

## CHAPTER 7.0 – BUSINESS SERVICES

### BUDGET DEVELOPMENT

7.10

- I. The Geneva City Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government. The Superintendent will develop a process that provides for budget in-put by a representative group of Administrator's and Faculty.
  - A. The budget shall be presented to the Geneva City Board of Education at or before its regular August meeting or at a special meeting which may be necessitated by the date set by the State Department of Education for budget submission.
  - B. The fiscal year shall be October 1 through September 30 inclusive.
- II. Public Hearings – The Geneva City Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.
  - A. Copies of the proposed budget shall be provided to the public at each hearing on local forms and those provided by the State Department of Education.
  - B. The Geneva City Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.
  - C. The hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.
  - D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school.
- III. Proposed Budget – The proposed budget shall:
  - A. Reflect the total amount of resources available to the Geneva City Board of Education from all funding and revenue sources
  - B. Reflect the projected enrollment and the total proposed expenditure for each school.
  - C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Geneva City school
  - D. Clearly list the operating costs by category or function at each school.

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- E. Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.
- IV. Final Budget – After at least two public hearings have been held, the Geneva City Board of Education and Superintendent shall develop, consistent with state laws, a final budget.
  - A. The budget adopted under these procedures shall not show expenditures in excess of income estimated to be available plus any balances on hand, except under conditions set forth by the laws of the state governing the issuance of school warrants.

### REFERENCE(S):

CODE OF ALABAMA  
16-13-140 to 16-13-145, AAC §290-2-01

### HISTORY

ADOPTED: August 18, 2014

**CHAPTER 7.00 – BUSINESS SERVICES**

**FINANCIAL STATEMENT**

**7.12**

- I. The Superintendent shall have the responsibility for preparing any and all reports related to accounting of school funds that may be required by law or requested by the State Board of Education or the Geneva City Board of Education.
- II. The State Board of Education shall prescribe regulations for keeping accounts and records and for making reports by or under the supervision of school boards. These accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved as the laws of Alabama may prescribe.
- III. A complete statement shall be published annually in the month of October of the receipts by source and disbursements by function in an appropriate newspaper in the County, on the Geneva City School System's website, and on the State Department website.
- IV. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for the period of time prescribed by Policy 8.80, Records Retention and Disposal for such a period as specified by the State Department of Education or appropriate authorities.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-13A-13**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 – BUSINESS SERVICES

### **MONTHLY FINANCIAL RECORD RECONCILIATION**

**7.13**

All bank accounts of the Geneva City Board of Education and its local schools shall be reconciled to the financial records. The Chief School Financial Officer shall be responsible for verifying that monthly LEA bank statements are reconciled to the financial records by the 25<sup>th</sup> of each month for review by the Superintendent.

The Chief School Financial Officer shall also be responsible for verifying that monthly local school account bank statements are reconciled to the financial records by the 20<sup>th</sup> of each month for review by the Superintendent.

Said reports shall ensure accurate monthly financial statements, and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

#### **REFERENCE(S):**

**CODE OF ALABAMA  
16-11-9, 16-13-143**

#### **HISTORY**

**ADOPTED: August 18, 2014**

**CHAPTER 7.00 – BUSINESS SERVICES**

**LOCAL SCHOOL FUNDS**

**7.14**

Local school principals shall establish a checking account(s) with a banking establishment located in the City and that is a qualified public depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer. This shall be an interest-bearing account when possible. All checks in the name of the school shall be drawn upon such account(s).

All financial transactions of a local school shall be paid for by check; no cash payments shall be made. All disbursements from the local school checking account must have dual signatures.

Principals are accountable for all school funds. All monies collected within the schools shall be prudently handled and safeguarded.

Monies collected for any purpose shall be submitted to the school principal or his/her designee who will provide for its prompt and proper deposit.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-24; 16-13A-6**

**HISTORY**

**ADOPTED: August 18, 2014**

**CHAPTER 7.00 – BUSINESS SERVICES**

**DEPOSITORY OF FUNDS**

**7.15**

The Board requires that all funds of the School System (federal, state, and/or local) to be deposited in a bank located in the City. Said bank shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All monies retained in school buildings shall be safeguarded in secure areas at all times. The Geneva City Board of Education shall assume no responsibility for funds lost in a school, unless it is determined or suspected that an employee has misused funds for any purpose.

The Board requires that school funds be deposited on a daily basis regardless of amount, by a bonded individual at each school.

**REFERENCE(S):**

**CODE OF ALABAMA  
11-1-7, 16-13A-1**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 - BUSINESS SERVICES

### ACCOUNTING AND REPORTING

7.20

#### I. Financial Accounting

- A. The Geneva City Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consonant with those of the State Board of Education, the Division of Administration and Finance of the State Department of Education, the directives of the state Department of Examiners of Public Accounts and Generally Accepted Accounting Principles.
- B. Line items in the budget may be changed, with Geneva City Board of Education approval, at anytime during the fiscal year provided such change is consistent with existing laws and regulations of the state and federal government.
- C. The Superintendent shall keep the Board informed through monthly financial statements concerning the status of the budget.
- D. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education's retention schedule.
- E. The Superintendent shall develop specific procedures, including the development and adoption of an Accounting Manual to ensure that accounting practices throughout the system are consistent with Generally Accepted Accounting Principles.

#### II. Annual Financial Report

The Board shall publish annually in a public newspaper a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the school system for the 12-month period ending the preceding September 30. Such statements shall be drafted on the forms required by the State Superintendent of Education.

#### III. Accountability Reports

- A. The Board shall approve an annual accountability report for each of its schools. This report shall include but not be limited to the following:
  1. A Funding and Expenditures Report which shall include annual budgets and financial statements and any other documents which may be necessary to assess the financial stability of the Board;

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2. A Student Achievement Report which shall include a comparison of test scores and data such as dropout rates, attendance rates, graduation rates, college attendance and any other data deemed necessary by the Board or State Board of Education to inform the public about student achievement in each school.
  3. A School Safety and Discipline Report which shall include statistical information relating to student safety and discipline in each Geneva City school and any other data deemed necessary by the Geneva City Board of Education or the State Board of Education to inform the public about safety and discipline in each school.
- B. These reports shall be made available to the media, made available to parent organizations, members of the Legislature who represent the area in which a particular school is located and submitted to the State Superintendent of Education.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-6B-6, 16-6B-7, 16-11-22, 16-11-24,  
16-12-14, 16-13-31, 16-13-106,  
16-13-140, 16-13-143, 16-13-144, 41-5-14,  
AAC §290-1-4-.01**

### **HISTORY**

**ADOPTED: August 18, 2014**



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**FEES/TUITION**

**7.21**

- I. The Geneva City Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the School System except that the Board may assess a tuition fee for students residing outside the territory over which the Board has jurisdiction.
- II. No fees shall be collected in secondary schools for courses required for graduation. The Geneva City Board of Education shall set reasonable fees in non-required courses, *e.g.*, reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-10-6, 16-11-26, 16-13-39**

**HISTORY**

**ADOPTED: August 18, 2014**

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**SCHOOL STORES**

**7.22**

- I. The Geneva City Board of Education authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Geneva City Board of Education approved day.
- II. Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-9, 16-11-22**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 - BUSINESS SERVICES

### PAYROLL PROCEDURES

7.23

- I. Payroll Preparation
  - A. The Geneva City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.
  - B. Payroll checks shall be released on or before the last week day of the month on a twelve (12) month basis.
- II. Salary Deductions
  - A. The Geneva City Board of Education will make salary deductions including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.
  - B. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.
  - C. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
  - D. When amounts have been correctly deducted and remitted by the Geneva City Board of Education, the Geneva City Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.
  - E. Whenever an employee is separated from the system prior to the end of the agreement period, the terminal pay shall be computed on a per diem basis.
  - H. The School System may make other deductions as a service to employees when requested, in writing, by twenty five percent (25%) of the employees and approved by the Superintendent. Such deductions may include, but are not limited to, legally-allowed political contributions and dues for membership to the national, state, and local education association representing the majority of employees. Such deductions shall be made only with written authorization of the employee and shall remain in effect until cancelled in writing by the employee.

#### REFERENCE(S):

CODE OF ALABAMA

16-12-17, 16-13-10, 16-13-231, 16-13-232, 16-22-5, 16-22-6

#### HISTORY

ADOPTED: August 18, 2014

## CHAPTER 7.00 - BUSINESS SERVICES

### TRAVEL EXPENSE REIMBURSEMENT

7.24

- I. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Geneva City Board of Education business may be reimbursed when authorized by the Superintendent or the Board. All out-of-state travel must be approved in advance by the Superintendent.
- II. Geneva City School System employees must receive approval in advance from the Superintendent or his designee for travel.
- III. Any person requesting reimbursement for travel expenses shall provide required documentation, including original itemized receipts. Individuals shall not be reimbursed for alcoholic beverages. No person shall receive reimbursement from the Geneva City Board of Education and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment. Travel reimbursement will be in accordance with approved rates for mileage and Per Diem as set forth in the Internal Revenue Service Code for the current year.
- IV. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- V. Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-16, 16-11-9, 16-12-3, 16-13-3

#### HISTORY

ADOPTED: August 18, 2014

**CHAPTER 7.00 - BUSINESS SERVICES**

**CASH IN SCHOOL BUILDINGS**

**7.25**

It shall be the policy of the Geneva City Board of Education that all school funds collected at each school or school activity of the Board shall be deposited in a bank on a daily basis, to include night depository. In the event that due to an unforeseen or emergency situation it is impossible to deposit said funds on the day of receipt, it is the responsibility of the local school principal to provide for the security of the funds until the next day the bank is open.

The Board requires that any school funds collected be deposited with an approved financial institution on the day collected. No more than one hundred dollars (\$100.00) should be maintained within any school facility overnight.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-9**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 – BUSINESS SERVICES

### CASH MANAGEMENT FOR FEDERAL FUNDS

7.26

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed, such as monthly program salaries and benefits. Disbursement will be made within twenty business days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirement for public deposits under the SAFE program.

REFERENCE(S):

CODE OF ALABAMA  
§41-14A-2

HISTORY

ADOPTED: FEBRUARY 27, 2017

## CHAPTER 7.00 – BUSINESS SERVICES

### DETERMINATION OF ALLOWABLE COSTS

7.27

Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program. Action to determine allowable costs will assure that:

- The proposed expenditure is included in the federal programs budget
- The proposed expenditure is reasonable and necessary for the federal program
- The proposed expenditure is consistent with procedures for financial transactions of the board including:
  1. Purchase order approval procedures;
  2. Contract review and approval procedures;
  3. Applicable competitive purchasing procedures and;
  4. Documentation supports transaction is allowed.

Before payments are made from federal funds, the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

REFERENCE(S):

AUDIT REQUIREMENT PART 200

HISTORY

ADOPTED: FEBRUARY 27, 2017

## CHAPTER 7.00 – BUSINESS SERVICES

### PROCUREMENT POLICY

7.28

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- *Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);*
- *Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and,*
- *Public Works Law (Title 39, Code of Alabama 1975).*

To the extent allowed by state laws, the board will utilize state, local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's *Conflict of Interest Policy* and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisitions;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain records sufficient to document the history of the procurement; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for these professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's *Conflict of Interest Policy*.



REFERENCE(S):

*Chapter 13B of Title 16, Code of Alabama 1975  
Chapter 13B of Title 16, Code of Alabama 1975;  
and Title 39, Code of Alabama 1975*

HISTORY

ADOPTED: FEBRUARY 27, 2017

## CHAPTER 6.00 – HUMAN RESOURCES

### VACATION LEAVE

6.70.2

All personnel who are employed full-time on a twelve (12) month basis are entitled to ten (10) days vacation leave per year. A maximum of twenty (20) days of vacation may be carried over to the subsequent year (July 1 through June 30). Any balance in excess of twenty (20) days will be forfeited on July 1; employees shall not receive payment for days in excess of the amount allowed to be carried over.

Vacation days shall be earned at a rate of eighty-three hundredths (0.83) per month (or 10 per year), from July 1 through June 30.

New employees will begin earning vacation days on the effective date of employment, provided employment is on or before the fifteenth (15<sup>th</sup>) of the month. Provided employment is after the fifteenth (15<sup>th</sup>) of the month said employees will not earn vacation days for that month. Provided employees resign on, or after, the fifteenth (15<sup>th</sup>) of the month, they will not earn a vacation day for that month.

No vacation days will be granted before they are earned.

All vacation days must be used prior to effective resignation date. The School System shall make cash payments for unused vacation days not to exceed twenty (20) days upon employee retirement. The pay rate for unused vacation days will be at the employee's current daily rate. Unused vacation days will be forfeited by employees who are terminated for misconduct or who are not in good standing at the time of their separation from employment with the Board.

Notification of intent to take vacation days should be given to employee's supervisor prior to effective leave date.

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-18.1, 16-12-21

#### HISTORY

ADOPTED: August 18, 2014  
REVISED: February 27, 2017

**CHAPTER 7.00 - BUSINESS SERVICES**

**FOOD SERVICE FUNDS**

**7.31**

The Geneva City Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-21, 16-11-22, 16-12-3(a), (f),  
16-12-12, 16-13-31, 16-22-11, AAC §290-080-030-.03**

**HISTORY**

**ADOPTED: August 18, 2014**

CHAPTER 7.00 - BUSINESS SERVICES

**INVESTMENT OF FUNDS**

**7.32**

- I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
  - A. Bids from qualified depositories;
  - B. Certificates of deposit;
  - C. Time deposits;
  - D. Securities of the United States government including obligations of the United States Treasury; or,
  - E. Investment pools managed and directed by an approved agency of the state.
- II. The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Geneva City School System staff trained in investment practices and procedures.
- III. Other investments may not be made unless specifically authorized.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-9, 16-12-3, 41-14A-1, et seq.  
AAC §290-2-1-5**

**HISTORY**

**ADOPTED: August 18, 2014**

**CHAPTER 7.00 - BUSINESS SERVICES**

**RESERVE FUNDS**

**7.33**

The Geneva City Board of Education, in accordance with Alabama law, directs that a general fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month.

The Superintendent or Chief School Financial Officer will inform the Board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance.

A one-month's operating balance shall be determined by dividing the general fund expenditures and fund transfers out by twelve. In determining the general fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-21, 16-11-22, 16-12-3(a), (f),  
16-12-12, 16-13-31, 16-22-11**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

### **FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS**

**7.35**

The Board endorses and supports rules and regulations by the Alabama State Department of Education and by the Southern Association of Colleges and Schools pertaining to fund-raising activities by school-related clubs and/or organizations.

Permanent, accurate records must be kept of all fees collected by or through the school, and of all funds received and expended by the school or its agencies, such as athletic associations, club and class organizations, band-parent organizations, and others.

#### **IN-SCHOOL CLUBS AND ORGANIZATIONS**

All in-school student clubs, organizations, etc. must follow the regulations as stated. In-school organizations maintaining financial accounting through the school may take advantage of the school's tax-exempt status by purchasing school supplies, materials, and equipment through the school.

All drafts for the expenditure of funds from the club and/or organization account shall be authorized by said club and/or organization and the club sponsor, and a check shall be signed by the principal. The principal shall maintain a separate subsidiary account for each club and/or organization.

#### **SCHOOL-RELATED CLUBS AND/OR ORGANIZATIONS**

The Board recognizes the value of certain clubs and/or organizations that support the school's purposes and desires to work with such groups as the PTA, PTO, band and athletic boosters, foundations, etc. for continued school improvement.

#### **DONATIONS BY CLUBS AND/OR ORGANIZATIONS TO THE SCHOOL**

In the event a club and/or organization wants to purchase goods or services from the school or to make a donation to the school, the organization's treasurer should make a check payable to the school for the donation or for the cost of the item(s) to be purchased. The principal should, in turn, give the treasurer of the organization a receipt for the amount of money received from the organization. The principal shall deposit and send all monies through the school's uniform local accounting system. A

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Separate subsidiary account shall be maintained for each such club and/or organization.

### CONCESSION SALES AT SCHOOL ACTIVITIES

Concession sales at school activities and concession sales operated by school or student groups shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, Standards of the Southern Association of Colleges and Schools, and State Department of Education regulations. All such funds shall be subject to audit by the Board. Income from such activities and sales by parent groups shall be handled in accordance with the guidelines outlined in the above section related to clubs and/or organizations.

REFERENCE(S):

CODE OF ALABAMA  
16-11-9

HISTORY

ADOPTED: August 18, 2014

**CHAPTER 7.00 - BUSINESS SERVICES**

**BONDED PERSONNEL**

**7.40**

- I. The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education.
- II. The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Geneva City School System who may be charged with the responsibility for handling public school funds.
- III. The Board shall be authorized to make payment from public funds for surety bonds.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-7, 16-13-8 TO -9, 16-22-4  
AAC §290-2-5-.02**

**HISTORY**

**ADOPTED: August 18, 2014**



## CHAPTER 7.00 - BUSINESS SERVICES

### INDEBTEDNESS

7.41

Any Geneva City school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Geneva City Board of Education unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her employment agreement or dismissal from employment.

#### Bonded Indebtedness

The Geneva City Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax pledged to retire such bonds.

#### Current Indebtedness

Tax proceeds, which are not pledged to retire bonded indebtedness, shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed.

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of said fiscal year.

#### REFERENCE(S):

CODE OF ALABAMA

16-13-70, 16-13-144 THROUGH -146, 16-13-140

#### HISTORY

ADOPTED: August 18, 2014

## CHAPTER 7.00 -- BUSINESS SERVICES

### **INSUFFICIENT FUNDS AND WORTHLESS CHECKS**

**7.42**

Any individual submitting a worthless check shall be charged a non-sufficient funds check fee of the maximum amount allowed by law for all returned checks, whether collected or not. A letter requesting payment plus the service charge, a copy of the returned check, and a copy of the Geneva City School System policy regarding worthless checks shall be sent to the person(s) listed on the check. Only cash, money order, or cashier's check shall be accepted as payment for a worthless check. If no response is received within ten (10) days of the date of the notification letter, a certified letter shall be sent. If no payment is received within ten (10) days of the certified letter, a copy of the letter, the worthless check, and the certified letter receipt shall be hand delivered to the District Attorney's Office where charges shall be filed for prosecution.

Should a second worthless check be received from the same individual, no further checks will be accepted by the school or School System from that individual.

Non-public funds must be used to cover any insufficient funds or worthless checks in state, federal, child nutrition, or public fund accounts.

#### **REFERENCE(S):**

**CODE OF ALABAMA  
16-11-9, 16-12-3, AAC §290-3-1-.02(7)**

#### **HISTORY**

**ADOPTED: August 18, 2014**

**CHAPTER 7.00 - BUSINESS SERVICES**

**AUDITS**

**7.50**

The yearly business and financial transactions of the Board shall be audited as early as possible after the end of the fiscal year. The certified public accounting firm employed by the Board to audit the Board's finances shall also perform a yearly legal compliance audit in accordance with state law.

If the compliance audit results in adverse findings, the adverse findings shall be noted in the audit report, and shall be reported to the Board and to the State Superintendent of Education. If the adverse findings involve misappropriation or theft, such findings shall also be reported to the district attorney and the Attorney General.

Such adverse findings shall, upon request, be provided to any member of the public.

The findings of audits conducted pursuant to this section shall be presented to the Geneva City Board of Education in a Board meeting. The State Superintendent of Education shall be sent a copy of the audit to review and shall be notified of the time, place, and location of the meeting at which the findings will be presented to the local Board of Education.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-4-7, 16-13-9, 16-13A-47, 41-5-14, AAC §290-2-1-4**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 - BUSINESS SERVICES

### PURCHASING AND BIDDING

7.60

- I. Bidding – The Geneva City Board of Education directs that expenditures of public school monies in excess of \$15,000 made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

Bids for building/capital improvement projects exceeding \$50,000 must comply with the state Public Works Act.

- II. Local Purchasing

- A. The Geneva City Board of Education should purchase locally provided products of equal quality that are readily available from local suppliers at prices equal to other non-local vendors. Pursuant to state law the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.

- B. The Geneva City Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.

- C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.

- D. Geneva City Board of Education shall require that a requisition/purchase order system be established and followed (See Policy 7.63)

- III. Joint Purchasing – The Board shall allow joint purchases and joint purchase agreements with other school systems, government agencies, and other entities as provided for by law when some purchasing or agreements is advantageous to the Board.

#### REFERENCE(S):

CODE OF ALABAMA  
41-16-50, 41-16-51, 41-16-57, 39-2-1, et seq.  
LEGISLATIVE ACT 2006-621

#### HISTORY

ADOPTED: August 18, 2014

## CHAPTER 7.00 - BUSINESS SERVICES

### ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.61

- I. Acquisition
  - A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
  - B. All property, including vehicular equipment, shall be under the full control and name of the Geneva City Board of Education.
  - C. All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
  - D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Geneva City principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
  - A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.
  - B. Property items with a value as established in paragraph I part C above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Geneva City administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.
  - C. Geneva City Board of Education equipment shall not be used for gainful outside employment or private use of employees or by any for-profit group or organization.

#### REFERENCE(S):

CODE OF ALABAMA  
16-8-40, 16-20-8, 16-20-9

#### HISTORY

ADOPTED: August 18, 2014

**CHAPTER 7.00 - BUSINESS SERVICES**

**PROPERTY SALE, TRANSFER, DISPOSAL**

**7.62**

The Geneva City Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Geneva City school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by an Geneva City School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Geneva City Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

- A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
- B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
- C. Follow the procedures in the manner prescribed by state law for the sale of real property.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-4-7, 16-4-8, 16-11-22, 41-5-14, 41-5-23  
AAC §290-2-1-4**

**HISTORY**

**ADOPTED: August 18, 2014**

**CHAPTER 7.00 - BUSINESS SERVICES**

**LOST OR STOLEN PROPERTY**

**7.63**

- I. The principal or designee shall notify the following individuals when any Geneva City School System property has been vandalized, stolen, or lost:
  - A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
  - B. The system office by telephone; and,
  - C. In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets.
- II. The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.
- III. The Superintendent shall report to the Geneva City Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-9, 16-12-3**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 - BUSINESS SERVICES

### INVENTORIES AND PROPERTY MANAGEMENT

7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Geneva City School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the Geneva City Board of Education shall be listed.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when a new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school, and a report shall be filed with the central office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.
- V. The Superintendent shall prescribe the procedures for the accountability of property.
- VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Geneva City Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Geneva City Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the CSFO.
- VIII. The Superintendent shall report to the Geneva City Board of Education any property that has been lost or stolen if recovery is not made by the next regular Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance may indicate.

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-21 TO -22, 16-13-31 TO -32,  
16-13-38(D), 41-5-14, 41-5-43, AAC §290-2-1-4(3)(C)

#### HISTORY

ADOPTED: August 18, 2014



## CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

### PURCHASE ORDERS

7.65

Purchase orders are required by the Geneva City Board of Education for all materials, equipment and supplies paid for out of the general fund of the Geneva City Board of Education. The following procedures must be followed:

1. A purchase order is obtained from the Central Office by submitting a requisition following approved procedures.
2. Special instructions should be noted on the requisition in such a way as to be easily detected by the Purchase Order Clerk or school secretary.
3. Invoices received which do not have a purchase order number will not be the responsibility of the Geneva City Board of Education; the person placing the order has sole responsibility for payment in such cases.
4. Local school purchases exceeding five thousand dollars (\$5,000.00) must be approved by the Superintendent.

"Blanket" purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued unless otherwise approved by the Superintendent. Total purchases for a blanket purchase order shall not exceed \$1,000.00.

REFERENCE(S):

CODE OF ALABAMA  
16-13A-5, 16-13A-6

HISTORY

ADOPTED: August 18, 2014

**CHAPTER 7.00 - BUSINESS SERVICES**

**RISK MANAGEMENT INSURANCE**

**7.70**

- I. No new policy or procedure will be adopted or approved by the Geneva City Board of Education without first giving careful consideration to the School System's risk exposure.
- II. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.
- III. Insurance Coverage – The Geneva City Board of Education shall insure for:
  - A. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.
  - B. Errors and omissions liability coverage to protect Board members, Board employees and the School System.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-11-12, 16-11-27, 16-12-5, 16-22-5**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 - BUSINESS SERVICES

### FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.90

All fund-raising projects and activities by schools or groups within the Geneva City School System shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and the staff and shall conform to the following conditions and any directives by the Superintendent.

- I. Fund-raising activities and projects within all Geneva City schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.
- II. Merchandising projects shall be kept to a minimum.

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-12-3, AAC §290-080-030-.03

#### HISTORY

ADOPTED: August 18, 2014

**CHAPTER 7.00 - BUSINESS SERVICES**

**SHORT-TERM NOTES**

**7.91**

In accordance with state law, the Geneva City Board of Education has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law.

All notes or other evidence of indebtedness of the Geneva City Board of Education, unless specified otherwise by law, shall be signed by the President of the Board and Superintendent and shall be limited as prescribed by law.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-13-145 to -146**

**HISTORY**

**ADOPTED: August 18, 2014**

## CHAPTER 7.00 - BUSINESS SERVICES

### EXPENDITURE OF FUNDS

7.92

Any and all funds of the school system, whether received from federal, state, local or other resources shall be disbursed only on the written order of the Superintendent or his/her designee. The actual signature and a facsimile of the following employees shall be required on all drafts and checks drawn against any bank account of the Geneva City Board of Education.

- I. Chief School Financial Officer
- II. Superintendent

In order to promote academic excellence and recognize significant contributions to education, the Geneva City Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize special contributions by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

#### REFERENCE(S):

CODE OF ALABAMA  
16-13-32, LEGISLATIVE ACTS 95-313 and 95-314  
AAC §290-1-4(5)(b)

#### HISTORY

ADOPTED: August 18, 2014