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## File DA: FISCAL MANAGEMENT GOALS

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

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

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

File DB: ANNUAL BUDGETS

The Regional School District Committee delegates the development of the district budget to the Superintendent, Business Manager, and the District Treasurer, who will develop the annual budget for the operating and maintenance of the District, and such capital budget as shall be necessary for the pursuit of the goals of the District and! the educational programs proposed and approved by the District Committee.

The Committee shall adopt an annual maintenance and operating budget for the next fiscal year not later than 45 days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held. Adoption shall be not later than March 31 but need not be before February 1. Included in the budget, as separate items, shall be any installment of principal or interest to become due during the fiscal year on any bonds or other indebtedness of the district and any other capital costs to be apportioned to the member towns in the fiscal year. The budget shall be in reasonable detail, including the amounts payable under the following classifications of expenses and such other classifications as may be necessary:

1. District Leadership and Administration
2. Instructional Services
3. Other School Services
4. Operations and Maintenance of Plant
5. Fixed Charges
6. Acquisition, Improvement and Replacement of Fixed Assets
7. Debt Retirement and Service
8. Programs with Other Schools

Said budget shall conform to the guidelines as set forth by the Legislature in Chapter 71 of the Massachusetts General Laws and directives and regulations as set forth by the Massachusetts Department of Education, and shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The annual budget for each school operated by the District shall be developed with input from the School Council, and shall reflect the priorities established in the Annual School Improvement Plan.

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to Finance Committees of member communities and to the general public.

In accordance with the District Agreement, a public hearing shall be heard prior to the adoption of the Final Operating and Maintenance Budget by the District Committee. The Superintendent and members of the Committee will make every effort to fully inform all member communities and their officials of the budget plans of the District.

Assessments to member communities shall be made in compliance with the foundation budget, which may, in certain instances differ from the apportionment under the District Agreement. When there is a conflict, State law shall prevail. In assessing for expenditures, which are excluded from: the foundation budget, the District Agreement shall determine the apportionment of assessments, after the District Committee has applied all applicable state aid.

Established through Regional Agreement, V (B)

LEGAL REF.: M.G.L. 71:16B; 71:34; 71:37 and 71:38N

CROSS REFS.: AA-E, School District Legal Status (Regional Agreement)  
DB subcategories

## File DB-R: BUDGET - APPORTIONMENT OF EXPENSES

The Regional District School Committee shall annually determine the amounts necessary to be raised, after deducting the amount of aid such district is to receive pursuant to section 16 D, to maintain and operate the district school or schools during the next fiscal year, and amounts required for payment of debt and interest incurred by the district which will be due in the said year, and shall apportion the amount so determined among the several municipalities in accordance with the terms of the agreement.

The amounts so apportioned for each municipality shall be certified by the regional school district treasurer to the treasurers of the several municipalities within thirty days from the date on which the annual budget is adopted by a two-thirds vote of the School Committee, but no later than April thirtieth.

The regional school district treasurer shall include in the certification to each municipality a statement setting forth the amount which the district is to receive under said section sixteen D for the ensuing fiscal year and the proportionate share of such aid for such municipality .

In addition to amounts appropriated for long-term debt service, school lunches, adult education, student transportation, and tuition revenue, each municipality that belongs in the regional school district shall annually appropriate for the support of the regional school district, an amount equal to but, not less than the sum of the minimum required local contribution.

Notwithstanding the provisions of the regional school district agreement, each member municipality shall increase its contribution the regional district each year by the amount indicated in that district's share of the municipalities minimum regional contribution in that fiscal year. The district shall appropriate the sum of the minimum regional contributions of its member districts as well as all state school aid received on behalf of member municipalities. The district may choose to spend additional amounts, such decision shall be made and such amounts charged to member according to the district's required agreement.

Except as required by General Law, each school district may determine how to allocate funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.

LEGAL REF.:           M.G.L.. 71:16B

File DBB: FISCAL YEAR

As established by state law, the fiscal year of the school system is July 1 to June 30. This is in common with the fiscal year for the state, municipalities, towns, other regional and special school districts, and other governmental bodies.

Statutory

LEGAL REFS.: M.G.L., 52:10, Acts of 1973  
M.G.L., 184:1 and 2, Acts of 1974

## File DBD: BUDGET PLANNING

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

SOURCE: MASC August 2016

File DBG: BUDGET ADOPTION PROCEDURES

The annual Regional School District budget as adopted by two-thirds vote of the Regional School District Committee shall require the approval of two-thirds of the local appropriating authorities of the member municipalities.

In the event the regional school budget is not approved by at least two-thirds of the member municipalities as required, the Regional School District Committee shall have thirty days to reconsider, amend and resubmit a budget on the basis of the issues raised.

LEGAL REF: M.G.L. 71:16B

Revised 9/28/16



File DBI: BUDGET IMPLEMENTATION

The adopted budget of the Regional School District constitutes the formal spending guide for the fiscal year. It is the responsibility of the Superintendent and his/her administrative staff to implement the budget as adopted.

Adopted: 5/14/08

File DBJ: REGIONAL SCHOOL DISTRICT BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the Regional School District Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) must be submitted to the School Committee for approval. Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee or the School Committee's finance subcommittee.

All funds in the general account not expended by the close of the fiscal year will be placed in an excess and deficiency fund that shall not exceed five percent of the operating budget and its budgeted capital costs for the succeeding fiscal year. Any added funds exceeding five percent shall be returned to the member communities to reduce their assessments in accordance with law.

SOURCE: MASC August 2016

LEGAL REF.: MGL [71:16B1/2](#); E&D Fund

File DD: FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [44:53A](#)

P.L. 874 Impact Aid

Board of Education 603 CMR [32:00](#); [34:00](#)

File DFC: RENTALS AND SERVICE CHARGES/GATE RECEIPTS AND ADMISSIONS

All money received by the district in payment for the use of school facilities (rentals) shall be deposited in the general account of the school district.

All money received for admissions to school sponsored events shall be deposited in a revolving account/student activity fund.

Adopted: 5/12/76

SOURCE: Gateway

File DGA: AUTHORIZED SIGNATURES

All checks issued against general district funds shall be signed by the district treasure or the assistant district treasurer in order to be valid.

The Principals of the district schools shall each have authority to sign checks or withdraw funds from the standing accounts of their respective schools.

CROSS REF.: DK, Payment Procedures

LEGAL REF.: M.G.L. [71:16A](#)

## File DH: BONDED EMPLOYEES AND OFFICERS

Each employee of the Gateway Regional school system or School Committee member who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the district.

LEGAL REFS.: M.G.L. 40.:5, 71:16A

File DI: FISCAL ACCOUNTING AND REPORTING

The District Treasurer shall be ultimately responsible for receiving and properly accounting for all funds of the district.

The accounting system used shall conform with requirements of the state department of education and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

Annual audits of the books kept by the District Treasurer and the Assistant Treasurer shall be done, as required by law, under the authority of the Director of Accounts in the state's Department of Corporation and Taxation.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

LEGAL REF.: M.G.L., 71:16A, E  
Board of Education 603 CMR 10:00

File DIE: AUDITS

An audit of the school department's accounts shall be conducted annually.

Upon completion of each audit, a report thereon shall be made to the Regional School Committee, and a copy sent to the Chairperson of the Selectmen in the member municipalities/towns.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

LEGAL REF.: M.G.L. 17:16E



File DJ: PURCHASING

The Gateway Regional School District Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Superintendent or designee will serve as the purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

## File DJE: BIDDING REQUIREMENTS

All purchases of supplies or services will follow Chapter 30B and related purchasing laws before purchase orders will be approved.

When recommending acceptance of a bid, the Superintendent, or his/her designee, will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

SOURCE: MASC October 2014

LEGAL REF.: M.G.L. 7:22A; 7:22B; 30B

Adopted: 5/14/08

Revised: 9/28/16

## File DK: PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive at least monthly a list of bills for payment from school department funds. The lists will be certified as correct and approved for payment by three members of the Regional School Committee. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

LEGAL REFS.: [41:41](#); [41:52](#) [41:56](#)

## FILE DKB: SALARY DEDUCTIONS

Except for deductions for absence not covered by paid leave or those required by law, all deductions made from salary shall be subject to committee approval and voluntary on the part of the individual employee. For all voluntary deductions, the employee shall complete a form authorizing the deduction.

The following voluntary deductions are approved by the committee:

1. Membership dues for recognized professional organizations as authorized by the committee. Dues shall be deducted according to a schedule established by the treasurer only upon receipt of an authorization card signed by the individual employee.
2. Deductions for employee contribution to the district's health insurance program and other insurance/annuity programs, which are or may be approved by the committee.

Adopted: 5/14/08

## File DKC: EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the IRS and approved by the School Committee.

To the extent budgeted for such purposes in the school budget, approval of travel requests will be as follows:

1. Each individual request will be judged on the basis of its benefit to the school system.

LEGAL REFS.: M.G.L.[40:5](#); [44:58](#)

## File DN: DISPOSAL OF SCHOOL PROPERTY

The superintendent, or his/her designee, may declare certain equipment and instructional materials to be obsolete. Prior to the disposal of items valued at \$10,000 or above, a list, along with the means of disposal and/or sale, will be given to the school committee for their information. A copy of the disposal and/or sale list will be posted in each school building at least one week prior to the sale and/or disposal.

Disposal and/or sale of any District property will be in accordance with Chapter 30B. The proceeds from the sale shall be deposited in the general fund.

If the equipment or instructional materials were originally donated to the district by an organization, that group will be given first refusal before the items are advertised for sale.

Textbooks and other instructional materials determined to be obsolete may be disposed of by donation to pupils and teachers, donation to non-profit educational and charitable organizations, sale to organizations for instructional use, or by discarding.

Adopted: 11/8/1989  
Adopted: 5/28/08  
Revised: 10/31/16