(4) (Summer Classes)  
120.12(11) (Indigent Children)  
120.12(22) (Advanced Placement Examinations)  
120.13 (5) (Books, Material and Equipment)  
120.13(10) (School Food Service)  
121.54(7)(b)2(Transportation for Extracurricular Activities)  
121.14 (State Aid for Summer Classes)  
121.54(8) (Payment of Transportation Costs)

APPROVED: June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

652

### GRANTS

District staff will strive to be aware of all possible grants available for educational purposes, whether from private or public sources. All grants will be brought forward for Board approval upon having been awarded. Grant income shall be used in accordance with the terms of the grant. No grants shall be accepted by the Board if the terms of the grant diminish the authority of the Board or the District in an unacceptable manner.

It shall be the policy of the District not to pursue grants when the additional resources to be gained are outweighed by the costs and burden of applying for, or complying with the conditions of, the grant. In particular, grants that require in-kind allocations shall be carefully scrutinized to see whether their burden on the District is greater than their benefit to the District.

CROSS REF.: 841 Gifts to the School District

APPROVED: June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

653

### FREE ADMISSION TO DISTRICT EVENTS

It is the policy of the board to offer free admission to specific groups of people who wish to attend athletic or artistic events in the District.

For athletic events, other than those sponsored by the WIAA, free admission shall be offered to:

1. All persons employed by the South Milwaukee Board of Education, and one guest.
2. High school students who have paid their registration fees and have a Student ID with an activity sticker.

For artistic events, including music, drama, and visual arts, the decision about free admission shall be made by the building principal.

CROSS REF.: 831 Use of School District Facilities

APPROVED: June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

654

### REVENUES FROM LOCAL SOURCES

The local tax levy for District purposes shall be determined by the electors at the annual District meeting in accordance with state law. If the annual meeting does not vote a tax sufficient to operate and maintain the schools for the ensuing year, the Board shall determine and levy the amount of tax necessary for such purposes on or before November 1.

LEGAL REF.:           Wisconsin Statutes Sections  
                              120.10(Powers of Annual Meeting)  
                              120.12(3) (Tax for Operations and Maintenance)  
                              120.12(4) (Tax for Debt Retirement)

CROSS REF.:           175    School District Meetings

APPROVED:            June 23, 2010



**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**655**

**SCHOOL SALE OF STUDENT SUPPLY ITEMS**

Student school store items may be sold to students by individual schools at the discretion of the building principal.

LEGAL REF.:           Wisconsin Statutes Section  
                                  118.12 (Sale of Goods and Services at Schools)

APPROVED:           June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

656

### FIELD TRIP FUNDING

Schools shall charge students only the necessary costs to conduct a field trip. This will include but not be limited to transportation and admission. The funds will be deposited with the business office and invoices shall be paid with the funds on deposit.

LEGAL REF.:           Wisconsin Statutes Section  
                                  121.54(7) Transportation for Extracurricular Activities

CROSS REF.:       352    Field Trips

APPROVED:         June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**661**

**INVESTMENT AUTHORITY**

The Director of Business Services, or the Superintendent in his/her absence, is responsible for maintaining adequate cash balances to pay current obligations and for determining when there are funds temporarily available for investment to accrue interest to the District. The Director of Business Services has the authority to determine the best mix of investments for safety, liquidity, and return on investment, within the limits of this policy and state statute.

LEGAL REF.:           Wisconsin Statutes Section  
                                  66.0603 (Investments)

APPROVED:           June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

662

### DEPOSITORY OF FUNDS

One or more public depositories shall be designated, and the District shall specify whether the money will be maintained in time deposits, savings deposits, or demand deposits. Investments shall be limited to those permitted by state law.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  120.12 (7) (Depository)  
                                  66.0603 (1m) (Investments)

APPROVED:           June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

663

### MONITORING OF CAPITAL PROJECTS

All capital projects in excess of \$100,000 require careful monitoring by the Board. During the period of a capital project, the Board shall receive regular reports that will include:

1. Percent of project completed.
2. Percent of budget expended.
3. Progress on key milestones.
4. Cash flow.
5. Any significant changes to the project scope or cost.

