

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ACCOUNTING

3005

References: KRS 157.060, 158.290, 156.070, 160.290, 160.340, 160.560; 702 KAR 3:120; 702 KAR 3:130
Relates to 3005.01AR

The Board intends that accounting practices be in accordance with the standards designated by state and federal laws and regulations and generally accepted accounting principles. As advised by the Board's auditor/Certified Public Accountant, determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. This process shall include leave accumulated by employees and all Board properties and funds, including those that have been escrowed.

3005.01 General Fund

The KETS District Administrative System Chart of Accounts" as specified in 702 KAR 3:120 shall be the accounting system. All financial records of the Board shall be filed in the Office of the Treasurer. The Superintendent, Secretary and Treasurer of the Oldham County School District shall be responsible for the manner in which accounts are kept and preserved.

3005.02 School Building Fund - KRS 160.476

All receipts from tax revenue designated for school building purposes shall be kept in the " School Building Fund." In addition, the Board may pay into this special fund at the close of any fiscal year the proceeds from the sale of land or property no longer needed for school purposes and allow any balances to remain in the general fund over and above the amount necessary for discharging obligations for the fiscal year in full. All expenditures from this fund shall be made solely for the purposes enumerated in KRS 160.476, and shall be made in accordance with the school laws of the state at such times as the board of education determines.

3005.03 Capital Outlay Funds - KRS 157.420; 702 KAR 3:0120;

The Policy of the Board relating to the expenditure of Foundation Program Capital Outlay Funds shall be determined by the Board upon the recommendation of the Superintendent and in accordance with the provisions set out in KRS 157.420, Section (4), Subsection (a), (b), (c), (d), (e) and Section (5)-(7) and (12).

3005.04 School Accounts - KRS 156.070; 156.160; 156.200; 702 KAR 3:120

School activity funds may be expended only for purposes which contribute generally to the benefit of the students provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

All personnel shall comply with Accounting Procedures for Kentucky School Activity Funds and activity fund accounting procedures set out in Kentucky Administrative Regulation. The principal shall be responsible for the manner in which accounts are kept and preserved. Two signatures shall be required on each check drawn against School Activity Funds. Each school shall have no more than three employees approved to sign school checks, one of whom must be the school bookkeeper.

"School activity funds" refer to all school funds including funds derived from athletic contests, school lunchrooms, school entertainment, from any and all activities of the school involving school property or students from which funds are received and disbursed, and fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

No school activity fund is permitted to end the fiscal year with a deficit balance. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ACCOUNTING

3005

References: KRS 157.060, 158.290, 156.070, 160.290, 160.340, 160.560; 702 KAR 3:120; 702 KAR 3:130
Relates to 3005.01AR

Each month the Principal shall provide the District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the District Finance Officer an annual financial report for those accounts. School activity funds are subject to the Board's Audit policy.

3005.05 School Nutrition Accounts

Separate accounting with a separate bank account, shall be provided for school food service funds. Approved signatures for checks drawn on the School Nutrition Account are the Assistant Superintendent for Support Services and School Nutrition Director. Financial reports of the school lunch program shall be made monthly, by the Director of School Nutrition to the Board of Education, and periodically as required by state and federal agencies. Complete financial and inventory records shall be available to the Board and Superintendent at all times.

All school food service accounts shall be audited annually by the regular CPA firm employed to audit all Board accounts. The cost of the audits shall be borne by the school food service accounts.

3005.06 Failure to Follow Board Regulations - KRS 156.070; 156.160; 156.200

Any employee who violates Board regulations in regard to management, supervision and control of funds, is subject to reasonable penalty including dismissal