BASED ON MODEL POLICY

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

Policy

It is the policy of the **Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center)** to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

Administrative Responsibilities

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of $15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of overages in spending or reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall establish a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto."
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

Date Warned:

Date Adopted:

Legal Reference(s): *16 V.S.A. §563 (3) (Powers of school boards)*
16 V.S.A. §559 (Public bidding)
16 V.S.A. §1756 (Indemnity and insurance)

#4

Barre City Elementary & Middle School
Spaulding High School
Central Vermont Career Center

ON POLICY GOVERNANCE

Policy Title: **Financial Condition and Activities**

With respect to the actual, ongoing financial condition and activities of the supervisory union, the Superintendent shall not allow a material deviation of actual expenditures from the annual budget, nor shall he/she permit any fiscal situation inconsistent with the Board's priorities and shall not permit any fiscal condition which places the long-term financial health of the supervisory union in jeopardy.

Accordingly, the Superintendent shall:

1. Not expend more funds than are anticipated to be received in the fiscal year unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means;
2. Not use any long-term reserves;
3. Not conduct inter-fund shifting;
4. Not fail to settle payroll and debts in a timely manner;
5. Not allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed;
6. No fail to arrange for the annual audit of all supervisory union and member district funds and accounts;
7. Not fail to keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in generally accepted accounting principles for governments;
8. Not fail to publish a financial condition statement annually as part of the supervisory union's and member districts annual report to the public;
9. Not make a single purchase or commitment of greater than $15,000; splitting orders to avoid this limit is not acceptable;
10. Not acquire, encumber, or dispose of real property;
11. Not fail to aggressively pursue receivables after a reasonable grace period.

First Reading:
Second Reading
Adopted:

Barre City Elementary & Middle School
Spaulding High School
Central Vermont Career Center

Policy Title: **Financial Planning and Budgeting**

The Superintendent shall present to the Board a recommended budget which:

1. Is consistent with the Board's established goals and priorities;
2. Is in a comprehensive summary format understandable to the Board and the community;
3. Describes major budget initiatives and funding sources;
4. Compares, for each major fund type and activity, the amount of actual expenditures for the most recently closed fiscal year, budgeted expenditures for the current fiscal year, and proposed budget expenditures for the next fiscal year;
5. Does not plan for the expenditure in any fiscal year of more funds than are conservatively projected to be received during the year unless otherwise approved by the Board in a multi-year plan;
6. Describes credible projection of enrollments, revenues, and expenses, separation of capital and operational items, and disclosure of development/planning assumptions including anticipated changes in state funding;
7. Reflect anticipated changes in employee compensation including inflationary adjustments, step increases, and benefits;
8. Takes into consideration fiscal soundness in future years.

First Reading:
Second Reading
Adopted:

Barre Town Middle & Elementary School
Spaulding High School
Central Vermont Career Center

Policy Title: Asset Protection

The Superintendent shall not cause or allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Superintendent shall not:

1. Fail to obtain insurance coverage against theft and casualty losses to at least eighty percent (80%) of replacement value and against liability losses to board members, faculty, and staff, and the organization itself in an amount greater than the average for comparable organizations;

2. Allow unbonded personnel access to funds of material amounts;

3. Fail to take steps to ensure that a schedule of preventive maintenance is in place for facilities and equipment; subject facilities and equipment to improper wear and tear;

4. Fail to conduct energy assessments and to make modifications and budget recommendations which result in energy savings;

5. Unnecessarily or recklessly expose the organization, the Board, or its employees to legal liability;

6. Fail to protect intellectual and real property, information, and files from loss or damage;

7. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards and which do not comply with generally accepted accounting principles for governments;

8. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

First Reading:
Second Reading:
Adopted: