

Existing policy, number 3010 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Goals and Objectives

The Sharon Board of Education recognizes excellent fiscal planning as a key factor in attaining the district's educational goals and priorities. The Board shall:

1. Engage in thorough advance planning of budgets;
2. Explore all appropriate sources of revenue;
3. Manage expenditures so as to achieve the greatest educational returns given the district's available resources; and
4. Expect the highest standards in accounting and reporting procedures.
5. **Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.**

Budget planning is a cooperative process and should involve administrative staff, professional staff, employee associations, community organizations and the Board.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3110 adopted 4/22/03, appropriate as written, if still current practice. A sample follows for comparison and consideration.

Business/Non-Instructional Operations

Budget: Planning

The Board will regard its annual budget as a basic policy document. Changes in school program will be studied and approved in advance of the scheduled budget preparation time. The budget must reflect a concern for quality education, together with a concern for fiscal prudence.

The Board will establish a calendar for budget preparation which will include:

1. Preliminary draft by the Principal
2. Review by the Board acting as a committee of the whole
- ~~4.~~ 3. Presentation to the Board of Finance
3. 4. **A public hearing at a Town Meeting on budget proposals**
5. Presentation ~~to~~ at a Town Meeting **for approval**

The calendar for planning the school budget will be determined by the school administration, Board of Education members and Board of Finance members.

A preliminary budget draft will be prepared by the Principal in February. The capital outlay requests and other major budgetary divisions will be reviewed by Board members prior to that Board's regular meeting in March.

~~A presentation of the tentative budget to the School Board, acting as a Committee of the Whole, at a budget meeting shall be held prior to the budget hearing.~~

The Budget Statement

The budget will be drawn up in summary form and will follow the accounting classifications currently in use and required by the State Department of Education.

The ~~single sheet~~ summary budget will show the operating budget for the current year by categories, the expected total expenditure for each category, and the new amount requested in each category.

Legal Reference: Connecticut General Statutes
10-51 Fiscal Year. Budget. Payments by member towns. (regional school districts).
10-222 Appropriations and budget.

Existing policy, number 3111 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Fiscal Year

The fiscal year shall commence July first and end June thirtieth.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Existing policy, number 3113 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Setting Budget Priorities

The budget will be considered as a controlled expenditure plan for the ensuing year. The Principal is authorized to make expenditures and commitments in accordance with and in harmony with the budgetary plan.

Emergency Repairs

Emergency repairs to the school building or to vital equipment ~~in or to vital equipment which produce costs in excess of the budgetary allotment for such items~~ **which produce costs in excess of the emergency line budgetary allotment** can be authorized ~~person or, in his/her absence, the Vice Chairperson or his/her designate. Such authorizations are subject to limitations imposed by the Board of Education and Board of Finance.~~ **only** by the Board Chair.

Legal Reference: Connecticut General Statute
 10-222 Appropriations and budget.

*Existing policy, number 3120 adopted 4/22/03, appropriate as written,
except for update to legal reference.*

Business/Non-Instructional Operations

Preparation of Budget Document

The Board of Education asks the Principal to direct the preparation of the budget and submit it to the Board for its tentative approval and for a later public hearing.

The Principal is asked to confer with the school staff on budgetary needs, as well as consider priorities that have been determined by the Board.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

June 2017 Special Session PA 17-2, Section 156.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3130 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Publication

Delivery to Fiscal Authority

The Board of Education will present ~~an itemized~~ a detailed estimated cost for the maintenance of the ~~public~~-schools to the Board of Finance ~~fiscal authority~~ not later than March of each year.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget.

Existing policy, number 3240 adopted 4/17/17, appropriate as written.

Business/Non-Instructional Operations

Tuition Fees

The Board of Education will permit students from other school districts to attend **Sharon Center School** ~~local schools~~ when they can be accommodated. ~~in existing classes~~. The students or their sending district shall pay a tuition fee to be established annually by the Board of Education. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education. One-half of tuition fees will be collected on August 15 and the other half on January ~~15~~ of each school year.

Legal Reference: Connecticut General Statutes

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

10-266 Reimbursement for education of pupils residing in state property.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3250 adopted 3/13/17, appropriate as written.

Business/Non-Instructional Operations

Materials/Service Fees, Charges

In accord with Connecticut General Statutes' requirement to provide a free public school education, the Board of Education will provide at no cost to students all instructional equipment, books and materials as it deems necessary, needed to maintain the desired instructional program subject to reasonable rules concerning their care and use. No fees, deposits or other charges not specifically outlined in an approved student handbook, course guide, or parent handbook shall be levied.

