

Fiscal Manual
2025 - 2026

July 2025

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Introduction

This Fiscal Manual has been prepared to provide general information about several Kirbyville CISD business functions. Additional information may be available within the district's Board Policies, Administrative Procedures, or other web resources.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

Business Office Staff

The Business Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

Jana Reeves, Business Assistant- Accounts Payable, Activity Funds, Substitute Teacher applications, Student Scholarships
jreeves@kirbyvillecisd.org 409-423-7521

Stephanie Jones, HR Coordinator – Employee Payroll, Personnel Issues, Certifications, Retirement, Employee Benefits and Insurances, Worker's Comp., Time off, Time Sheets
sjones@kirbyvillecisd.org 409-423-7519

Amber Flowers, CFO – District Budgeting, Purchasing, Internal Controls, Internal Audits, External Audit Process, Bank Reconciliations, Accounts Receivable, Accounts Payable aflowers@kirbyvillecisd.org **409-420-0708**

Kristi Gore, Assistant Superintendent - Grant Management and Compliance, District Testing Coordinator kgore@kirbyvillecisd.org

Stephen Edwards, Superintendent- Chief Operations Officer, District Approver
sedwards@kirbyvillecisd.org

Business Office Mission Statement

The Mission of the Kirbyville Independent School District Business Office is to provide support to all District students, staff, parents, and the community and to ensure that all business operations are supportive of the instructional goals and objectives of the district.

The Business Division's primary goal is to protect the assets of the district and to ensure that all financial transactions are performed in accordance with generally accepted accounting practices.

Accounting Code Structure

The Financial Accounting & Reporting Module of the Financial Accountability System Resource Guide (FASRG) contains the required accounting code structure. Use of the appropriate accounting code structure is mandatory. The code structure is available on the TEA website at www.tea.texas.gov
A major purpose of the following accounting code structure is to establish the standard school district fiscal accounting system required by law. Although certain codes within the overview may be used at local option, the sequence of the codes within the structure, and the funds and chart of accounts, are to be uniformly used by all school districts in accordance with generally accepted accounting principles.

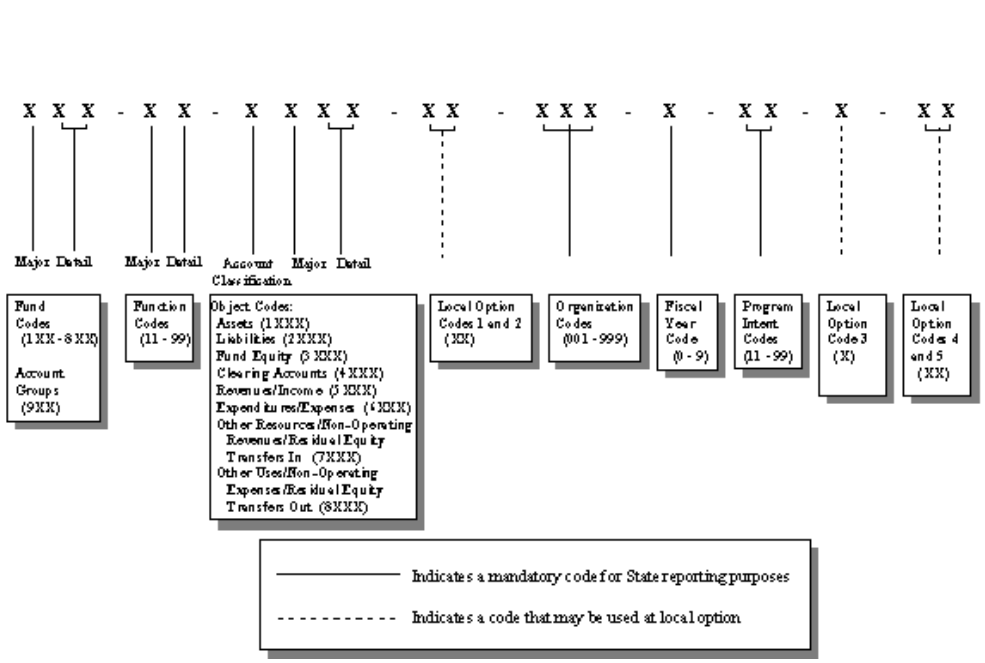


Exhibit #29 (FAR: 1.4.1 Overview of Account Codes)

Account Code Basics

The ***R*** by a code indicates that the code is required for reporting purposes (PEIMS and/or Annual Financial and Compliance Report) if such codes are applicable to the school district.

R 6399 General Supplies
This code is used to classify expenditures/expenses for those items of relatively low unit cost (even though used in large quantities) necessary for the instruction process and/or for administration.

6395-6398 Supplies and Materials - Locally Defined (Convert to Object Code 6399 for PEIMS)
These codes are used, at the option of the school district, to classify supplies and materials. For PEIMS, these accounts are converted to Object Code 6399.

The FAR Module contains explanatory guidance:

6240 Contracted Maintenance & Repair Services
When contracted maintenance and repair services are rendered, the total cost of the service, including labor and parts, is to be included in the appropriate contracted services account. Maintenance contracts are to be included in the appropriate expenditure object codes defined below.

The FAR Module contains examples of costs:

6499 Miscellaneous Operating Costs
This code is used to classify expenditures/expenses for all other operating costs not mentioned above. This account includes:

- Fees (not associated with travel)
- Awards
- Graduation expenses
- Food/refreshments for school-related meetings
- Newspaper advertisements, etc.

The FAR Module contains Include and Exclude tables:

Function 12 - Costs to Include:	Function 12 - Costs to Exclude (with Correct Function):
with:	
• Librarians	• Encyclopedias and other reference books in the classroom (Function 11)
• Library aides and assistants	• Supplies and services for upkeep and maintenance for buildings and grounds, including utilities (Function 51)
• Media or resource center personnel who work in an audiovisual center, television studio or related work-study areas	• Textbooks (Function 11)
• Substitute pay for library staff (ALL substitutes effective 2008-09 fiscal year)	• Teaching supplies used in the classroom (Function 11)

The FAR Module contains a description of all parts of the 20-digit account code:

XXX-XX-XXXX-XX-XXX-X-XX-XXX
1 2 3 4 5 6 7 8

1	Fund	A mandatory 3 digit code is to be used to identify the fund group or specific group
2	Function	A mandatory 2 digit code that identify the purpose of the transaction
3	Object	A mandatory 4 digit code that identifies the nature of the transaction or source
4	Sub-Object	A 2 digit code for optional use to provide special accountability at the local level
5	Organization	A mandatory 3 digit code that identifies the organization (campus or department)
6	Fiscal Year	A mandatory 1 digit code that identifies the fiscal year of project year of the expense
7	Program Intent	A mandatory 2 digit code that designates the intent of a program provided to students
8	Optional Codes	A 3 digit code for optional use to further describe a transaction

The Kirbyville CISD Chart of Accounts is illustrated below:

Kirbyville CISD - Chart of Accounts
XXX-XX-XXXX-XX-XXX-X-XX-XXX
1 2 3 4 5 6 7 8

Funds (#1)

100	**General Fund**
181	Athletics
199	General Fund
200-400	**Special Revenue Funds**
211	ESSA, Title I, Part A
240	Food Service Fund
244	Perkins
255	Title II
270	Rural and Low Income
281	TCLAS
282	ESSER III Grant Funds
289	Title IV
410	Instructional Materials Allotment (Textbooks)
429	School Safety Grant
599	Debt Services
600	**Capital Projects Funds**
699	Capital Projects Fund - Local Projects
860	**Agency Funds**
863	Payroll Clearing Fund
865	Student Activity Accounts (Clubs and Organizations)
900	**Capital Assets and Long Term Debt**
901	Fixed Assets Fund
902	Long Term Debt Fund

Functions (#2):

Instruction and Instructional-Related Services	
11	Instruction
12	Instructional Resources & Media Svs
13	Curriculum Development & Instructional Staff Dev.
Instructional and School Leadership	
21	Instructional Administration
23	Campus Leadership
Support Services - Student	
31	Counseling Services
32	Social Work Services
33	Health Services
34	Student Transportation
35	Food Services
36	Cocurricular/Extracurricular Activities
Other Functions	
41	General Administration
51	Plant Maintenance & Operations
52	Security & Monitoring Services
53	Data Processing Services
61	Community Services
81	Facilities, Acquisition, and Construction
93	Payments to Fiscal Agent of SSA, Sp.Ed. Co-Op
95	Payments to JJAEP

Objects (#3):

6100	**Payroll Costs**
6200	**Professional & Contracted Services**
6211	Legal Services
6212	Audit Services
6214	Lobbying Expenses (Portion of Memberships)
6219	Professional Services (Govt Cd 2254.002)
6221	Staff Tuition & Fees (Higher Education)
6223	Student Tuition - Other than Public Schools
6239	Education Service Center Services
6249	Contracted Maintenance & Repair
6259	Utilities
6269	Rentals - Operating Leases (Copiers, equipment, etc)
6291	Consultants (Best Practices, Improvement)
6296	Travel, Reg Fees, PrePaid
6297	Travel, Reg Fees, Virtual Event
6299	Miscellaneous Contracted Services
6300	**Supplies & Materials**
6311	Gasoline & Other Fuels
6319	Vehicle Supplies
6321	Textbooks/Instr Materials - purchased by district
6329	Reading materials, library books, subscriptions
6339	Testing materials
6341	Food (CNP Only)
6342	Non-Food Supplies (CNP Only)
6344	USDA Commodities (CNP Only)
6349	Food Service Supplies
6398	Equipment, (Taggable > $1,000)
6399	Supplies & Non-Taggable Equipment
6400	**Other Operating Costs & Travel**
6411	Travel, Staff
6412	Travel, Student
6419	Travel, Non-employees (parents, board, etc)
6429	Insurance Costs
6491	Statutorily-Required Public Notices***NEW****
6492	Royalties
6495	Memberships (portion may be 6214)
6498	Student Activity Accounts
6499	Misc. Expenses: Awards, Fees, etc.

6600	**Capital Outlay and Equipment**
6629	Facilities and Construction
6631	Vehicles, Unit Cost > $5000 (less than $5K = 6641)
6639	Furniture,Equipment,Software, Unit Cost >$5000

Organizations (#5):

001	Kirbyville High School
041	Kirbyville Junior High
103	Kirbyville Elementary
999	Districtwide (Unallocated)

Program Intent Codes (#7):

11	Basic Educational Services
21	Gifted and Talented
22	Career & Technology
23	Services to Students w/ Disabilities
24	Accelerated Ed
25	Bilingual
28	Disciplinary AEP - Basic Services
30	Accelerated Ed Title 1
31	High School Allotment
32	Pre-Kindergarten
33	PK, Special Education
34	PK Comp Ed
36	Early Education Allotment (PK-3)
37	Dyslexia
38	College, Career and Military Readiness (CCMR)
63	Parent and Family Involvement
99	District Wide

Local Option Codes (#8):

O4	Band
66	Technology
70	Teach Worthy

Activity Funds – Overview

The district has made the determination that all Student Activity Funds will be accounted for in Fund 865. This shall include all student organizations and clubs that meet the definition of a bona fide club or chapter, i.e. have elected officers and/or by-laws. The Student Activity Accounts are not district funds, but rather trust funds in the care of the district.
Campus Hospitality or Sunshine (Faculty Fund) accounts shall be accounted for in Fund 865 in accordance with the FASRG. The Hospitality/Sunshine accounts are not district funds, but rather trust funds in the care of the district.
The expenditure of Campus and Student Activity funds shall be in accordance with district policy and procedures. The following Allowable and Non-Allowable expenditures are for illustration purposes only, this is not an all-inclusive list. A final decision regarding allowability will be made at the time of the purchase order and/or payment approval.

Allowable

a. Student trip related expenses such as meals, entry fees, lodging, transportation, etc.
b. Staff or student meals or refreshments (infrequent and nominal cost)
c. Awards/incentives (non-cash) of nominal value
d. Club supplies
e. Equipment, but it must be donated to the campus or district
f. Rentals such as vehicles, equipment, etc.
g. Contracted services such as printing, DJ services, motivational speaker, photographer, etc.

Non-Allowable

a. Alcohol, tobacco or other controlled substance
b. Payments of wages to district employees
c. Individual gifts to a specific student or staff member (exceptions may apply to student organization funds)
d. Donations to a person or outside organization (exceptions may apply to student organization funds)

Sub-accounts within the Campus Activity Fund are not student club or organization funds. The funds raised within the sub-accounts shall be used to benefit that respective activity under the direction of the district staff member who oversees the account, subject to the approval of the campus principal.
Campus activity funds (under the control of the principal) shall be collected, receipted, and deposited to the district's business office on a weekly basis. All monies collected should be receipted in a receipt book [bound and pre-numbered receipts].
Campus activity funds are managed using a decentralized accounting system. All deposits and expenditures under a decentralized system shall be made at the campus or department level. Please refer to the Kirbyville CISD General School Activity Account Guidelines for forms and more detailed information.
Budgeted funds shall not be used to generate activity funds, nor shall staff (administrative/support) earn wages while generating activity funds. Giving of staff time to generate activity funds shall be voluntary.
Generating activity funds shall not in any way compete with the district food service activities. Activity funds generation shall be a passive activity and shall not detract from the district's overall primary educational purpose. The generation and expenditure of campus activity funds shall be held to the same standard and scrutiny as that of appropriated funds. Activity funds shall be audited as part of the annual financial audit and must adhere to accepted business practices.

Activity Accounts – Fund 865
(Student Organizations & Hospitality/Sunshine Accounts)

Student and Faculty activity funds **(Fund 865)** are held in a trustee capacity by the district and they consist of funds that are the property of students or others. These funds are not district or campus funds, but rather trust funds belonging to the students and/or faculty. The funds may be used in any manner to benefit the students and/or faculty at the direction of the students and/or Faculty Committee subject to the oversight and approval of the campus principal as "trustee" over the funds.

Student Organizations

Student clubs and organizations shall be defined as student-led groups with formation documents, by-laws, and/or elected officers. All student clubs and organizations shall function under the sponsorship of a campus staff member, i.e. teacher or other staff member. The campus principal shall ensure that annual elections of student officers are conducted each school year and a list of the officers submitted to the business department. There may be multiple sub-accounts within the Student Activity Fund. Each year every sponsor should complete and submit a **Responsibility Affidavit** to their campus administrator.

Student activity funds (under the control of the principal) shall be collected, receipted, and deposited to the campus office on a daily basis. Refer to the cash/check handling procedures.
Student activity funds are managed using a centralized accounting system. A centralized accounting system is defined as a system that is centrally managed at the district's business office.
Student activity funds shall be used exclusively for the benefit of students. Typical uses include student travel, awards, banquets, supplies, DJ for a dance, end-of-the-year trips or events, club t-shirts, etc. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. Class/club meeting notes should be on file to support student decisions regarding the expenditure of their class/club funds.

Fundraising

All fundraising shall be in accordance with the Activity Account Manual's Fundraising Guidelines. An **Approval of Fundraiser Form** shall be approved by the Campus Principal prior to conducting a fundraiser. Food sales during the school day shall be limited to the district pre-approved list, or specific approval of the food item by the Director of Food Service, after reviewing the nutrition label of the food item. **Effective July 1, 2014, the United States Department of Agriculture (USDA) will limit the types of foods and beverages that may be sold to and consumed by students at school during the school day.** [Note: The school day is defined by the USDA as: the period from the midnight before, to 30 minutes after the end of the official school day. These standards will impact all those responsible for selling food to students including: food service departments, fundraisers, school clubs, and groups. The Smart Snack standards do not apply to food sold during non-school hours, foods sold to adults, parents, staff, and foods brought to school by a student for personal consumption. Additional information regarding the fundraising guidelines on the Texas Department of Agriculture (TDA) website at: Fundraisers – Guidance for Schools.
The TDA has established a Fundraiser Exempt Policy that states: Texas policy allows six days per campus per school year to sell foods or beverages on campus that do not have to meet federal nutrition standards. Exempt foods and beverages may be sold anywhere on the campus except during meal service times and in areas where school meals are served. A list of the six (6) days shall be submitted by each campus principal to the Director of Food Service. [Note. The penalty of violating the USDA/TDA guidelines may result in the loss of Child Nutrition Program (CNP) funds for the day of the violation.] The exempt fundraiser days shall be incorporated into the district's Wellness Policy.

At the end of the fundraising activity, a **Profit Loss Statement** should be filed with the superintendent. Activity funds shall be audited on at least an annual basis and must adhere to accepted business practices.
Merchandise ordered for resale should be distributed to students on a **Merchandise Distribution Log**. The merchandise distribution log should reconcile with the corresponding invoice and/or packing list. The sponsor of an activity account shall be responsible for tracking and/or disposal of all residual inventory after a fundraising event.

Records Retention

Since Student Activity Accounts are trust funds that the campus manages on behalf of the students, accountability for these funds is extremely high. All Activity Account records must be maintained for a period of 5 years [TSLG minimum retention period & district's Local Records Retention Schedule]. This includes merchandise logs, receipt logs/books, profit/loss statements, etc.

Budget Amendments

A budget amendment is a transfer of funds **across** different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12).

Budget amendments must be approved by the School Board. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent 3 business days before a regular board meeting). Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the budget amendment.

Budget Transfers

A budget transfer is a transfer of funds **within the same** function. The Chief Financial Officer shall approve all budget transfers. Budget transfer requests shall be submitted on the **Transfer of Funds form.** To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary.

Cash/Check Handling

All cash shall be handled in accordance with the **Cash Management Procedures**. A receipt shall be issued for all cash collections, except for minor non-refundable sales from fundraisers (candy, ice cream, etc.) An **Activity Account Daily Collections Report** shall be generated for non-receipted cash collections and submitted with the cash deposit to the campus secretary/bookkeeper.
All cash and checks must be deposited to the campus secretary/bookkeeper on a daily basis. No post-dated checks should be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home. No cash purchases should be made – every dollar collected should be receipted and deposited to the campus secretary/bookkeeper. The campus secretary/bookkeeper shall receipt and deposit on no less than a weekly basis. Secure overnight in a locked campus safe if the deposit cannot be made the same day. A **Cash Deposit Record** should be included with all deposits.
Athletic event gate receipts (admission tickets) shall be recorded on an **Athletic Gate Receipts form** and submitted by the Ticket Taker to the principal. Funds shall be forwarded to the District Athletic Ticket Manager for deposit to the appropriate athletic events revenue account(s).
Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

Online Payment System
The district has implemented an online payment system to minimize the collection of cash funds from students, parents, staff, etc. The sponsor of an event shall submit the approved **Authorization to Conduct a Fundraiser Form** and email a request to add the fundraiser to the online payment system to the business office. The CFO shall designate the bank account(s) to be used for online payments. An online payment system report shall be generated by the CFO and matched to the bank statement to reconcile all online payments during the bank reconciliation process and/or on a daily basis as part of the online banking system review of daily activity.

Check Processing

Business department accounts payable checks will be printed, endorsed, and released on a weekly basis. Generally, checks will be generated on Thursday afternoons for distribution by the close of the day. At times checks may be processed earlier or later, due to holidays, staff work schedules or unforeseen events.

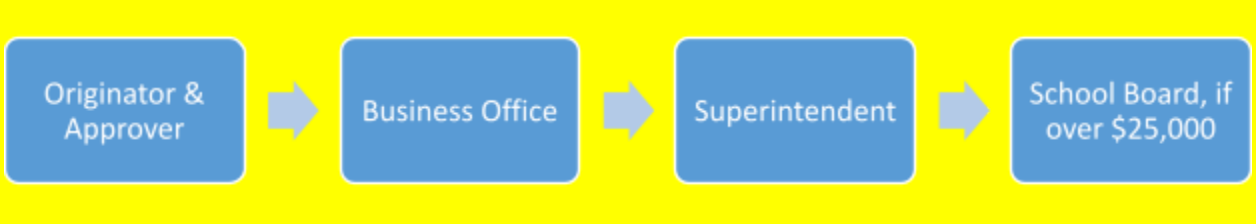
The appropriate forms shall be used for travel disbursements, all other non-purchase order disbursements and/or reimbursements shall be submitted through a requisition**.** All invoices should be submitted to the business office on a timely basis for payment within state law.
State law, Texas Prompt Payment Act, requires that the business office pay all invoices within 30 days of the receipt of the goods and/or services or the invoice date, whichever is later. Incorrect and incomplete invoices shall be disputed in writing within ten (10) days. To avoid penalty and interest charges, all invoices shall be submitted to the business office on a timely basis for payment. Vendor provided discounts, such as net 10, shall be taken as appropriate.

Contracts for Consultants or Contracted Services

Consultants are non-employees who are contracted to perform a personal or professional service such as staff development, medical services, etc. A written contract is required for all contracted services. All contracts shall be subjected to legal review by the Chief Financial Officer. After approval by the Chief Financial Officer, the Superintendent shall sign the contract on behalf of the district. The Superintendent is the only individual authorized to sign contracts on behalf of the district.

An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement. Contracts that exceed $25,000 [School Board Policy CH Local] shall be approved by the School Board at a board meeting.
All contracts that exceed $50,000 [Policy CH Local] shall be procured using the competitive procurement requirements established in the appropriate state law (TEC or the Government Code). The evaluation criteria [such as cost and prior performance] for the review of the proposals shall be determined prior to the solicitation for proposals/bids. The review and recommendation process shall include a separation of duties: the originator of the contract request should work collaboratively with the business office to evaluate the proposals/bids.

The approval path for all contracts shall be in accordance with the work flow illustrated below:



If a contract for a consultant or contracted services will be funded through a federal grant, the Assistant Superintendent shall also approve the contract to ensure that it is: 1) included in the grant application; 2) budgeted in the grant; 3) verify that the contracted services is allowable under the grant; and 4) approved by the granting agency (such as TEA). The contract language required in the federal regulations (EDGAR) and state regulations (TEA) shall be included in every contract funded with federal grant funds.
The contract originator (campus or department administrator) shall be directly responsible to ensure that the contractor performs the services covered by the contract.
District staff shall use these procedures when submitting a contract for contracted services:

- Submit a completed vendor contract to the Chief Financial Officer for review. The Chief Financial Officer shall forward the contract to the Superintendent for final approval, or schedule at the next School Board meeting, as appropriate.
- Obtain the following documents from the consultant::
  - Vendor Application
  - A completed W-9 form
  - Conflict of Interest Questionnaire
  - A Felony Conviction Form
  - If the consultant will work directly with students, a Criminal Check Authorization form and State Board of Educator Certification fingerprinting documentation.
  - Certificate of Insurance, as appropriate

- Submit a requisition to encumber the funds required for the contract. The contract will not be released to the consultant, nor will the consultant be allowed to begin work for the district, until a purchase order is approved by the final approver, the Chief Financial Officer.

Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, may be necessary and submitted to the business office with the purchase requisition. The Certificate of Insurance shall name Kirbyville CISD as additional insured.

Copiers

The district leases several copiers that are strategically placed in different campuses or departments. The copiers are for district business use only. Prior approval should be obtained from the appropriate campus principal and/or department administrator to use a district copier for personal printing. Payment for personal copies shall be made immediately to the business office.

Credit Cards – Selected Merchants

The district utilizes several credit cards for purchasing of goods such as food items, instructional supplies, and maintenance supplies. [Note. Some restrictions apply to the use of credit cards for purchases with federal grant funds.]

The immediate supervisor shall review and approve all credit card purchase receipts prior to submission to the business office.

All credit receipts (detailed, itemized) shall be submitted to the business office within as soon as possible to ensure prompt payment to the vendor. If receipts and credit card receipts are not submitted on a timely basis, these charges will be reported to the campus administrator. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

Each campus or department that is entrusted with credit cards shall properly secure the cards [when not in use] in a locked safe.

Donations and Gifts

Donations of cash, cash equivalents (gift cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The **Donation Form** shall be completed by the recipient. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.
Cash donations shall be deposited to the appropriate account. Gift card donations shall be recorded on a **Donation Form** and maintained in a safe until utilized by the appropriate individual(s).
Donated equipment shall have an inventory tag affixed to it if the unit value is greater than $5,000. In addition, the equipment shall be added to the district fixed asset tracking system.
All donations shall be approved by the School Board.Campus staff shall or shall not utilize an external donor website (such as gofundme.com) to seek donations for the campus without the written authorization from the Superintendent. Donor websites shall not be established by the campus for the personal benefit of a staff member or student. If a campus staff member or student establishes a personal donor webpage, the webpage link may be distributed via campus email to all staff and/or students with the written authorization from the Superintendent.
Student activity clubs and organizations may or may not utilize external donor websites to seek donations for their club or organization with the written authorization from the campus principal and superintendent. Donations, if any, received through the donor website shall be deposited in the appropriate depository account. All expenditures with the donated funds shall follow the established purchasing and payment procedures.

Field Trips

A request must be submitted for all field trips funded through state and federal grant funds to the campus principal. A requisition shall be submitted in Skyward for admission fees, meals, etc., if any.
If a district-owned vehicle or school bus is requested, specific details regarding the destination, type of vehicle, departure and return times shall be submitted on a **Transportation Request Form** at least 10 days prior to the field trip. Contact the transportation department at (409)423-3057 for additional information.

Fiscal Year

Kirbyville CISD's fiscal year begins on September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.
All invoices for goods received before August 31st, shall be submitted to the Business Office by September 10th for processing and payment.

Fixed Assets & Inventory

All fixed assets and inventory shall be tracked, maintained and disposed of in accordance with state law. Fixed assets [capital assets] are defined as equipment with a unit value over $5000 and a life expectancy of 3 years. These assets are tracked and recorded on the district's financial general ledger. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Chief Financial Officer for removal from the district's financial records. All fixed assets must be purchased through the use of an Object Code 663X.

Inventory items are defined as equipment with a unit value over $500, but less than $5000. These items referred to as "inventory" shall be tracked and recorded on the district's inventory tracking system for insurance purposes. Inventory items that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Chief Financial Officer for removal from the district's inventory tracking system. Inventory items (with a unit value between $500 and $4999) shall be considered consumable and shall be purchased through the use of an Object Code 63XX. Items lost due to theft or vandalism must be reported immediately for police report and insurance claim purposes.

On at least an annual basis, or more frequently as the need arises, the Director of Operations shall prepare and submit a list of "surplus" assets that are recommended for disposal. The list shall indicate the recommended disposal method such as: trash, sale via online auction, sealed bids, etc.

o After obtaining the Superintendent's approval, the Director of Operations shall begin the process to dispose of all assets approved for disposal via the approved method(s).

All efforts shall be made to obtain the best return value to Kirbyville CISD and consideration will be made to responsible protection of our environment. Kirbyville CISD identification will be removed from assets as part of the sale process. Any assets that might contain data or any association with Kirbyville CISD will be cleared or disposed of in a manner that ensures the data is destroyed (example: hard drives will not be sold and/or cleaned to prevent any possible data recovery).

The following steps are typical methods of disposal. [Exception for federally funded assets below]

1. Auction: Kirbyville CISD currently uses a website, www.govdeals.net for the auction of surplus goods.

2. Garage type sale. Generally standard items will have a sale price established on the disposal list that will serve as the garage sale price. Other unique items will have a starting minimum price as established on the disposal list, but will be sold on a silent auction basis.

- Two types of items will be identified – standard and unique.
- Preset prices will be established for "standard" items as shown on the approved disposal list. A few items will be marked as "unique" and will be sold using a silent bid format with the last and highest bid being the sales price as long as it exceeds the minimum value.
- The unique items sale price will be the last highest price as reflected on the item bid sheet at the close of the sales day.
- A public sale shall be conducted on one date during the posted times
- All prices on standard items, as posted on the disposal list, will be in effect until 1 hour prior to the close of the sale at which time the prices may be reduced by 50%.
- Unsold items that are suitable for sale shall be retained in storage for the next surplus sale.

3. **Recycling**. Items that are not sold during the garage sale will be disposed of through recycling if possible.

4. Trash – Items that are not disposed of through recycling will be considered trash and disposed of as trash.

All surplus sales shall be advertised via email, the district website and/or Newspaper, as appropriate.

All items disposed of shall be removed from the database system.

All surplus revenue shall be deposited to a miscellaneous revenue account in the General Fund (199), with the exception of surplus revenue from the sale of Food Service equipment which shall be deposited to the Food Service Fund (240).

Gift Cards

District funds shall not be used to purchase gift cards. Faculty Funds are not district funds; therefore, only these funds may be used to purchase a gift card for district staff.
Gift cards donated to the district by outside sources may not be given to employees as a reward or incentive without approval from the business office. Gift cards, in any amount, whether purchased by the district or donated to the district, are taxable to the employee and must be processed through the employee's paycheck [IRS Regulations].

Grants Management

All state and federal grants shall be managed in accordance with the **State & Federal Grants Manual**. All federal grants expenditures shall comply with the federal regulations, i.e. EDGAR or 2 CFR 200.
TEA-administered grants shall also meet the Grant Management guidelines established by TEA.
Specifically, grant fund expenditures must meet the following guidelines:

- Reasonable and necessary
- Conform to limitations or exclusions and be allocable to the federal grant
- Be consistent with policies and procedures of the district regarding types or amount of cost items
- Be accorded consistent treatment with district's expenditures with non-federal grant funds
- Be determined in accordance with generally accepted accounting principles
- Not included as part of a cost sharing or matching requirement of another federally funded grant program
- Be adequately documented!!!!!

The Grants Manager shall be directly responsible for the management of all state and federal grants. The Chief Financial Officer shall review all grant purchases and expenditures and seek guidance from the Grant Manager for clarification related to grant restrictions, as appropriate.
On an annual basis, all staff paid from federal grant funds shall sign a job description each school year. The job description must include the source of funds, job duties related to the federal grant program, and a statement regarding Executive Order 13513 which prohibits texting while driving a district owned vehicle or a personal vehicle on grant-related business. The Intent and Purpose as stated in the federal grant program guidelines of each grant may be used to determine the specific job duties of federally-funded positions.
All grant funds will be budgeted, expensed and monitored through the district's finance system. All grant reimbursement requests shall be prepared and submitted by the business office after collaborating with the appropriate Grant Manager.
Budget changes and/or amendment requests may require approval from the granting agency and/or pass-through entity. The Grant Manager shall review and approve all budget amendments related to federal grant funds in accordance with the requirements in TEA document "When to Amend the Application."

Hotel Occupancy Tax Exemption Form

This form shall be used for school-related travel to conferences, workshops, etc. Copies may be obtained from the business office or via the web at the link below. Lodging taxes in the state of Texas, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.
The **Hotel Occupancy Tax Exemption Form** applies only to lodging in the state of Texas.

Internal Controls

The EDGAR federal regulations [2 CFR 200.303] require grantees to implement internal controls for the administration of federal grants. Grantees must establish and maintain effective internal control over federal grants and provide reasonable assurance that they comply with all laws, regulations and requirements related to the grants they receive. Additionally, grantees must:

- Evaluate and monitor their own compliance with grant requirements.
- Quickly address any noncompliance identified, including any found in audit or monitoring findings.
- Take reasonable measures to protect sensitive or personally identifiable information (in accordance with laws regarding privacy and confidentiality).

The district has developed Internal Control Procedures that are embedded in operational procedures to ensure that adequate controls exist in the areas of purchasing, cash management, investments, payroll, personnel, fixed assets, and the other business areas included herein. The Business Division's primary goal is to protect the assets of the district and to ensure that all financial transactions are performed in accordance with generally accepted accounting practices.

Incentives and Awards

"Incentive" for purposes of these guidelines refer to a "reward" for performing an activity, achieving a milestone, or some other form of recognition or appreciation.

Source of Funding:
The purchase of incentive awards with district funds (as defined below) **and** incentive awards donated to the district by outside entities are governed by this procedure. All district-issued cash equivalent (gift cards) and property (with a value of $25 and above) will be subject to federal employment taxes through payroll disbursements. Incentive awards presented to district employees directly by outside entities are not processed through payroll disbursements as the district is not making the award; therefore, these awards are not taxed by the district.

District funds: The General Fund (Fund 199/195) and the Campus Activity Fund (Fund 461) may be used only to purchase "allowable" staff and student incentives.
Non-District funds: Student Activity Funds and Hospitality Accounts (Fund 865) may be used to purchase any reasonable staff or student incentive. Although these funds belong to the respective student group or faculty, all purchases shall be approved by the student group treasurer, sponsor, and campus principal, as appropriate.
State and Federal Grant Funds: State and federal grant funds may be used to purchase only allowable awards and incentives. TEA's Budgeting Costs Guidance Handbook defines allowable awards and incentives as noted below:

Awards for Recognition and Incentives for Participation

Minimal-cost certificates, plaques, ribbons, small trophies, or instructional-related items to be used in the classroom (such as pens and pencils) **are acceptable** incentives for participation in program activities or awards for recognition.

The following items may be donated by others but **may not be purchased with state or federal grant funds**:

- Gifts or items that appear to be gifts
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- "Door prizes," movie tickets, gift certificates, passes to amusement parks, and so on
- Food of any kind (snacks, beverages, refreshments, meals, and so on)

Meals for staff and students:

Meals provided to staff during meetings and professional development events are not considered an incentive or award and are not taxable. Meals may be provided to staff only during cloistered all day meetings (6 hours) or during a working lunch. These meals are not taxable as they would meet the IRS regulation that states: *Meals provided on the premises and for the convenience of the employer are not taxable.* The meeting and/or training agenda must be submitted as support for the expense.

Meals provided to staff while on a day trip as a chaperone with students are not taxable as we have interpreted that they are excluded from taxes under the IRS directly-related or associated tests.

Meals provided to staff for morale or goodwill, such as staff appreciation days, are generally taxable; however, since they are provided on an infrequent basis and they have a minimal value, they are not taxable. IRS Regulations state: *Infrequent meals of minimal value may be excludable [from taxes] as a de minimis fringe benefit.*

Note: Meals may be provided to students during school-sponsored events (academic or athletic) while the students are away from the school campus and for on-campus events such as Student of the Week events.

Employee Achievement and Safety Awards

Employee achievement awards, such as length-of-service or safety shall be presented to an employee as part of a meaningful presentation, i.e. End-of-the-Year Employee Recognition & Retiree Event to comply with the IRS regulations. These awards, if compliant with the IRS, are not taxable.

Student incentives shall not violate the UIL Side-by-Side Rules, nor the FMNV federal and state guidelines.

Cash prizes shall not be awarded to staff or students.

Staff Incentives

		District Funds	State or Federal	Non-District Funds
Staff Incentive Types	**Description**	**Allowability**	**Funds**	**Allowability**
Items defined as de minimus, value not to exceed $20 per item	Flash drives, small trophies, ribbons, certificates, plaques, desk accessories or meal voucher for a specific food item(s), etc	Allowable	Not Allowable	Allowable
Gift Cards	Cards with a pre-set dollar limit to be spent as the receipient's discretion	Not Allowable	Not Allowable	Allowable
Gifts, or items that appear to be gifts	Birthday or other holiday gifts, flowers, candy, or gift cards for personal services.	Not Allowable	Not Allowable	Allowable
Food considered as a snack	Cookies, pretzels, nachos, chips, ice cream, water, sports drinks, or snacks from the Food Service Dept.	Allowable	Not Allowable	Allowable
Food considered to be a meal as recognition such as Teacher	Pizza, hot dogs, hamburgers, tacos, or other food items that could be considered a meal.	Allowable	Not Allowable	Allowable
School spirit items, not to exceed $20 per item	T-shirts, caps, fitness bottles, towels, clocks, sport cups.	Allowable	Not Allowable	Allowable
Electronics	Laptop computers, printers, digital cameras, DVD players, IPod, Ipad, phones or calculators	Not Allowable	Not Allowable	Allowable

Student Incentives

Student Incentive Types	Description	District Funds Allowability	State or Federal Funds	Non-District Funds Allowability
Items defined as de minimus, value not to exceed $20 per item	Flash drives, small trophies, ribbons, certificates, plaques, desk accessories or meal voucher for a specific food item(s), etc	Allowable	Not Allowable	Allowable
Gift Cards for participation or recognition (such as perfect	Cards with a pre-set dollar limit to be spent at the recipients's discretion - not to exceed a $10 value	Allowable	Not Allowable	Allowable
Food considered as a snack	Pizza, Cookies, pretzels, nachos, chips, ice cream, water, sports drinks, or snacks from the Food Service Dept.	Allowable	Not Allowable	Allowable
Food considered to be a meal as an incentive award, such as Student of	Pizza, hot dogs, hamburgers, tacos, or other food items that could be considered a meal.	Allowable	Not Allowable	Allowable
School spirit items, not to exceed $20 per item	T-shirts, caps, fitness bottles, towels, clocks, sport cups.	Allowable	Not Allowable	Allowable
Electronics	Laptop computers, printers, digital cameras, DVD players, IPod, Ipad, phones or calculators	Not Allowable	Not Allowable	Allowable

Invoices

Vendors are required to submit all invoices to the business office, yet occasionally an invoice will be mailed/emailed directly to a campus or department. If any invoices are received at the campus or department, they should be forwarded to the business office.

Texas law requires that all invoices be paid to vendors within 30 days of receipt of the goods/services [Prompt Payment Act]. If the district fails to pay promptly, the vendor can assess penalty interest charges. If a staff member directly receives an invoice and/or packing list and neglects to submit on a timely basis, he/she may be held personally liable for the penalty and interest charges, if any.

The Business office issues invoices for reimbursement requests from outside entities as needed. All requests for reimbursements shall be submitted by the requestor to the Finance/Payroll Coordinator with the supporting documentation. The invoices will be posted a receivable and tracked so that funds are collected on a timely basis.

On-Line Purchasing

Since external vendor on-line purchasing systems generally do not have internal controls which include verification of available budgeted funds, use of on-line purchasing will be limited to specific vendors and authorized users. Prior to releasing on-line purchasing requests, a purchase order must be approved by the business office.

Payroll Procedures

In accordance with the Fair Labor Standards Act (FLSA), all employees have been designed as either “exempt” or “nonexempt” for payroll purposes. Staff designated as exempt, shall be exempt from the FLSA requirements of minimum wage, overtime and recordkeeping.
Exempt employees are not required to “clock-in” or “clock-out” on a daily basis. However, all exempt employees shall be required to submit all absences from work via the absence tracking system.
Every non-exempt employee shall “clock-in” and “clock-out” daily through theTrue Time.Failure to clock-in or out may result in non-payment of unverified work time.
All corrections to “punch times” in the timekeeping system should be submitted by the respective employee and approved by the administrative supervisor.
All non-exempt employees shall comply with the work schedule assigned by their respective supervisor.
All overtime work hours (defined as work hours in excess of 40 in a workweek) shall be pre-approved by

the immediate campus or department supervisor. An employee who repeatedly works in excess of his/her assigned work schedule, without authorization, shall be subject to disciplinary action, including termination for failure to follow administrative directives.
All staff paid from federal grant funds shall comply with the Time & Effort Certification Requirements. Federally-funded staff working 100% in a single cost objective, such as Title I and Food Service, shall sign and submit a **Time & Effort Certification form** to their immediate supervisor twice per year (January and June). The immediate supervisor shall review the forms and submit all exceptions to the business office for adjustment of expenditures as noted on the Certification form.

Purchasing Deadlines

In an effort to maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for **supplies and equipment** shall be **April 1st.** Summer needs for staff development and summer school should be anticipated and ordered prior to the April 1st deadline, if possible. At times, the purchasing deadlines for state or federal grants may be earlier than the deadlines stated above due to grant ending dates.

Purchase of Food and Non-Food Items

Food and non-food items (such as paper plates, cups, silverware, etc) shall be for instructional purposes (Food Science & Nutrition, science projects, etc), for meetings/training sessions, or other approved functions.
Food purchases for the Child Nutrition Program shall be subject to the U.S. Department of Agriculture guidelines.
Generally, snacks, food, and non-food supplies for staff development purposes shall be charged to a staff development account code (function 13). Use of district funds for food or snacks shall be allowed only during a “working lunch”. Documentation to support the “working lunch” shall include a meeting agenda with the inclusion of a “working lunch”.
When food and non-food items are utilized for faculty, site-based meetings, etc., the expense shall be coded to the Campus Activity Account (fund 461). All other uses should be coded to the appropriate account code.
The purchase of refreshments and snacks are strictly prohibited with state and federal grants. Meals [lunch] may be allowable on a limited basis if the meal meets the “working lunch” or “light lunch” exceptions as described in TEA’s Budgeting Costs Guidance Handbook, EDGAR and the district’s procedures. All federally-funded meals must be reasonable and necessary and shall not exceed $20 per meal per person. [Federal limit]

Purchase Requisition and Order Forms

A requisition/purchase order is used to purchase supplies, equipment, or services from an external vendor. It is also used by employees for workshop registration fees and travel expenses. Requisition forms should be created in the Skyward System and submitted for approval. (See Appendix for instructions) The electronic system allows users to enter purchase requests electronically and select pre-approved vendors at the point of data entry. It allows campus administrators to verify account balances and re-code requisitions with an appropriate campus budget code. Budget codes must be noted on all requisitions. If adequate funds do not exist in the appropriate account, the campus administrator must contact the business office or complete a budget transfer form. (Refer to Budget Transfers)
After the requisitions pass all electronic approval paths, the purchase order form is automatically numbered for audit tracking purposes. No employee shall order or receive goods without an approved purchase order. A requisition cannot be used to place an order. Once a requisition has been approved, you will receive notification that a purchase order is now available. All purchase orders will be mailed, emailed or faxed to vendors if those instructions are included in the sub type on the first page of the requisition. If not, the originator is responsible for placing the order with the vendor. According to Board

Policy CH (Local), employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

Purchasing Laws & Regulations

All purchases of goods and services shall be in accordance with procurement requirements in federal regulations (2 CFR 200 – EDGAR), state laws/rules and local board policy. When a conflict arises between federal regulations, state law and local policy, the strictest rules shall apply.

Federal Regulations

As of July 1, 2018, the district shall comply with the Procurement Standards as stated in 2 CFR 200, also known as the Education Department General Administrative Regulations (EDGAR). An overview of the procurement methods that apply to federal grant funds is summarized below:

- Micro-purchase – Most frequent method used due to the purchase of goods and/or services that are less than $10,000 in the aggregate. These purchases shall be spread among qualified vendors, as appropriate. [NOTE. Recent changes to EDGAR (November 2020) may allow your district to increase the micro-purchase threshold to $49,999 – refer to TEA guidance.]
- Small purchase – Purchase of goods and services ranging from $10,000 to $149,999. Three (3) quotes are required for these purchases. Due to a more restrictive state law, the Small Purchases shall be limited to $49,999. The state procurement laws will govern purchases from $50,000 to $249,999. [NOTE. Recent changes to EDGAR (November 2020) may allow your district to increase the micro-purchase threshold to $49,999 which would impact the small purchase threshold– refer to TEA guidance.]
- Single Acquisition Threshold – Purchase of goods or services over $250,000 through the use of sealed bids or proposals. The federal regulations for competitive procurement shall be used to procure goods and services under this purchasing method.
- Noncompetitive proposals – Shall be used for purchases from a sole source vendor or a grant agency approved non-competitive vendor, such as Education Service Centers.

State Law

All school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $25,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the district in accordance with the Texas Education Code (TEC 44.031). According to Board Policy CH Local, any single, budgeted purchase of goods or services that costs $25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. All purchases, which may exceed these limits, should be brought to the attention of the business office well in advance of the need for the goods or services. The bidding process may take approximately 2 to 3 months, from bid specification development to School Board approval. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced.

Exceptions to the procurement methods described in TEC 44.031, include the following:

Sole Source

A school district may purchase an item that is available from only one source, such as an item with an existing patent, book, film, utility service, or replacement/component part. The vendor shall provide written confirmation of their sole source status to the business office for audit purposes. Sole source purchases with federal grant funds shall meet one of the five (5) reasons as described in the EDGAR regulations, as appropriate. The Request for Noncompetitive Procurement (Sole-Source) Approval form should be completed by the Grants Manager prior to approval of a sole source purchase to document the reason for the sole source purchase. A copy of the approval form shall be attached to the purchase order for audit purposes.

School Bus
The purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at $20,000 or more. The district utilizes a Cooperative Purchasing Program to purchase school buses.

Professional Services
The services of an architect, attorney, certified public accountant, engineer, or fiscal agent. A school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code, Section 2254.003 in lieu of the methods provided by TEC 44.031.

Construction
The procurement of construction is governed by the Government Code, Chapter 2267. This section addresses the selection of the architect, engineer and contractor; the evaluation criteria, advertising requirement, and methods of procurement.

Receiving of Goods - Decentralized

The district utilizes a decentralized receiving system – all goods are delivered to the campus or department of the originator. Upon receipt of the goods, the originator of the purchase shall promptly verify that the order was received complete and in condition. The originator of the purchase shall forward the receiving report, packing list and invoice to the business office for payment within 3 days of receipt of the goods. Payment shall not be made to the vendor until the goods are verified as received in Skyward.
All assets and inventory that require a tag will be tagged by the technology director before delivery to the appropriate campus/department. Discrepancies, if any, should be reported to the business office.

Rental of facilities

The Superintendent shall execute all **Facility Rental Agreements**. The Superintendent] shall coordinate with the campus principals if a campus facility is requested for use. A copy of all rental agreements with charges shall be forwarded to the Superintendent Secretary to oversee the collection of funds.
All rental fees shall be deposited to the district's miscellaneous revenue account. Refunds, if any, due to overpayment by the renter shall be processed for reimbursement through the business office.
District employees assigned to work in support of a rental agreement must be paid through the payroll department. The fees charged to the renter will be noted on the rental agreement. The renter shall not be allowed to pay district employees directly with cash, check, or other method.

Returned Checks

Uncollectable items (checks returned for insufficient funds, etc.) will be returned to the district for collection. The district will send a letter to the check issuer and request payment in cash to cover the face value of the check and fees, if applicable. If the check is not paid, the district will turn the matter over to local law enforcement.

Sale of Personal Property – Surplus

All supplies and equipment which are deemed to be surplus, not of any use to the district, will be recommended to the Maintenance Director for sale via a Surplus Sale. The Maintenance Director shall oversee surplus sales. At least one surplus sale may be scheduled per year.

Surplus sales shall be advertised in a local newspaper and/or district website. Items may be sold via marked pricing, sealed bids, auction, or other acceptable method that results in the best return for the district.

Sales Tax Exemption Form

The sales tax exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor.

Copies of the exemption form may be obtained from the business office or on the district website. Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase.

Purchase of personal items for staff or students are not eligible for the sales tax exemption.

Travel Expense – Advances & Settlements

All travel requests shall be submitted via the Skyward requisition system at least two (2) weeks prior to the travel event (meeting, conference, workshop, athletic event, etc). The travel request(s) will be forwarded to the appropriate administrator for electronic approval. The final approval will rest with the Superintendent. After the final approval, the originator should receive an email indicating that their requisitions have been approved and a purchase order has been issued.

The documentation for travel expenses can be a **three-part process**.

Part 1. One requisition should be entered for any workshop fees or conference costs, using the vendor that is hosting the event.

Part 2. A second requisition should be entered for hotel costs, using American Express as the vendor. (We use AMEX for most travel expenses – if it is not an accepted form of payment, please contact the business office.)

Part 3. A third requisition should be entered with the employee as the vendor for meal money, mileage costs, etc.
The travel rates for meals, lodging, mileage, and airline are limited to the rates and amounts stated in GSA per diems. Refer to the Comptroller's website, www.window.state.tx.us and search "Mileage, Meal Reimbursement" for updated travel reimbursement rates. Kirbyville CISD follows the Texas Comptroller GSA guidelines.

Vendors

Purchases from vendors that operate on a cash basis (do not accept purchase orders) will not be allowed. The district participates in several cooperative purchasing programs including the Region V Purchasing Cooperative. A list of other programs is available in the business office. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process. Vendors that are not in the system must be added by district business office personnel.
To view approved vendors at Region V Service Center, go to their website, www.esc5.net. Prog/Services.

2025 - 2026 FISCAL MANUAL RECEIPT

NAME:

_____

CAMPUS/DEPARTMENT

_____

I hereby acknowledge receipt of the 2025 - 2026 Fiscal Manual.

I agree to read the manual and abide by the procedures and operations defined in this manual.

_____ _____

Signature Date