APPROVED:            June 23, 2010

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

664

## STUDENT ACTIVITY FUND MANAGEMENT

All student activity funds shall be under the financial control of the Board and shall be deposited in the appropriate District account.

Activity treasurers and faculty advisors will be responsible to the principal for documentation of all student activity monies. Should any interest accrue on a deposit, it shall be credited to the specific activity account.

Disbursements of student activity funds may be made only with the approval of the faculty advisor and principal. Proper documentation must accompany each request.

Records related to student activity funds shall be submitted to the Director Business Services for review at the end of each month. Student activity funds shall also be audited at the same time as the annual audit of District funds.

No student organization, club or activity shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Director of Business Services based on a reasonable expectation that such negative balances are temporary conditions that will be corrected by incoming receipts.

If an account has had no activity for twelve consecutive months, it may be considered inactive and may be closed by the Director of Business Services. Funds from inactive accounts shall be distributed proportionately among the remaining activity accounts.

At the end of the school year, all balances will be carried over to the next school year with the exception of the graduating class treasury. Any funds which remain in a graduating class treasury at the end of the school year shall automatically be distributed proportionately among the remaining activity accounts, unless special provisions are made.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  120.14(1) (Audit of School District Accounts)  
                                  120.16 (2) (Board Treasurer Duty)

APPROVED:           June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**665**

**NON-SUFFICIENT FUNDS CHECKS (NSF)**

The Director of Business Services shall have the authority to declare a receipt to the District to be voided in the event it is the result of a “non-sufficient funds” (NSF) check received by the District.

APPROVED:            June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**666**

**AUTHORIZED SIGNATURES**

Checks for the expenditure of District funds, except for Board approved Middle School and High School activity accounts, shall be signed by the Board President, Clerk and Treasurer.

LEGAL REF.:           Wisconsin Statutes Sections  
                                66.0607 (Withdrawal or Disbursement from Local  
  Treasury)  
                                120.15(1) (Board President Duty)  
                                120.16(6) (Board Treasurer Duty)  
                                120.17(5) (Board Clerk Duty)

APPROVED:           June 23, 2010



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

671

### PURCHASE ORDERS AND INVOICES

1. All supplies, equipment or services with a value of \$300.00 or more are to be purchased using a signed purchase order. Purchases of a lesser value may be made without using a purchase order, but a signed expense report or check request must be used and appropriate receipts provided. All District purchases should use the tax-exempt number. Persons making a purchase without using the tax-exempt number may not be reimbursed for the sales tax.
2. All administrative staff having budget and purchasing responsibilities will be sure that each purchase order includes:
  - A. An appropriate account number.
  - B. Complete vendor name and address.
  - C. Actual or estimated cost for each item.
  - D. Signatures as required.
3. All purchase orders are to be sent to the Business Office for approval. The Director of Business Services, or the Superintendent in his/her absence, must sign all purchase orders.
4. Where bids or quotes are required by Board policy, the Director of Business Services will insure that bids or quotes are obtained before a final purchase order is processed.
5. All goods and services received under a maintenance contract will require the approval on the invoice from the department receiving the goods or service before payment will be made.
6. Blanket purchase orders may be issued to vendors from whom frequent purchases are made. As with all other purchase orders, blanket purchase orders are to be issued to vendors offering the lowest prices consistent with the goods and services required.
7. Each department or school will be responsible for insuring that the proof of receipt copy of the purchase order is received by the business office for payment when materials are received.

APPROVED:            June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

672

### PURCHASE ORDER AUTHORITY

Administrative personnel authorized to sign purchase orders include: all building Principals and Associate Principals, Athletics & Recreation Coordinator, Manager of Buildings and Grounds, Recreation Director, Technology and Student Learning Coordinator, Director of Pupil Services, IMC Director, Superintendent, Director of Personnel, Administrative and Legal Services, and Director of Business Services. Administrative personnel signing purchase orders are responsible to verify that sufficient funds are available as part of the approved budget. All purchase orders will have final approval from the Director of Business Services.

APPROVED:            June 23, 2010  
                              November 7, 2012

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**673**

**EXPENDITURE AUTHORITY**

The Board authorizes the Director of Business Services to approve all expenditures for goods and services when budget appropriations are adequate to cover obligations, except for those items for which the Board may require bids.

APPROVED:            June 23, 2010

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

673.1

## PURCHASING CARD PROGRAM

A Purchasing Card Program has been established to provide a more cost effective means of placing and processing designated types of District purchases. The Purchasing Card Program delegates the authority and capability of placing these purchases directly to the designated cardholders.

This policy is intended to provide general guidelines for using the Purchasing Card Program. For detailed information on implementing these policies please request to review the Purchasing Card Manual. Questions regarding this policy may be directed to the Director of Business Services.

### Definition of Terms in this Policy

- The term “card” refers to a District issued Purchasing Card.
- The term “cardholder” refers to the employee whose name is embossed on the front of the card. In the case of a site assigned card, “cardholder” refers to the site Administrator or designee.

### Responsibilities Overview

The Cardholder responsibilities include, but are not limited to:

1. Securing the physical card and card information (i.e.: card number and security code)
2. Obtaining and retaining proper documentation of card transactions and usage
3. Reviewing, reconciling and ensuring correct accounting codes for transactions
4. Following up with the card bank and vendors for returns, and fraudulent or disputed charges
5. Notifying the card bank and the Director of Business Services of suspected fraudulent charges and lost or stolen cards
6. Complying with all other applicable District policies and procedures

The Director of Business Services is directly responsible for managing the Program, including but not limited to:

1. Overseeing the Purchasing Card Program
2. Updating policies, procedures and manuals for the Purchasing Card Program
3. Performing audits of card usage and transactions
4. Approving and Processing new card applications and closing or suspending cards
5. Making adjustments and changes to card blocks, limits, and other card information
6. Retaining documentation of all card applications, changes and related information
7. Retaining documentation of posting period audits, transactions, and related information
8. Training District staff regarding P-Card policies and procedures

Ethics

Purchases will reflect the best available value for the District, and will be restricted to only those necessary for District purposes. It is the responsibility of every card user to meet these expectations.

Suppliers and vendors are an extension of our District resources. All District personnel are expected to maintain professional, considerate relationships and communications with District suppliers and vendors.

LEGAL REF.:           Wisconsin Statutes Section  
                              66.0135  
                              66.0607  
                              120.16(2)

CROSS REF.:           670 Expenditures

APPROVED:            August 3, 2011

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

673.1 - Rule

## PURCHASING CARD PROGRAM

### Types of Purchasing Cards

1. Individual cards are embossed with a single cardholder's name and are to be signed by that staff member. The name embossed on the card is the only individual authorized to use this card. A cardholder may not lend their card to anyone else. With the appropriate approval, the cardholder may make purchases on behalf of another staff member.
2. Site-assigned cards are embossed with the name of a location or department; such as school name or specific department within one or more schools. Site assigned cards are the responsibility of the Administrator of the department. Any member on the site in which the card is embossed who has purchasing privileges may request the card to make District related purchases. A site-assigned card will have "Request District ID" written in the signature line on the back of the card.

### Requesting and the Issuance of Purchasing Cards

1. Administrators may recommend personnel to become cardholders by completing a "Purchasing Card Application and Issuance Form" and submitting it to the Director of Business Services for approval.
2. The Director of Business Services will provide training for approved applicants before card(s) are issued.
3. Prior to receiving a Purchasing Card, approved applicants will sign the issuance form agreeing to cardholder responsibilities.