Students shall be charged for damaged or lost textbooks, library/media materials and other educational equipment or materials. Fines and assessments shall be levied, collected and disbursed subject to regulation by the building Principal. The schools ~~are~~ **is** authorized to withhold transcripts, grades, diplomas or report cards until payment for a return of the textbook, library/media, or other educational equipment or material is made.

Every year, the Principal shall **yearly** review fees established for all equipment and facility rentals, admissions to athletic or extracurricular events, field trips/excursions and other related fees that may be assessed.

Copies of Records

Any person who applies in writing shall receive a plain or certified copy of any public record. The maximum fee per page allowable under the Connecticut Freedom of Information Act will be charged.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records

10-221 Boards of education to prescribe rules

10-228 Free textbooks, supplies, material and equipment

10-228a Free textbooks, supplies, material and equipment

10-229 Change of textbooks

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3260 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Sales & Disposal of Books, Equipment & Supplies

Disposition of Outdated Books

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Principal may authorize their disposal in a manner to the ~~district's~~ school's best advantage.

Any proceeds from disposition of equipment, ~~or~~ supplies, ~~or books~~ shall be deposited in the school's CONTRA account. ~~town general fund.~~ If and when ~~such~~ books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

~~The Board of Education may, upon recommendation of the Principal, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.~~

~~When books are sold either to used book vendors or shredders, this money must be returned to the town general fund.~~

Legal Reference: Connecticut General Statutes

 10-220 Duties of boards of education.

 10-240 Control of schools.

 10-241 Powers of school districts.

Existing policy, number 3270 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Sale and Rental of Real Property

Sales

All sales of school system real property shall be approved by the Board of Education in a regularly scheduled meeting. Such transactions must be conducted in conformity with state law.

Rentals

Rentals of school system property with fees set by the Board of Education shall be administered in conformity with the policy and administrative regulations 1330 of this manual.

Existing policy, number 3280 adopted 4/22/03, appropriate as written. A sample regulation follows for consideration.

Business/Non-Instructional Operations

Gifts, Grants and Bequests

The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

The Principal shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the District.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Existing policy, number 3281 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

School Fund Raisers

The Board of Education recognizes the desire of certain organizations and schools to raise funds to support the school activities that they sponsor. ~~Such efforts are sincerely appreciated.~~

The ~~Principal Building Administrator~~ shall have final approval of all fund raising activities, and shall be provided with a copy of the group's financial report.

Volunteer groups, which raise more than one hundred dollars annually, shall keep their own financial records which shall be submitted yearly to their membership, and a copy to the Principal's office. These records will be available upon request to the public.

These financial reports are for accountability only, and are not to be utilized as a source for school budgetary concerns.

Existing policy, number 3293.1 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Authorization of Signature

The Superintendent and/or his/her designee as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business, including documents that support the adopted budget or that implement the Board's established policies or programs. This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board Chairman or other officer of the Board of Education.

An optional policy to consider.

Business/Non-Instructional Operations

Expenditures/Expending Authority

Purchasing Guides

~~The Board of Education or its agents shall refrain from entering into contracts with or purchasing goods or services from any firm or individual who has a sales representative or owner on the Board of Education. This policy shall not apply to goods or services that are put out for public bid or where there are no other comparable sources of supply.~~

All contracts for goods and services, unless otherwise specified, shall be put out for bid annually, with the exception of transportation, which may be renegotiated for periods not to exceed a cumulative total service of five years.

All purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids, with the exception that purchases of ~~ten five~~ thousand dollars (\$10,000) ~~(\$5,000)~~ or less may be made in the open market.

Policy adopted:

cps 7/07

Existing policy, number 3313 adopted 3/13/17, modified.

Business/Non-Instructional Operations

Relations with Vendors

In purchasing goods or services on quotation or bid, the School Board will seek to attain the greatest possible benefits for all the taxpayers of the community. A local vendor will be granted preferential treatment only in cases where his/her quoted price equals or is less than that of a non-local vendor and the quality of the product is equal or superior.

Conflicts of Interest and Endorsements

The District will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of the staff member unless the purchase follows the formal purchasing procedures.

Employees of the district will not endorse products or services in such a manner that will identify him/her as an employee of the district.

Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing regulation, approved 4/17/17, appropriate as written.

Business/Non-Instructional Operations

Purchasing Procedures

The Sharon Board of Education (hereafter referred to as “the Board”) recognizes its obligation to deal fairly in its purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor. Each order shall be placed on the basis of quality, price and delivery. Past service of a favorable nature shall be a factor when other considerations are equal. Inadequate or poor past service shall always be a factor. Competitive bidding shall be practiced wherever feasible and to the advantage of the Board. Wherever practical, feasible and to the advantage of the Board, appropriate advertisements will be placed.

Vendor Relations

No member or employee of the Board shall accept either directly or indirectly, any gifts, services or favors of any kind, from any person, firm or corporation doing, or desiring to do business with the Board.

Purchasing Procedure

Definitions for this regulation:

1. **Quotation:** A notice, either orally or in writing whereby a vendor informs the Board of the conditions and price under which he/she will furnish supplies, materials, equipment or services to Sharon Center School.
2. **Bid:** A notice, in writing in a sealed envelope, delivered to Sharon Center School by a specified date, to be opened in public at a specified date and time by the Board, whereby a vendor informs the Board of the conditions and price under which he/she will furnish supplies, materials, equipment or services to Sharon Center School in response to a set of specifications set forth by the Board.

Requirements for quoting and bidding shall be as follows:

1. Supplies, equipment and services estimated to unit cost of up to \$9,999. may be purchased by written or oral quotations. All purchases, when possible, feasible, and to the advantage of the Board will be based on at least three competitive quotations or prices. The manner, written or oral, will be at the discretion of the Purchasing Agent.
2. All purchases above these limits shall be bid. Bids shall be advertised appropriately. Solicitation for bids shall also be made from the “Mailing List for Bidders” maintained in the Business Office. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified and shall be public. The Board reserves the right to reject any or all bids and reserves the right to waive any informalities in any bid.

Business/Non-Instructional Operations

Purchasing Procedures

Requirements for quoting and bidding shall be as follows: (continued)

The Board, through administrative recommendations and its specific actions, may waive any of the above requirements without altering the policy.

3. Emergency Situation: In any emergency situation, the procedures of Section 2 above may be eliminated. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent of Schools and Chairperson of the Board of Education.
4. Textbooks and other programmed instructional materials are exempt from these requirements as only one source generally exists for specific items.

Mailing List of Bidders

The Business Office shall maintain a list of the various types of commodities required by Sharon and a list of all persons, firms or corporations interested in Sharon business in that type of commodity. Names may be removed from the Bidding List by the Business Office for the following reasons:

1. Failure to submit a quotation and/or bid; without adequate explanation, after two successive requests to quote or bid.
2. Failure to live up to terms or spirit of previous contracts.

General

1. Board of Education delegates the responsibility for purchasing to the Superintendent of Schools or his/her designee in conformance with this policy and the laws and regulations of the State of Connecticut and the State Education Department.
2. Administrative regulations governing purchase order processing procedures will be utilized.
3. The Business Manager and Superintendent will take affirmative action to make sure multiple "responsible bids" are received in each required situation.
4. Annually the Superintendent shall approve and make awards to the lowest qualified fuel oil contractors. The Board of Education shall be informed following the awarding and establishing of such contracts.

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing regulation, number 3320.1 approved 4/17/17, appropriate as written.

Business/Non-Instructional Operations

Purchasing Procedures

Procedures for Entering into a Lease Purchase/Agreement

These regulations are provided to ensure proper authorization and recording of Lease/Purchase obligations of the Board.

Definition:

A Lease/Purchase agreement is a commitment to acquire equipment or materials where payments will be made from more than one fiscal year, and where the Board has the option to take permanent title to the equipment or materials at the end of the lease for a nominal or zero payment.

1. Lease/purchase agreements will be coordinated by the Principal's administrative assistant.
2. Lease/purchase agreements ~~may will~~ be executed by the Regional Business Manager.
3. All lease/purchase agreements will contain a non-appropriation clause permitting early termination of the agreement if sufficient funds are not appropriated.
- ~~4. Lease/purchase agreements can be reviewed by the Town Attorney prior to execution.~~

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3323 adopted 3/13/17, appropriate as written.

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

The School Board will require ~~written~~ quotations on purchases of goods or services less than \$10,000. All purchases of more than \$10,000 will be made on the basis of sealed proposals. Such sealed proposals may be required on purchases of lesser amounts at the Board's discretion. Such quotations or bid requirements will not apply to textbook purchases.

