

Mansfield Independent School District
Finance Manual
Section 1
General Information

1.0 Requirements

- 1.1 The Mansfield Independent School District (MISD) Business Procedures Manual for schools and departments is a consolidation of updated guidelines and previously issued documents designed to provide a comprehensive presentation of standardized procedures that are mandated by state law, Board policy, administrative directives and/or good business practices.
- 1.2 Compliance with these provisions is **mandatory** for all local, state, and federal funds processed through the finance department regardless of their source.
- 1.3 Conformation with these guidelines will allow prompt and accurate conducting of the district's business affairs in a responsive and progressive manner.
- 1.4 This manual can be found in its entirety on the Mansfieldisd.org. Principals and department heads should inform their staff so that they are aware of the guidelines that may pertain to their particular area.
- 1.5 Information and procedures specific to activity funds can be referenced in the *Activity Funds Handbook*.

2.0 District Policies and Administrative Directives

The following policies and administrative directives apply to district funds:

BBFA	(Legal) Ethics: Conflict of Interest
BBFB	(Legal) Ethics: Prohibited Practices
BQ	(Local) Planning and Decision-Making Process
BQA	(Local) Planning and Decision-Making Process: District-Level
BQB	(Local) Planning and Decision-Making Process: Campus-Level
CAA	(Local) Fiscal Management Goals and Objectives: Financial Ethics
CCA	(Legal) Local Revenue Sources: Bond Issues
CDA	(Local) Other Revenues: Investments
CE	(Legal) Annual Operating Budget
CFB	(Local) Accounting Inventories
CFD	(Local) Activity Funds Management
CH	(Legal, Local) Purchasing and Acquisition
CHE	(Legal) Purchasing and Acquisition: Vendor Relations
CHF	(Legal) Purchasing and Acquisition: Payment Procedures

CMD (Legal, Local) Equipment and Supplies Management: Instructional Materials
Care and Accounting
CQ (Legal, Local) Electronic Communication and Data Management
CV (Local) Facilities Construction
DBD (Legal, Local) Employment Requirements and Restrictions: Conflict of
Interest
DBE (Legal) Employment Requirements and Restrictions: Nepotism
DEE (Legal, Local) Compensation and Benefits: Expense Reimbursement
DH (Exhibit) Employee Standards of Conduct
DHA (Local) Employee Standards of Conduct: Gifts and Solicitations
DK (Local) Assignment and Schedules
DMD (Local) Professional Development: Professional Meetings and Visitations
EHBD (Local, Legal) Special Programs: Federal Title I
EFD (Local) Instructional Resources: Field Trips
FJ (Local) Gifts and Solicitations
FM (Legal, Local) Student Activities
FMG (Local) Student Activities: Travel
FP (Legal, Local) Student Fees, Fines and Charges
GKB (Local) Community Relations: Advertising and Fundraising in the Schools
GKD (Local) Community Relations: Nonschool Use of School Facilities
GKDA (Local) Nonschool Use of School Facilities: Distribution of Nonschool
Literature

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