### Unauthorized Purchases (include but not limited to):

1. Personal purchases (use of the card for personal identification is prohibited)
2. Purchases intended to bypass any District purchasing procedures or policies
3. Purchases split to circumvent purchase limits or competitive pricing/bidding requirements
4. Business related meals and/or travel that is not pre-approved or authorized by the cardholder's Administrator
5. Capital equipment purchases (unit cost of \$1,000 or more) unless specifically authorized by the Director of Business Services
6. Alcoholic beverages, drugs or pharmaceuticals
7. Purchases that require a contract unless contract has been pre-approved and signed by the Director of Business Services
8. Consultants or temporary help
9. Services from a "Tax Reportable" or "1099" vendor. A tax reportable or 1099 vendor is defined as an individual, sole proprietorship or limited partnership who is paid more than \$600 for services. All medical and/or attorney's fees are considered tax or 1099 reportable, regardless of their status
10. Purchases from companies outside of the United States, unless specifically authorized by the Director of Business Services

11. Parking tickets, speeding tickets, or other vehicular tickets or fines.
12. Fuel for your personal vehicle during business travel. Fuel and mileage for business travel using your personal vehicle will be reimbursed utilizing the District's "Expense Report" form. If travel is in a District-owned vehicle, fuel may be purchased using a card.

#### Purchase Limits, Restrictions and Blocks

1. Cash advances are permanently blocked on all cards
2. Spending Limits are enforced. Purchases over the monthly cumulative or single purchase limits set on the card will be declined by the vendor. Spending Limits are established by the Director of Business Services and take into consideration cardholder job responsibilities, along with types and frequency of purchases.
3. Merchant Categories. Certain vendors or vendor types may be blocked

#### Requesting a change to a Purchase Limit or Merchant Block

1. Spending limits and merchant blocks can be temporarily or permanently changed with the approval of the cardholder's Administrator and the Director of Business Services.
2. To request a block lift or limit change, submit a "Request for Purchasing Card Limit Adjustment or Merchant Block Lift" to the Director of Business Services.

#### Placing Orders

1. Cardholders will keep card information secure at all times
2. Cardholder will inform vendor prior to purchase that the District is Tax Exempt. The tax exempt number is embossed on the front of the card. If required, Tax Exempt certificate copies are available by contacting the Director of Business Services.
3. Cardholder will obtain a purchase receipt or confirmation. Cardholder will ensure that no State of Wisconsin sales tax was charged and that both the line item and total purchase prices are correct.
4. The cardholder will retain purchase receipts and other documentation
5. Cardholder will document detailed information for orders placed over the phone. The optional "Purchasing Card Telephone Order Form" is available for use.
6. Cardholder will ensure site security when using the internet to place orders.
7. Fax orders are not encouraged. Secure or shred any fax documents containing card information. Cardholder will follow up with vendor to ensure they received the fax.

#### Recordkeeping and Documentation Requirements

1. The cardholder is responsible for obtaining and forwarding adequate documentation and records for card use to the Business Office. Documentation will be verified and audited by the Accounts Payable.
2. If there is no receipt for a purchase, a "Purchasing Card Missing Receipt" form will be completed, signed by the cardholder's Administrator, and filed with the card's record.
3. The Director of Business Services shall maintain all records of purchasing card application and issuance forms, limits, cardholder transfers and lost/stolen/destroyed card information.

### Review and Reconciliation of Transactions

1. Review, approval and reconciliation will be done by cardholders, approvers and Administrators/administrators online using the Bank's "Details Online" website.
2. Prior to a day established by the Director of Business Services of each month all transactions on the most current Bank statement are due to be reviewed, approved and reconciled by the staff who have been determined to perform these roles for each card. On or after the date established by the Director of Business Services, the Director of Business Services will upload transactions from the latest statement into the District financial system and into the general ledger.
3. It is the responsibility of the cardholder to reconcile statements with supporting documentation, and to assign the correct accounting code to each transaction.

### Returns, Credits, and Disputed Items

1. The cardholder is responsible for contacting the bank or vendor promptly on any fraudulent, disputed, or returned items.
2. Returns must be made for credit to the card only. No cash returns are permitted.
3. The cardholder will file documentation of disputed, returned or fraudulent charges with other card documentation.

### Card Security

1. It is the responsibility of the cardholder to safeguard his/her card and card information.
2. It is the responsibility of the Director of Business Services to safeguard all card information retained and communicated through the duties of the Director of Business Services.

### Reporting Lost or Stolen Cards

1. If a card is lost or stolen, the cardholder must immediately notify the bank.
2. Once the bank is notified, promptly notify the Directory of Business Services
3. For contact information, see the "Purchasing Card Procedure Manual"

### Transaction Audits

1. The Director of Business Services will perform both intentional and random audits of card usage. Audits will be performed at least once per month.

### Consequences of Procedure or Policy Violations

1. Misuse, abuse, and/or failure to comply with District policies and procedures will result in disciplinary measures that can include revocation of cardholder privileges or even termination of employment.

### Termination or Transfer of Employment

1. A cardholder who leaves employment of the District or is transferred to another site shall return their card to their Administrator.
2. The Administrator is responsible for contacting the Director of Business Services, who will cancel the card. The Administrator will cut the card in half and return it to the Director of Business Services



3. A cardholder who is transferred to another District site may reapply to become a cardholder at that site.

Payment to Card Bank

1. Payment to the card issuer shall be completed electronically via electronic funds transfer by the Business Office.

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**674**

### **CONSIDERATION OF LOCAL VENDORS**

The School District is obligated to give full consideration to local merchants in purchasing supplies, equipment, and services and these should be purchased locally when they are available at the lowest price, and in the same quality, with the same assurance of service, which may be available from non-local competitors. Reasonable effort will be made to maintain an up-to-date list of local vendors, and to contact these vendors for quotations whenever possible.

APPROVED:            June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

675

### BIDS AND QUOTES FOR SUPPLIES, EQUIPMENT AND SERVICES

It shall be the policy of the Board to control the amount of funds expended by the District in the following manner:

1. For expenditures up to \$10,000, it shall be the responsibility of the Administration to use good judgment in making purchases. Quotations will be obtained whenever practical.
2. For expenditures between \$10,000 and \$25,000, the District shall obtain at least three quotations from which a decision shall be made by the administration.
3. For all expenditures which exceed \$25,000, the District will obtain bids and acceptance of the winning bid shall be by Board action.
4. For educational items such as textbooks or other areas where bidding cannot be competitive, the Board does not expect bids to be solicited. However, the Administration is urged to keep these items to a minimum.
5. The Board will waive all bidding requirements when an emergency condition exists, for all CESA contracts, for replacement parts of existing equipment where the value of the replacement parts are estimated to be less than \$15,000 and less than 50% of the total value of the equipment, and for maintenance contracts of at least one year's duration where the maintenance is to be performed on a routine or as needed basis on specific equipment and shall include the additional cost of all repairs or replacement parts.

APPROVED:            June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

676

### BID GUIDELINES

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on a mailing list to receive invitations to bid. When specifications are prepared, they will be forwarded to all merchants and suppliers who have indicated an interest in bidding as well as any others who may be capable of providing the relevant supplies, equipment or services. However, vendors who have performed poorly in the past are subject to having their names removed from the list. Administration will provide a list of bidders and recommendations to the Board for bids requiring Board action.

Bids shall be awarded on the basis of the lowest and best bid which meets specifications, with consideration given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms, and service and past performance of the vendor. Contracts awarded on the basis of a Request for Proposal (RFP) will be awarded on the basis outlined in the RFP.

The Board reserves the right to reject any or all bids and to approve the bid which is in the best interests of the District.

A summary of bids shall be available for public inspection after they have been tabulated.

APPROVED:            June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

677

### PAYMENT OF BILLS, INVOICES, PAYROLL AND CLAIMS

All bills, invoices, payroll, and claims for payment must be processed through the Business Office.

The Business Office shall audit, verify, and approve all bills, payrolls, and claims against the District before presenting them to the Board for payment. No bill shall be approved for payment by the Board unless the Business Office has verified that the item or items have been received or that the work has been completed. The Board must approve the payment of bills prior to the District releasing checks, except in cases of routine matters such as utility payments and regular payroll payments where checks may be released if the Board meeting schedule will cause extra costs for late payment or violate contractual obligations.

APPROVED:            June 23, 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**678**

**REIMBURSEMENT OF TRAVEL EXPENSES FOR PROFESSIONAL DEVELOPMENT**

Travel and living expenses incurred to attend meetings and conventions shall be paid by the Board if attendance at the meeting and/or convention is in the interest of the School District of South Milwaukee and if the staff member has received approval from the Superintendent or his/her designee.

APPROVED:            June 23, 2010

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**678 - Rule**

### **REIMBURSEMENT OF TRAVEL EXPENSE PROCEDURES**

Expenses shall be paid only after a “Request for Professional Meeting Attendance” form has been processed and approved by appropriate personnel, and an Expense Report form with accompanying proof of expenses is provided. For reimbursement of food expenses, food receipts must be included. Mileage reimbursement will not be issued for requests that are less than 60 miles round trip. If the employee is leaving from his/her residence and it is a shorter distance to the destination than the school of employment, the starting point shall be the place of residence; if not, the starting point shall be the school of employment. A travel map should be included with the Expense Report form to verify mileage traveled. An example of a travel map would be MapQuest or Google maps.

June 2010

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**681**

**AUDIT OF DISTRICT ACCOUNTS**

The Board shall employ a licensed accountant to audit the District accounts at the close of each fiscal year.

LEGAL REF.:           Wisconsin Statutes Section  
                                  120.14(1) (Audit of School District Accounts)

APPROVED:           June 23, 2010



**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**682**

**ACCESS TO FINANCIAL REPORTS AT BOARD MEETINGS**

The Board shall make a detailed record of all receipts and expenditures available to the public for inspection at each Board meeting and upon request.

LEGAL REF.:           Wisconsin Statutes Section  
                                  120.11(4) (School Board Meetings and Reports)

APPROVED:           June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

683

### PRESENTATION OF FINANCIAL REPORTS AT THE ANNUAL MEETING

A full itemized financial report shall be presented at the Annual Meeting of the District.

It shall include receipts and expenditures of the District since the last annual meeting, the current cash balance of the District, the amount of the deficit and the bills payable of the District, the amount necessary to be raised by taxation for the support of the District for the ensuing year, and the amount required to pay the interest and principal of any debt due during the ensuing year.

If the Board has established a trust under Wisconsin Statutes Section 66.0603(1m)(b)3, the report shall also state the amount in the trust, the investment return earned by the trust since the last Annual Meeting, the total of disbursements made from the trust since the last Annual Meeting, and the name of the investment manager.

LEGAL REF.: Wisconsin Statutes Sections  
120.11(3) (School Board Meetings and Reports)  
66.0603(1m) (b) 3 (Investments)

APPROVED: June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

684

### GOAL OF INTERNAL CONTROLS: ACCOUNTING, AUDITING, AND REPORTING

Internal control procedures are designed to generate, verify, and disseminate information pertaining to the financial status of the school system.

Internal control procedures are essential for the prudent management of public funds.

Internal control procedures create reasonable basis for finance officers to assert that the information they provide can be relied upon. Accurate information is essential for decision making.

Accounting will generate a financial record to describe the sources of revenue, the budgeted distribution of revenue to various needs, and the actual expenditures of the School District of South Milwaukee.

Auditing will verify the accuracy and completeness of the account record.

Reporting will disseminate financial information for understanding, planning and decision making.

APPROVED:           October 21, 2015

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**685**

### **DOCUMENTATION OF ACCOUNTING PROCEDURES**

Accounting procedures shall be formally documented to enhance accountability and consistency.

As changes to accounting procedures occur, documentation will be updated as promptly as possible. The documentation shall be readily available to all employees who may need it.

Documentation will spell out the authority and responsibility of all employees, especially the authority to authorize transactions and the responsibility for the safekeeping of assets and records.

Documentation of accounting policies and procedures will explain the design and purpose of the procedures to increase employee understanding of, and support for, controls.

APPROVED:            October 21, 2015

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**691**

**PLAYGROUND EQUIPMENT**

Within the financial limitations of the District, the Board recognizes the need to provide and appropriately maintain playground equipment. Playground equipment shall be selected with primary consideration given to developmental qualities and safety factors.

APPROVED:            June 23, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

692

### FIXED ASSETS

This Fixed Assets policy is established to safeguard assets, enhance accountability and provide more accurate and uniform financial reporting in compliance with generally accepted accounting principals (GAAP), the Governmental Accounting Standards Board Statement 34 (GASB 34) and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

LEGAL REF.: Wisconsin Statutes Section  
120.12(1)

CROSS REF.: 670 Expenditures

APPROVED: October 15, 2016

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

692.1

### DISPOSAL OF ASSETS

The School District of South Milwaukee School Board is responsible for assuring optimal use of all district-owned equipment, materials and supplies. However, the board also recognizes that there are items that may last in excess of their usefulness to the District.

The Director of Business Services or designee shall coordinate the disposal of all equipment, materials and supplies that become obsolete.

Obsolete equipment, materials and supplies shall be disposed of in accordance with established procedures.

Any sale of property belonging to and no longer needed by the District shall be authorized by the Director of Business Services. All monies received from the sale of these items will be deposited in the appropriate fund.

LEGAL REF.:           Wisconsin Statutes Section  
                                  120.12(1)

CROSS REF.:           670 Expenditures

ADVANCED:            October 21, 2015

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

### 692.1 - Rule

#### DISPOSAL OF ASSETS PROCEDURE

1. Any disposal of obsolete equipment, materials and supplies will be done with the best interest of the District in mind.
2. The Manager of Buildings and Grounds will annually inform the Director of Business Services of the availability of property to be disposed of or reallocated.
3. The Director of Business Services shall periodically inform District personnel of the availability of surplus District property. If any building or department has a need for the property, it will be assigned to them. Any competing need for an asset shall be decided by the Director of Business Services.
4. If assets do not have any need or if the cost of ownership is greater than the education benefit, they will be: sold, stored or disposed of.
5. All prices will be established by the Director of Business Services and based on a fair market value basis.
6. Surplus items identified as having resale value will be classified as reallocated or disposed of as follows:
  - a. Computer Technology and Supplies- Items no longer being of use to the District will be disposed of as follows:
    - i. Sale to employees- Any employee whose personal work computer is being replaced will be given the right of first refusal to purchase the computer that they had been using as a personal work computer. (All equipment sold will be As Is and has no warranty included).
    - ii. Items not sold to employees as outlined above will be made available via a public sale. (All equipment sold will be As Is and has no warranty included).
    - iii. Technology items may be sent to a third party recycler that guarantees that sensitive information on the computers will be removed.
  - b. Textbooks- All textbooks, library books and other instructional materials no longer being of use to the District will be disposed of at the discretion of the Director of Instruction. Those items with monetary value will be placed for sale. Materials that are not sold or of no instructional or monetary value may be disposed of by donating, recycling or scrapping.
  - c. District-Owned Vehicles- Vehicles owned by the district may be used for trade-in purposes if a new district vehicle is to be purchased. District-owned vehicles may also be made available for sale. If that fails, the district may sell the vehicle for parts, donate the vehicle to a non-profit entity or government agency or scrap the vehicle.
  - d. Other Equipment, Materials and Supplies- All other items not previously listed and no longer being of use to the district will be offered for sale. If that fails, the district may donate the merchandise to a non-profit entity or government agency or scrap the merchandise.
7. Items identified as unneeded and having no resale value shall be disposed of as rubbish.

October 2015