~~which are based upon specific content and which are approved by the Board prior to purchase, or to a standard list of supply items on which quality has been predetermined by the Board.~~

The right is reserved to combine bids on an individual basis, to award bids on a total-bid basis, to reject any or all bids as submitted, and to make such selection of materials or equipment as is, in the best judgment of the School Board or its purchasing agent, best suited for the purposes intended.

Existing regulation, number 3323 approved 3/13/17, appropriate as written.

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Definitions for this regulation:

1. **Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
2. **Bid:** A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the purchaser, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or by the purchaser. Technical assistance will be provided by the requester, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

A. Purchases for \$10,000 and Above

Purchases for \$10,000 or more shall be bid. Bids shall be advertised appropriately. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. Sharon Board of Education reserves the right to reject any or all bids, and reserves right to waive any informalities in any bid. The Board of Education reserves the right to waive the bidding procedure.

B. Emergency Situation

In an emergency situation, the procedures of sections A may be eliminated. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent with a written description to the Board of Education within a two-week period of time.

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3324 adopted 4/22/03, appropriate as written, if still current practice.

Business/Non-Instructional Operations

Ordering Goods and Services

Requisitions will be submitted to the Principal for his/her approval and upon approval, forwarded to the school administrative assistant for preparation of purchase orders.

Existing regulation, number 3324.1 approved 3/13/17, appropriate as written, except for update to legal reference.

Business/Non-Instructional Operations

Contracts

All contracts between **Sharon Center School** ~~the district~~ and outside agencies shall conform to prescribed standards as required by law.

All contracts between **Sharon Center School** ~~the district~~ and outside agencies shall be prepared under the supervision of the **Principal Superintendent** or designee, and where appropriate, subject to approval of the legal adviser to the ~~school.~~ ~~district.~~

Affirmative Action

Sharon Center School ~~The school-district~~ shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, **gender**, sex, sexual orientation **or expression**, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act.

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities.

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation.

10-248 Payment of school expenses.

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3326 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Paying for Goods and Services

The Sharon Center School Principal or his/her designee will collect, review and prepare invoices for approval/payment by the **Administrative Assistant or** Board Clerk.

Approval/payment shall be based on whether the goods or services were properly authorized, were received on time in satisfactory condition, and the amount of the disbursement is as originally planned.

All disbursements of school funds shall be made by check from appropriate bank accounts. Prior to signing a check, the designated signers shall satisfy themselves that it is appropriate based on approvals.

Checks shall be signed by both a representative of the Board of Education and the Town of Sharon.
Designated signers ~~are~~ **shall be:**

1. Sharon Board of Education Clerk **or Chair**
2. Sharon Town Treasurer **or designee**

The use of a facsimile signature is authorized where it may be convenient because of quantity of checks to be signed. The use of facsimile signatures shall be controlled.

The Principal or Administrative Assistant shall be authorized to approve for payment the current obligations of the school district.

A report of these expenditures shall be made at the regular meetings of the Board.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3326.1 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Principal or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Existing policy, number 3410 adopted 4/17/17, appropriate as written, if still current practice.

Business/Non-Instructional Operations

System of Accounts

A bookkeeping system shall be used ~~in~~ at Sharon Center School ~~the local elementary school~~ with the implementation of P.P.B.S. (Planning, Programming, Budgeting, Systems) procedures where deemed advisable.

Existing policy, number 3420 adopted 422/03, appropriate as written, except for addition of legal reference.

Business/Non-Instructional Operations

Classification of Expenditures

Expenditures will be both proposed and charged against those budget categories which most accurately describe their purpose. The guide for such classification will be the handbook, Financial Accounting for Local and State School Systems.

Legal Reference: Financial Accounting Classifications and Standard Terminology for Local and State School Systems

Existing policy, number 3432/3433 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Budget & Expense Report/Annual Financial Statement

The Sharon Board Clerk shall submit to the Board of Education a monthly report of disbursements and budget balances at the regular meeting each month, and shall submit an annual report covering the preceding school year.

Legal Reference: Connecticut General Statutes

 10-222 Appropriations and budget.

Existing policy, number 3434 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Periodic Audit

An audit of all accounts of the school district shall be provided for by the municipality in conjunction with the audit of the municipality's accounts and shall be made annually by an independent public accountant selected by the ~~Town of Sharon. Board of Education on recommendation of the Principal.~~

The audit shall include all funds of the district, including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

A sample policy to consider.

Business and Non-Instructional Operations

Accounts

Fraud Prevention

All employees, Board of Education members, consultants, vendors, contractors and other parties maintaining a business relationship with Sharon Center School ~~the District~~ shall act with integrity and due diligence in matters involving school ~~District~~ fiscal resources.

Definition

As used in this policy, “fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to school ~~District~~ assets, including theft of funds, securities, supplies, or other ~~District~~ properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial institutions.
- Violating Board conflict of interest policies.
- Mishandling financial records or school ~~District~~ assets (destroying, removing, or misusing)

Staff Responsibilities

An employee who suspects that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the ~~Principal Superintendent~~ who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate.

The ~~Principal Superintendent~~ shall inform employees with financial/accounting responsibilities of the following anti-fraud standards established by the Board:

1. Sharon Center School ~~The District~~ shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, regulations and court orders of the State of Connecticut and of the United States, as well as Board policy addressing fiscal matters.

Business and Non-Instructional Operations

Accounts

Fraud Prevention (continued)

3. Employees shall practice good stewardship of ~~school~~ ~~District~~ financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:
 - a. Maintaining and protecting school ~~District~~ financial records;
 - b. Performing one's job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
 - c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
 - d. Guarding against misappropriation of assets;
 - e. Refusing to reveal investment activities engaged in or contemplated by the ~~school~~ ~~District~~ to unauthorized persons or agencies; and
 - f. Resisting incentives, ~~and pressures, and negative attitudes~~ that detract from performance of assigned responsibilities.

Internal Controls/Investigations

The ~~Principal Superintendent~~/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the ~~school~~. ~~District~~. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the ~~Principal Superintendent~~/designee shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

- (cf. 3100 – Budget/Budgetary System)
- (cf. 3300 – Expenditures/Expending Authority)
- (cf. 3324.1 – Contracts)
- (cf. 3430 – Periodic Financial Reports)
- (cf. 3434 – Periodic Audit)

Policy adopted:

cps 4/11

Existing policy, number 3440 adopted 4/17/17, appropriate as written.

Business/Non-Instructional Operations

Inventories

On an annual basis, physical inventories will be taken of equipment and textbooks. Such inventories will be made under the direction of the School Principal and the consolidated records will be placed in fireproof storage.

The equipment inventory will list items costing more than ~~two hundred fifty one hundred~~ dollars or having a life expectancy of five years or longer. The list will not include items permanently fixed in the building, such as heaters or lockers. It will serve the functions of both control and conservation through guiding maintenance schedules. New equipment items will be added to the inventory as they are received.

The text inventory will be taken on a room-by-room basis and consolidated on a school wide basis. It will serve as a guide to future purchases and as a prevention of deterioration in storage.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3450 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Monies in School Buildings

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay.

In no case shall monies be left overnight in schools except in safes, or locked in secure places. All activity funds shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Existing regulation, number 3453 approved 5/15/17, appropriate as written.

Business/Non-Instructional Operations

School Activity Fund

Funds Management

Guidelines and regulations governing all aspects of school ~~district~~ fund-raising activities are set forth in this regulation.

The school may maintain student activity funds which shall be administered in keeping with the following policies:

1. Student activity funds shall be expended for the direct benefit of students. In addition to student activity funds, other holding accounts may be established by the Principal as the Principal sees fit and expenditures may be made for the specific purpose for which the fund was established.

The Principal and Administrative Assistant shall establish and be the custodian of said accounts.

2. All activities must remain solvent within themselves in order to continue; however, existing deficits shall be balanced as soon as possible. ~~Adjustments may be made by the Principal to balance accounts at any given time but no more than 10% may be transferred from the building account to another account.~~
3. Checks will be drawn on approved invoices only. The invoice should be signed by the sponsor of the activity and the activity fund bookkeeper. Checks shall be drawn on approved vouchers and signed by the Principal as custodian of the funds or authorized designee. Two signatures are required. No person shall sign checks whose signature is not on file at the bank.
4. No salary for instructional or coaching personnel (athletic or non-athletic) shall be paid from activity accounts.
6. All funds shall be subject to an annual audit by a certified auditing firm.

(cf. 1324 - Solicitation of Funds from and by Students)

(cf. 6145.8 - Activity Funds Management)

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut