

Minidoka County School District No. 331 Board Policies

BUSINESS OPERATIONS

Budget Planning

Policy Code No. 801.11

The Superintendent of Schools of the Minidoka County Joint School District No. 331 has been delegated the responsibility for coordinating the development of the Budget. Such Budget should become the financial plan for meeting the educational needs of the District.

Provisions:

The following provisions are to assist in the development of the Budget:

- As delegated to the Superintendent, the Budget planning process may involve the cooperation of individuals at all levels of the district as well as sources from outside the District.
- Educational needs will be given top consideration and should involve the number and assignments of classroom teachers, special service personnel, administrators, technology and clerical personnel, maintenance and custodial personnel, and transportation and food service providers.
- Clear and careful allocation of dollars for instructional supplies, equipment, technology, books, inservice, etc. must be made.
- The careful allocation of funds for providing a safe environment for all people is imperative.
- Estimates of revenues shall be in accordance with the Idaho code and expenditures shall be based on needs within projected enrollments and state and local allotment formulas.
- The District welcomes information relative to the development of the budget and it shall be open to inspection once placed on the state forms.

Budget Preparation

Policy Code No. 801.21

The Budget of the Minidoka County Joint School District shall be prepared in compliance with the time frame and using the forms as required by law and authorized by the Idaho State Department of Education.

Provisions:

The following provisions are applicable to this policy:

- The Superintendent will have ultimate responsibility to assure the Annual Budget is prepared according to law.
- It is anticipated that the Superintendent will involve others in assisting in the development of the budget.
- The previous years' budget will serve as a data base to review in assisting in the preparation of the budget.
- A plan of educational objectives may accompany the budget annually in order to assure clear identification of goals. The proposed revenue and appropriations will be developed upon a realistic, carefully estimated description to meet those goals.
- The budget will be proposed using the Idaho State Department of Education Budget forms.

The Board of Trustees of Minidoka County Joint School District No. 331 believes that the annual Budget should be prepared so all interested parties can become acquainted with the budget through proper review and hearing procedures.

Provisions:

The annual budget will be opened for review as per the following:

- The Superintendent shall cause the budget when completed to be on file in the District Office for those desiring to review it.
- The Superintendent shall inform the Teacher's Association of the completed budget and will review it with the Association leaders, if requested.
- A public hearing will be held consistent with law regarding the tentative budget. Such public hearing will be held consistent with the time and place set for such hearing in the official public notice.
- The presentation of the tentative budget will be made by the Superintendent or designee.
- Those in attendance may ask questions, make suggestions or comments, or register objections to the tentative budget or any of its respective components.
- The Annual Budget Hearing shall be held as per Idaho statutes.
- Nothing precludes the Board of Trustees from officially adopting the budget at the conclusion of the Public Hearing.

Consistent with Idaho Statutes, the Board of Trustees of Minidoka County Joint School District No. 331 shall adopt an approved budget after the public hearing.

Provisions:

The following is applicable:

- In order to have an official budget adopted prior to the commencement of the next fiscal year, it is incumbent for the Board to officially adopt such budget upon completion of the Public Budget Hearing.

The Board of Trustees of Minidoka County Joint School District No. 331 acknowledge that even with the greatest of care in budget development, there will be occasions when either due to legal requirements, emergencies, or program changes during a fiscal year transfers of funds may become necessary.

Provisions:

The following provisions are to assist:

1. In the development of the annual budget, foreseen transfers should be included as an integral part of the budget adoption process.
2. During the course of the year the transfer of funds between major budget classifications may be made upon compliance with law and approval by the Board of Trustees. Such changes may be approved as a part of an annual revision process, or as determined to be needed by the Superintendent and Board of Trustees.
3. Transfer of funds within major budget classifications may be made upon approval of the Superintendent in accordance with Idaho statutes.
4. Principals have the authority to transfer funds within their general fund discretionary budget between the following categories: travel, supplies, contracted services, equipment, telephone, textbooks, transportation, and salaries. These transfers will be in accordance with affording top priorities to needs for teaching supplies and texts.

The Board of Trustees of Minidoka County Joint School District No. 331 adopts the following procedures for purchasing personal property and constructing, repairing or improving real or personal property to assure the wise and appropriate use of public funds placed in its control by issuance of purchase orders for all purchases within the District. Purchase orders may be obtained by electronically submitting a requisition to the District Office by authorized personnel at each site.

Requirements:

To assure consistent and orderly expenditure of funds, the following requirements apply:

1. Definition of terms used in this policy are:
 - a. "Invitation for Bids" The formal Notice as required by Idaho code, Section 33601.
 - b. "Invitation for Quotations" Informal method of obtaining comparable prices from suppliers or vendors.
2. The District's budget will contain fund allocations for purchasing of specific items.
3. To assure that consistency and wise management is provided, the Administration is to use the following purchasing requirements based on estimated value of items:
 - a. Except for the purchase of curricular materials as defined in section 33118A, Idaho Code, or purchases in cooperation with the division of purchasing or cooperative agency established pursuant to chapter 23, title 67, and/or sections 33315 through 33318, Idaho Code, no contract for the construction, repair, or improvement of any real property, or the acquisition, purchase or repair of any equipment, or other personal property necessary of the operation of the School District of Twenty five Thousand Dollars (\$25,000) or more may be executed without following the legal bid process as required by section 33601, Idaho Code. All requests for bids must have a complete set of written specifications submitted to the District Treasurer, who will initiate the bid process.
 - b. Purchase of a single item, or a collection of items, whose total value would fall between Five Hundred Dollars (\$500.00) and Twenty five thousand dollars (\$25,000) will be handled by the following procedures:
 1. Specifications will be developed, outlining number of units desired, minimum specifications, quotation date and other pertinent information.
 2. Specifications will be provided to local vendors and individual companies having previously expressed a desire to receive such notices or to be permitted to provide quotations. Every reasonable attempt will be made to also ascertain those companies which may be best able to provide a competitive quotation, with notice sent independent of whether or not they have formally expressed a desire to submit a quotation.
 3. A reasonable timetable (of within 5 days) is established for receiving quotations, permitting adequate but not excessive time for formulating an appropriate quotation by prospective vendors. It will be left to the discretion of the Principal or Supervisor or designee to determine the length of time between specification and the receiving of quotations.
 4. A summary of the quotations received will be compiled by locations. This information is to be submitted on the attached "Quote Form". Such compilation of quotations received will be sent to those vendors submitting quotations only upon request.
 5. The Administration is authorized by this policy to accept the lowest responsible quotation meeting all specifications as long as minimum of (3) competitive quotations have been received. If three quotations are not obtained, the Administration must get authorization from the Superintendent or designee for that specific purchase. All quotes will be kept at the building location and periodically copies will be requested from District Office.
 - c. Items estimated to cost Five Hundred Dollars (\$500.00) or less, collectively or individually, will be purchased by the District's Principals or Supervisors in accordance with good business practices and do not require quotes.

1. In making any purchase as per © above, the District will make such purchases from vendors located within the boundaries of the District unless local vendors are not available, or the total amount of purchase order is 10% above outside vendors quote.
- d. Verification of all new vendors will be performed to assure the district is conducting business with a legitimate entity. The site requesting a new vendor will complete a new vendor form that is provided by the Accounts Payable Department. The requested vendor will be approved by the Accounts Payable Supervisor after the following conditions are met:
 1. Verify that the item cannot be purchased economically from any of the current vendors on the Master Vendor List.
 2. A contact by the Accounts Payable Supervisor to the requested vendor to verify terms of billing and obtain a list of business references.
 3. Verification by the Accounts Payable Department that the vendor is in good standing with the Better Business Bureau or comparable agency.

After all conditions are met, the Accounts Payable clerk will sign the New Vendor form documenting all information verified. This vendor will be added to the Master Vendor List for access by all sites. All New vendor forms will be filed in the District Office for future reference.

EMERGENCY CLAUSE FOR ABOVE MAY BE IMPLEMENTED IF IT INVOLVES THE SAFETY OR WELL BEING OF THE STUDENTS, OR REQUIRING IMMEDIATE EMERGENCY ACTION WHICH CANNOT BE DELAYED FOR THE TWENTY FOUR HOURS TO OBTAIN REGULAR PURCHASING AUTHORIZATION. A VERBAL APPROVAL BY THE SUPERINTENDENT MUST BE OBTAINED THROUGH PHONE OR RADIO BEFORE THE PURCHASE CAN BE MADE.

4. No bids, or quotes, or purchases will be solicited or accepted from any Trustee or spouse of a Trustee of the District except as provided by sections 181361 or 181361A, Idaho Code, or from any employee or spouse of an employee unless specifically authorized in advance by the Board of Trustees of the District. Consistent with the District's intent to operate with full disclosure, it will be required that these individuals and all individuals submitting bids or quotations file a completed Related Party Transaction statement with the accounting department at the District Office. A copy of the said statement is attached and made part of this policy. Additionally, no employee of the District may personally receive any pecuniary interest, gain benefit, gift or gratuity in return for the District making a purchase from, or entering into a contract with, any individual, vendor, supplier or other entity.
5. When the School District purchases equipment or other tangible property, and the equipment or other tangible property being purchased will replace equipment or tangible property then owned by the District, such property of the District should be used as a trade in, unless it can be demonstrated to the satisfaction of the Superintendent the retention or disposal by other means of said property being replaced will be in the best interest of the School District. To advance the District's desire for positive public relations, supervisors and administrators of the District are prohibited from buying back said traded in items from the vendors or agencies from which the purchase of replacement equipment or tangible property was made, without providing prior notice to the Superintendent, or the supervisor's or administrator's intent to purchase the trade in item from the vendor or agency.
6. The Board of Trustees may accept and award contracts involving the District to businesses in which a Trustee has a direct or indirect interest, provided that the procedures set forth in Idaho Code section 181361 or 181361A are followed.
7. Voided purchase orders will be returned to the District Office for proper accounting, if such are voided prior to being sent to the vendor. If, after being sent to a vendor, it is determined to rescind or void the purchase order, then an official letter must be sent to the vendor notifying that the purchase order is to be considered canceled or voided. A copy of the letter will be attached to the voided purchase order and provided to the Accounts Payable Clerk for accounting.
8. Packages/boxes are to be counted by the district employee receiving merchandise from the delivery person, recorded on a delivery check in form, and secured in a locked area. The merchandise should be distributed as soon as possible by the principal or his/her designee following verification according to the packing slips. If not immediately distributed, the merchandise must be immediately placed in a

secure locked location or room by the district employee receiving the merchandise, until it can be distributed. The

packing slips are to be initialed by the principal or his/her designee verifying each item has been received in good condition, note damage, dated and where stored. Packing slips are to be compiled and compared to the invoice each month by the bookkeeper, and filed at the location for any future reference.

9. It is the responsibility, when an item is received, to have it checked and verified by the building principal, supervisor or designee. When the item is determined to be complete and approved, the invoice is to be sent with a copy of the purchase order to the District Office to the attention of the Accounts Payable Clerk. All such completed invoices should be received by the District Office prior to the seventh calendar day of each month and be included in that month's bills payable by the Board.
10. The intent of the purchase order process is to provide internal control and timely processing of the purchase order to assure the earliest payment of bills. All purchase orders must be approved prior to placing order or making purchases.
11. The Superintendent shall review this policy annually with all District office, building administration and supervisory staff.

Accounts Payable Procedure

Policy Code No. 803.33

It is the policy of Minidoka Co. Joint School District #331 that bills or invoices for payment of goods or services will be submitted to the district office, along with supporting purchase orders and other documentation after being reviewed and signed by the appropriate administrative personnel. All suppliers must render invoices for materials, supplies, services, and equipment after delivery to the school. Invoices should be mailed to the district's Accounts Payable office.

The Accounts Payable Supervisor will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

Accounts Payable will place invoices on a voucher, reconcile and balance the voucher, post the voucher to the general ledger, print the checks and then submit a signed payment request to the treasurer for deposit.

All bills received by the accounts payable office through the 10 th of the month will be accepted, certified for payment, and paid within thirty (30) days of receipt of bill, unless a contract specifies other payment arrangements. As an operating procedure, the board will receive each month, a bill report and a travel report listing all the invoices in for payment from schools and departments funds. The reports will be certified as correct and approved for payment by the school board at the regular board meeting held each month. Actual invoices, statements and vouchers will be available for inspection by the school board.

There will be exceptions at times requiring a special check run released prior to approval:

These exceptions are when the following conditions exist:

1. Travel per diems, hotel monies, or registration costs that are required to be paid in advance, that may fall before a regular board meeting and/or were not available for the previous regular board meeting.
2. Fingerprinting, sales taxes or insurance payments that have a due date required by the state that is prior to the regular board meeting and were not available for the run at the regular board meeting.
3. Postage or Petty cash that will create a shortage, if not reimbursed prior to the normal regular run.
4. Invoices that incur finance charges, such as credit card purchases and utility bills that were not received by the District Office in time to make the regular run for that months regular board meeting, that are dated the month prior and will cause a past due notice and an unfavorable rating on the Dun and Bradstreet monitoring scope.
5. Scholarship checks for college classes that begin prior to a regularly scheduled board meeting and are too early to release at the July board meeting.
6. Any emergency invoice, such as contracted services, that is authorized by the Superintendent.

It is the policy of the Minidoka County Joint School District No. 331 to receive and properly account for all funds of the District. All funds received and/or disbursed by any agency of the District, including any and all District transactions, shall be accounted for carefully and accurately and shall conform to generally accepted principals of governmental accounting.

The Superintendent or designee shall be responsible for receiving and properly accounting for all funds of the District.

All funds received and/or disbursed by any agency of the District, including any and all District transactions, shall be accounted for carefully and accurately; shall conform with generally accepted principles of governmental accounting providing for the appropriate separation of accounts, funds, and special monies, and shall be done in a manner that is easily reviewed and lends itself to auditing. The following guidelines are intended to be used for compliance with this policy.

Administration Office:

1. A pre numbered receipt shall be issued immediately at the time of receipt of the check, money order, or currency. Interagency checks will be receipted except for employee checks, which will be receipted, based upon tally sheet verifying a check for each employee. The receipt and monies are to be delivered to the treasurer for recording and depositing. Small amounts such as library fines (less than \$5.00 per transaction) may be recorded on a daily batch basis rather than individual receipts. Food service receipts may be handled by computer and reconciled by number of trays and tickets. Pre numbered admission tickets may be used for games, dances, etc.
2. Deposits should be made on a daily basis, if at all possible.
3. Deposits or money collected by the District Office shall be made only at banks or other depositories approved by the Board and subsequently designated by the treasurer of the District.

School Offices:

1. A pre numbered receipt shall be issued immediately at the time of receipt of the check, money order or currency.
2. Deposits should be made on a daily basis, whenever possible. Whenever receipts equal \$250.00 or more, a deposit must be made on that day.
3. Except for holding accounts, all monies are due to the District Office within one day of receiving funds, with the school administrator or designee obtaining a receipt for the funds before leaving the District Office. All funds are to be turned in to the District Office on a monthly basis.

The Board of Trustees of Minidoka county Joint School District No. 331 hereby adopts the following policy regarding the acquisition, use, disposal and management of property, equipment, buildings, facilities and other capital outlay items under their jurisdiction and control.

This policy is to provide guidance for the safeguarding, stewardship, efficiency and effectiveness of use, and accountability of school district resource invested in fixed assets.

The following requirements will be met:

1. **Definition**
The term "capital outlay" refers to the buildings, improvements, machinery, equipment, furnishing, facilities, property and other resources purchased or otherwise acquired by the district to be utilized in accomplishing the district's goals for a period of time that extends beyond one (1) budget period and is over \$500.00.
2. **General Responsibility for Capital Outlay**
School district personnel at all levels are responsible to the Board of Trustees for the safeguarding, stewardship, efficiency and effectiveness or use, and accountability for the capital outlay items under their jurisdiction and/or control.

3. **Acquisition of Capital Outlay**
Unless otherwise determined by the Board of Trustees, building principals, program directors, and grant administrators shall be deemed to be responsible for assuring that capital outlay items under their control have been acquired in accordance with applicable statute, regulation and policy.
4. **Utilization of Capital Outlay**
The use of capital outlay assets shall be in accordance with all applicable federal, state, local and school district statutes, regulations, and policies. All district personnel shall share the responsibility for assuring that district capital outlay items are used efficiently and effectively in accordance with district policy to achieve the goals and objectives of the district.
5. **Disposal of Capital Outlay**
The disposal of all capital items requires board approval and shall be in accordance with all applicable federal, state, local and district regulations and policies.
6. **Accounting and Reporting of Capital Outlay**
 - a. Accounting and records for capital outlay and fixed asset transactions shall be maintained in such a manner as to provide information to promote sound fiscal management.
 - b. Definition of Fixed Asset: Fixed Asset is a capital outlay item with a value in excess of \$5,000.00.
 - c. The district supervisors and principals shall be responsible for an annual physical inventory which shall be compared to the previous year's inventory. The fixed asset portion of each inventory will be confirmed using the district fixed asset reports.
 - d. The fixed assets system will be maintained by the Treasurer.
7. For the purpose of complying with the new GASB 34 reporting requirements, it will be necessary to adjust the fixed asset reporting of the district. Fixed assets shall be reported as follows:
 - a. Buildings: All buildings constructed or purchased and/or additions to existing buildings shall be listed as a fixed asset at historical cost and depreciated over 30 years.
 - b. Equipment: Equipment purchased by the district with a value in excess of \$5,000.00 shall be listed as a fixed asset at cost using the following chart.

Asset Class	Examples Est.	Useful life
Sprinkler/Fire System	Fire suppression system	25
Outdoor equipment	Playground, radio towers Fuel tanks, pumps etc.	20
Machinery and Tools	Shop & Maintenance Equip, tools	15
Custodial Equipment	Floor scrubbers, vacuums, other	15
Kitchen Equipment	Appliances	15
Science/Engineering	Lab equipment, scientific app.	10
Furniture & Accessories	Classroom and office furniture	20
Business Machines	Fax, duplicating & Printing equip	10
Copiers		5
Communication Equip	Mobile, portable radios, non computer	10
Computer Hardware/Software	PCs, printers, network etc.	5
Audio Visual Equip	Projectors, cameras (still and digital)	10
Athletic Equipment	Football, Weight machines, mats	10
Musical Instruments	Pianos, string, brass, percussion	10
Library Books	Collections	5
Grounds Equipment	Mowers, tractors, attachments	15

- c. Vehicles: Vehicles purchased by the district with a value in excess of \$5,000.00 purchased within the last 10 years shall be listed as a fixed asset at depreciated value.

Disposal of District Property

Policy Code No. 902.5

It is the policy of the Board of Trustees of Minidoka County Joint School District No. 331 that the proper procedures will be taken for the disposal of district property. This process will concur with the laws of the State of Idaho and the policy and procedures of the State Department of Education.

Procedures for disposal are as follows:

1. Any item recommended for disposal must first be declared surplus property by the Board of Trustees. A disposition of Assets form must be submitted to Central Office three weeks prior to the month board meeting.
2. All items valued at \$500.00 or over must be appraised and the item sold by sealed bid. Notice of sale must follow Idaho code 33402.
3. Items under \$500.00 may be sold at the discretion of the Board of Trustees.

Energy Conservation Program

Policy Code No. 904.00

The Board of Trustees of the Minidoka County Joint School District recognizes that every reasonable effort should be made to conserve energy and natural resources. We also believe that this commitment to sensible financial and resource management will be beneficial to the students, staff, and taxpayers of our district. Judicious use of the various energy and water systems at each school and building site shall be the objective of this program.

Implementation of this policy shall be the joint responsibility of the Board of Trustees, administration, teachers, staff, and students, and the success of this program will be dependent upon the helpful cooperation of every member of our district's community. An "Energy Conservation Specialist" will be selected and hired to direct this program. The district's administration shall support the Energy Conservation Specialist's efforts to implement, direct, monitor, evaluate, and report progress or needs in relation to the conservation of various forms of energy and natural resources.

The Energy Conservation Specialist (ECS) will maintain accurate records of resource consumption and related costs for each facility on a monthly basis. The ECS will regularly conduct usage audits at each site and provide recommendations for potential savings. Data from each school and site will be reviewed at least quarterly by the administration and presented to the Board of Trustees. The ECS will be responsible for developing individual campus conservation guidelines and procedures to ensure the successful implementation of the program. Emphasis will be placed upon optimizing comfort level in each facility for both the regular school day and for district approved before and after school programs. The Trustees will regularly review reports on the progress of the program and the level of cooperation shown by the administrators and staff at each facility.

The ECS will also work closely with the Maintenance Supervisor to conserve energy while continuing to comply with applicable codes and standards on all projects. Energy and water efficiency shall be a major consideration in the new construction and renovation of the district's facilities and the ECS will be responsible for developing or researching relevant payback analyses for projects designed to reduce utility expenses and resource usage.

Medicaid Reimbursement Program

Policy Code No. 907.01

The Medicaid Program is established by the State of Idaho to reimburse a portion of the medical expenses incurred by the District on behalf of Special Education students who qualify for these services.

Revenue is generated through reimbursement for services such as speech and language, occupational and physical therapy, transportation, developmental therapy and personal care.

School districts are allowed to be reimbursed 69.13% of allowable billing rates.

The expenditures of this program shall not exceed the revenue generated. Expenditures for this program are recommended as follows:

- 61% Basic Operating Expenses Salaries and benefits for billing clerk and business coordinator, mileage, equipment, utilities and office space.
- 30% Therapist Services Salaries and benefits for therapy services provided by district personnel.

9% Reserve A reserve of at least 9% of generated revenues will be established this year with a targeted reserve of \$20,000 in subsequent years. This reserve will be maintained to cover unanticipated revenue shortfalls. Any funds remaining in excess of this reserve shall be applied to the contracted therapy services the district has paid for.

Idaho State Law:

Budget Preparation and Hearing (Idaho Code 33-402, 33-801, 63-802A)

Prior to May 1st of each year the District must set and notify the County Clerk of the date, time and place of its public budget hearing.

No later than 28 days prior to the annual meeting the board of trustees shall have prepared a budget in form prescribed by the Superintendent of Public Instruction, and shall have called or caused a public hearing on the budget to be held.

A copy of the budget must be available for examination by the public from the time the notice is given until the date of the hearing. The copy must be available at all reasonable times in the administrative offices of the school district or at the office of the clerk of the district.

Notice of the budget hearing must be posted and published as prescribed in Idaho Code 33-402. Such notice shall include a summary statement of the budget for the ensuing year. The statement shall be in such form, as the State Superintendent of Public Instruction shall prescribe. It must show the amounts budgeted for all major classifications of income and expenditures, with total amounts budgeted for salary and wage expenditures in each classification shown separately. The statement shall also show amounts budgeted for the current and ensuing years and shall show amounts expended for the two (2) previous years for the same classifications for purposes of comparison.

The purpose of the budget hearing is to provide district patrons an opportunity to express their opinions to the board. District patrons do not actually vote on the budget at the hearing. However, if the budget requires a levy in excess of that allowed by statute for maintenance and operation, an election on the levy question is required.

Board Approval of the Budget (Idaho Code 33-801)

The final approval of the budget is a formal action by the board of trustees. The board may approve the budget as presented to the patrons, or it may modify the budget to reflect patron opinion expressed at the hearing.

Final board approval of the budget shall be made at the public hearing in June or at a special meeting held within 14 days.

A copy of the approved budget must be submitted to the State Department of Education no later than ten days following the adoption. **Certification of Levies (Idaho Code 33-802, 33-804, 33-805, 33-807, 33-1103, 63-805)**

By the Thursday before the second Monday of September in each year, the board of trustees shall certify to the board of county commissioners the amount of revenue that must be raised by local taxes. A copy of the budget that was adopted at the public hearing shall be submitted with the tax certification form. The certification must be made in dollars and, with the exception of emergency levies, shall reflect the same dollar amounts of general maintenance and operation or supplemental levy revenues as approved within the adopted budget. Regardless of the dollar amount certified by the district, the county commissioners cannot authorize a levy that will raise more dollars than the amount certified, even though such percentage does not reach the maximum allowed by law and/or special election.

Adjustments to Approved Budget (Idaho Code 33-701)

It may be necessary for the board of trustees to adjust the approved budget during the fiscal year. Such adjustments may result from an increase in revenue or because of an emergency that requires a change in expenditures. The board is authorized to periodically review the school district budget and to make appropriate adjustments.

However, this section of the code specifically prohibits adjustments in revenue derived from general and supplemental maintenance and operation levies.

Budget adjustments should be made to reflect changes in revenue from sources such as federal funds, driver education funds, emergency levy proceeds, state foundation program support, and migrant levy proceeds.

Budget adjustments for expenditures may be necessary in order to provide for unforeseen emergencies such as roof replacement, the addition of teachers because of increased enrollment, and other situations not anticipated when the budget was approved.

The process for formal approval of the District's amended current year budget is the same as is described for adopting the next year's budget.

The District's financial management system requires that expenditure requests include a valid budget number in order to be processed. In addition, the expenditure will not be processed by the system unless it is within the approved and available budget amount.

The District's accounting system is designed to automatically provide timely information concerning the uncommitted balance of appropriations and unrealized revenues. This type of accounting system is said to be an encumbrance type system. The system is in "real time" which provides instant updating of each transaction. Therefore, current budget status information may be obtained from the system at any time.

Budget adjustments are allowed for a portion of the budget year. Principals and administrators have control to adjust their budget discretionary line items. Changes in the adopted budget such as additional program budgets and increases to program budgets ultimately require Board approval as a part of the District's annual budget amendment process.

