

**SECTION D
FISCAL MANAGEMENT**

DB	Annual Budget
DBA	Budgeting System
DBB	Fiscal Year
DBD	Budget Planning
DBG	Budget Hearings and Reviews
DBH	Budget Adoption Procedures
DBJ	Budget Implementation
DBK	Budget Transfer Authority
DC	Taxing and Borrowing Authority/Limitations
DCA	Tax Rate Hearings and Reviews
DCB	Political Campaigns
DDA	Incentives Grants
DEA	Revenues from Local Tax Sources
DEB	Revenues from State Tax Sources
DEC	Revenues from Federal Tax Sources
DED	Disposition of Unbudgeted Revenue
DFA	Revenues from Investments/Use of Surplus Funds
DFEA	Free Admission
DG	Depository of Funds
DGA	Authorized Signatures
DH	Bonded Employees and Officers
DI	Fiscal Accounting and Reporting/Accounting System
DIAA	Financial Operation and Management
DIC	Financial Reports and Statements
DID	Inventories
DIE	Audits
DIEA	Preparation of Financial Statements Being Audited
DJA	Purchasing Authority

SECTION D

FISCAL MANAGEMENT

DJB	Petty Cash Accounts
DJB-R	Petty Cash Accounts
DJB-E-1	Petty Cash Reimbursement Form
DJB-E-2	Petty Cash Log
DJC	Bidding Requirements
DJD	Local/Domestic Purchasing
DJE	Cooperative Purchasing
DJF	Purchasing
DJF-E-1	Purchasing Card – Cardholder Agreement
DJF-R	Purchasing Procedures
DJG	Vendor Relations
DK	Payment Procedures
DLA	Payday Schedules
DLB	Salary Deductions
DLC	Expense Reimbursements
DLC-R	Expense Reimbursements
DM	Cash in School Buildings
DN	Surplus School Property
DN-R	Procedure for Sale of School Property

ANNUAL BUDGET

One of the primary responsibilities of the Board of Education is to secure adequate funds to conduct a quality program of education in the school district. The annual school budget represents a written document presenting the Board's plan for allocation of the available financial resources into an explicit expenditure plan to sustain and improve the educational function of the school district. It is a legal document describing the programs to be conducted during the fiscal year, and is the basis for the establishment of tax rates for the district.

The budget shall be based on the educational needs and financial ability of the district as cooperatively identified by the superintendent and staff, the Board of Education, and the school community. As such, the annual school budgeting process is an important function of school district operations, and should serve as a means to improve communications within the school district organization, and with the residents of the community.

Public school budgeting is regulated and controlled by state statutes and regulations. A budget is required for every fund that the school district uses in its yearly operation. The annual budget of the school district shall be considered as a controlled spending plan for the ensuing fiscal year. The superintendent is authorized to make expenditures and commitments in accordance with the annual budget, and in harmony with specific policies, rules and regulations of the Board of Education, administrative plans approved by the Board, the district's system of internal accounting, and the state statutes. The same procedures shall be followed with respect to expenditures provided for by specific Board of Education action.

Adopted: August 19, 1996

Cross Refs: DBB, Fiscal Year

Legal Refs: §§ 67.010-.110, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BUDGETING SYSTEM

The budgeting system will be organized and presented in accordance with the format required to comply with state statutes and regulations of the Department of Elementary and Secondary Education as based on Handbook II, Revised and as modified by the Missouri Financial Accounting Manual, Publication III.

The annual budget document shall present a completed financial plan for the ensuing budget year, and shall include at least the following information:

- A budget message describing the important features of the budget and major changes from the preceding year.
- The amount budgeted for proposed expenditures by fund, functions and/or objects, specially including, but not limited to, the following functions: elementary instruction, middle/junior high instruction, senior high school instruction, special programs, vocational programs, general activities, adult education, payment to other districts, guidance services, health services, psychological services, speech and audiology services, educational media services, Board of Education services, superintendent's office, building level administration, business support services, school plant services, pupil transportation services, student nutrition services, instructional management services, staff personnel services, community services, facilities acquisition and construction services, and debt service.
- The corresponding amounts budgeting by fund, function and/or object that were actually expended during the last two completed fiscal years and anticipated to be expended during the current fiscal year.
- All revenue anticipated for the ensuing fiscal year and classified as to funds and sources of income including only those revenues which can reasonably be anticipated and excluding contingency revenues, together with a comparative statement of actual or estimated revenues for the two years next preceding, itemized by year, fund and source.
- The fund balance at the end of the fiscal year, which shall be carried forward as a beginning fund balance for the ensuing fiscal year.
- The proposed expenditures and anticipated revenues in the budget shall be supported by explanatory schedules or statements of sufficient detail to enable the reader to judge the validity thereof, including a statement which shall summarize the aggregate of revenues, appropriations, assets and liabilities of each of the following funds, in balanced relations:

112	Operating Fund	Free Textbook Fund	Incidental Fund
	Food Service Fund	Enterprise Activity Fund	
122	Teachers Fund		
302	Debt Service Fund		
402	Capital Projects Fund		

- The amount required for the payment of interest, amortization and redemption charges on the debt of the school district.
- A general budget summary.

In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. Upon the recommendation of the superintendent, the Board will approve a system of internal accounting to ensure proper financial accounting of revenues and expenditures.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: July 17, 2006
Legal Refs: § 67.010, RSMo.
Fort Zumwalt School District, O'Fallon, Missouri

FISCAL YEAR

The fiscal year is defined as beginning annually on the first day of July and ending on the 30th day of the following June.

The district treasurer shall not draw any check or issue any order for payment that is in excess of the income and unencumbered revenue of the school district for the fiscal year beginning on the first day of July and ending on the 30th day of the following June.

Adopted: April 5, 1982
Revised: December 3, 1990

Legal Refs: § 165.021, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BUDGET PLANNING

The superintendent shall be designated by the Board to serve as the budget officer of the district. As budget officer, the superintendent will direct the planning the preparation of the budget and submit it to the Board for approval.

Planning and preparation of the budget is a continuing process. It must involve a number of people who have knowledge of the educational needs of the community and can provide accurate data in regard to the financial potential of the district. Members of the Board, citizens, students, teachers and members of the administrative staff should be involved in the planning process which culminates in the preparation of the budget document. The superintendent will establish procedures to confer with appropriate people on budgetary needs as well as the consideration of the priorities established by the Board.

Budget planning shall be based on the policies adopted by the Board of Education pertaining to staffing and the allocation of funds for specific needs and programs. Building administrators shall submit their budget request and justifications to the superintendent's office during the month of December. The budget requests shall be in line items and by cost centers and shall carry an appropriate code number.

The superintendent or his or her designee shall make a compilation of budget requests and convert district policies for staffing and other allocations to actual dollar costs. The superintendent or his or her designee shall also compute the resources available.

The superintendent, with the staff representing the major school segments and departments, shall endeavor to match expenditures or programs with available income or resources so that a balanced budget will be presented to the members of the Board of Education as soon as reasonable estimates of revenues for the forthcoming year can be calculated.

In assuming responsibility for budget preparation, the superintendent will observe the guidelines on budget preparation as cited in statutes as well as regulations issued by the Department of Elementary and Secondary Education.

Adopted: April 5, 1982

Legal Refs: §§ 67.010 - .110, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BUDGET HEARINGS AND REVIEWS

Usually in June and prior to the adoption of the final budget, the Board will conduct at least one public hearing at which time the superintendent and Board members will explain the proposed budget and taxation items. No action on any part of the budget will be taken at this hearing.

The announcement of the hearing will conform with the following guidelines:

- Public notice of the hearing will be given by either publication in a newspaper of general circulation or the posting of such notice in at least three public places within the district, at least seven days prior to the hearing.
- The notice will include the date, time and place of the hearing and will indicate where a copy of the proposed budget is available for public inspection.
- The notice shall also include information relative to assessed valuation and proposed taxation rates as cited in Section 67.110, RSMo.

The Board will officially adopt the proposed budget as presented or as amended following the budget hearing(s).

Adopted: April 5, 1982

Legal Refs: § 67.110, 137.245, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BUDGET ADOPTION PROCEDURES

The superintendent, working with the staff, shall prepare a tentative budget for the next fiscal year. This budget must be ready for Board consideration before the beginning of the fiscal year. The Board may revise the items contained therein, and will at that meeting adopt the portion of the budget dealing with the salary schedule and the needed tax rate for the district. Should the adopted budget require an increase in the tax levy above the authorized level that the Board may levy, the tax levy increase shall be presented to the voters for approval. If the voters fail to pass the tax levy increase, the budget shall be appropriately adjusted.

The Board will conduct at least one public hearing in regard to the proposed budget and taxation rate. The superintendent will present a final budget to the Board at a regular or special Board meeting before the new fiscal year begins.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 15, 1994
Revised: August 19, 1996

Cross Refs: DCA, Tax Rate Hearings and Reviews
DC, Taxing and Borrowing Authority/Limitation

Legal Refs: §§ 67.010 - .110, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BUDGET IMPLEMENTATION

The adopted budget of the Fort Zumwalt School District serves as the control to direct and limit expenditures in the district. Overall responsibility for assuring control rests with the superintendent, who will establish procedures for budget control and reporting throughout the district.

The total amounts which may be expended during the fiscal year for the operation of the school district are set forth in the budget. The total budgeted expenditure for each program is the maximum amount that may be expended for that classification of expenditures during the school year, unless a budget transfer is recommended by the superintendent and approved by the Board.

In cases where a proposed expenditure has not been included in the adopted budget or considered by the Board, no action shall be taken until the superintendent informs the Board of the emergency need of the expenditure and the balances in the specific funds. Thereafter, the Board may follow one of two plans.

- It may appropriate an amount sufficient to take care of the needed expenditure from the unencumbered budget surplus, providing the appropriation and expenditure can be made from the proper fund.
- When the unencumbered budget surplus is insufficient to meet the emergency, the Board of Education shall instruct the superintendent to revise the budget in order that sufficient funds may be available for the emergency expenditure, if the expenditure is approved by the Board.

The Board will review the financial condition of the district monthly and require the superintendent to prepare a monthly reconciliation statement. This statement will show the amount expended during the month, total (to date) for the fiscal year, receipts, and remaining balances in each fund. This statement will be used as a guide for projected purchasing and as a guide for budget transfers.

Adopted: April 5, 1982
Revised: December 3, 1990

Legal Refs: §§ 67.010-110, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BUDGET TRANSFER AUTHORITY

During the budget year, the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one account to another, subject to limitations provided by state laws and approval by the Board.

Adopted: April 5, 1982

Legal Refs: § 67.050, 165.011, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

TAXING AND BORROWING AUTHORITY/LIMITATIONS

The Board is responsible for levying *ad valorem* property taxes as necessary to operate the Fort Zumwalt School District in a manner that promotes achievement for all students. Taxes will be levied in accordance with law.

Increasing Taxing Authority

The Board is authorized to set an operating tax rate of \$2.75. The Board will seek voter approval to increase the tax rate ceiling, in accordance with law and as necessary to better serve the students of the district. The district may also seek voter approval to forgo all or part of the reduction of the operating levy due to Proposition C sales tax receipts, as allowed by law.

The Board may also seek voter approval to increase the bonded indebtedness of the district in accordance with law and as necessary to provide an appropriate learning environment for district students. The Board of Education has bonded indebtedness limit of 15 percent of the value of taxable tangible property as shown by the last completed assessment for state and county purposes.

Tax Rate Hearing Notice

The Fort Zumwalt School District will annually set the tax rate after first notifying the public and conducting at least one (1) public hearing. Notice of the hearing will be given by publication in a newspaper of general circulation or by posting such notice in at least three (3) public places within the district, in accordance with law. The district will publish or post the notice at least seven (7) days prior to the hearing, and the notice will include the:

1. Date, time and place of the hearing.
2. Assessed valuation by category of real, personal and other tangible property in the district for the fiscal year for which the tax is to be levied and the preceding tax year.
3. Amount of revenue required to be provided from the property tax as set forth in the adopted annual budget for each rate levied.
4. Tax rates proposed to be set for the various purposes of taxation.
5. Increase in tax revenue due to an increase in assessed value as a result of new construction and improvement.
6. Increase, both in dollar value and percentage, in tax revenue as a result of reassessment if the proposed tax rate is adopted.

Tax Rate Hearing

The superintendent will provide the Board the same information included in the tax rate hearing notice prior to the tax rate hearing. The tax rate hearing will include an opportunity for citizens to speak before the Board. The Board will set the tax rate after the hearing.

The tax rate will be calculated to produce substantially the same revenues as required in the annual

budget. The Board will have sole authority in determining what part of the total authorized rate shall be used to provide revenue for each of the funds. Before setting the rates for the teachers' and incidental funds, the Board will set the rate for the capital projects fund as necessary to meet the district's obligations.

Submitting the Tax Rate

Upon receiving notice from the clerk or other official of the county or counties in which the district is located, the district shall submit a nonbinding projected tax levy by April 8.

The Board shall forward a tax rate to the county clerk of every county in which the district is located on or before September 1 of each year, except those districts located partially or wholly in St. Louis County or any county with a charter form of government will submit their tax rate not later than October 1. If the rate is less than one (1) dollar; the rate will be calculated to the nearest one-tenth of a cent, and the district will round up a fraction greater than or equal to five/one-hundredths of a cent to the next higher one-tenth of a cent. If the rate is in excess of one (1) dollar, the estimate will be calculated to one/one-hundredths of a cent and the district will round up a fraction greater than or equal to five/one-thousandths of one (1) cent to the next higher one/one-hundredth of a cent.

Legal Compliance

If the district receives from the county clerk the state auditor's finding that the proposed rate does not comply with Missouri law, the Board will have 15 days from the date of receipt of the finding to accept or reject in writing the rate change certified by the state auditor and to submit all requested information to the state auditor. A copy of the Board's acceptance or rejection and any information submitted to the state auditor shall also be mailed to the county clerk.

Borrowing Authority

The Board may borrow money in anticipation of collection of taxes for the purpose of securing funds for school operations, including the debt service fund. Issuance of all tax and revenue anticipation notes requires approval of the majority of the members of the Board. The notes may be issued at any time in any year, and the aggregate outstanding principal amount of the notes issued in one (1) year for any fund shall not exceed the amount of the Board's estimate of the year's requirement for the fund. The notes shall be payable within 12 months from date of issuance.

Bonded Indebtedness

The Board may borrow money and issue bonds for:

1. Purchasing sites for schoolhouses, public library buildings, art galleries, museums, janitors' houses, repair buildings and supply houses used in the operation and maintenance of the schools and other land for school purposes.
2. Erecting schoolhouses, public library buildings, art galleries, museums, janitors' houses, repair buildings, supply houses and other buildings used in the operation and maintenance of the schools.

3. Building additions to, remodeling and reconstructing buildings existing at the time of making the loan.
4. Furnishing any building erected or reconstructed.
5. Purchasing school buses and other transportation equipment.

Funds raised through the sale of bonds may be used only for the purposes set forth in the election that authorized the sale of bonds.

The following points of state law shall govern the Board's issuance of bonds:

1. A four-sevenths vote is required before the issuance of bonds if the issue is submitted at a municipal election or at the general or primary election held in even-numbered years. At all other elections, a two-thirds vote is required.
2. The Board of Education has a limit of bonded indebtedness of 15 percent of the value of taxable tangible property as shown by the last completed assessment for state and county purposes.
3. Bonds shall be issued in denominations of \$1,000 or in any multiples of \$1,000.
4. The bonds, in whole or in part, shall not run for more than 20 years from the date they were issued.
5. The revenues from taxes levied for the purpose of satisfying bonded indebtedness obligations, both principal and interest, shall be recorded in the debt service fund.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 21, 1995
Revised: June 19, 2000
Revised: June 18, 2001
Revised: December 19, 2011

Cross Refs: BBBB, School Board Ballot Issues

MSIP Refs: 8.5

Legal Refs: Mo. Const., Art. VI, ' 26(b)
Mo. Const., Art. X, ' 11(c)
' ' 67.110, 108.150 -.280, 137.010, .055, .072, .100, .243, 164.011, .131-
.301, 165.011, .131, .141, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

TAX RATE HEARINGS AND REVIEWS

Prior to the adoption of the final tax rates (before September 1, annually), the Fort Zumwalt Board of Education will conduct at least one public hearing at which time the superintendent and Board members will explain the taxation rates and invite questions and discussion.

The announcement of the hearing will conform with the following guidelines.

- Public notice of the hearing will be given by either publication in a newspaper of general circulation or the posting of such notice in at least three public places within the district, at least seven days prior to the hearing.
- The notice will include the date, time and place of the hearing and will indicate where a copy of the budget is available for public inspection.
- The notice shall also include information relative to assessed valuation and proposed taxation rates as cited in Section 67.110, RSMo.

The Board will annually adopt, on or before September 1st, the proposed tax rate as presented or as amended following the budget hearing(s).

Adopted: December 3, 1990

Cross Refs: DBH, Budget Adoption Procedures
DC, Taxing and Borrowing Authority Limitations

Legal Refs: §§ 67.110, 137.245, 164.011, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

POLITICAL CAMPAIGNS

No contribution or expenditure of district funds shall be made directly by any board member, employee or agent of the district to advocate, support or oppose any ballot measure or candidate for public office. This does not prevent board members or administrators from making public appearances or issuing press releases concerning any such ballot measures.

Reasonable expenditures may be made solely for the purpose of providing patrons of the district with objective information regarding ballot measures in order to inform voters concerning issues that directly affect the district.

Adopted: December 3, 1990

Revised: June 17, 2002

Cross Refs: GBG, Staff Participation in Political Activities
GBCB Staff Conduct
KB Public Information Program

Legal Refs: § 115.646, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

INCENTIVES GRANTS

The Board of Education encourages district personnel to pursue Incentives Grants as provided for in the Excellence of Education Act of 1985. Grants requiring local matching funds or grants for schools or the district must be approved by the Board of Education prior to submission. Match-free grants for individual teachers or groups of teachers must be approved by the building principal prior to submission.

Adopted: December 3, 1990

Legal Refs: § 160.264, RSMo.
The Incentives for School Excellence Program Applicant's Guide

Fort Zumwalt School District, O'Fallon, Missouri

REVENUES FROM LOCAL TAX SOURCES

The Board of Education, through the adoption of the annual budget, shall prepare an estimate of the amount of money to be raised by taxation for the ensuing school year, the rate required to produce the amount, and the rate necessary to sustain the district meeting principal and interest payments on the bonded indebtedness and providing the funds to meet other legitimate district purposes.

Whenever it becomes necessary, in the judgment of the Board, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the district or as subsequently revised according to law), the Board shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the district. Election procedures shall be in compliance with state law and Article X, Section 11(c) of the Missouri Constitution.

Adopted: April 5, 1982

Revised: December 3, 1990

Cross Refs: DC, Taxing and Borrowing Authority/Limitation

Legal Refs §§ 137.073, 137.115, 163.021, .031, 164.011 -.041, RSMo.
Mo. Const., Art. X, § 11(c)

Fort Zumwalt School District, O'Fallon, Missouri

REVENUES FROM STATE TAX SOURCES

The Board of Education will accept all available state funds to which the district is entitled by law or through regulations of the Missouri State Board of Education and/or Missouri Department of Elementary and Secondary Education. State funds, both categorical and general, are based upon objective formulae. The superintendent shall be responsible for ensuring that the district files the required reports and forms to secure the amount of state funds to which it is entitled.

Adopted: April 5, 1982

Revised: December 3, 1990

Cross Refs: CGC, State and Federal Program Administration
DIC, Financial Reports and Statements

Legal Refs: § 163.031, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

REVENUES FROM FEDERAL TAX SOURCES

Applications shall be made for federal funds when available, provided that none of the conditions of acceptance is in disharmony with the policies of the Board of Education, the objectives of the district, or state law.

The school district shall account for each federal project separately and shall expend said funds as authorized by the approved project application only.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

DISPOSITION OF UNBUDGETED REVENUE

The Board of Education recognizes that due to special circumstances, the school district may occasionally receive revenue not budgeted.

In the event such revenues are received, the Board will disburse the revenues in accordance with any provisions or requirements accompanying the allocation. The Board, when authorized to establish local policy pertaining to the procedure and schedule for the disbursement of such revenues, shall establish an appropriate policy upon the recommendation of the superintendent.

Recommendations for procedural guidelines specifying a disbursement plan for moneys designated to the teachers fund should be determined after receiving the suggestions of the professional staff. However, in accordance with state constitutional provisions, unbudgeted revenue received during the budget year shall not alter compensation of employees within the current contract period.

Adopted: December 3, 1990

Cross Refs: DIB, Types of Funds

Legal Refs: Mo. Const., Art. III, §§ 38(a), 39(3)
§ 168.110, RSMo.
Mo. Atty. Gen. Op., No. 211, Belt, May 6, 1970

Fort Zumwalt School District, O'Fallon, Missouri

REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

The Board authorizes and appoints the superintendent [or business officer or treasurer] to serve as investment officer of the school district ("district") to invest surplus school district moneys which are determined as not being immediately needed for the operation of the district. The superintendent shall follow procedures adopted by the Board in making investments and obtaining the best interest rates possible. Collateralized investments will comply with the requirements of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I. SCOPE

This policy applies to the investment of all operating funds of the district.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the district will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with the generally accepted accounting principles.

2. External Management of Funds

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

II. GENERAL OBJECTIVES

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The district will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the district will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The district will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonable anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objectives of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio
- Liquidity needs of the portfolio require that the security be sold.

III. STANDARDS OF CARE

1. Prudence

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the governing body and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest

Officers and employees of the district involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the district.

3. Delegation of Authority

Authority and responsibility for management of the day-to-day operations of the investment program may be granted to the superintendent or designee and/or an external professional organization, including Missouri Securities Investment Program ("MOSIP"). The investment officer shall ensure that the investment program's operations are in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment office.

IV. INVESTMENT TRANSACTIONS

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers, Inc. (NASD) certification.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the district's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the superintendent or designee and/or the designated external professional organization.

[Optional: From time to time, the investment officer may choose to invest or cause or permit investments to be made in instruments offered by emerging or minority firms and community financial institutions. In such situations, a waiver to the criteria under Paragraph 1 may be granted by the governing body. All terms and relationships will be fully disclosed prior to purchase and will be reported to the governing body of the district on a consistent basis. The governing body of the district should approve these types of investment purchases in advance.]

2. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the district's independent auditor. The internal control structure shall be designed to ensure that the assets of the district are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the district or MOSIP or other designated external professional organization and shall be held by a third-party custodian as evidenced by appropriate safekeeping receipts.

V. SUITABLE AND AUTHORIZED INVESTMENTS

1. Investment Types

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that district will consider and which shall be authorized for the investments of funds by the district.

- a. Securities issued by State of Missouri – The district may invest in obligations of the Missouri State government for which the full faith and credit of the State of Missouri are pledged for the payment of principal and interest.
- b. United States Treasury Securities – The district may invest in obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- c. United States Agency Securities – The district may invest in obligations issued or guaranteed by any agency or any wholly owned corporation of the United States Government as described in V (2).
- d. Repurchase Agreements – The district may invest in contractual agreements between the district and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.

- e. Collateralized Public Deposits (Certificates of Deposit) – Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as described in §§ 110.010 - .020, RSMo.
 - f. Bankers' Acceptances – Time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances. The district may invest in bankers' acceptances issued by domestic commercial banks possessing the highest rating issued by Moody's Investor Services, Inc. or Standard and Poor's Corporation.
 - g. Commercial Paper – The district may invest in commercial paper issued by domestic corporations, which has received the highest rating issued by Moody's Investor Services, Inc. or Standard and Poor's Corporation. Eligible paper is further limited to issuing corporations that have total assets in excess of five hundred million dollars (\$500,000,000).
2. Security Selection: The following list represents the entire range of United States Agency Securities that the district will consider and which shall be authorized for the investment of funds by the district. Additionally, the following definitions and guidelines should be used in purchasing the instruments:
- a. U.S. Govt. Agency Coupon and Zero Coupon Securities – Bullet coupon bonds with no embedded options.
 - b. U.S. Govt. Agency Discount Notes – Purchased at a discount with maximum maturities of one (1) year.
 - c. U.S. Govt. Agency Callable Securities – Restricted to securities callable at par only with final maturities of five (5) years.
 - d. U.S. Govt. Agency Step-Up Securities – The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher fixed term. Restricted to securities with final maturities of five (5) years.
 - e. U.S. Govt. Agency Floating Rate Securities – The coupon rate floats off one index restricted to coupons with no interim caps that reset at least quarterly.
 - f. U.S. Govt. Mortgage Backed Securities – Restricted to securities with final maturities of five (5) years.
3. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the district's funds, the investment portfolio will be subject to the following restrictions:

- a. Borrowing for investment purposes ("Leverage") is prohibited.
- b. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Any investment or purchase of securities (e.g. options, futures, swaps, caps, floors and collars) is prohibited.
- c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.

- d. No more than 5% of the total market value of the portfolio may be invested in bankers' acceptances issued by any one commercial bank and no more than 5% of the total market value of the portfolio may be invested in commercial paper of any one issuer.

4. Collateralization

Collateralization will be required on two (2) types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the market value (including accrued interest) of the collateral should be at least 102%. For certificates of deposit, the market value of collateral must be at least 102% or greater of the amount of certificates of deposit plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Corporation, or the National Credit Unions Share Insurance Fund.

All securities, which serve as collateral against the deposits of a depository institution, must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five (5) business days from the settlement date.

5. Repurchase Agreements

The securities for which repurchase agreements will be transacted will be limited to Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. Securities will be delivered to the district's designated Custodial Agent. Funds and securities will be transferred on a delivery vs. payment basis.

VI. INVESTMENT PARAMETERS

1. Diversification

The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- a. U.S. treasuries and securities having principal and/or interest guaranteed by the U.S. government – 100%
- b. Collateralized time and demand deposits – 100%
- c. U.S. Government agencies, and government sponsored enterprises – No more than 80%
- d. Collateralized repurchased agreements – 50%
- e. U.S. Government agency callable securities – No more than 30%
- f. Commercial Paper and Bankers' Acceptances – No more than 50%

2. Maximum Maturities

To the extent possible, the district shall attempt to match its investments with anticipated cash flow requirements. Investments in bankers' acceptances and commercial paper shall mature and become payable not more than 180 days from the date of purchases. All other investments

shall mature and become payable not more than five (5) years from the date of purchase. The district shall adopt weighted average maturity limitations that should not exceed three (3) years and is consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VII. REPORTING

1. Methods

The investment officer shall prepare or cause to be prepared an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the district to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of the district. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note: This is only required annually.]
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date, including investment type, issuer, par value, and dollar amount invested in all securities, investments, and monies held by the district.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

Commercial paper and bankers' acceptances must be reviewed not less often than monthly by the investment officer to determine if the rating level has changed. The commercial paper and bankers' acceptances should be reviewed for possible sale if the securities are downgraded below the minimum acceptable rating levels.

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the Board. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

VIII. POLICY CONSIDERATIONS

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such moneys shall be reinvested only as provided by this policy.

2. Adoption

The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the Board for consideration.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 3, 1992
Revised: August 15, 1994
Revised: August 19, 1996
Revised: September 18, 2000
Revised: July 17, 2006

Legal Refs: §§ 30.260, 165.051, 165.091, 110.010 - .020, RSMo.
Mo. Const., Art. IV, § 15
12 U.S.C. § 1823(e)

Fort Zumwalt School District, O'Fallon, Missouri

FREE ADMISSION

Activity passes, which will admit the bearer to all regular season athletic events and drama productions, will be distributed without charge to the following:

1. All retired teachers.
2. All ministers who belong to the Ministerial Alliance of O'Fallon and St. Peters.
3. Board of Education members and their families.
4. Doctors who help with the athletic program.
5. Senior citizens over 55 years of age and a resident of the Fort Zumwalt School District.
6. Members of the police department and auxiliary police.
7. Ambulance personnel.
8. Full-time professional and support staff personnel and their school aged children.
9. News media personnel.
10. Students on free lunch program.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: November 17, 1998

Fort Zumwalt School District, O'Fallon, Missouri

DEPOSITORY OF FUNDS

Selection of such depositories shall be made by bid selection in accordance with state statutes. The Board of Education may receive bid proposals from banking institutions operating within the county in which the district is located or adjoining counties.

If bids are solicited, the Board shall open the bids in a public meeting, select from among the bidders those bids which will be accepted and shall notify each of those bidders so selected. The Board may reject any or all of the bids.

Each depository selected shall, within ten days after its selection, post securities in accordance with Sections 110.010-020, RSMo. Collateralized investments will comply with the requirements of the Financial Institutions Reform, Recovery and Enforcement Act of 1989.

Adopted: April 5, 1982
Revised: October 5, 1987
Revised: December 3, 1990
Revised: August 3, 1992
Revised: August 15, 1994

Legal Refs: §§ 110.010 -.020, 165.201 -.291, RSMo.
12 U. S. C. § 1823(e)

Fort Zumwalt School District, O'Fallon, Missouri

AUTHORIZED SIGNATURES

The president and treasurer of the Board shall sign all checks issued by the school district. The Board provides authorization for the signatures to be affixed to the checks in facsimile provided the officer has a manual signature that has been certified under oath on file with the Missouri Secretary of State.

Adopted: April 5, 1982

Revised: December 3, 1990

Cross Refs: BCB, Board Officers
BCC, Appointed Board Officials

Legal Refs: §§ 165.091, .201, 105.273 -.276, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BONDED EMPLOYEES AND OFFICERS

The treasurer of the Fort Zumwalt Board of Education shall enter into a bond to the state of Missouri with two (2) or more sureties to be approved by the Board, conditional that a faithful and just account of all money that comes into the hands of the treasurer will be rendered and the duties of the office will be performed according to the law. The cost of the bond will be paid by the Board. The bond shall be filed with the secretary of the Board. The treasurer shall be the custodian of all school moneys derived from taxation for school purposes in the district until paid out on the order of the Board.

The secretary shall execute a bond to the school district for an amount fixed by the Board, but not less than \$5,000. The bond must be with at least two (2) sureties, to be approved by the Board. The cost of the bond will be paid by the Board.

The Board will provide a blanket bond to cover all other employees who handle school moneys.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: June 17, 2002
Revised: December 19, 2011

Cross Refs: BCC, Appointed Board Officials

Legal Refs: § 162.401, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

FISCAL ACCOUNTING AND REPORTING/ACCOUNTING SYSTEM

The superintendent shall be responsible for implementing the financial accounting system adopted by the Board. The District accounting system will provide an accurate record of all financial transactions completed by the district. The accounting system shall conform to requirements established by state statutes and regulations of the Missouri Department of Elementary and Secondary Education, based on *Handbook II, Revised*, and as modified by the *Missouri Financial Accounting Manual (Revised 1980)*.

The superintendent shall be responsible for receiving and properly accounting for all funds of the school district. As specified in state law, the Board of Education shall establish funds for the accounting of all school moneys in the district. The treasurer of the district shall open an account for each fund, and all moneys received by the district shall be deposited in the appropriate fund account. All financial transactions shall be recorded in the revenue and expenditure records, and appropriate entries from the adopted budget shall be made in the records for the respective funds.

The Board shall receive monthly financial statements from the superintendent showing the financial condition of the district. In addition, other financial statements determined necessary by either the Board or the superintendent shall be presented to the Board for review.

The superintendent shall also be responsible for public-related accounting and shall report enrollment, attendance, student nutrition services and transportation reports as required by the Missouri Department of Elementary and Secondary Education.

Adopted: August 15, 1994
Revised: November 17, 1998
Revised: June 28, 1999
Revised: July 17, 2006

Cross Refs: EEAG, Student Transportation Records and Reports
JEE, Student Attendance Accounting

Fort Zumwalt School District, O'Fallon, Missouri

FINANCIAL OPERATION AND MANAGEMENT

Fund Balance

This policy establishes guidelines for the presentation and classification of fund balances for financial reporting in accordance with Statement No. 54 of the Governmental Accounting Standards Board (GASB 54). These guidelines will also be used during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls.

Background

Statement No. 54 of the Governmental Accounting Standards Board (GASB 54) establishes accounting and financial reporting standards for all governments that report governmental funds.

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications. These classifications comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

GASB 54 establishes five fund balance categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

Nonspendable Fund Balance consists of resources that cannot be spent due to their form (e.g., inventories and prepaid expenses) or funds that legally or contractually must be maintained intact.

Restricted Fund Balance consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance consists of funds that are set aside for a specific purpose by the District's highest level of decision making authority. Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.

Assigned Fund Balance consists of funds that are set aside with the intent to be used for a specific purpose by the District's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.

Unassigned Fund Balance consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

Actions Leading to Restricted, Committed, and Assigned Fund Balances

The Board of Education has the authority to set aside funds for a specific purpose. Commitments are authorized by the Board based on fund placement in the original adopted and later revised budget, as well as by Board resolution. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available.

Upon adoption of a budget where fund balance is used as a source to balance the budget, the Chief Financial Officer shall record the amount as Assigned Fund Balance.

The Board delegates the authority to assign amounts for specific purpose(s) to the Chief Financial Officer.

Order of Spending

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Minimum Fund Balance

The Board recognizes that the maintenance of fund balances are essential to provide for unforeseen expenses or emergencies and to provide working capital in the first several months of the fiscal year until sufficient revenues are available to fund operations. By maintaining appropriate fund balances, the District can avoid excessive short term borrowing and interest expense.

The District will strive to maintain a minimum fund balance in its operating funds no less than a range of 12% - 15% of its prior year operating expenditures. This minimum level is estimated to be sufficient to provide adequate resources to meet operational needs, to allow for emergencies, and to permit necessary adjustments resulting from fluctuations in revenue sources. If fund balances are ever projected to decline below the 12% floor, administration will develop a plan to replenish the fund balance above the minimum level. The classifications of committed, assigned, and unassigned will be combined when calculating the minimum operating fund balance.

Adopted: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

FINANCIAL REPORTS AND STATEMENTS

The financial records of the Fort Zumwalt School District shall be kept in accordance with the generally accepted accounting principles expressed in the state statutes and guidelines of the Missouri Department of Elementary and Secondary Education, based on Handbook II, Revised and as modified by the Missouri Financial Accounting Manual, Publication III. All financial transactions shall be recorded in the revenue and expenditure records and appropriate entries from the adopted budget shall be made in the records for the respective funds.

The district shall make and publish annually, not later than the first day of September, in a newspaper published in the school district, or, if no newspaper is published in the district, then in some newspaper that is circulated generally in the district, a statement of all receipts of school moneys, when and from what source such moneys were derived, and all expenditures and the accounts such moneys were expended upon. The report shall also set forth the present indebtedness of the district, the nature thereof, and the rate of taxation for all purposes for the year and shall be duly attested by the president and secretary of the Board of Education. The secretary shall also submit the annual report on prescribed forms to the Missouri Department of Elementary and Secondary Education.

Adopted: December 3, 1990
Revised: August 19, 1996

Cross Refs: BCC, Appointed Board Officials
DBC, Budget Deadlines and Schedules

Legal Refs: § 165.111, .121, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

INVENTORIES

Materials and Equipment Inventory

The superintendent or his or her designee, with the help of the professional and support staff, shall maintain an accurate inventory of materials and equipment in the school system. The inventory shall be held annually at the close of the year.

Property Appraisal Report

The Board of Education shall cause to have conducted a complete physical survey of the value of school district property for insurance purposes and for record-keeping. The help of the Missouri Department of Elementary and Secondary Education may be solicited in making the appraisal report. The physical survey report shall be made every five years.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

AUDITS

Internal Audit Procedures

Procedures shall be established for accounting, purchasing, and check writing so that each transaction is internally audited by several employees as they perform the required functions.

External Audit Procedures

The Board of Education shall hire an independent accounting firm to annually audit the records and transactions of the school district, including the Student Nutrition Services or Cafeteria account, and the Student Body accounts. The auditor shall furnish the district quarterly statements of the accounts of the district. The auditor shall be hired prior to the close of the fiscal year and shall file the annual audit report with the Board of Education. The audit shall be made by a certified public accountant or a public accountant licensed by the State of Missouri to practice public accounting.

Each annual audit shall include an audit of the books, accounts and monies to include a verification of all cash and bank balances, audit of cash receiving procedures, and of all monies derived from the activities conducted under the auspices of the Board of Education, including student nutrition services and student body accounts for the entire fiscal year. The audit shall also cover transportation and attendance records.

The audit examination shall be made in accordance with generally accepted auditing standards, including such reviews and tests of the system, books and records, and other underlying data as are necessary to come to an informed opinion as to the financial affairs, including attendance and transportation records of the school district.

The audit report shall include the requirements as enumerated in Section 165.121(3), RSMo.

Each member of the Board of Education shall receive a copy of the audit report and a copy shall be furnished to the Missouri Department of Elementary and Secondary Education no later than October 31. The superintendent shall be responsible for seeing that copies of the audit are filed with proper authorities.

Within thirty days of receipt of the audit report, the Board of Education shall cause a summary of the report to be prepared in accordance with Section 165.121(5), RSMo., and upon completion of the summary to have it published once in a newspaper within the county in which the district is located. The publication shall contain information that the audit report is available for inspection and examination in the superintendent's office during regular and reasonable business hours.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: July 17, 2006

Legal Refs: §§ 163.021, 165.121, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

PREPARATION OF FINANCIAL STATEMENTS BEING AUDITED

The Fort Zumwalt Board of Education will ask auditors to perform the clerical function of populating the draft financial statements with Financial Data utilizing information provided by the district. The auditors will provide Fort Zumwalt with the financial statement groupings and adjusting journal entries, if necessary, as well as the word document containing the footnotes to the financial statements. The district will review and draft any changes. The district will perform the following procedures related to the financial statements being audited:

- Reconcile general ledger amounts to the draft financial statements utilizing grouping schedules.
- Review all supporting documentation and explanations for audit entries.
- Review the adequacy of financial statement disclosures by completing a disclosure checklist.
- Review schedules and calculations supporting amounts included in the notes to the financial statements.
- Review the cash flow worksheet used in preparing the statement of cash flows.
- Apply analytical procedures to the draft financial statements.

In addition, the district will provide the auditors with evidence of completion of these procedures related to the financial statements including:

- The completed drafts of the footnotes and other Required Supplementary Information (RSI) including numbers included in the notes.
- The completed disclosure checklist.
- A sign-off stating that we have reviewed, agree with and understand the audit journal entries, if applicable.
- A sign-off stating that the district agrees with the financial statement grouping and that we have reconciled them to the financial statements.
- A sign-off that the district has reviewed the cash flow support and agrees with the cash flow statement.
- A sign-off that the district has applied analytical review procedures to the draft financial statements and provided any comments or/has changes to the auditors.

Upon completion of these steps and review of a final financial statement draft, we will sign the representation letter documenting our acceptance of the financial statements.

Adopted: September 15, 2008

Fort Zumwalt School District, O'Fallon, Missouri

PURCHASING AUTHORITY

The superintendent or his or her designee shall have supervision of school purchasing and shall be authorized to issue purchase orders not to exceed budget limitations on his or her own authority. Bids may also be called on purchases where, in the opinion of the superintendent, the welfare of the school will be served.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

PETTY CASH ACCOUNTS

In order to facilitate minor purchases and refunds, the Board authorizes a petty cash fund in each school and at the transportation and Board offices. The administrator for such accounts in the schools will be the building principal, at transportation will be the Director and at the Board offices will be the Superintendent or his/her designee.

Each transaction must be supported by proper receipts by the account supervisor. Justifiable expenditures from the petty cash accounts will include but not to be limited to: miscellaneous instructional materials and supplies, office supplies, stamps and freight. All items purchased with petty cash funds should meet the criteria of an expedient measure and should not be used to circumvent established policy on purchasing authority.

The petty cash funds will be replenished as imprested funds and are to be reimbursed to each account through accounts payable after approval by District Administration and the Board of Education.

The Board of Education directs the District Administration to develop procedures for documentation of petty cash accounts.

Adopted: April 5, 1982
Revised: August 15, 2005

Fort Zumwalt School District, O'Fallon, Missouri

**FORT ZUMWALT SCHOOL DISTRICT
Petty Cash Reimbursement Form**

School:

Staff Member:

Place of Purchase:

Item(s) Purchased (Attach Receipt):

Total Cost to Be Reimbursed:

Account Code Charged:

Adopted: August 15, 2005
Fort Zumwalt School District, O'Fallon, MO

PETTY CASH ACCOUNTS

The majority of purchases made by the school district should be completed through the purchase order process. In an emergency situation petty cash funds may be used to make a purchase. Account Administrators will administer petty cash funds established for their school/office as follows:

- The maximum amount of petty cash for each school is:

Transportation	\$300.00
Secondary Schools	\$200.00
Elementary Schools & Board Office	\$100.00

All other cash should be deposited upon receipt.

- Petty cash may be used to purchase items in emergency cases or where very small items make it impractical to order through purchasing procedures.
- Petty cash may be used to purchase items costing less than \$25.00.
- Petty cash purchases may only be made with prior approval of the account administrator.
- Petty cash reimbursement requests must be accompanied by an original receipt.
- A properly completed voucher summarizing the petty cash transactions along with each petty cash reimbursement requests and the original receipts should be submitted to the Business Office to replenish the fund. These originals will be filed in the Business Office. A copy of this documentation should also be kept in the building.
- When the petty cash fund is reimbursed, the appropriate account will be charged.
- Petty cash funds are subject to unannounced audits by the Business Office. Each fund will be audited at least annually.
- Money acquired for activities, payments, or fundraisers in the school should be kept separate from petty cash and deposited to the appropriate account.
- Petty cash purchases should not be used to circumvent purchasing procedures established by the Board of Education.

Adopted: August 15, 2005

Revised: August 18, 2008

Fort Zumwalt School District, O'Fallon, Missouri

BIDDING REQUIREMENTS

The purchasing procedure of the district shall not only ensure the best possible price for goods and services, but also should operate efficiently and economically. The construction of facilities which may exceed an expenditure of \$15,000 shall be advertised and submitted for bid in the manner required by law. In addition, contracts for insurance and bank depository shall be bid as required by law. Other purchases or contractual services may be advertised and submitted for bid as directed by the Board or when, in the opinion of the superintendent, the welfare of the district will be served.

All bids must be submitted in sealed envelopes, addressed to the Board and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened and examined publicly.

The Board may require a bidder to submit a cashier's check or bidder's bond. The Board reserves the right to reject any or all bids or any part of any bid and accept that bid which appears to be in the best interest of the school district. The Board reserves the right to waive any minor technical deficiencies in any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Generally, bids accepted by the Board pertaining to contracts, services and/or benefits shall be on an annual basis; however, this does not preclude the Board from approving multi-year agreements so long as the total debt does not cause expenditures to exceed revenues for the current year plus unencumbered balances.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: July 20, 1992
Revised: August 16, 1993
Revised: August 19, 1996
Revised: November 17, 1998
Revised: July 19, 2004

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DN, School Properties Disposal Procedure
FEF, Construction Contracts Bidding and Awards

Legal Refs: §§ 67.150, 177.086, 376.696, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

LOCAL/DOMESTIC PURCHASING

It is the policy of the Fort Zumwalt School District in making purchases to give preference to and encourage the purchase of all commodities manufactured, mined, produced or grown within the state, and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality and price are approximately the same. It is further the policy of the school district to encourage the purchase of products manufactured, assembled or produced in the United States.

A copy of this policy, certified by the signature of the President of the Board, shall be kept on file in the district's business office and provided to any vendor upon request.

Signature of Board President

Adopted: October 5, 1987
Revised: December 3, 1990
Revised: January 4, 1993

Legal Ref: §§ 34.350 et seq., 171.181 RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

COOPERATIVE PURCHASING

The Board endorses the concept of centralized purchasing and authorizes the superintendent to supervise the purchasing of all supplies, equipment, and materials for the school district in accordance with state law and good purchasing practices.

Cooperative purchasing, through state agencies, in combination with other schools, through the Missouri School Boards' Association or other not-for-profit entities may be considered when it is deemed to be to the financial advantage of the school district.

Adopted: December 3, 1990
Revised: November 17, 1998
Revised: July 21, 2003

Legal Refs: §§ 171.181, 393.310, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

PURCHASING

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

The superintendent or designee shall develop a purchasing procedure that efficiently supplies the district, but also protects the district's interest.

The Board may purchase apparatus, equipment and furnishings by entering into lease purchase agreements with vendors. Any agreement which results in school district ownership of the leased object must contain a provision which allows the district an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease purchase agreements shall be considered expenditures for capital outlay.

An affirmative vote of the majority of the Board is required to initiate contracts and pay bills, except in situations of \$10,000.00 or less. In such cases the Board authorizes the Superintendent to sign these contracts/agreements.

By an affirmative vote of not less than two-thirds of all the members, the Board may select, authorize and direct the purchase of additional ground needed for school purposes.

