

FISCAL MANAGEMENT GOALS

The Committee will ensure that local, state and federal funds are used wisely for achievement of the purposes to which they are allocated.

It is the Committee's responsibility:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish procedures for accounting, fiscal reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

ANNUAL BUDGET

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

SOURCE: MASC

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter, as follows:

October 1 - The Superintendent will direct School Department personnel to prepare appropriate draft proposals of a budget for the ensuing fiscal year.

As directed by the State, Principals will work with respective School Councils to identify school budgetary needs.

March - The School Committee will vote on the proposed budget recommended by the Superintendent by the third week of March.

April 1 - “At least ninety days prior to the start of each fiscal year, the Town manager shall submit to the Town Council a budget for the ensuing year and an accompanying message, unless other-wise provided for by the General Laws”. (Town Charter).

Prior to May 31 the School Committee will hold a Public Hearing on the proposed budget for the ensuing fiscal year. If requested the Committee will meet with the Town Council to review the proposed budget.

May 31 - “The Town Council shall adopt the budget, with or without amendments, on or before the end to the eleventh month of the fiscal year currently ending”.

Prior to June 15 – The School Committee will vote on the final operating line item budget.

Established by law

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 71:38N, 71:59C
Southbridge Home Rule Charter

SOURCE: SOUTHBRIDGE

BUDGET ADOPTION PROCEDURES

Budget Presentation

Presentation of the FY budget shall be in open meetings, determined by the Superintendent and agreed upon by a majority of School Committee members. The Superintendent and his/her staff have responsibility for presenting the budget to the School Committee and responding to questions and reasonable requests from members of the School Committee. The public shall sit as observers during these open sessions.

1. Budget documents will be prepared by the administration and distributed in advance of each budget session.
2. The School Committee shall hold a public hearing on the proposed annual budget not less than seven days after publication of a notice in the local newspaper. At that time and place so advertised, all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. No action on any part of the budget shall be taken at this public hearing (Chapter 71, Section 38N, of the General Laws).
3. On a date set after the public hearing, the School Committee shall discuss the proposed annual budget. If, as a result of the public hearing, it should be determined that certain changes in the budget are necessary, these changes shall be made before the budget is adopted. The adoption of the budget by the School Committee shall be by roll call vote of the resolution. Adopting the budget shall be incorporated into the official minutes of the meeting.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 71:38N

SOURCE: SOUTHBRIDGE

BUDGET TRANSFER AUTHORITY

Budget transfer authority resides with the School Committee. The School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

All funds in the general account not expended by the close of the fiscal year will be returned to the town.

ADOPTED: OCTOBER, 2007

SOURCE: Southbridge

FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 44:53A
 P.L. 874 Impact Aid
 Board of Education 603 CMR 32:00; 34:00

SOURCE: SOUTHBRIDGE

AUTHORIZED SIGNATURES

The Chairman of the School Committee will sign all pertinent documents for the School Committee as reviewed and presented to the Chairman by the Superintendent.

A majority of the School Committee will sign all payroll and payable warrants as presented for approval by the Superintendent.

The Superintendent or his/her designee will sign all pertinent documents for the School Department as reviewed and presented by School Department personnel.

Further approval will be obtained from the Town Manager pursuant to State regulations and the Town's financial Standard Operating Procedures.

The Town Treasurer will sign all checks drawn against School Department funds pursuant to State regulations and the Town's financial Standard Operating Procedures.

ADOPTED: OCTOBER, 2007

LEGAL REF.: M.G.L. 41:52

SOURCE: SOUTHBRIDGE

BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 40:5

SOURCE: MASC

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be responsible for receiving and accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive a monthly school operating budget, quarterly federal and state grant and revolving account updates from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as needed.

ADOPTED: OCTOBER, 2007

LEGAL REF.: Board of Education 603 CMR 10:00

SOURCE: MASC

AUDITS

Accounts will be audited annually pursuant to State regulations and the Town's financial Standard Operating Procedures. The Committee may request a private audit of the School Department's accounts at its discretion.

Building principals will have funds in student accounts, class accounts or for organizations within their jurisdiction audited on an annual basis. A copy of said audit will be presented to the Superintendent.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

PURCHASING

The School Committee delegates to the Superintendent or his/her designee the authority to purchase materials, equipment, supplies and services for the operation of the School Department pursuant to State regulations and Town financial Standard Operating Procedures.

The Committee declares its intention to purchase competitively and without prejudice.

School Department purchases generally will be made using purchase order requisitions and purchase orders approved by the appropriate department head and the Superintendent or his/her designee. Exceptions will be made for utilities, legal expenses, advertising, shipping, minor purchases less than \$500, transportation and blanket purchases.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

SOURCE: SOUTHBRIDGE

PURCHASING AUTHORITY

All actions of the Superintendent, or his/her designee, in executing the programs and/or activities as set forth in the fiscal year budget, shall be authorized to implement the programs, subject to continuous review and further limited to the following express provisions:

1. Expenditure of funds for the employment and assignment of personnel shall meet the legal requirements of all negotiated contracts and the adopted policies of the School Committee.
2. Authorized expenditures are contained and fully funded within the line item of the fiscal year budget as adopted by the School Committee.

ADOPTED: OCTOBER, 2007

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

CROSS REF.: DJE, Bidding Requirements

SOURCE: MASC

BIDDING REQUIREMENTS

All purchases in excess of \$25,000 will be based upon competitive bidding. The Superintendent will recommend the acceptance of a bid from a particular vendor(s) and will provide the bid details when requested by the School Committee.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all vendors who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Town Manager and plainly marked according to the bid document. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid (s) that is in the best interest of the school system. The Committee through the Town Manager, reserves the right to waive any minor informality which does not affect the cost or specifications of the bid. Any bid may be withdrawn based on the time constraints specified in the bid document or, if not specified in the bid document, at least 12 hours prior to the bid opening.

The bidder to whom an award is made may be required to enter into a written contract with the Town of Southbridge.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

SOURCE: SOUTHBRIDGE

PAYMENT PROCEDURES

Payments from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized for properly approved invoices, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive a list of bills for payment from school department funds when the warrant is submitted for approval. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the town finance director or for processing and subsequent payment by the town treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

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

The school building administrators will be responsible for observing budget allocations in their respective schools.

ADOPTED: OCTOBER, 2007

LEGAL REFS.:M.G.L. 41:41; 41:52 41:56

SOURCE: SOUTHBRIDGE

**SCHOOL YEAR PAYROLL POLICY FOR
TEACHERS AND NURSES**

In accordance with the provisions of the collective bargaining agreement between the Southbridge School Committee and the Southbridge Education Association and/or the Southbridge Professional Nurses, and, as required by the final Internal Revenue Code Section 409A regulations, 26 C.F.R §§ 1.409A-O, *et seq.*, the Southbridge School Committee hereby adopts the following policy:

1. Effective for the 2008-2009 school year and thereafter, as provided for in the current collective bargaining agreements applicable to teachers and nurses, the following payment options will be available:
 - (a) Twenty one equal pay checks received during the school year;
 - (b) Twenty one pay checks, with a lump sum after completion of the required number of work days;
 - (c) Twenty six equal pay checks received at two (2) week intervals with no lump sum payment.
2. In accordance with 26 C.F.R. §§ 1.409A-O, *et seq.*, if a teacher or nurse elects to receive twenty-six pay checks with no lump sum payment, s/he must make this election in writing prior to the beginning of the work period (i.e., before the first day of the school year for which s/he will be paid).
3. Any such election made by a teacher or nurse to whom this policy applies shall be irrevocable for the school year, and will remain in place unless the employee submits an updated election form prior to the beginning of any subsequent school year.
4. The Superintendent of Schools is authorized to adopt forms and administrative procedures necessary to carry out this policy and the Internal Revenue Service regulations.

ADOPTED: DECEMBER, 2007

LEGAL REFS: Internal Revenue Code Section 409A regulations
26 C.F.R §§ 1.409A-O, *et seq.*

SOURCE: SOUTHBRIDGE

EXPENSE REIMBURSEMENTS

School department employees and officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Internal Revenue Service.

Travel by School Committee members must have prior approval of the School Committee.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 40:5; 44:58

SOURCE: MASC