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File: DA - FISCAL MANAGEMENT GOALS

As trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

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

It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization will be incorporated into all aspects of district management and Committee decision making.

Regarding the district's fiscal management, it is the Committee's intent:

1. To allocate public funding, centering equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets
3. To advocate for levels of funding that will provide high quality education for all students.
4. To support the use of the best techniques for budget development and management.
5. To provide timely and appropriate information to the community.

SOURCE: MASC 2021

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 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 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 by state formula, 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 all members 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 by state formula 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 to 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 a decision shall be made and such amounts charged to members 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.

SOURCE: MASC 2021

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

File: DBD - BUDGET PLANNING

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee.

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. The Committee also holds in balance the valid interest of the taxpayers.

In the budget planning process for the school district, the Superintendent 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 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 which will be shared publicly with the community.

SOURCE: MASC 2021

File: DBG - BUDGET ADOPTION PROCEDURES

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

The regional district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work.

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.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. Ch. 71:16B, M.G.L. Ch. 71:37

Cross reference: DBJ

File: DBJ – REGIONAL SCHOOL DISTRICT BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the District budget, the Regional School District Committee will consider requests for transfers of funds between cost centers 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 district.

All requests for transfers must be submitted to the full School Committee for approval as part of the School Business Official's quarterly report.

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 2021

LEGAL REF.: MGL 71:16B1/2;

DOR 94-660

Cross references: DBG; DI

File: DD - GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. 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 alignment with district goals.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with the state and federal laws and regulations.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 44:53A; 71:37A

2 CFR 200 Federal Uniform Administrative Requirements

File: DEC - FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY - New policy

The Gateway Regional School District is committed to utilizing federal grant funds to supplement instructional programs funded by local, state, and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record keeping and reporting complies with required guidelines and mandates.

SOURCE: MASC 2021

LEGAL REF: Elementary and Secondary Education Act, as amended

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 building use revolving account of the school district.

All money received for admissions to school sponsored events shall be deposited in a revolving account and/or student activity fund depending on the nature of the event.

Adopted: 5/12/76

SOURCE: Gateway

File: DGA - REGIONAL SCHOOL DISTRICT AUTHORIZED SIGNATURES

The School Committee will designate, by roll call vote, a single member responsible for the review and approval of all warrants as correct and approved for payment. A record of this approval will be made available on the next Committee agenda. Such designation does not limit the responsibility of each member.

The treasurer and the assistant treasurer are authorized to sign check withdrawals and to sign the appropriate bank forms for the Regional School District.

SOURCE: MASC August 2021

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56; 71:16A

CROSS REF: DK-1 Regional School District Payment Procedures

File: DH - REGIONAL SCHOOL DISTRICT BONDED EMPLOYEES AND OFFICERS

Each employee of the Gateway Regional School District, including the Treasurer and Assistant Treasurer, who is assigned the responsibility of receiving and disbursing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the District.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 41:35; 41:109A; 71:16A; 71:47

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining effective internal controls so as to ensure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations.

The accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

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.

SOURCE: MASC 2021

LEGAL REF.: MGL Ch. 44:38

603 CMR 10:00

Cross references: DBJ; DIE

File: DIE - REGIONAL SCHOOL DISTRICT AUDITS

An independent audit of the school department's accounts shall be conducted annually within nine months of the close of the school year. This review shall be conducted by an independent public accounting firm in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

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

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

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends above thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually. For accounts exceeding \$25,000, the Committee shall consider an audit conducted by an outside firm every three years.

In addition, the Committee may request an additional audit of the school district's accounts at its discretion.

SOURCE: MASC 2021

LEGAL REF: MGL 44:38-40; 71:47; 71:16E; 72:3

Cross reference: DI

File: DJ - PURCHASING

It shall be the responsibility of the Superintendent:

To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;

To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;

To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;

To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

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

The Superintendent or designee will serve as purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and within 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.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 30B; 71:49A

File: DJA - PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through cost-center appropriation as part of the District budget process.

The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

File: DJE – PROCUREMENT REQUIREMENTS

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

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

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 distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District 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 district.

SOURCE: MASC 2021

LEGAL REF.: M.G.L.30B

CROSS REF.: DJA, Purchasing Authority

File: DK - REGIONAL SCHOOL DISTRICT PAYMENT PROCEDURES

All claims for payment from the School District's funds will be processed in accordance with procedures 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.

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

The Committee may designate by vote a single member to be responsible for the review and approval of the warrants as correct and approved for payment. Warrants then will be forwarded to the district treasurer for processing and payment. A record of this action will be made available to the Committee on the agenda of the next regular meeting.

Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56; 71:16A

File: DKC - EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur authorized expenses in carrying out their 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 a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Committee, aligned with the Internal Revenue Service standard mileage rate.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC 2021

LEGAL REF.: 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