

**NEW RICHMOND  
BOARD OF EDUCATION  
BOARD POLICY MANUAL**

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**FISCAL MANAGEMENT GOALS**

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As trustee of state, federal, and community investment in the plant, facilities, and operational funds, the Board has a responsibility for ensuring the wise use of this investment. The Superintendent and Treasurer develop a system of sound financial planning and management to ensure that funds are expended in accordance with plans expressed through the Board budget.

The Board seeks:

1. to engage in thorough advance planning in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and greatest contributions to the education program;
2. to establish levels of funding which will provide high quality education for the students of the District;
3. to use the best available techniques and processes for budget development and management;
4. to establish and implement efficient accounting and fiscal management procedures;
5. to provide timely and appropriate information to the Board and all staff with fiscal management responsibilities; and
6. to provide timely and appropriate financial data and reports to the community.

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Budget planning for the New Richmond School District is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the School District. Budget planning is a year-round process involving broad participation by administrators, teachers, and other personnel throughout the School District.

Although the immediate concern shall be the ensuing fiscal year, the New Richmond School District shall include five (5) years projections of revenues and expenditures in its state required spending plan. Budget planning will be related to District's goals, objectives, and programs. The policy of the Board of Education is to follow the planned projections as closely as possible.

The Board of Education considers the preparation of an annual budget to be an important function. The budget is the financial reflection of the educational plan for the District.

In order to ensure adequate time for the preparation and review of the proposed budget, the Board requests that the Superintendent and Treasurer present to the Board all available information associated with the tax budget by the December meeting. (Budget must be submitted to the County Auditor by January 20th.)

It is the policy of the Board of Education that the adopted annual tax budget represents the position of the Board and all reasonable means shall be employed by the Board to present and explain that position to all residents and taxpayers of the community.

At least two (2) copies of the proposed budget as accepted by this Board shall be set forth in detail in the form prescribed by the Bureau of Inspection and Supervision of Public Offices and shall be filed and made available for public inspection in the office of the Treasurer no less than ten (10) days before its adoption.

The simplified budget shall present:

1. The expenditure in each major category of current expense as well as capital items and debt service;
2. The anticipated tentative change in tax rate;
3. A summary of anticipated receipts;
4. Brief explanations of significant increases and decreases from the preceding budget and important transfers of expenditures from one classification to another; and
5. A listing, in parallel columns, of corresponding items of expenditures for the current fiscal year and the two (2) preceding fiscal years.

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The Board shall provide at least one (1) public hearing of the budget of which public notice shall be given by at least one (1) publication not less than ten (10) days prior to the date of hearing.

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the New Richmond Exempted Village School District (the “School District”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting statements and interpretations issued on or before November 30, 1989, to its proprietary activities provided they do not conflict with or contradict GASB pronouncements. The more significant of the School District’s accounting policies are described below.

**1. Reporting Entity**

The School District is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The School District operates under a locally elected Board of Education (five [5] members) and is responsible for the education of the residents of the School District.

The reporting entity is comprised of the primary government, which consists of all funds, departments, boards, and agencies that are not legally separate from the School District. For the School District, this includes general operations, food service, and student related activities. Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization’s governing board and (1) the School District is able to significantly influence the programs or services performed or provided by the organization; or (2) the School District is legally entitled to or can otherwise access the organization’s resources; the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the School District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the School District in that the School District approves the budget, the issuance of debt, or the levying of taxes. The School District has no component units.

Several entities, which perform activities within the School District’s boundaries for the benefit of its residents, are excluded from the accompanying financial statements because the School District is not financially accountable for these entities nor are they fiscally dependent on the School District. These entities

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include the Boosters Club, Parent Teacher Organizations and Alumni Associations.

The School District is associated with five (5) organizations, two (2) of which are defined as jointly governed organizations and three (3) as insurance purchasing pools. These organizations include Hamilton/Clermont Cooperative Association, the U.S. Grant Joint Vocational School District, the Ohio School Boards Association Workers' Compensation Group Rating Plan, the County Risk Sharing Authority, and the Clermont County Health Trust. These organizations are presented in Notes 13 and 14.

2. Fund Accounting

The School District uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain School District functions or activities. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the School District are grouped into the categories governmental, propriety, and fiduciary.

*Governmental Funds* focus on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following is the School District's major governmental fund:

*General Fund* — The general fund is used to account for all financial resources except those required to be accounted for in another fund. The general fund balance is available to the School District for any purpose provided it is expended or transferred according to the general laws of Ohio.

*Proprietary Funds* are used to account for the School District's ongoing activities that are similar to those found in the private sector where the intent of the governing body is that the cost of providing goods and services to the general public be financed or recovered primarily through user charges. The School District has no major proprietary funds.

*Fiduciary Funds* report on net assets and changes in net assets. The School District's fiduciary funds consist of a private-purpose trust fund and agency funds. The School District's only private-purpose trust fund accounts for scholarship programs for students. These assets are not available for the School District's

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use. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

3. Basis of Presentation

*Government-wide Financial Statements* — The statement of net assets and the statement of activities display information about the School District as a whole. These statements include the financial activities of the primary government except for fiduciary funds. The statements distinguish between those activities of the School District that are governmental and those that are considered business-type activities.

The government-wide statements are prepared using the economic resources measurement focus, which differs from the manner in which the governmental fund financial statements are prepared. Therefore, the governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

The government-wide statement of activities present a comparison between direct expenses and program revenues for each segment of the business-type activities of the School District and for each function of the School District's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and are therefore identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the School District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each business segment or governmental function is self-financing or draws from the general revenues of the School District.

*Fund Financial Statements*— Fund financial statements report detailed information about the School District. The focus of governmental and proprietary financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present sources (i.e., revenues

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and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Proprietary fund operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in total assets.

Operating revenues and expenses generally result from providing services and producing and delivering services in connection with a proprietary fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

4. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements and relates to the timing of the measurements made

The modified accrual basis of accounting is used by the governmental funds and agency funds. On a modified accrual basis, revenues are recorded when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current fiscal year or soon enough thereafter to be used to pay liabilities of the current fiscal year. The available period for the School District is sixty (60) days after fiscal year end. Under the modified accrual basis, the following revenue sources are deemed both measurable and available: property taxes available for advance, interest, tuition, student fees, and grants.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable except for un-matured principal and interest on general long-term debt which is recognized when due. Allocations of cost, such as depreciation, are not recognized in the governmental funds.

Government-wide financial statements are prepared using the accrual basis of accounting. Also, proprietary funds and private-purpose trust fund utilize accrual accounting. Revenues are recognized when earned and expenses are recognized when incurred.

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*Revenues — Exchange and Non-exchange transactions.* Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place.

Non-exchange transactions, in which the School District receives value without directly giving value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes were levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the School District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the School District on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

*Deferred Revenue.* Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria recognition in the current period. In the subsequent period, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Property taxes measurable as of June 30, 2002 which are intended to finance fiscal year 2003 operations, and delinquent property taxes whose availability is indeterminable, have been recorded as deferred revenue. On governmental fund financial statements, receivables that will not be collected within the available period have also been reported as deferred revenue.

5. Budgetary Process

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified.

All funds, other than agency funds, are legally required to be budgeted and appropriated. The primary level of budgetary control is at the fund level. Any budgetary modifications at this level may only be made by resolution of the Board of Education. However, for the purpose of additional analysis, the budgetary financial statements have been presented at the function level.

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*Tax Budget.* Prior to January 15, the Superintendent and Treasurer submit to the Board of Education a proposed operating budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing for all funds. Public hearings are publicized and conducted to obtain taxpayers' comments. The express purpose of this budget document is to reflect the need for existing (or increased) tax rates. By no later than January 20, the Board-adopted budget is filed with the Clermont County Budget Commission for rate determination.

*Estimated Resources.* Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates as determined by the County Budget Commission and receives the Commission's certificate of estimated resources, which states the projected revenue of each fund. Prior to June 30, the School District must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the appropriation measure. On or about July 1, the certificate is amended to include any unencumbered cash balances from the preceding year. The certificate may be further amended during the year if projected increases or decreases in revenue are identified by the School District Treasurer. The amounts reported in the budgetary statements reflect the amounts in the final amended certificate issued during fiscal year 2002.

*Appropriations.* Upon receipt from the County Auditor of an amended certificate of estimated resources based on final assessed values and tax rates or a certificate saying no new certificate is necessary, the annual appropriation resolution must be legally enacted by the Board of Education at the fund level of expenditures, which is the legal level of budgetary control. Prior to the passage of the annual appropriation measure, the Board may pass a temporary appropriation measure to meet the ordinary expenses of the School District. The appropriate resolutions, by fund, must be within the estimated resources as certified by the County Budget Commission and the total of expenditures and encumbrances may not exceed the appropriation totals at the level of control. Any revisions that alter the total of any fund appropriation must be approved by the Board of Education. The Board may pass supplemental fund appropriations so long as the total appropriations by fund do not exceed the amounts set forth in the most recent certificate of estimated resources. The budget figures, which appear in the statements of budgetary comparisons, represent the final appropriation amounts, including all supplemental appropriations. Formal budgetary integration is employed as a management control device during the year for all funds other than agency funds, consistent with statutory provisions. The Board passed supplemental appropriations during the fiscal year.

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*Encumbrances.* As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of monies are recorded as the equivalent of expenditures on the non-GAAP budgetary basis in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. On the GAAP basis, encumbrances outstanding at fiscal year end are reported as a reservation of fund balance for subsequent-year expenditures for governmental funds.

*Lapsing of Appropriations.* At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriation. Encumbered appropriations are carried forward to the succeeding fiscal year and are not re-appropriated.

Legal References: ORC §§9.34; 3315.07; 5705.28; 5705.29; 5705.30

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**BUDGET MODIFICATION AUTHORITY**

**SECTION 5.03**

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Budget

The purpose of the annual tax budget is to identify adequate financial resources for the education program and to provide a basis for accountability in fiscal management. The District budget is also the legal basis for the establishment of tax rates.

Public school budgeting is regulated and controlled by Ohio law and requirements of the Board. A budget is required for every fund that a district uses in its yearly operation.

The Treasurer, Superintendent, and their staffs are responsible for the preparation of the annual budget and presentation of the budget to the Board for adoption.

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If by October 1 the County Budget Commission has not certified all amended certificates of estimated resources to the Board of Education (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriation measure until such time as the certificates are received.

The Treasurer files both the temporary and final appropriations measures at the proper times with the office of the County Auditor.

The Superintendent/designee notifies each school administrator and/or department head of the allocations approved for expenditure.

Budget Modification

Modification authority of funds between line item appropriations within each major fund is granted to the Treasurer. Any transfers permitted by law from major fund to major fund require Board approval. For budgetary purposes, the Board authorizes the legal appropriation authority at the fund level.

Transfers Among Categories

During the final quarter of the fiscal year, appropriations categories are examined, and the year-end status of each is estimated. Before the close of the fiscal year, the Board authorizes the Treasurer to transfer monies from those categories in which a surplus is anticipated into those in which a deficit is anticipated, as permitted by state or federal statutes.

Transfers among funds as permitted by statutes require Board action and may require approval from the Court of Common Pleas and the Tax Commissioner.

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**BUDGET MODIFICATION AUTHORITY**

**SECTION 5.03  
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It is the responsibility of the Superintendent and the Treasurer to examine the appropriations categories and make the necessary recommendations to the Board.

Legal References: ORC §§9.34; 3311.40; 3313.18; 5705.14; 5705.15; 5705.16; 5705.28; 5705.29; 5705.35 – 5705.4121

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**APPROPRIATIONS**

**SECTION 5.04**

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The annual appropriation resolution shall be developed, approved, and filed according to statute and the requirements of the Auditor of the State of Ohio.

The annual appropriations measure may be adopted on or about the first day of July. It must be adopted no later than the first day of October. If the Board wishes to delay the adoption of its annual appropriations measure, it may adopt a temporary appropriations measure until October 1. The temporary appropriations measure may provide for meeting the ordinary expenses of the District and amounts appropriated are chargeable to the final appropriations measure when adopted.

The annual appropriations measure is based on the tax budget and the amended certificate of estimated resources by the County Budget Commission. The certificate of estimated resources is the certification of the County Budget Commission which sets forth the estimated income to be received during the coming fiscal year.

The appropriations measure includes each sum of money that is to be expended for the various functions of the School District during the fiscal year. The appropriations must be so classified as to show separately the sum of money for each fund.

The Board of Education has the authority to transfer from the general fund to another during the fiscal year, provided the total amount does not exceed the actual estimated revenue.

A copy of the annual appropriations measure shall be submitted to the local county auditor.

The plan shall be presented in such detail and form as the Ohio Superintendent of Public Instruction prescribes.

Legal References: ORC §§9.34; 5705.35; 5705.36; 5705.38(B); 5705.391; 5705.41; 5705.45

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Upon receipt of the certificate of the Budget Commission, the Treasurer reports action in reference to the budget and the estimated tax rates to the Board at its next meeting. The Treasurer will also have prepared for the Board's attention the legally required resolution fixing the tax rates as estimated by the Budget Commission. This resolution must then be approved by the Board and the Treasurer transmits the resolution to the Budget Commission.

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**FUNDING PROPOSALS AND APPLICATIONS**

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The Board considers whether to apply for any state or federal grants for which it is eligible. The Superintendent/designee evaluates federally-funded programs and state grants, including their possible benefits to the students in the District and appraises the Board of the worth of each and makes recommendations accordingly.

The District participates to its limit of eligibility in the use of funds provided by the state for the educational benefit of its students.

Legal Reference:      ORC §3313.20

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**BIDDING REQUIREMENTS**

**SECTION 5.07**

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Contracts for construction or demolition of buildings or for any improvements or repairs which exceed \$25,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds ( $\frac{2}{3}$ ) of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$5,000 but under \$25,000 will be based on price quotations submitted by at least three (3) vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter they are public information.

The Superintendent assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Superintendent makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Legal References.: ORC §153.50 – 153.56; 3313.372; 33313.373; 3313.46; 3319.04; 3327.08

Cross References: Requisitions and Purchases  
Requisitions and Purchases — Procedure

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**REQUISITIONS AND PURCHASES**

**SECTION 5.08**

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It is the policy of the New Richmond Board of Education that, when funds are available, all purchases contemplated within the current appropriation and not subject to bid be made in a manner that ensures the maximum value for the District.

The laws of the state and the interest of the community demand fiscal responsibility by the Board of Education in the operation of the School District. Appropriate fiscal controls are hereby adopted to ensure that public monies are not disbursed in amounts in excess of the appropriations provided this District.

All expenditures must be accompanied by a purchase order. Any expenditure that is not accompanied by a purchase order is not legal and is the responsibility of the originator.

Purchase orders for all supplies, equipment, and services shall be issued from the Treasurer's office. The Treasurer of the Board and the Superintendent shall sign all purchase orders.

No equipment or supplies purchased without the proper purchase order will be approved for payment by the Board of Education. The Superintendent of Schools shall make the decision on the final approval of all purchase orders. The Treasurer shall certify that funds for the amount of purchase are available for expenditure, and that the funds have been lawfully appropriated for such purpose.

Legal References: ORC §§3313.37; 3313.46; 5705.12; 5705.41

Cross References: Bidding Requirements  
Payment Procedures  
Requisitions and Purchases — Procedure

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**REQUISITION AND PURCHASES — PROCEDURE**

**SECTION 5.08.01**

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Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuances within thirty (30) days of the certificate and except that, if the amount involved is less than \$3,000, and the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedure for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

In compliance with the State Use Law, the Board directs the Administration to determine if products and services needed by the District may be purchased from the Ohio industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH.

Special arrangements may be made for ordering perishable and emergency supplies.

General

1. The Board designates the Superintendent as the purchasing agent.
2. Only the persons designated by the Board may commit the system to a purchase.
3. The materials, equipment, supplies, and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description as required by the Superintendent, so that the latter may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. It is the responsibility of the Superintendent to make alternate suggestions to the requisitioner if, in the judgment of the Superintendent, the specification would restrict competition or otherwise preclude the most economical purchase of the

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**REQUISITION AND PURCHASES — PROCEDURE**

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required items. In the case of disagreement, either party may refer the matter in accordance with established procedure.

6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The following are designated as “requisitioner”; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, Directors, supervisors, and building Principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
2. Only forms provided by the Treasurer are used for requisitioning.
3. Standard supply lists of commonly used items are jointly developed for all categories or groups of supplies by the Treasurer.
4. Items not specifically included on standard lists are requisitioned on the regular requisition forms.
5. The number of requisitions are kept to a minimum. They are submitted to conform with the purchasing schedule established by the Treasurer.
6. Requisitions are prepared in triplicate, with the pink copy to be retained by the requisitioner.
7. A requisition, to be considered appropriate for processing, meets the following requirements:
  - a. contains adequate information; and
  - b. is approved by and bears the signature of an authorized requisitioner.
8. All approved requisitions are submitted to the Treasurer.
9. After a purchase order has been issued by the Treasurer’s office, the number of the purchase order is recorded on the requisition.

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**REQUISITION AND PURCHASES — PROCEDURE**

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10. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and include the following essentials:
  - a. a specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
  - b. a firm quoted, net-delivered price, whenever possible (unit prices are shown);
  - c. clear delivery instructions, including place and time;
  - d. signature of Superintendent;
  - e. appropriate account code number; and
  - f. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders are numbered and prepared in sets of four (4) copies, each to be used as follows:
  - a. original to vendor;
  - b. copy 2 — sent to the accounting office for encumbrance and later filed alphabetically by vendor; and
  - c. copy 3 — returned to requisitioner, to be returned after certification as to receipt in proper quantity and satisfactory condition. (This copy is filed with the claim form by claim number).
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists which can be handled only by this procedure:
  - a. whenever possible, a purchase order number should be given to the supplier; and
  - b. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number if one was given.

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Legal References: ORC §§3313.46; 3327.08; 5705.41; 5705.412; 5705.44

Cross References: Requisitions and Purchases  
Bidding Requirements

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**SITE ACQUISITION PROCEDURE**

**SECTION 5.08.02**

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When the New Richmond Board of Education determines that land should be acquired for school purposes, it will authorize the Superintendent and Treasurer to discuss the purchase of the property. They may get information about the property from a qualified appraiser and may also get advice about the purchase from an attorney. If an agreement is reached, the Board will authorize the Superintendent and/or Treasurer to acquire the property at the agreed upon price.

If through the efforts of the Superintendent, the Board is unable to reach an agreement with the property owners, appropriation proceedings will begin. The amount of compensation to be awarded to the owners of the land will be appropriated and deposited with the Clerk of the Common Pleas Court when the action is filed.

Legal References: ORC Chapter 163; 3313.37; 3313.39

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**PAYMENT PROCEDURES**

**SECTION 5.09**

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All claims for payment from School District funds will be processed by the Treasurer. Payment will be authorized against invoices supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board of Education.

The Board annually authorizes the Treasurer to pay all bills as received.

The Treasurer will be responsible for assuring that appropriate allocations are observed and that total expenditures do not exceed the amount allocated in the appropriations at all times.

Legal References: ORC §§3313.18; 3315.08; 5705.41; 5705.412

Cross References: Requisitions and Purchasing  
Salary Deductions

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**TYPES OF FUNDS**

**SECTION 5.10  
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Textbook and Instructional Materials Fund

The Board maintains Textbook and Instructional Materials Funds. These funds are accounted for within the District's general fund and are as follows:

Technology	Fund #001-9001
New Richmond High School	Fund #001-9002
New Richmond Middle School	Fund #001-9003
New Richmond Elementary	Fund #001-9004
Monroe Elementary	Fund #001-9006
Locust Corner Elementary	Fund #001-9007
District Curriculum Budget	Fund #001-9009

These funds of the New Richmond Exempted Village School District, Clermont County, Ohio are to be used for the purpose of purchasing of textbooks, and materials to be used at the building level in accordance with the following:

- A. As used in this rule, “textbooks and instructional materials” means textbooks, instructional materials, instructional supplies, instructional software and equipment as those terms are defined in this rule.
1. “Textbooks” mean educational material the publisher of which is registered with the state department of education. “Textbooks” includes textbooks purchased under section 3329.08 of the revised code but excludes supplemental reading materials, library books, and reference materials.
  2. “Instructional materials” means supplemental reading materials, library books and reference materials if made available to students as part of the instructional program or as a supplement to the instructional program.
  3. “Instructional supplies” means items of an educational and expendable nature that are consumed, deteriorated through use, or lose their identity through fabrication or incorporation into different or more complex units and substances.
  4. “Instructional software” means computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line service, electronic medium, or other electronic means of contributing to the learning process. “Instructional software” includes computer operating systems, networking operating systems, applications and licenses used to advance the instructional environment but excludes expenditures for renovations to install computers.
  5. “Equipment” means the tangible items of an educational nature that are not meant for consumption and have an expected life of at least one (1) year. “Equipment” includes, but is not limited to, computer hardware, computer maintenance,

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**TYPES OF FUNDS**

**SECTION 5.10**

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audiovisual equipment, laboratory equipment, blackboards, desks and other comparable instructional aids used as part of an instructional program. "Equipment" does not include buildings, machinery and vehicles except when the machinery and vehicles are used as part of an instructional program.

B. The calculation for the annual set aside for textbooks and instructional materials has been changed effective July 1, 2001. The annual set aside for textbooks and instructional materials will be an amount that is equal to three percent (3%) of the formula amount for the preceding fiscal year multiplied by the district's population for the preceding fiscal year. The formula amount is defined in Section 2217.02 R.C. as the base cost per pupil. For fiscal year 2000 the base cost per pupil was \$4,052 for 2001 it is \$4,294. Student population is defined as the average, daily, full-time equivalent number of students in kindergarten through twelfth grade receiving any educational services from the school district during the first full week in October, excluding students enrolled in adult education classes, but including all of the following:

- Adjacent or other district students enrolled in the district under an open enrollment policy;
- Students receiving services in the district pursuant to a compact, cooperative education agreement, or a contract, but who are entitled to attend school in another district;
- Students for whom tuition is payable.

The Ohio Department of Education will determine each district's student population using data reported to it for the applicable fiscal year. If the school district deposits (or spends) monies into the textbook and instructional material set aside in excess of the required deposit for that year, the Board may deduct the excess amount of money from the required deposit in future fiscal years.

C. The amount set aside for textbooks and instructional materials shall be accounted for within the school district's general fund using a reasonable accounting method. The school district shall appropriate from the amount set aside for textbook and instructional materials and maintain appropriate accounting records for amounts expended.

D. As part of each school district's annual financial report, the school district shall prepare a supplemental schedule pursuant to reporting procedures prescribed by the Auditor of State to demonstrate compliance with this rule. The supplemental schedule shall include the following:

1. The balance of the set aside carried forward from the previous fiscal year;
2. Calculation of the current year set aside;
3. Qualifying expenditures;

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**TYPES OF FUNDS**

**SECTION 5.10  
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4. The balance of the set aside carried forward to the subsequent fiscal year.
- E. Restricted receipts including, but not limited to, School Net or School Net Plus funding received and specific state and federal grants may not be used to meet the amount required to be set aside for textbooks and instructional materials.
- F. The monies set aside as required by division (A) of Section 3315.17 of the Revised Code shall be used solely for textbooks, instructional materials, instructional supplies, instructional software and equipment directly associated with the instruction of students. Uses not directly associated with the instruction of students include, but are not limited to, labor costs of employees, purchased services (other than computer maintenance), costs associated with maintenance of the facilities or items used for administrative purposes. The school district must have a procedure for allocating any cost associated with an item particularly used in the direct instructional program but also used for other purposes. If a procedure is not in place, items purchased for multiple purposes are not allowable uses.

Capital and Maintenance Fund

The Capital and Maintenance Fund consists of all revenues received that would be deposited in the general fund. Money received from a permanent improvement levy may be used to meet this requirement and transferred into the District's Capital and Maintenance, and Permanent Improvement Funds. Money in this fund may only be used as provided by Ohio law.

Whereas, it is considered necessary and desirable to establish a capital improvement (003-0000, 001-9005 and 001-9008) and maintenance funds (003-0000, 001-9005, and 001-9008) in the New Richmond Exempted Village School District, Clermont County, Ohio to be used for the purpose of the following:

- A. As used in this rule, "Capital improvements and maintenance" means the acquisition, replacement, enhancement, maintenance or repair of permanent improvements as those terms are defined in this rule.
  1. "Permanent Improvement" means a permanent improvement as defined under Division (E) of Section 5705.01 of the Revised Code.
  2. "Acquisition" means addition of or assuming possession of an asset.
  3. "Replacement" means the substitution of one asset for another of substantially similar value or quality.
  4. "Enhancement" means the modification of an existing asset that increases its value or life expectancy.

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**TYPES OF FUNDS**

**SECTION 5.10  
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5. “Maintenance or Repair” means the act of keeping a permanent improvement in normal working condition. “Maintenance of repair” includes preventative maintenance, periodic repairs and replacement of parts, structural components and other activities needed to maintain the asset but does not include routine janitorial and utility costs. Any non-routine janitorial cost must be substantiated through a work order.
  
- B. The calculation for the annual set aside for capital and maintenance effective July 1, 2001 equals three percent (3%) of the formula amount of the preceding fiscal year multiplied by the district’s student population for the preceding fiscal year. (Note: The Auditor of State may designate a percentage other than three percent [3%] for the capital and maintenance set-aside calculation. No adjustment to this percentage is anticipated at this time.)
  
- C. In each fiscal year, the school district shall set aside for capital improvements and maintenance the amount required by division (A) of Section 3315.18 of the Revised Code.
  
- D. The amount set aside for capital improvements and maintenance shall be accounted for within the school district’s general fund using a reasonable accounting method. The school district shall appropriate from the amount set aside for capital improvements and maintenance and maintain appropriate accounting records for amounts expended. Any unexpended balance shall carry forward to the subsequent fiscal year.
  
- E. As part of each school district’s annual financial report, the school district shall prepare a supplemental schedule pursuant to reporting procedures prescribed by the auditor of state to demonstrate compliance with this rule. The supplemental schedule shall include the following:
  1. The balance of the set aside carried forward from the previous fiscal year;
  2. Calculation of the current year set aside;
  3. Qualifying expenditures;
  4. The amount of funding received from a permanent improvement levy as authorized under Section 5705.21 of the Revised Code that may reduce the amount of the set aside.
  5. The balance of the set aside carried forward to the subsequent fiscal year.
  
- F. Restricted revenue including, but not limited to, Schoolnet or Schoolnet Plus funding, state aid for bus purchases and specific state and federal grants may not be used to meet the amount required to be set aside for capital improvements and maintenance.

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- G. Acceptable costs for acquisitions, replacements and enhancements of permanent improvements include, but are not limited to: acquisition price; direct materials, labor and overhead incurred during a qualifying project; professional fees necessary amount to complete a qualifying project; site preparation; demolition or removal of any existing assets; freight and handling; and principal included as part of the cost of a capital lease. Acquisitions, replacements and enhancements of permanent improvements does not include debt service on long-term debt whose proceeds were used for capital improvements and maintenance.

Legal References: ORC §§3315.17; 3315.18

Cross References: Board Member Compensation and Expenses  
Budget Planning  
Negotiations  
Textbook Selection and Adoption

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**REVENUES FROM TAX SOURCES**

**SECTION 5.11  
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In an attempt to provide sufficient financial resources, the Board:

1. requests that voters approve adequate local funds for the operation of the District and determines the amount of the individual levies at the time of the initial request, or at the time of a request for renewal or replacement, to yield sufficient revenue for the operating expenses of the District;
2. accepts available state funds to which the District is entitled by law or through regulations of the State Board of Education; and
3. accepts federal funds which are available, provided that there is a specific need for them and that the required matching funds are available.

Legal References: Ohio Const. Art. XII, §2; ORC §§3301.07; 33011.21; 3317.01 – 3317.11; Chapters 5701; 5705; 5748.01 – 5748.06

**NEW RICHMOND  
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**BOARD POLICY**

The finance committee hereby directs that the investing authority of this public entity shall reside with the "Treasurer" in accordance with this investment policy. This policy is designed to cover all monies under the control of the New Richmond Exempted Village Board of Education and those that comprise the core investment portfolio. Notwithstanding the policies detailed below, Chapter 135 of the Ohio Revised Code will be adhered to at all times.

**Board Regulations**

- I. Objectives and Guidelines
  - A. The primary objective shall be the preservation of capital and protection of principal while earning investment interest.
  - B. In investing public funds, the Treasurer will strive to achieve a fair and safe average rate of return on the investment portfolio over the course of budgetary and economic cycles taking into account state law, safety considerations and cash flow requirements.
  - C. The investment portfolio shall remain sufficiently liquid to enable the Treasurer to meet reasonable anticipated requirements.
  - D. The investments portfolio should be diversified in order to avoid incurring potential losses regarding individual securities which may not be held to maturity, whether by erosion of market value or change in market conditions.
  - E. Investments shall be made with the exercise of that degree of judgement 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.
  - F. Bank account relationships will be managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.

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**II. Authorized Financial Institutions and Dealers**

U.S. Treasury and Agency securities purchased outright shall be purchased only through financial institutions located within the State of Ohio or through "primary securities dealers" as designated by the Federal Reserve Board.

Repurchase Agreements shall be transacted only through banks located within the State of Ohio with which the Treasurer has signed a Master Repurchase Agreement as required by O.R.C., Chapter 135.

Certificates of Deposit shall be transacted through commercial banks or savings and loans with FDIC or FSLIC coverage which are located within the State of Ohio and qualify as eligible institutions under O.R.C., Chapter 135.

A list of authorized institutions and dealers shall be maintained with the investing authority. Additions and deletions to this list shall be made when deemed in the best interest of the investing authority.

**III. Maturity**

To the extent possible, the Treasurer will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than up to five (5) years from the date of purchase.

**IV. Derivatives**

Investments in derivatives and in stripped principal or interest obligations of eligible obligations are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index or both, separate from the financial instrument, contract, or obligation itself. Additionally, any security, obligation, trust account or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

**V. Allowable Investments**

The Treasury may invest in any instrument or security authorized in O.R.C. Chapter 135 as amended. A copy of the appropriate O.R.C. section will be kept with this policy.

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**V. Collateral**

All deposits shall be collateralized pursuant to O.R.C. Chapter 135.

**VII. Reporting**

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, maturity date, settlement date, and coupon rate. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities, and all transactions during the month, income received and investment expenses paid, and the names of any persons effecting transactions on behalf of the investment authority.

**VIII. Committee Meetings**

The investment advisory committee will meet at least once every quarter to review the portfolio in terms of security, type, risk and investment return. The Treasurer shall be responsible for maintaining records of all investments and deposits and preparing reports that summarize recent market conditions, economic conditions, economic developments and anticipated investments for the investment advisory committee.

Pursuant to O.R.C. Chapter 135, all brokers, dealers, and financial institutions initiating transactions with the investment authority by giving advice or making investment policy, or executing transactions initiated by the investment authority, must acknowledge their agreement to abide by the investment policy's content.

Legal References: ORC §§135.01; 135.07; 135.14

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**ACCOUNTING AND REPORTING**

**SECTION 5.13**

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The District's accounting system will be in conformance with the Uniform School Accounting System (User Manual) as prescribed by the Auditor of State for the use of School Districts. An adequate system of encumbrance accounting will be maintained. The Treasurer will be responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. Guide the making or deferring of purchases, the expansion or curtailing of programs, and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data;
2. Serve as a guide to budget estimates of subsequent years, and to hold expenditures to the amounts appropriated; and
3. Show that those in charge have handled funds within the framework of law and in accordance with Board policy.

The Board will receive monthly financial statements from the Treasurer. These will show receipts and expenditures, appropriations, balances, assets, liabilities. The Treasurer will also make all other financial reports required by law or by state agencies, submitting them to the proper authorities.

The financial records must be kept for not less than ten (10) years and may only be destroyed in accordance with the provisions of state law and concurrence of the District Records Commission, the Auditor of State and the Ohio Historical Society.

Legal References: ORC §§117.38; 117.43; 3301.07; 3313.29; 3313.32; 3313.94; 3315.04; 3315.13; Chapter 1347; 5705

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**AUDITS**

**SECTION 5.14  
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All handling of District income and expenditures is subject to review in detailed audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's Office.

One copy of the Auditor's Report is placed on file in the State Auditor's Office, and one copy is submitted to the Board of Education. The Board will make the audit available for public inspection.

Legal References: ORC §§117.10; 117.11; 117.12; 117.26; 117.27; 117.28; 3313.29

**NEW RICHMOND  
BOARD POLICY MANUAL**

**INVENTORIES (FIXED ASSETS)**

**SECTION 5.15  
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The Board, as steward of this District's property, recognizes that efficient management and full replacement upon loss require accurate inventory and properly maintained property records.

The District shall conduct a complete inventory every five (5) years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles which retain shape and appearance with use, is nonexpensable and does not lose its identity when incorporated into a more complex unit.

The District shall maintain a fixed asset accounting system. The fixed asset system shall maintain sufficient information to permit:

1. the preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. adequate insurance coverage;
3. control and accountability; and
4. capital maintenance.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Moveable equipment is inventoried by building, floor and room name or number; each item to be listed individually. Any item that has a model number of serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1,500.00 or more and with an estimated useful life of five (5) years or more are tagged and made part of the equipment inventory.

Televisions, VCR's computers and any other items highly susceptible to theft have a permanent number engraved on them.

Audio visual equipment and computer equipment are inventoried through the library with sublisting of location. Each component is inventoried and a number is engraved on each. An accurate official record of textbooks, computer software and library books is kept.

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**INVENTORIES (FIXED ASSETS)**

**SECTION 5.15  
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A computer generated listing of all equipment is supplied to each building and department. This listing is updated annually by the close of the school year. This updated listing is then submitted to the Treasurer's office for computer update.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for computer update.

The Treasurer is assisted by the Treasurer, principals, directors, supervisors and professional and support staffs in the performance of this function.

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**INVENTORIES (FIXED ASSETS)**

**SECTION 5.15  
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Fixed assets shall be classified as follows:

<b>ASSET CLASS/ITEM CODE DESCRIPTIONS</b>		
<i>Code</i>	<i>Avg. Useful Life</i>	<i>Code Description</i>
01LI	20	Land Improvements
01LN	0	Land
02BL	50	Building
02EL	30	Electric and Plumbing
02EV	30	Elevator
02HA	20	Heat & Air Conditioning
02IC	25	Interior Construction
02MD	26	Modular Classroom
02RF	20	Roof Covering
02SP	25	Sprinklers
03AQ	10	Athletic Equipment
03AV	10	Audio Visual Equipment
03BQ	10	Business Machines
03CM	10	Communications Equipment
03CO	5	Copiers
D3CP	5	Computer Equipment
03CQ	15	Custodial Equipment
03CT	7	Carpet
Q3FN	20	Furniture and Accessories
03GQ	15	Grounds Equipment
03HE	10	Home Economics Equipment
03KQ	16	Kitchen Equipment
03LD	0	Leased Equipment
03LQ	10	Lab Equipment
03MB	10	Music and Band Equipment
03MQ	15	Maintenance Equipment
03MS	10	Miscellaneous
03OQ	5	Office Equipment
03SQ	10	Transportation Equipment
03TQ	10	Teachers Equipment
03VT	10	Vocational Technical Equipment
03ZA	0	Antiques
03ZZ	0	Unknown Code
D4LV	0	Leased Vehicles
04SV	5	Licensed Vehicles
05IF	60	Infrastructure
06AS	15	Software Administrative
06IS	6	Software Instructional
06TX	6	Textbooks
06WB	6	Library Workbooks
08CI	0	Construction in Progress

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**INVENTORIES (FIXED ASSETS)**

**SECTION 5.15  
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Classified as land improvements: outdoor bleachers, athletic field fencing, playgrounds, outdoor lighting, underground lines, curbs, sidewalks, gutters, storm sewers, drain systems, perimeter fencing, parking lots, driveways, and underground tanks.

For inventory control all of the following types of equipment will be maintained: office equipment; audio-visual equipment; musical instruments; electronic equipment; and data contractors equipment.

Leased Capital fixed assets shall be identified and recorded on the fixed asset system.

Donated fixed assets shall be valued at their (estimated) fair value on the date received.

Textbooks are considered consumable in nature and will not be indexed and maintained.

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. For insurance purposes fixed assets shall be recorded at replacement cost. The method(s) to be used to estimate historical cost and replacement value for insurance purposes shall be established by class by the appraisal firm and that firm provide the method(s) in writing to the fixed asset manager.

Fixed assets shall be grouped as follows: Group like assets within the same room that collectively meet the capitalization threshold but do not individually meet the threshold.

The purchase of fixed assets, the transfer of fixed assets between buildings and the disposal of fixed assets shall be initiated by the Superintendent, Assistant Superintendent, or Principal and each required to the Treasurer of such. An asset to be disposed of by the sale which has a current value in excess of \$2,000 the amount specified in RC 3313.41 shall be sold by auction, sealed bids, or traded at the discretion of the Board of Education. The Treasurer at his/her discretion, may require any asset, regardless of value to be sold at auction. An auction shall be held at the discretion of the Treasurer when sufficient assets have accumulated to warrant the cost. The Treasurer shall establish a minimum acceptable prices for assets sold at auction.

Depreciation shall be recorded for fund fixed assets using the method of straight line basis and be recorded for fixed assets. Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets, in accordance with GASB #34. This is a decision of management. The salvage value used shall be zero.

Prorate convention states that fixed assets are acquired throughout an accoutering period and, likewise are disposed of throughout an accounting period. The decision as to when depreciation begins or ends is as follows:

For newly acquired assets, one-half ( $\frac{1}{2}$ ) year depreciation is calculated in the year of acquisition and one-half ( $\frac{1}{2}$ ) year in the year of disposal.

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**INVENTORIES (FIXED ASSETS)**

**SECTION 5.15**

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Other options pertaining to these depreciation issues are available. The decision as to which options are used should be based on the ease in maintaining them with the fixed asset system as well as its intended use for any specific option, for example, depreciation based on the actual month of acquisition.

Unless otherwise noted, the following information shall be maintained for all fixed assets; description; asset clarification (land, building, equipment, etc.); identification or tag number; location (building/room); purchase price or historical cost; vendor or contractor (or self-constructed); date purchased (estimated or actual); voucher number; estimated useful life; replacement cost; accumulated depreciation; method of acquisition — purchase, trade-in, lease, donated, etc; fund and functions; whether the asset is covered by a maintenance agreement; who the maintenance agreement is with; when the maintenance agreement expires; manner of asset disposal — trade-in, sale, auction, used for parts, scrapped, etc.; if the asset is not in use or held for sale; serial number; item categories; secondary tag number; model number; condition.

Legal References: ORC §§117.38; 3313.41

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**INSURANCE MANAGEMENT**

**SECTION 5.16  
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The New Richmond Board of Education has the responsibility to maintain an adequate and comprehensive insurance program covering its building and grounds, fleet of school busses, and individuals discharging responsibilities for the District.

The Superintendent will have the responsibility of administering the total insurance program.

The School District will make efforts to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

Legal References: ORC §§9.83; 9.90; 3313.201; 3313.202; 3313.203; 3327.09; 3917.04

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**WORKERS' COMPENSATION**

**SECTION 5.17  
PAGE 1 OF 1**

All work-related injuries and occupational illnesses, no matter how minor, must be immediately reported to one's immediate supervisor.

The District contributes to the Ohio Workers' Compensation Fund which provides medical and disability benefits to employees for work-related injuries or occupational diseases. These benefits are governed by the Workers' Compensation Law of the state of Ohio.

In order to receive these benefits, the employee must complete the appropriate claim forms as supplied by the state (the Treasurer's office keeps a supply of some of the more commonly used forms). Supervisors are available to assist in completing claim forms.

Because medical insurance carriers do not provide medical benefits for work-related injuries or occupational diseases, the employee must obtain Workers' Compensation benefits from the state in order to get medical bills paid for those related expenses.

If the employee has sick leave credits available from the District and is medically unable to work, he/she may use his/her sick leave accumulation for work-related injuries or occupational diseases until they are exhausted before applying for the state disability benefits. Additionally, in lieu of using sick leave benefits, an employee may apply for the state benefits and save leave accumulation. In no event will the employee be eligible to use the state disability benefits and sick leave accumulation at the same time.

The employee who does not use sick leave benefits for a disability, and/or chooses to utilize the disability benefits provided by the state, must apply, in writing, for a leave of absence without pay in order to maintain employment status with the District. This leave may be for the period of disability but cannot exceed two (2) years.

During a leave of absence without pay, the employee may be continued on the rolls of the medical insurance provider by payment of the carrier's monthly charge for insurance. Payment must be made to the District's Treasurer by the 15th of the month preceding the first day of the month premiums are due. Failure to make these required payments will result in cancellation of the employee's coverage.

The District reserves the right to require a medical physician's certification of an employee's ability to return to work to perform the duties of his/her position. Additionally, the employee may be required to submit to a medical physician's examination if he/she has had habitual or excessive absenteeism, appear to be unable to perform the duties of the position, or for verification of the nature and extent of any absence.

Legal References: ORC Chapters 4121 and 4123.01

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**WORKERS' COMPENSATION — PROCEDURE**

**SECTION 5.17.01**

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When confronted with an employee claiming a disability under the Workers' Compensation system, the New Richmond Board of Education should consider making a reasonable accommodation that would allow the employee to continue performing the essential functions of his/her job.

When submitting information to the Bureau of Workers' Compensation or the Industrial Commission, the Board should include:

1. Copies of the employee's job description showing the essential functions;
2. Related medical records; and
3. Any offer of reasonable accommodation.

The Board should provide the same information to any examining physician or other appropriate, licensed practitioner.

Legal Reference:      ORC §4123.90

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**BONDED EMPLOYEES AND OFFICERS**

**SECTION 5.18  
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At the time of appointment or reappointment of the Treasurer and Superintendent, the Board of Education will authorize the Treasurer to execute a bond in an amount determined and approved by the Board. The bond must be deposited with the President of the Board, and a certified copy must be filed with the County Auditor. The premium will be paid by the Board.

A blanket bond will also be provided for all school employees who handle school funds and all Board members.

Legal References: ORC §§3.06; 131.18; 3313.25; 3313.83; 3319.05; 5705.412

**NEW RICHMOND  
BOARD POLICY MANUAL**

**PAYROLL SCHEDULE**

**SECTION 5.19**

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The most substantial payment of public funds of the operation of the School District is that which is made to the employees of the New Richmond Board of Education for services rendered. To ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

All employees shall be paid twenty-six (26) pay periods per year or twenty-seven (27) when applicable.

Each two-week pay period shall begin on Saturday, 12.01 a.m. and continue two (2) weeks hence, ending on Friday at midnight. Paychecks will reflect salary earned during the pay period ending two (2) weeks prior to each pay day.

Specific payroll and payday times will be published at the beginning of each school year.

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board.

Each motion of the Board to employ or reemploy on a contractual basis (e.g., for a fixed period of time) shall include:

1. The name of the individual
2. The position title
3. The step on the salary schedules or hourly rate
4. The term of the contract
5. Whether on a limited or continuing contract basis

Each motion of the Board to employ on a temporary basis (e.g., by the hours or day) shall include:

1. The name of the individual
2. The position title
3. The rate of pay

The Board shall record, in its minutes, all actions with regard to resignation, retirement, death, or discharge of all employees or the non-reemployment of a teacher. Each such action shall include the name of the employee and the date upon which salary or wages will terminate.

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BOARD POLICY MANUAL**

**PAYROLL SCHEDULE**

**SECTION 5.19  
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Legal References: ORC §§9.40; 9.41; 9.42; 9.43; 3313.18; 3315.08; 3317.12; 3317.13;  
3317.14; 3319.081; 3319.082; 3319.36; 4117.01 et seq.

Negotiated Agreement References:

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**SALARY DEDUCTIONS**

**SECTION 5.20**

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Except for deductions for absence not covered by paid leave or those required by law, salary deductions will be allowed only upon authorization by the employee and approval by the Board of Education.

The following deductions are required:

1. Federal, state, and local income tax;
2. The employee's share of retirement contribution according to current rate as set by law;
3. Absence not covered by paid leave; and
4. Medicare deductions in accordance with federal law.

Voluntary deductions will be in accordance with negotiated agreements and/or Board policy.

The New Richmond Exempted Village School Board of Education will make provisions for staff members to voluntarily participate in a Tax-Sheltered annuity and/or deferred compensation plan under the following guidelines, which were adopted solely for the operating convenience of the Board of Education and not for the purpose of establishing a plan or otherwise to grant employees rights in addition to those provided under State or Federal Law.

1. The company(s) offering the annuities, deferred comp, or the custodial accounts must be approved and licensed to do business in the State of Ohio for the purpose of providing such benefits under IRC Section 403, 457, 401A, Public Law 87-370 or any equivalent income tax law.
2. Any company or custodian seeking to procure business in the school district must file a formal request with the Office of the Treasurer. The request shall include:
  - a. Certification that the company or custodian has been approved by the Commissioner of Insurance for the State of Ohio;
  - b. Certification that any such company or custodian and soliciting agent thereof agrees to comply with all the administrative rules and procedures issued by the Board;
  - c. Certification that such company or custodian has a minimum number of at least five (5) employees or one percent (1%) of the total number of employees (whichever is greater) not to exceed fifty (50) employees. When the number of annuities falls below this participation level, additional annuity contracts will not be accepted until the total number of

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**SALARY DEDUCTIONS**

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annuities is returned to five (5) or one percent (1%) of the total employees whichever is greater;

- d. Newly hired employees who were actively participating in a 403(b) or a 457 plan through their previous employer will be able to establish a billing with that company or custodian. But said company/custodian must abide to 2(c) above as well as all other rules herein if they desire to procure additional business in the school district.
3. The company or custodian must indemnify the Board of Education through a Hold Harmless Agreement as provided by the Board. The company/custodian shall abide by all Board policies and procedures as well as all Internal Revenue codes relative to and consistent with Code Sections 403 and 457 (e.g., minimum distributions and excessive contributions).
  4. The following documents must be properly completed and filed with the Board Office of the Treasurer thirty (30) days prior to the effective date:
    - a. Certification of the Company or custodian as required in Paragraph 2(a)(b)(c) hereof;
    - b. The salary reduction agreement in duplicate. Said agreement shall be provided by the Board. The effective date shall be the first of the month;
    - c. The company or custodian must provide a maximum exclusion allowance calculated on all salary reduction agreements entered into by the parties which includes the employee, employer and the company/custodian. The company/custodian shall agree to be responsible for all costs, expenses, fees and damages incurred by the Board and/or participate in connection with the implementation and administration of the plan by reason of a challenge to the maximum exclusion allowance computed for any participant of the Plan as a result of the companies or custodians negligence;
    - d. Any company/custodian accepting a transfer or rollover of funds shall be required to abide to paragraph 4(c);
    - e. The employer will assist the company/custodian in providing STRS and SERS information as well as any Section 125 information needed as well as the employees years of service with current employer. In addition, the school district will provide the company/custodian the amount of the salary reduction currently in force as well as the type of deduction 403(b), 403(b) with incidental life insurance protection and/or a 457 deferred compensation plan.

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5. Premiums or contributions will be limited to not less than five dollars (\$5.00) per pay period. Contributions over this amount shall be in even dollars per pay period.
  - a. No partial contribution or premium payment will be made. If for any reason the contribution or premium payment is not available at salary reduction time to transmit to the company/custodian when due, the employee will be notified.
  - b. The employee is personally responsible for any additional changes such as loan repayment and interest as a result of executing any contractual agreement. It is the responsibility of the company/custodian to advise the Board Treasurer regarding failure of repayment for tax reporting purposes. Although it is still the responsibility of the company/custodian to issue all applicable 1099's.
6. In the case of any contract providing incidental life insurance, the insurance company shall furnish the employer and employee with notification of such an arrangement. The company shall also furnish the employer the guaranteed monthly retirement benefit at the employees normal retirement age as well as the amount of the incidental life insurance protection elected by the employee. In addition, the company will furnish the employer at the end of each calendar year, with a statement of the cost of this insurance for Internal Revenue purposes. This statement must be provided to the employer not later than December 27<sup>th</sup> of each year; whereas, the employer can prepare employee W-2's and all other applicable reports.
7. An annuity change requires the completion of a salary reduction agreement. It is understood that an employee may enter into more than one salary reduction agreement with the employer each tax year. So long as such change conforms to Internal Revenue Code and all other applicable law.
8. A salary reduction agreement may be made by written request at any time during the year.
9. A salary reduction agreement may be discounted by the employee provided that no less than fifteen (15) days notice has been given to the employer. The employee may be permitted to enter into a new salary reduction agreement in the same year provided they meet the requirements of Nos. 7 and 8 above.
10. The Board may restrict or limit contributions on behalf of employees to the extent that the total contribution for an employee would exceed the applicable IRC 402, 403, 415 or 457 limits, any subsequent federal regulations or determination that would otherwise subject the salary reduction to income tax.

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11. It is understood that employee contributions exceeding the IRC limits would be currently treated as income and may be subject to additional taxes, interest and penalties. It is the intent of the Board of Education to instruct the companies/ custodians as well as the employees of the Board to act in a prudent manner in all salary reduction agreements.
12. The Treasurer will certify that no other salary reduction agreements have been made during any applicable tax year that would be in conflict with IRC regulations for purposes of 403 and or 457 reductions.
13. The Treasurer shall be authorized to sign and execute on behalf of the Board all documents necessary to effect said purchase and indemnify the Board.
14. The Board of Education shall assume no liability in connection with the purchase or subsequent investments of any such contracts. The Board does not endorse any one plan.
15. The Board of Education will assess processing fees against the company/custodian for administration costs incurred from operating the annuity/ deferred comp salary reduction agreements and subsequent deductions forwarded to the company/custodian. This processing fee shall be six dollars (\$6.00) annually per participating employee. The Board of Education shall also charge a one time administration fee of one hundred dollars (\$100.00) from each new company added to the plan. The processing fee shall be effective on January 1, 1998 and each company/custodian shall be billed appropriately on each February 1<sup>st</sup> thereafter. The company/custodian shall remit the amount within thirty (30) days of the date of billing.
16. The Board has entered into an agreement with Annuity Compliance Specialists, Ltd. to review our current plan, and to administer our compliance program on an annual basis. Therefore, it is understood that Annuity Compliance Specialists, Ltd. or the Board will communicate the Board's policy and procedures and secure the hold harmless agreements from the companies and custodians as per our agreement with Annuity Compliance Specialists, Ltd.

In cases when a teacher is absent from duty and there is no sick leave applicable, or when the absence is unauthorized, the salary deduction for each day of unauthorized absence will be based on the current salary divided by the number of employee workdays in the official school calendar as adopted by the Board of Education. In no case will the salary of the substitute be deducted or will a teacher be allowed to employ and pay for the substitute.

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**SALARY DEDUCTIONS**

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When a specialized employee is absent from duty and there is no sick leave applicable, or the absence is unauthorized, salary deduction for absence will be made on a per diem basis in accordance with the required work year for that particular job classification.

Legal References: ORC §§9.41 – 9.43; 9.45; 9.80; 9.81; 9.90; 145.37; 148.04; 3307.51; 3315.08; 3917.04

Cross References: Professional Staff Leaves and Absences  
Support Staff Leaves and Absences  
Payment Procedures

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**STAFF EXPENSE REIMBURSEMENTS**

**SECTION 5.21**

**PAGE 1 OF 1**

School District personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the District upon submission of a properly filled out and approved voucher with such supporting receipts as required by the Treasurer. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Board of Education and within the limitations of state law.

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes, luxury services or accommodations, tips, sales tax, liquor, or other extraneous expenses will not be considered prudent, nor will they be accepted. Original receipts must be submitted for reimbursement.

Legal References: ORC §§3313.12; 3313.20; 3315.15

Cross References: Staff Development Opportunities  
Attendance at Professional Meetings and Guidelines for Travel Expenses

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**INTEREST ALLOCATION POLICY**

**SECTION 5.22  
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Interest shall be recorded as earned to the following funds:

1. General Fund;
2. Food Service Fund;
3. Expendable and Non-Expendable Trust Funds.

Interest shall be calculated based upon the month and balance for each fund as mentioned above.

Interest for Non-Expendable and Expendable Trust Funds shall be posted yearly.

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**TUITION**

**SECTION 5.23  
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It is the policy of the New Richmond Board of Education not to accept tuition students.

Legal References: ORC §§3311.211; 3313.64; 3317.08; 3323.141; 3327.06

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**STUDENT ACTIVITY ACCOUNTS**

**SECTION 5.24**

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It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate cocurricular and extracurricular activities of the student body organization. These controls will be in compliance with the State Auditor's Circular.

A student account will be established if the student activity program is one of the programs adopted by the State Department of Education as authorized by Section 3315.062 of the Revised Code. Existing programs will be continued from one year to another as long as the program remains on the State Department's authorized list and a proper activity budget has been completed.

The Principal will identify the teacher/sponsor and recommend that person to the Superintendent to be approved by the Board of Education as being the person legally responsible for a student activity account. This person will be known as the teacher/sponsor and will sign the activity budget. The teacher/sponsor will be responsible for all monies that are deposited to the student activity account, any merchandise purchased for fund raising, and shall ensure that expenditures are within the approved budget. The teacher/sponsor will be bonded and the cost of the bond will be paid by the Board.

Each sponsor will establish an activity budget annually, and may involve individual student officers or other staff members if so desired. This budget will show the purpose of the activity account, the anticipated revenue sources, and the estimated expenditures. This document will become a part of the budget and appropriations that the Treasurer files with the county auditor. The activity budget can be revised as necessary during the school year. The Treasurer will approve these budgets annually and submit a list of all activity accounts, active for the next fiscal year, to the Board at its July meeting.

All student activity programs will follow the "Guidelines to Student Activity Fund Accounting," Circular AUD-0019. The Treasurer will have the authority to enforce the guidelines of Circular 81-9 to see that the required internal control procedures are followed, and to see that the activity accounts are handled with sound fiscal management.

Any dormant account, being defined as an activity account that has had no activity for a period of one (1) year, will become the property of the Board and the account balance will be transferred to the general fund.

Outside Organizations: The Board will recognize outside organizations as follows:

1. Athletic Boosters
2. PTO Council(s)
3. Board Boosters
4. Alumni

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**STUDENT ACTIVITY ACCOUNTS**

**SECTION 5.24  
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The above outside organizations are adult groups organized solely for the support of school programs and have permission to use school facilities for their meetings and activities as long as they comply with all Board of Education policies. In addition, these groups will request permission of the Principal to seek student involvement in group fund raising.

At all times, student involvement is optional and cannot be used to determine students' organizational or academic rating.

The money raised by these organizations will not be considered public money, unless the organization makes a donation to a particular school or activity account. These donations shall be reflected as anticipated revenue in the budgets of the individual activity account.

The organizations shall make financial and activity reports to the Board at the end of the first semester and the end of the school year.

Legal References: ORC §§3313.20; 3313.51; 3313.53; 3313.811; 3315.01; 3315.062;  
3317.024

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BOARD POLICY MANUAL**

**PHILOSOPHY**

Student activities are an integral part of the total educational program; and therefore are the responsibility of the school. The value and merit of student activities are found in their contribution to the board objectives of secondary education, as well as the needs of students. A well planned activity program should enrich the curriculum, provide new learning experiences, promote interest in classroom work and improve school moral and discipline.

Participation should help the student to self-realization, human relationships, economic understanding and civil responsibility. It should give the student an opportunity to discover personal interest and abilities, and aid in self development. The invaluable experiences available through the student activity program can be attained through no other means.

Guidelines: The board must authorize by resolution, recorded in the official board minutes, those student activity programs it wishes to be operational.

Prior to the performance of any financial transaction by an authorized student activity, a budget must be submitted and approved by the superintendent and treasurer for the current school year.

Projects for the raising of student activity money must contribute to the educational experience of pupils and shall not conflict, but add to the instructional program.

Student Activity money is to be expended to benefit those currently in school who have contributed to the accumulation of money.

Money derived from the student body as a whole should be expended to benefit the student body as a whole, and not benefit a special group.

Student activity money should not be used for any purpose which represents an accommodation, loan, or credit to board of education employees or other persons.

No student body organization will be obligated for purchases made by students, faculty, and others unless authorized by school officials.

Prior to the performance of any financial transaction by an authorized student activity, a budget will be submitted and approved for the current school year.

All sources of revenue will be approved by the superintendent and treasurer and must be included in the student activity group's current year budget.

Monthly and annual financial reports for student activities will be prepared by the treasurer and submitted to the Board of Education as part of the treasurer's financial report.

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Funds will be accounted for by fund, function, receipt code, object and special cost center in accordance with Chapter 117-2, Ohio Administrative Code.

Student Activity Funds are public funds having been received by public officials under color of law. (Revised Code 117.10)

When a student activity group disbands, the fund balance remaining in that group's account shall be contributed to the New Richmond Exempted Village Board of Education General Fund. This stipulation must be included in each activity group purpose clause.

Exception — A class may desire to make a specific gift to the district or to its building upon graduation. If this is the case, the gift should be identified in the purpose clause and budget of that class. Gifts must be accepted by the Board of Education.

A graduating class, if it is the desire of its members, transfer the balance in its account to the incoming freshman class to assist that class in its efforts of fund raising.

The guidelines for student activity programs in audit circular 0019 will be adhered to by the New Richmond Exempted Village School District and will become part of our policy.

Duties and Responsibilities:

**Superintendent:** The Superintendent is responsible for administering all board policies, except those required of the Treasurer. The responsibility for the development and control of student activity programs rests with the Superintendent or his designee.

**Treasurer:** The Treasurer of the Board of Education will be the Treasurer of all student activity monies. The Treasurer shall have sole responsibility and authority for the enforcement of accounting procedures and internal control procedures, including supervision of the annual internal audit, to be conducted to verify compliance with Board of Education policy and requirements.

The Treasurer may delegate an employee to receive custody of student activity program monies.

**Cashiers:** Board employees assigned as building cashiers shall be under the supervision of the Treasurer for their cashier responsibilities and shall be bonded.

**Building Principals:** The building principals or their designated administrator, shall be responsible for all aspects of the student activity program in their building. These responsibilities include, but are not limited to, approval and supervision of all expenditures, fund raising sales, ticket sales, proof of cash, and a program and cash control mechanism to assure efficient and safe management of these programs. Other responsibilities may be assigned by the Superintendent as the need arises.

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**Activity Program Treasurer:** Each student treasurer will keep an accurate record of all monies received and deposited with the building cashier; an accurate record of all expenditures, and shall make periodic reports to the activity group as required by the groups' bylaws.

**Activity Sponsor/Athletic Director:** Activity sponsors/directors, under the direction of the building principal, will be responsible for:

1. Preparing annual budget of the activity group, to be submitted annually to the Superintendent and Treasurer for their approval.
2. Supervising activities of the activity group.
3. Preparing all necessary documentation associated with student activity receipts and expenditures.
4. Keeping accurate records of all transactions and balancing said records with monthly financial reports from the Treasurer.
5. Any other duties assigned by the principal or other authorized administrators.
6. Other duties and responsibilities as referenced a listed in the job description.

**MANAGEMENT OF STUDENT ACTIVITY PROGRAMS AND FUNDS**

**Annual Budget and Purpose Statement:** Each sponsor/advisor shall submit an estimated budget to the building principal by May 1<sup>st</sup> of each year for the following year's activities. The building principal shall be responsible for assuring the preparation of these estimated budgets and for approving them prior to their submission to the Superintendent and Treasurer.

- The budget shall include a list of all anticipated revenues and expenditures and shall be prepared on a Student Activity Budget Form.
- The budget must be amended if receipts are greater than or less than projected or if expenditure items or purposes are changed.
- Expenditures cannot be made by the organization until appropriations are approved by the Board of Education and proper purchase order procedures are followed.
- Said budget must adhere to the board approved purpose clause which shall encompass the reason for the group's existence, its aspirations, future goals and how the goals and aspirations can be achieved.
- Budgets must be retained by the group sponsor and student activity treasurer for comparative data for succeeding years.

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**STUDENT ACTIVITY PROGRAM FUNDS**

Fund #200 and #300: The Student Activity Program Fund #200 includes activities which have students involved in the management of the program. The student managed programs exists to help with the promotion of the general welfare, education and moral of all students and to finance the normal and legitimate co-curricular activities of student organizations.

The Student Activity Program Fund #300 includes activity programs which do not have student management. The program exists to help with the promotion of participation in athletic programs and other similar programs.

The board recognizes the need for various groups and activities to generate and expend funds to fulfill their purpose. The superintendent and the treasurer shall be responsible for approving annually the purposes and budgets of each activity program and shall designate all approved budget expenditures as meeting the public purpose intent of the Ohio Constitution for the expenditures of these funds. The board will also support these activities to the extent which finances permit, but in no instance to exceed five tenths of one percent of the annual budget.

The board delegates the responsibility for development and control of activity programs to the Superintendent, or the Superintendent's designee, and establishment, functioning, internal controls of the activity fund to the Treasurer. In addition, the Board delegates the authority to the Superintendent to approve amendments to activity fund budgets each year.

The Superintendent shall approve guidelines for the proper operation of all activity programs.

The dissemination of the guidelines shall be the responsibility of the Superintendent and the Treasurer.

Principals, fund sponsors, staff members, student representatives and other individuals with duties affecting student activities will familiarize themselves with and assure compliance with, those portions of the manual pertaining to their duties. These individuals and the district treasurer and the treasurer's staff members, must deal with these guidelines in a sincere spirit of cooperation and shall perform their functions in a complete accurate and timely manner. Those individuals responsible for activities with fund account will receive their financial operations and cash position monthly.

**Prohibited Expenditures:**

Equipment, supplies, forms, postage for curricular or for classroom use or for district business.

Repairs and maintenance of district owned equipment or property.

Salaries for service which are the responsibility of the district or for district assignments.

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All items for personal use. Jackets or clothing, which when worn by a particular group, present a uniform appearance to the public may be purchased with student activity monies provided the items are returned to the district at the end of the season or school year and an up to date inventory kept.

Voluntary gratuities (tips).

Contributions to fund raising drives for charitable organizations. However, a student group whose purpose, as approved by the Board of Education, is to make a specified contribution to a specific charity is permitted to make such contributions. Contributions must be made from earned funds as no Board of Education tax monies may be used for this purpose.

Memberships that benefit individuals.

All other expenditures not included in the purpose clauses and budgets approved by the Board of Education.

Internal Controls — Purchasing: All purchases for activity funds are to be made through the use of approved purchase orders. All invoices will be paid with a check issued on the signature of Treasurer, provided the invoice is related to a previously approved purchase order.

Checks will not be issued to reimburse any individual who has purchased supplies without an approved purchase order, nor will any invoice received without an approved purchase order be paid with district funds. The individual who made the purchase must pay the invoice.

Purchase orders are to be originated by the group sponsor or the staff member in charge of a 200 or 300 fund account. These individuals must sign the requisition.

The requisition will be checked with the approved budget of the group involved. If the purchase is for items not covered by the budget, the purchase order will not be approved, and will be returned to originator. The originator must include on the requisition what line item (activity or project) of the project budget this requisition is covered. When going through this procedure the sponsor realizes there is not an approved activity in the approved budget to expend these monies then a budget amendment must be submitted.

If the requisition is approved, the purchase order will be processed as follows:

White Copy: mailed to the vendor, or returned to the originator for pick up of the requested items

Yellow Copy: retained by the District Treasurer.

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**Pink Copy:** returned to the person who originated the order, upon receiving the order, verify all goods have been received and return the pink copy and any shipping documentation to the Treasurer's Office in order to pay the vendor.

**Green Copy:** returned to the buildings for distribution to the building principal/dean of students and the activity sponsor.

**PAYMENT FOR SERVICES**

**Contracted Services:** Services which are contracted for with an outside group, vendor, or individual, such as dance bands, disc jockeys, yearbook, etc. must have a signed contract before providing these services. The Treasurer will sign these contracts for the activity.

Upon completion of the contracted services, a voucher check will be issued from a purchase order, which was approved at the time of the signing of the contract. All checks will be mailed to the vendor or individual. No checks will be issued the night of the event.

**Cash Payments:** There will be NO cash payments, all payments made will be via a warrant issued by the Treasurer.

**Emergency Purchases:** If you believe you have a situation which constitutes an "emergency" purchase, you must adhere to the following procedure:

An emergency purchase will qualify under certain situations and **ADMINISTRATIVE APPROVAL IS REQUIRED BEFORE ANY PURCHASE IS MADE OR ORDER PLACED.**

Determine an approximate cost of the item(s) in your emergency purchase.

Consult the Superintendent for approval. After receiving the Superintendent's approval, contact the Treasurer for authorization to place the order and to receive a purchase order number. Note: The Superintendent is the purchasing agent for the district and the Treasurer must certify availability of funds.

After you receive approval, complete requisition at this time.

Place your order and forward the requisition to the Treasurer's office for processing.

If materials are to be picked up locally, be sure to obtain a sales receipt and deliver it to the Treasurer's office within twenty-four (24) hours, or on the next regular workday.

This policy is for emergency purchases only and the Purchase Order Procedure for routine purchases will be strictly enforced. If an invoice is received and the purchase has not been properly generated through the regular purchase order process or through the "emergency" process as described above, it will be declared an "Illegal Purchase" and will become the

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financial responsibility of the originator of the purchase. The invoice will be returned to that person for payment.

Any abuse of this policy will result in termination.

Cash in School Buildings: Monies collected by District employees and by student treasurers will be handled with prudent business procedures, in order to demonstrate the ability of district employees to operate in that fashion and to teach such procedures to students.

All monies collected will be received and accounted for, and directed without delay to the proper location for deposit. Monies are deposited every twenty-four (24) hours.

In no case, shall money be left overnight in school buildings.

All money received for payments or sales must be turned in to the office daily.

No check cashing from school funds is permitted. This includes substitution checks for cash.

No checks can be accepted with a future date on them.

If someone wants to pay with a bill larger than there is change available for do not accept the payment. Instruct the payee to get change and return.

Do not hold checks for future deposit.

If you have any questions or think you have an exception to the rule contact the Treasurer's Office.

Receipts: Each deposit of money brought to the cashier must be accompanied by a Payment Record Form (SA011). The top portion must be completed by the activity sponsor, teacher, or whomever is depositing the money.

Do not accept any check that is dated thirty (30) days prior to the date of receipt.

Procedure:

- The depositor retains a copy for his/her records.
- The cashier retains a copy.
- A copy is filed with the district treasurer.
- Names of students paying the fee, sales cost, admission, etc., should be listed and the amount paid shown.
- The "Total Collected" amount must be completed.
- The person depositing the money must sign the form.

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This form becomes a receipt for the students or persons who tender money to a teacher or sponsor, even though no copy is given to the individual. It becomes a verification documents for the cashier of money received from various staff. This document must be retained for audit purposes.

A pre-numbered receipt form will be issued from the building student activity clerk to the Treasurer.

The depositor receives a copy for his/her records and it must be attached to a copy of the Payment Record Form for audit purposes.

Losses of Cash/Assets: The advisor must report the loss to the building principal or dean of students immediately.

The building principal or dean of students will notify the Superintendent and Treasurer and contact the proper authorities if necessary.

The advisor and building principals/dean of students will submit a written report within forty-eight (48) hours of the loss to the Superintendent and the Treasurer, and a copy of any report which may have been filed with authorities.

Change Funds: An advisor must include in their budget if a change fund will be needed and for what events in their budgets.

The advisor will complete a change fund request and submit it to the building principal for approval.

The building principal approves and forward to the Treasurer's Office five (5) working days prior to need.

The Treasurer will issue a check to the advisor.

The advisor will deposit the change with the student activity clerk at the conclusion of the event.

Cash Advance: The advisor must complete a cash advance form and requisition at least five (5) work days prior to need.

The requisition will go through the normal purchasing process.

The Treasurer will issue a check to the advisor.

The advisor will obtain receipts necessary to document expenditures.

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Immediately upon return from the activity, the advisor/coach will return excess cash and complete an expense report.

Ticket Sales: Tickets must be used for all athletic events, dances, or any other event which charges admissions.

Advisors can pick up the tickets and ticket accountability form from the student activity clerk.

The advisor will complete the ticket accountability record at the conclusion of the event and will return the unused tickets and cash to the activity clerk.

Sales Project Quick Reference: Prepare a Sales Project Request form and submit it to the building principal or dean of students, wait and receipt approval from the Superintendent, Treasurer, or Board of Education if necessary.

Conduct the sale following purchasing procedures and cash procedures.

Keep records on distribution of goods, payments received, inventory, returns, etc.

Complete the sale project report and submit it to the building principal or dean of students within ten (10) days after conclusion of the project. All items ordered must be accounted for.

Legal Reference: ORC §§3313.20; 3313.51; 3313.53; 3313.811; 3315.01; 3315.062; 3317.024

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BOARD POLICY MANUAL**

**SURPLUS CLASS ACCOUNTS**

**SECTION 5.25  
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It is the policy of the Board of Education that class funds shall be raised to finance class activities, special class projects, and gifts to the school as approved by the majority of the class while in school.

No funds shall be raised or any residue funds shall be used for class reunions or parties, and any monies not allocated by the class prior to graduation shall revert to the general fund.

Legal Reference:     ORC §3315.062

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**ENERGY CONSERVATION**

**SECTION 5.26**

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The New Richmond Board of Education believes that measures should be taken to conserve energy in order to protect our natural resources and to minimize the District's expenditures as our costs for energy continually increase. The Superintendent, supported by the school staff, will develop and implement operating procedures to reduce energy consumption in the schools. The Board also directs the Superintendent and the staff continually to assess the consumption of energy and make recommendations for improved use of energy resources.

One component of the district's energy management plan will be an energy audit conducted within one (1) year prior to or subsequent to adoption of this policy. The purpose of the audit will be to provide the schools with guidelines for energy efficient and economical operation. The energy audit will take into consideration:

1. Type of construction of the building.
2. Mechanical systems (heating, cooling, ventilation).
3. Lighting and use of glass.
4. How the school is used (during the day, after school, evenings, weekends).
5. Utility bills or measurement of fuel consumed.
6. Local weather.
7. Age of buildings.
8. Floor space.
9. Amount of insulation.

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Gifts, grants, or bequest will be accepted by the New Richmond Board of Education provided the conditions of acceptance do not remove any portion of the control of the School District from the Board.

Any person or organization desiring to give a gift, make a grant or a bequest to the Board should contact the Superintendent who will submit the request to the Board.

Propositions giving funds, equipment, or materials to the school with a “matching” agreement or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with or experience related to the Board’s policy of standardizing materials and equipment in the District.

Whenever the School District has an established project, contributions that would reduce the cost or would hasten the completion will be welcome.