Adopted: April 5, 1982
Revised: July 15, 2002
Revised: June 29, 2009
Revised: December 19, 2011

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DK, Payment Procedures

Legal Refs: §§ 162.301, 168.211, 170.041, 171.181, 177.082, 432.070, .080, RSMo
Mercantile Bank v. School Dist., 834 S.W. 2d 737 (Mo banc 1992)

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT R-II PURCHASING CARD CARDHOLDER AGREEMENT

Name of Cardholder: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Building/Department Name: _____

Cardholder agrees to accept responsibility for the protection and proper use of the Fort Zumwalt R-II Purchasing Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and/or a transaction log for each transaction as designated by the Business Office under the District policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Purchasing Card.
2. If the card is lost or stolen, Cardholder shall notify the Business Office immediately.
3. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.**
 Cardholder understands that he/she shall be personally liable for any improper use of the Purchasing Card and agrees to pay to the District for such use, other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the Purchasing Card may be cause for disciplinary action by the District including termination and that improper use of the Purchasing Card may subject Cardholder to criminal prosecution. Cardholder understands that the District may withhold amounts attributable to improper use by Cardholder from any paycheck or other amounts which may be payable to Cardholder.
4. Cardholder understands that should his/her employment with the District terminate for any reason, the Purchasing Card must be returned to the Business Office. Cardholder understands that the District may withhold his/her final paycheck until the Purchasing Card is returned. Cardholder also understands that the District may withdraw authorization to use the Purchasing Card and require its return at any time for any reason.
5. Cardholder understands that use of the Purchasing Card is for the purchase of supplies and minor services of less than \$500 per purchase subject to individual card limitations on expenditures for use in official District business. All purchases must comply with state purchasing statutes and District regulations and policies including all policies the District implements in the use of the Purchasing Card.

If in doubt that a purchase is authorized under this agreement through the use of the Purchasing Card, Cardholder understands that he/she should seek prior approval from the Business Office. Such approval presumes the proper use of the Purchasing Card.

6. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the Purchasing Card; has received, read and understands the District's Purchasing Card Manual; and has read and understands this agreement.

Cardholder signature: _____ Date: _____

PURCHASING PROCEDURES

The office of the superintendent of schools shall constitute the official purchasing agency for the Board of Education. In order to expedite the purchase of materials and supplies, the following regulations shall prevail:

A. Specifications

Except when waivers are granted by the superintendent, items shall be purchased in response to specifications.

Specifications shall be designed to insure the quality of the product desired and to insure competition so as to permit the lowest possible price. Specifications, in general, shall be written to describe performance required and shall not be written around one particular product only or to describe a patented item.

No bid or quotation shall be accepted which does not conform to the specifications. All contracts shall be awarded to the lowest responsible bidder and shall be in the best interest of the school district. In the case of equal bids, the vendor whose firm is located within the boundaries of the school district shall be awarded the contract.

B. Purchase Requisitions

Employees shall use purchase requisition forms in requesting the purchase of textbooks, instructional materials and supplies. The form shall be referred to the building principal for approval or disapproval.

If the requisition is approved, the principal will see that the items are ordered through his or her office.

C. Purchase Orders

All goods and services shall be ordered by means of printed pre-numbered purchase orders. The superintendent and the Business Office personnel shall be authorized to sign purchase orders.

D. Receiving Goods

Purchase orders shall indicate the address for delivery. All goods received must be accepted by an authorized employee of the school district who shall certify that the goods were received in good condition before payment can be approved.

E. Standards Committee

Standards committees composed of teachers, administrators, and representatives of the district's business office may be selected to advise on the standards for procurement of supplies and equipment necessary for district operation.

F. Procurement Cards

The superintendent or his/her designee will authorize the use of procurement cards as needed for purchases, and expenses associated with transportation and travel. Any employee using a procurement card must sign the agreement prior to use. Violation of the agreement or misuse of the procurement card will result in disciplinary action up to and including suspension or termination.

Legal Compliance

In addition to the bidding requirements of this procedure, the district will comply with all laws with respect to acquiring products and services including, but not limited to, the following:

1. All construction projects that may exceed an expenditure of \$15,000 shall be advertised in a newspaper of general circulation and competitively bid, in accordance with law, and may also be advertised in business, trade or minority newspapers or using other modes of communication such as the district's website. Bid specifications and contracts for construction projects will include all elements required by law including, but not limited to prevailing wage, mandatory training, excessive unemployment restrictions, and mandatory affidavits regarding the employment of authorized labor, and bonding requirements when applicable. See ' ' 107.170, 177.086, 285.530, 290.210 - .340, 290.550 - .580, 292.675, RSMo.
2. All purchasing of architectural, engineering or land surveying services must be advertised, bid and selected in accordance with Board policy and law. See ' ' 8.285 - .291, RSMo.
3. Construction management services must be advertised, bid and selected in accordance with Board policy and law. ' ' 8.675 - .687, RSMo.
4. The district must competitively bid auditing services and select an auditor who meets the qualifications set by the Department of Elementary and Secondary Education (DESE). See 5 C.S.R. 30-4.030.
5. Health and life insurance contracts will be competitively bid at least every three (3) years. See '67.150, RSMo.
6. General liability and other forms of insurance contracts will be competitively bid at least every six (6) years. See '376.696, RSMo.
7. Depositories of district funds will be competitively bid at least every five (5) years. See ' ' 165.201 - .291, RSMo.
8. Transactions with School Board members or employees, or businesses they own, will only be conducted as required by law and Board policy. See ' ' 105.454, .458, 171.181, RSMo.

9. As a condition for the award of a contract to provide the district services in excess of \$5,000, the provider must submit a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the United States. See ' 285.530, RSMo.

Approved: April 5, 1982
Revised: June 30, 2008
Revised: December 19, 2011

Fort Zumwalt School District, O'Fallon, Missouri

VENDOR RELATIONS

The Board of Education shall extend no favoritism to any vendor or contractor. Each order for goods and services shall be placed on the basis of quality, price, and delivery with past services being a factor if all other considerations are equal.

No person officially connected with, or employed by, the district in a district administrative or policy-making capacity shall be an agent, or be in any way pecuniarily or beneficially interested in or receive any compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment, or services to the school district.

The Board of Education believes in patronizing local business. Therefore, in the purchasing procedure, when proposals are equal, the contract or purchase order shall be awarded to a firm whose location is within the boundaries of the district.

The Board of Education will make an annual review of those contracted services which are presently used in the school district. The review will consist of, but not be limited to, a cost comparison of the existing contract to potential costs in other interested contractor's proposals in the area of service.

Adopted: April 5, 1982

Cross Refs: BBFA, Board Member Conflict of Interest
GBCA, Staff Conflict of Interest

Legal Refs: §§ 105.450 -.482, 162.391, 171.181, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

PAYMENT PROCEDURES

All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received.

The Board will give final approval to all bills paid. Payment of bills shall be authorized by the superintendent or his designee only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is present and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The superintendent or his or her designee shall audit all claims and submit the same to the Board of Education for approval and authorization for payment.

The superintendent or his or her designee will prepare and present to the Board each month a list of bills for approval of a warrant authorizing payment from district funds. Such lists will be supported by invoices, approved purchase orders, properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

School District moneys shall be disbursed only upon checks drawn by the treasurer and president of the Board following final Board approval of the monthly list of bills. Each check shall show the legal identification of the district by name and address and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment and the number of the check.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 19, 1996

Cross Refs: DGA, Authorized Signatures

Legal Refs: §§ 105.273-.276, 165.201, 165.091, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

PAYDAY SCHEDULES

All payroll checks will be distributed as per schedules approved by the superintendent prior to the beginning of the school year. The superintendent or his or her designee shall administer the payroll in accordance with state and federal statutes, Board policy and provisions of the Professional Agreement.

Professional Staff Employees

Professional staff employees covered by the Professional Agreement shall be paid in accordance with the provisions of said agreement. (See Professional Agreement, Salary Provisions).

Support Staff Employees

Support staff employees will receive appropriate earned wages, minus required deductions, on or about the first day and the fifteenth day of the month.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

SALARY DEDUCTIONS

All salary deductions will normally be subject to board approval and voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The employee must authorize all voluntary deductions in writing.

- Contributions to the Missouri Educational Employees Memorial Scholarship Program shall be voluntary, but not subject to Board approval.
- Salary deductions for unauthorized or unpaid absences of salaried personnel shall be computed by dividing the contracted salary, excluding extra duty pay, by the number of days in the contract period. Deductions for other personnel shall be based upon the hourly rate of individual's employees.
- The Board may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. These deductions may be taken for, but are not limited to, credit unions, annuities, IRA membership dues, insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. In addition to the amount authorized, the district may deduct any administrative costs of compliance. The Board shall not be responsible for any good-faith error in the administration of this service.
- If the district provides a system of payroll deduction, the district will, upon written request by ten (10) or more employees, provide employees with the option of contributing to a continuing committee through payroll deduction. A continuing committee is a committee of continuing existence that 1) is not formed, controlled or directed by a candidate, 2) is not a candidate or campaign committee and 3) has the primary or incidental purpose of receiving contributions or making expenditures to influence or attempt to influence the action of voters. No employee will be subjected to any adverse employment action based on his or her participation or lack thereof in such a program.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: June 19, 2000
Revised: July 21, 2003

Cross Refs: GDBDA, Professional Staff Short-Term Leave and Absences
GDBDA, Support Staff Leaves and Absences

Legal Refs: §§ 130.011, .028, § 168.300, 173.267, RSMo.,

Fort Zumwalt School District, O'Fallon, Missouri

EXPENSE REIMBURSEMENTS

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and such supporting receipts as required by the business office.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Board and/or the superintendent. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved and the Board will later ratify such approval.

Mileage will be paid at the maximum allowable rate of the IRS.

Persons who travel at school expense will exercise the same economy as a prudent individual traveling on personal business and they will differentiate between expenditures for business and those for personal convenience.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

EXPENSE REIMBURSEMENTS

The following regulations relate to travel and other types of reimbursable expenses. The superintendent may place additional restrictions on travel cost reimbursement to comply with budgetary limitations.

PROFESSIONAL STAFF EMPLOYEES

1. Travel Requests: These must be submitted through appropriate building administrators.
2. Transportation: All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.
 - A. Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.
 - B. Automobile: Reimbursement for mileage will be made at the maximum allowable rate of the IRS. This is the maximum rate regardless of the number of passengers. Parking charges in reasonable amounts as well as toll road and toll bridge charges are reimbursable.
 - C. Local Transportation: Local transportation such as taxi-cabs, airport limousines, and buses may be used when justified. Justification must be given on the travel voucher.
 - D. Car Rentals: Rental cars may be used in cases of extreme emergencies or when no other means of public transportation is practicable. Emergencies include:
 - (1) Cancelled airline flights or change in destination due to inclement weather or other circumstances;
 - (2) Disruption of other means of transportation.
3. Subsistence
 - A. Lodging: Any person on official business for the district, who must provide lodging in connection with official business will be entitled to reimbursement for the normal cost of a single room at the hotel or motel of his or her choice. If such person is accompanied by spouse, lodging expenses will be reimbursed for the cost of a double room at the prevailing single occupancy rate.
 - B. Meals expense will be reimbursed at a maximum rate of \$35 per day pending submission of receipts. No more than \$25.00 for one meal.
 - C. Luncheon or Dinner Meetings: Reimbursement may be claimed for costs incurred while on official business attending luncheon or dinner meetings.
4. Conference Registration Fees: Conference and convention registration will be reimbursable as a miscellaneous expense on the travel expense voucher if the employee has received prior approval from the superintendent.
5. Expense Voucher and Receipts
 - A. Reimbursement for expenses are obtained by submitting an expense voucher.
 - B. Receipts are required for cash expenditures for travel by public conveyance; local transportation; food; lodging; conference and convention registration fees, and miscellaneous expense where feasible.
 - C. Advanced payment to partially cover estimated expenses may be made.

SUPPORT STAFF EMPLOYEES

Nurses Travel Expense

Nurses required by the nature of their assignment to travel to another school(s) in the district during the school day shall receive a mileage allowance for the use of their car at the maximum allowable rate of the IRS. In those cases that involve the assignment of a nurse to more than one school but their assignment does not require them to change schools during the day no mileage shall be paid. Requests for reimbursement shall be submitted on a monthly basis to the business office administrator for approval and payment.

Maintenance Employees Travel Expense

Maintenance employees who use their private vehicles in the conduct of their work may, with advance written approval of the superintendent of schools, receive an annual compensation for in-district travel expenses.

Other Employees Travel Expense

No travel expense will be paid to any support staff employee without advance written approval of the superintendent or his or her designee. Approved travel shall be at the maximum allowable rate of the IRS.

Approved: April 5, 1982
Revised: July 18, 1983
Revised: November 16, 1998

Fort Zumwalt School District, O'Fallon, Missouri

CASH IN SCHOOL BUILDINGS

All moneys collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded.

Money collected for any purpose will be submitted to the school principal or his or her designee who will provide for its proper deposit. Money collected shall be counted by two school employees or designees prior to deposit. Such money shall be deposited daily by designated personnel. Money should never be left in a desk or classroom. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: November 17, 1998

Cross Refs: DG, Depository Of Funds

Legal Refs: § 110.010, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

SURPLUS SCHOOL PROPERTY

When there is within the school district any school property that is no longer required for use by the district, the Board, by an affirmative vote of a majority of the whole Board, may authorize and direct the sale or lease of the property. However, property located outside the boundaries of the district may not be leased.

Real property may be sold or leased by listing the property with one (1) or more real estate brokers and paying a commission upon such sale or lease. Real property not disposed of in this way and all personal property may be sold or leased to the highest bidder. The Board, reserves the right to reject all bids. Property may also be sold or leased to a city, state agency, Municipal Corporation or other governmental subdivision of the state located within the boundaries of the district for public uses and purposes.

The property shall be advertised as prescribed by state statute and detailed in administrative procedures.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 21, 1995
Revised: June 17, 2002

Cross Refs: DJC, Bidding Requirements
GBCA, Staff Conflict of Interest
IIA, Instructional Materials

Legal Refs: § 177.091, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

PROCEDURE FOR SALE OF SCHOOL PROPERTY

EQUIPMENT, BOOKS AND MATERIALS

The following regulations and procedures will be observed in disposing of equipment, books and materials no longer needed or useful in the schools:

1. No surplus, obsolete, or otherwise unneeded items will be discarded or disposed of by a teacher or other school employees. Such items will be set aside and reported to the building principal.
2. The principal shall prepare and submit to the superintendent a list of such materials on a periodic basis. The list shall be divided into two separate categories to include: non-instructional related items and instructional related items.
3. The superintendent or his or her designee will determine whether there is possible use of the items elsewhere within the school system. If so, they will provide for removal of the items to the appropriate location.
4. The superintendent or his or her designee will be responsible for classifying all other unneeded instructional and non-instructional items on such lists as to their appropriate value.
5. The superintendent or his or her designee will carry out Board policy on sale and disposal. Items having resale value will be put to bid, if bidding is required, otherwise sale will be negotiated in the manner most advantageous to the district; items having no resale value will be offered to non-profit organizations or disposed of in such other manner as deemed appropriate.

REAL ESTATE PROPERTY

Once the Board, by affirmative vote of its majority, authorizes and directs the sale of school property which is no longer needed for public school purposes, the superintendent will take action as outlined below:

1. Obtain a real estate appraisal from a licensed real estate appraiser reflecting the fair market value of the property.
2. Notify cities, state agencies, municipal corporations and/or other governmental subdivisions of the state located within district boundaries, that such property is no longer needed for school purposes and is available for other public uses and purposes, and invite an offer to purchase from said governmental subdivisions.
3. If not sold to a governmental subdivision, publish notice and conduct bidding procedures in the manner prescribed by state law.
4. Upon receipt of bids, make a recommendation for Board action.

Approved: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri