

PART I

GENERAL RULES

- 7.01 Travel authorization and reimbursement
- 7.02 Salaries
- 7.03 Preparation and distribution of payroll
- 7.04 Employee payroll deductions
- 7.05 Salary corrections
- 7.06 Facsimile signatures

- 7.07 Payment of professional membership dues
- 7.08 Communication devices
- 7.09 Investment of temporarily idle funds
- 7.10 Purchasing
- 7.11 School construction bids

- 7.12 Purchasing manual
- 7.13 Inventories and property records
- 7.14 Petty cash funds and change funds
- 7.15 Group insurance, health insurance, other programs, and retired personnel benefits
- 7.16 Bonded personnel
- 7.17 Anti-fraud
- 7.18 Donations and gifts to school district

- 7.19 Vending machines
- 7.20 School pictures

- 7.21 Budget amendments
- 7.22 Payment on construction contracts
- 7.23 Recognition and public relations expenditures
- 7.24 Moving expenses
- 7.25 Audit committee
- 7.26 Reports and forms control
- 7.27 Vehicle utilization by school district employees
- 7.28 Lease-purchase agreements – debt service ratio
- 7.29 Fund balance

PART II

SCHOOL INTERNAL FUNDS

- 7.30 School internal funds defined
- 7.31 Authorization
- 7.32 Administrative duties and responsibilities
- 7.33 General principles and operational responsibilities

7.01 TRAVEL AUTHORIZATION AND REIMBURSEMENT

The provisions of this rule shall apply to school officials and all personnel of the district school system who travel on authorized official business.

- A. Travel expenses shall be limited to those expenses necessary in the performance of a public purpose and may be reimbursed up to the thresholds prescribed in Section 112.061 Florida Statutes. Effective July 1, 2008, the reimbursement rates shall be \$6 for breakfast, \$11 for lunch and \$19 for dinner while the mileage reimbursement rate for all in-county and out-of-county travel, using a private vehicle, shall be set at the standard mileage rate established by the Internal Revenue Service each calendar year.
- B. All travel must be approved in advance by the Superintendent or his designee on the District's approved form.
- C. No mileage shall be paid for trips from home to worksite or worksite to home.
- D. School Board Members shall be paid according to allowed travel expenses as authorized in School Board Policy 7.01(A), except that travel from the Member's residence in performance of public duty shall be paid computed to and from the place of meeting or function and return, at the established mileage rate.
- E. The request for out-of-state travel should be submitted to the Superintendent at least two (2) weeks prior to the trip.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 112.061, 1001.39(2) F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 8/9/05, 9/23/08

7.02 SALARIES

All regular part-time and temporary employees of the School District will be paid in accordance with the duly adopted salary schedule.

- A. All salary checks shall show the deductions made for withholding tax, retirement, and for any other authorized purpose.
- B. No salary for any pay period may be paid to an employee until all reports are made as provided in School Board Policy 2.11 and the prerequisites as provided in School Board Policy 3.02(A) have been met.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1001.42(5); 1011.60(4); 1012.53, F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.03 PREPARATION AND DISTRIBUTION OF PAYROLL

- A. Payroll shall be submitted for all employees of the District and shall be properly signed by an administrative employee or designee.
- B. Payroll checks, direct deposits, and warrant distribution dates shall be established administratively and shall be distributed according to the Board approved salary schedule.
- C. Distribution of literature to employees via payroll checks shall be in accordance with School Board Policy 2.04.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.60 F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.04 EMPLOYEE PAYROLL DEDUCTIONS

- A. All payroll deductions not required by law or by School Board policy shall be executed or terminated only with the written request of the employee. Written requests may be submitted via electronic means.
- B. Any employee entrusted with any property or funds of the District, inclusive of but not limited to, items such as keys, uniforms, computer equipment, or electronic communication devices, shall render and return such property upon termination. Failure to do so shall be reported to the Superintendent for recovery through a payroll deduction to the extent allowable by law.
- C. It shall be the duty of each principal or administrative supervisor to secure full payment for all uncollectible checks (NSF) issued by District employees payable to district programs. In the event that the principal or administrator is unable to secure full payment of the outstanding debt, the matter shall be reported to the Superintendent for recovery through a payroll deduction.
- D. Any deduction from payroll pursuant to this policy shall be in accordance with the requirements of law, including the Fair Labor Standards Act.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.60, 1012.31, 1012.67, F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.05 SALARY CORRECTIONS

Amounts overpaid to employees shall be recovered in accordance with established payroll procedures. These procedures shall be in accordance with the requirements of law, including the Fair Labor Standards Act.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.60(4) F.S.
Adopted: 5/22/01, 10/14/03, 9/23/08

7.06 FACSIMILE SIGNATURES

- A. The facsimile signature of the chairperson of the Board and the Superintendent may be affixed to instruments of payment and as otherwise authorized by a Board resolution in accordance with Section 116.34(3), F.S.
- B. The authority for the use of the facsimile signatures shall be granted by the Superintendent and the responsibility for appropriate and legal use shall be placed upon the person or persons so designated.
- C. The vice-chairperson of the Board shall have no authority to sign warrants or school documents except when required to assume the duties of the chairperson, in which case he/she shall be legally empowered to sign such warrants and other legal documents as the chairperson would be empowered to sign. The vice-chairperson may use a facsimile signature.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 116.34(3), F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.07 PAYMENT OF PROFESSIONAL MEMBERSHIP DUES

The Superintendent or his/her designee may authorize the expenditure of budgetary funds to provide professional or institutional membership to non-profit educational and community organizations which serve a public or educational purpose.

If the membership is an individual membership, then the membership must be transferrable to the School District.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1001.42(10)(j); 1011.06(2) F.S.
Adopted: 5/22/01
Amended: 10/14/03, 9/23/08, 9/23/08

7.08 COMMUNICATION DEVICES

All School District owned communications devices are provided for District use. The Superintendent shall develop procedures that govern the distribution and accounting for communication devices provided to staff for use in connection with School District business or which are owned by or in the possession of the School District.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1001.32, F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.09 INVESTMENT OF TEMPORARILY IDLE FUNDS

When the School District has funds, including school activities funds not needed for immediate expenditure, such funds shall be invested in a manner that is generally consistent with accepted practices for the investment of local government funds; and, with due regard for liquidity and risk, the funds shall be invested to earn the highest yield reasonably available given then existent market conditions and requirements for the investment of local government funds. Investment activity by the School District shall be in accordance with Section 218.415, Florida Statutes, and implemented as outlined in the Board adopted *Investment Procedure*. Investment in accordance with the requirements of Section 218.415, Florida Statutes will be deemed to be in compliance with this policy.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 218.415, F.S.
Amended: 1/16/84, 5/22/01, 10/14/03, 4/24/07, 9/23/08

7.10 PURCHASING

Purchases shall be made as provided herein.

A. The Superintendent is authorized to designate the position of Director of Purchasing, or in his or her absence an alternate, designated in writing, may make purchases involving the use of school funds.

(1) Purchases shall be made in the best interest of the District to assure maximum value for any money expended. When practical, three quotations will be secured. Trade-in options shall be utilized when economically feasible.

- (2) Insofar as practical, all purchases shall be based on requisitions within limits prescribed by the School Board. The Superintendent or his/her designee shall be authorized to approve requisitions under the policies of the School Board; provided that in so doing he/she shall certify that funds to cover the expenditures are authorized by the budget and have not been encumbered.
- B. All purchases shall be in accordance with state laws, State Board of Education regulations, and policies prescribed by the Board. In addition, federal funds may be used to purchase food items when used to support parent training and meetings.
- C. As required by Section 1001.42, F. S., consideration shall be given to prices available to the School Board under the regulation of the Department of Management Services, Division of Purchasing.
- D. The Superintendent or his designee may establish the bid threshold up to the level allowed by Florida Department of Education administrative rule, or less.
- E. Bids shall be required for any purchase greater than the District's threshold as established by Florida Department of Education Administrative Rule. Bids shall be requested from three or more sources for any item or group of similar items, if purchased from school funds including internal funds. The Director of Purchasing for the Board is authorized to act for and in behalf of the Superintendent in writing specifications, calling for bids, and tabulating and evaluating bids.
- F. The Director of Purchasing shall determine that proper bid specifications are written for any purchase subject to the bid provisions required by law and this rule. The School Board reserves the right to reject any and all bids and to make award(s) by individual item, groups of items, all, or none; or to waive informalities, irregularities, or technicalities in bids received as may be in the best interest of the School District and as allowed by law. This information shall be included in requests for bids.
- (1) The Director of Purchasing shall determine that the bid invitation includes all information needed by the bidder including the following:
- (a) Where the bids are to be filed.
 - (b) Date, time, and place for the opening of bids.
 - (c) From whom additional information may be obtained.
 - (d) The right of the Board to reject any and all bids.
 - (e) Sealed bids shall be opened publicly and the name of the bidder and the amount of the bid read aloud by a designated member of the Superintendent's staff who shall tabulate and evaluate the bids and make recommendations to the Superintendent who shall make a recommendation to the School Board.
- G. The Board will accept the lowest and best bid meeting specifications, terms, and conditions. Evaluation of bids and recommendation for award shall not be determined by dollar amount only, but shall consider such factors as compatibility with existing material, delivery date schedule related to need, availability of servicing facilities, and previous experience in dependability with vendor. Where the Board does not accept the low bid, the reason or reasons will be set forth in the official minutes of the Board. Acceptance of a bid that is not the lowest bid shall be in accordance with legal requirements, including the requirement that any low bid that is rejected must be non-conforming or non-responsive to the specifications or requirements for the bid.
- H. A bidder may not withdraw his bid after the stipulated deadline for withdrawing bids set forth in the bid document. Where a bidder wishes to withdraw his bid prior to the deadline, he may submit a written request to the Director of Purchasing listing the reasons for the bid withdrawal.
- I. The requirement for requesting bids from three or more sources is hereby waived as authorized by Section 1010.04(4)(a), F.S., and State Board of Education Rule, for the purchase of professional services or educational tests, educational services, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, disc or tape

recordings, or similar audio-visual materials, library and reference books, and printed library cards, where such materials are purchased directly from a producer or publisher, the owner of the copyright, and exclusive agent within the state, a governmental agency, or a recognized educational institution. Notwithstanding the ability to waive bidding as allowed by statute and rule, as set forth herein, the School Board reserves the right to require that a particular acquisition or purchase be accomplished by hard bid, RFP or RFQ, when the Board determines that such is in the best interest of the District consistent with good business practice. Additionally, notwithstanding the ability to waive a bid as set forth herein, the Superintendent or designee may implement a hard bid, RFP or RFQ purchasing procedure with respect to any acquisition or purchase that may be waived, when it is determined that such procedure is in the best interest of the School District or consistent with good business practice.

- J. Additional exemptions authorized under certain conditions.
The requirements for requesting bids and making purchases for goods and services, as set forth in this Section, are hereby waived as authorized by Section 1010.04, F.S., when the following conditions have been met:
- (1) Bids have been requested in the manner prescribed by the State Board of Education Rules.
 - (2) The School Board has made a finding that no valid or acceptable firm bid has been received within the prescribed time.
 - (3) When such a finding has been officially made, the School Board may enter into negotiations with suppliers of such goods and services and shall have the authority to execute contracts with such suppliers under whatever terms and conditions as the Board determines to be in the best interest of the school system.
 - (4) When purchasing goods or services under authority of another public entity bid, individually or jointly, and in the best interest of the District.
- K. The District School Board, when acquiring by purchase, lease, leased with option to purchase, rental, or otherwise, information technology resources, as defined in Section 282.0041(10), F.S., may make any acquisition through the bid process as described herein, or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the School District.
- L. Emergency bids, if approved by the Superintendent, may be requested by telephone, by electronic means, email or in writing and returned, as the emergency requires. All such emergency bids shall be tabulated and presented to the Superintendent who shall submit the bids to the next available School Board meeting for action. The official minutes of the Board shall show the nature of the emergency and why the regular bid procedure as required by law would have caused a delay, which would have been against the public interest.
- M. All emergency purchase orders shall be encumbered to the proper accounting record immediately following issuance.
- N. Resolution of protest arising from the contract bidding process may be by Board action or by the formal protest procedures outlined in Chapter 120, Florida Statutes, including Section 120.57(3), F.S.
- O. The District shall give consideration to the prices available through the use of the online procurement system referenced under 287.057(23), F.S., when purchasing applicable commodities and contractual services.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1010.04, 1011.06, 1001.42(10)(j), F.S.
Amended: 10/24/89, 5/22/01, 10/14/03, 3/9/04, 9/23/08

7.11 SCHOOL CONSTRUCTION BIDS

All school construction bids shall be the immediate responsibility of the Superintendent or his or her designee. All applicable laws, State Board of Education State Regulations for Educational Facilities (SREF) regulations, the Florida Building Code and Policies of the School Board shall be observed in school construction bid procedures as outlined in the *District Procurement Manual*.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 255.05, F.S.

Amended: 7/17/92, 5/22/01, 10/14/03, 9/23/08

7.12 PURCHASING MANUAL

This policy shall apply to all purchases made by the Superintendent and personnel of the School District in the course of District business. The Superintendent shall develop, maintain, and update as necessary procedures that will address the requirements for acquisition of professional services, construction labor and materials in accordance with legal requirements, including the requirements applicable to School Districts set out in Chapter 255, Chapter 1013, and Section 287.055, F.S. The Superintendent's procedures shall address the construction techniques that shall be utilized, consistent with legal requirements. The procedures shall also address the extent to which there will be a formalized prequalification procedure for contractors, as permitted by law. Prequalification procedures, if implemented, shall be set out in the Superintendent's procedure document in sufficient detail that contractors are reasonably on notice of the procedures to be followed in order to become prequalified.

The School Board reserves the right to direct construction techniques and prequalification procedures by policy to the extent it determines necessary in the interest of the School District.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented:

Amended: 9/23/08

7.13 INVENTORIES AND PROPERTY RECORDS

The Superintendent or his/her designee shall provide a property record for all property owned by the School District. Property has the meaning set forth in Section 274.01(3), F. S. The record shall contain such information as required by the Chief Financial Officer. The Superintendent or his/her designee shall prescribe the procedures for the accountability of property as defined in Chapter 274, Florida Statutes. These procedures shall address the requirement for mandatory reports to the School Board on a periodic basis of School District property that is lost, stolen, or destroyed. These procedures shall also address mandatory reports on a periodic basis of all property to be declared surplus, obsolete, or no longer needed for educational purposes or for the business of the School District. Surplus or obsolete property may be sold or disposed of as permitted by law following such declaration by the School Board, and the procedures shall address the means by which the District may dispose of such property.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 1001.42(2); Chap. 274, F.S.

Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.14 PETTY CASH FUNDS AND CHANGE FUNDS

Petty cash advances for necessary operating expenditures may be made to the Superintendent and the principals and other administrative supervisors as authorized by Section 6A-1.057 of the State Board of Education Regulations.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
 Implemented: 6A-1.057, F.A.C.
 Amended: 10/22/91, 10/14/03, 9/23/08

7.15 GROUP INSURANCE, HEALTH INSURANCE, OTHER PROGRAMS, AND RETIRED PERSONNEL BENEFITS

- A. Group Insurance Programs. The School District will participate in funding the cost of basic life insurance for all full-time employees. Each employee may pay for an additional amount of insurance through payroll deductions at the same cost per thousand, subject to evidence of insurability, except at the time of initial employment and the District's contract with the insurance company.
- B. Group Health Insurance Program. The School District will participate in funding the cost of a single plan for the Board approved health insurance program for eligible employees on a single basis. Like insurance will be made available to dependents of eligible employee, through payroll deduction via the District's flexible benefit (Section 125IRS). Other than at time of employment, evidence of insurability will be required.
- C. Other Programs. Full time employees may also have the privilege of payroll deductions for other protection/insurance programs approved by the District. These may include, but are not necessarily limited to, supplemental group life insurance, cancer insurance, disability insurance, deferred compensation plans, tax sheltered annuities, vision, and dental insurance.
- D. Retiree Benefits. The School District will extend to its eligible retired employees, its group health insurance programs. Dependents of eligible retired employees are also eligible for participation in the group health insurance program provided that dependent coverage was in effect prior to retirement of the employee. The group health insurance for both the retired employees and dependents not covered by Medicare shall be the same as active employees. The District's plan will become secondary to Medicare effective with the date of eligibility for Medicare, or retirement, whichever is later for the retired employee, and with the age of eligibility for the dependent (as defined by the plan). The District's plan assumes enrollment in both Part A and B of Medicare.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
 Implemented: 112.08, 112.0801, F.S.
 Amended: 5/22/90, 5/22/01, 10/14/03, 9/23/08

7.16 BONDED PERSONNEL

All employees of the School District who are responsible for handling school funds or who are responsible for property shall be placed under a blanket fidelity bond in an amount determined by the School Board as provided in Section 6A-1.0692 of State Board of Education Regulations.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
 Implemented: 1010.07 F.S.; 6A-1.0692, F.A.C.
 Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.17 ANTI-FRAUD

The District will not tolerate fraud or the concealment of fraud. In order to prevent fraud, the District will investigate and provide consequences for persons engaging in any manner of fraud and to heighten awareness of possible fraud. The employee handbook will contain a copy of this policy and all employees shall be informed of the policy. All new employees will be required to sign a statement indicating they have read and understand this policy as part of the District orientation.

Employees of the District, employees of independent contractors and other persons who report certain violations of law or policy are protected from retaliation by the "Whistle-Blower's Act" contained at Sections 112.3187 and 112.3188, F. S. Any individual who reports fraud in good faith shall not be subject to any retaliation for having filed the report. Failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for reprimand or dismissal.

This policy applies to any fraud, suspected or observed, involving District staff members, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School District, and any other persons or parties in a position to commit fraud on the School District. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship.

- A. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment. Actions constituting fraud include, but are not limited to:
- (1) Falsifying, or unauthorized alteration, of district documents, including, but not limited to:
 - (a) Claims for payments or reimbursements, including, but not limited to, submitting false claims for travel or overtime;
 - (b) Absence(s) from worksite documents, including, but not limited to, Request for Temporary Duty/Travel Authorization or Request for Leave of Absence Forms (such as falsely reporting sick day instead of a personal day or not reporting an absence);
 - (c) Files (both physical and electronic forms), photographic or audio records, or accounts belonging to the School District;
 - (d) Payroll timesheets;
 - (e) Checks, bank drafts, or any other financial documents;
 - (f) Student records;
 - (g) Maintenance records; and
 - (h) Fire, health, and safety reports.
 - (2) Accepting or offering a bribe, gifts, or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
 - (3) Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the district in order to give any entity, person or business an unfair advantage in the bid process.
 - (4) Unauthorized destruction, theft, tampering, or removal of records, furniture, fixtures or equipment. Approval by the principal or supervisor, with proper documentation, is required for the removal of District property or assets.
 - (5) Using District equipment or work time for any outside private business activity.
- B. The Superintendent, working in conjunction with the Internal Auditor, external auditors and District staff, will ensure that appropriate internal controls are in place to diminish the opportunities for theft, embezzlement, and other fraudulent acts. Such internal controls shall be reviewed and revised as necessary; including, but not limited to, such times as when an employee has been found to have committed fraud.

- C. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to the Superintendent for determination as to whether pursuit of an investigation is warranted. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if there is cause to believe a criminal offense has occurred.
- D. Employees determined by the District to have committed a fraudulent act while in the course of their employment shall be subject to discipline, up to and including dismissal. Employees who are dismissed for a fraudulent act shall not be eligible for rehire.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 1001.32(2), 1001.42, 1001.43, F.S.

Adopted: 8/9/05, 9/23/08

7.18 DONATIONS AND GIFTS TO SCHOOL DISTRICT

All donations or gifts to the District or a school having a value in excess of the established threshold, as stated in the *Property Records and Accounting Procedure Manual*, shall be recorded in the minutes of the School Board. Donations having a value of less than that established amount will be recognized by the custodian to whom the donation is being made. All donations become property of the District. Cash donations shall be deposited in the appropriate District fund.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 1001.41(2), F.S.

Amended: 1/16/84, 5/22/01, 10/14/03, 9/23/08

7.19 VENDING MACHINES

- A. Elementary schools: No vending machines will be allowed in the elementary schools of the District except for those machines made exclusively available to personnel of the school and those adult invitees expressly permitted to use the machine and access the area where the machine is located for that purpose, such permission being given by the principal or designee. In no event will vending machines be located in elementary schools in areas generally accessible by students; and, such machines for adult use will be located in teacher lounges and other areas available for adults but not accessible by students during the regular course of the school program.
- B. Secondary schools: Secondary schools may elect to operate vending machines that are accessible for student use, in addition to adult use. Such vending machines will be under the direct control of the site administrator, who shall be responsible for the safety of the machine and its utilization, as well as day-to-day maintenance of the machine. The site administrator will determine the placement of the machines, except that such machines will not be located in the cafeteria of the school, because the placement of machines in the cafeteria will be exclusively pursuant to the control of the Food Service Director pursuant to School Board Policy 9.23. The site administrator will determine if timers are to be put on the machines that are located where students have access to them, and will determine other restrictions regarding the product mix, availability of product, and the times of availability of the product for student consumption. All regulations imposed by the site administrator, including the selection of products available and the timing of availability of products for student consumption, shall be subject to all applicable laws and regulations controlling consumption of food and beverages during the school day by students.

- C. Disposition of revenue generated from vending machines:
- (1) Revenue generated from machines that students do not access and which are available only for adult usage during the school day shall become a part of the internal funds of the school or site, and shall be deposited into internal accounts in accordance with the procedures for deposit and accounting of internal account funds. The machines subject to this provision will include not only machines located in adult only areas such as teacher lounges, but shall also include machines on the campus that have timers that prevent students from making purchases during the school day.
 - (2) Revenue generated from all vending machines outside of the cafeteria, or where reimbursable meals are served and/or consumed, whether or not accessible by students, shall become a part of the internal funds of the school or site, and shall be deposited and accounted for in accordance with the District internal account procedures and food service account procedures. The funds in the school internal account will be used in a manner consistent with internal account procedures and must be for a purpose that directly benefits students or programs directly providing services to or on behalf of students.
 - (3) Revenue generated from vending machines procured, located, and operated by the Food Service Department will be deposited into the school food service account and treated in accordance with the procedures governing such account.
- D. Procurement of vendors: The selection of vending machine vendors shall be pursuant to the Superintendent's procedures governing procurement, including the *Purchasing Manual*. Each contract for the placement of vending machines located in an educational facility of the District shall be reviewed by the Director of Purchasing or designee to ensure compliance with the requirements of this policy. Contracts for location of vending machines shall include a cancellation for convenience, or another satisfactory provision that permits the School or District to terminate the agreement upon giving a specified notice of termination, without cause for termination.
- E. Nutritional requirements: All vending accessible by students shall be in accordance with the guidelines adopted by the American Beverage Association ("ABA" guidelines) and the wellness policy guidelines promulgated by the School District.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 1001.32, F.S.

Amended: 4/23/91, 5/22/01, 10/14/03, 9/23/08

7.20 SCHOOL PICTURES

Pictures of students may occur under the following conditions:

- A. The Superintendent shall develop procedures regarding the taking of school pictures, which shall include the following requirements:
- (1) The principal of the school may recommend a contract for individual or group pictures with a company that is qualified to perform such service. The Superintendent or designee must approve such contract and will assure that the following minimum requirements are met in the contract:
 - (a) The contract is in writing and may not cover a period in excess of one school term.
 - (b) The contract shall include the price to the student and his or her family, commission payable to the school, the contents of the package or packages to be furnished, and whether the school is to receive a picture of each pupil without cost. In the procedures, the Superintendent may set out such additional requirements for school picture contracts that are determined to be in the best interest of the School District.
 - (2) The procedures shall require that the privacy rights of students set out in Section 1002.22, F.S. are respected.

- (3) The contract shall not permit the company or its agents to sell or promote the sale of items other than the initial package of pictures or additional packages thereof. Additionally, the procedures shall require that any person coming on campus pursuant to a school picture contract shall be in compliance with the requirements of the Jessica Lunsford Act.
 - (4) The procedures shall address contracts for individual student pictures for the school yearbook and for other special groups associated with the school, subject to the requirement that such contract may not be in excess of one school term.
 - (5) Following approval by the Superintendent or designee, the principal may enter a contract for school pictures, special group pictures or pictures for the yearbook. No contract may obligate the School District financially in excess of the limit of the purchase order authority of the principal and such limitations as are set out in the Superintendent's procedures and this policy.
 - (6) Pictures for press releases and publicity may be taken with the prior permission of the principal, and in compliance with the privacy rights afforded to students pursuant to Section 1002.22, F.S., which shall include prior parental or guardian permission or compliance with the requirements for "directory information" under the statute.
- B. Funds received pursuant to any contract for school pictures, special group pictures, or yearbook pictures shall be deposited in the school's internal account and subject to the Board's policies and Superintendent's procedures for deposit and accounting of internal funds.
- C. The Superintendent or designee shall establish procedures and a process whereby pictures for student ID badges as well as those pictures permitted by or required for data systems such as the electronic grade book or food service, shall be taken early in the school year so as to minimize disruption to the educational program that may result if student pictures are taken on repeated occasions during the school year. Such pictures will follow the District approved procedures and format in accordance with the Superintendent's procedures for the Information Services Department.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 1001.42, 1010.04, F.S.

Amended: 1/16/84, 5/22/01, 10/14/03, 8/9/05, 9/23/08

7.21 BUDGET AMENDMENTS

Budget amendments shall be approved in the manner prescribed in State Board Regulation 6A-1.006. It shall be the duty of the Superintendent of Schools and the School Board to take whatever action is necessary to keep expenditures and obligations within the budgeted income.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 1010.01, 1011.06, F.S.; 6A-1.006, F.A.C.

Amended: 5/22/01, 10/14/03, 9/23/08

7.22 PAYMENT ON CONSTRUCTION CONTRACTS

- A. Construction contracts shall specify the retainer imposed and the conditions for making progress payments to the contractor.
- B. Final payment on construction projects requiring final inspection by the District shall be withheld until the certificate of final inspection is issued. For other projects, the Board may accept the project and release final payment upon written certification from the architect that the project is completed in accordance with the approved plans and specifications for the project.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1013.50, F.S.
Adopted: 1/16/84
Amended: 5/22/01, 10/14/03, 9/23/08

7.23 RECOGNITION AND PUBLIC RELATIONS EXPENDITURES

- A. In accordance with the State Board of Education Rules, the School Board may honor its staff, former Board Members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.
- B. The School Board may also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions, and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the District.
- C. The School Board hereby affirms that the expenses incurred as listed above do serve a public purpose. The School Board believes that "public purpose" serves for the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers as well as furthering other interests. The funds shall be made available from the District budget as well as from private donations.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1010.08, F.S.
Adopted: 2/12/85
Amended: 5/22/01, 10/14/03, 9/23/08

7.24 MOVING EXPENSES

The Superintendent or his/her designee shall have the authority to approve moving expenses not to exceed \$3,000.00 for potential recruited administrative or other personnel where deemed appropriate. The Superintendent shall develop procedures to ensure that this expenditure will not be disproportionate in relationship to the compensation paid for the position, and that the monies expended will be devoted strictly for actual expenses reasonably incurred by such employee relocating into Indian River County for the purpose of becoming a new hire in a position with the School District. The Superintendent shall also address by procedure the standards and means by which any portion of the moving expenses paid may be recovered by the School District in the event the employee leaves the employment of the District within such specified periods of time determined by the Superintendent in his or her procedure.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented:
Adopted: 9/27/88
Amended: 5/22/01, 10/14/03, 9/23/08

7.25 AUDIT COMMITTEE

The School Board has created an Audit Committee which reports to the School Board through the Superintendent, and shall direct and monitor the internal audit function. The Committee shall be governed by the rules and procedures as set forth herein.

Purpose, Responsibility, and Organization

The purpose of the Audit Committee is to maintain a high level of accountability and fiscal responsibility to the School Board and the citizenry. The Audit Committee shall provide advice to the School Board as well as provide guidance and assistance to implement any changes to be brought forward through the audit process.

The Audit Committee shall be composed of:

- Five community appointees
- The Superintendent (ex-officio, non-voting)
- The highest level District administrator (other than the Superintendent) responsible for Business & Finance (ex officio, non-voting)

The Superintendent and the administrator responsible for Business and Finance shall serve as ex-officio members and shall be non-voting members of the Audit Committee. The five community appointees shall be recommended one by each member of the School Board, and approved by the School Board as a collegial body. The terms of the community members approved by the School Board shall be four years, concurrent with the terms of their respective Board Members. The Superintendent shall appoint the Leadership Council Representative to the Audit Committee.

The School Board will provide adequate support to the Audit Committee to execute and discharge its responsibilities. The School Board, with the advice and counsel of the Audit Committee, shall ensure that the auditors have unrestricted, reasonable access to District personnel and public documents within legal requirements. The District's management shall cooperate with the Committee in promoting the use of the internal audit as a constructive process. Committee activities shall be reported to the School Board on a regular basis. The Committee shall elect a chair and vice-chair from the five community members. All Committee members shall serve in a voluntary capacity and shall be residents of Indian River County.

Meetings

The Audit Committee will meet on a quarterly basis and shall, on an annual basis, set its schedule for the year. In the case of special circumstances, the Audit Committee chair may call special meetings as required with proper notice. At least once per year, the Audit Committee will present a public report to the School Board regarding its progress and findings. Audit Committee meetings are to be conducted under *Robert's Rules of Order*. In addition, all committee and subcommittee meetings are governed by the Sunshine Law as required by Florida law.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.

Implemented: 218.391, 11.45, F.S.

Adopted: 1/22/08 (new)

Amended: 9/23/08

7.26 REPORTS AND FORMS CONTROL

- A. As a component of the Management Information System in this District, a reports and forms management control system shall be implemented under the direction of the position designated by the Superintendent to have this responsibility.
- (1) The reports and forms committee shall be composed of three District staff members appointed by the Superintendent and four teachers appointed by the Indian River County Educational Association.
- B. The components of the reports and forms management control system shall include records retention and disposition, vital records protection, disaster recovery and prevention, records center operation, forms design, analysis, and indexing, and other appropriate records and information oriented functions.
- C. This system shall be responsible for the coordination and control of data collection forms currently in use within the School District.
- D. All District data collection forms used by programs or offices under the jurisdiction of the School District of Indian River County shall be subject to the procedures developed by this system which shall have the authority to review and approve or deny the use of all such forms. Decisions made by this system may be appealed to the Superintendent.
- E. The committee shall submit an annual report to the School Board on its findings and recommendations for eliminating, reducing, revising, and consolidating paperwork and data collection requirements.
- F. A data collection form shall be defined as a fixed arrangement of captioned spaces designed for entering and extracting prescribed information.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1001.51(12), 1008.385, F.S.
Adopted: 4/24/90
Amended: 5/22/01, 10/14/03, 9/23/08

7.27 VEHICLE UTILIZATION BY SCHOOL DISTRICT EMPLOYEES

- A. The purpose of this policy is to govern the utilization of School District vehicles by School Board employees, as required by the Internal Revenue Service. District owned vehicles may be provided for employees when it is deemed necessary and for job performance. In cases of emergencies, vehicles may also be assigned overnight to employees, with the approval of the vehicle custodian. Upon recommendation of a division head, School District vehicles may be assigned on a 24-hour basis to employees when it is deemed necessary for the accomplishment of their duties and/or responsibilities. School District vehicles shall not be used for any purpose except for official School District business.
- B. Unless prior approval in writing is obtained from the Superintendent, all vehicles shall remain on School District property at the end of the business day. Only if approval is granted in advance can a School District vehicle be used between home and place of employment and the mileage shall be regarded as taxable compensation, as outlined in the IRS Bulletin 535 (Business Expenses). Additional taxable compensation will be calculated and will be included on the employee's Wage and Tax Statements (W-2).

- C. Unless specifically approved by the Superintendent or his or her designee, in writing, all School District vehicles are to remain on School District property after working hours. Any mileage incurred as a result of personal usage shall be deemed taxable and included on the employee's Wage and Tax Statements (W-2).

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
 Implemented: 1001.51, F.S.
 Adopted: 2/14/95
 Amended: 5/22/01, 10/14/03, 9/23/08

7.28 LEASE-PURCHASE AGREEMENTS – DEBT SERVICE RATIO

The School Board believes it is prudent to minimize the amount of debt the District has outstanding at any point in time. Pursuant to Section 1011.71, F.S., a School District may use up to three quarters of its total capital outlay millage for payments due under lease-purchase agreements. Based on a maximum millage of 2.0 mills, the legal limit would be 1.5 mills. In an effort to maintain a balance of minimal debt, with an ability to finance necessary capital projects, the Board deems it prudent, appropriate, and fiscally responsible to set a maximum debt service ratio limit, relative to the amount of capital outlay millage for payments due under lease-purchase agreements, equal to 1.0 mill for each fiscal year. Annually, as the budget is adopted, the School Board shall review the existing level of debt service ratio.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
 Implemented: 1011.71, F.S.
 Adopted: 4/24/07
 Amended: 9/23/08

7.29 FUND BALANCE

The Board understands that the financial stability of the District is key to attaining its vision, mission, and beliefs. Additionally, the Constitution of the State of Florida requires that school districts operate under a balanced budget.

There are many unforeseen conditions that can impact both increases and decreases in revenues and expenditures, thereby impacting the financial stability of the District. To ensure the financial strength and stability of the District, the School Board is committed to maintaining an unreserved fund balance of four percent (4%) of the District's general fund revenue to be designated for contingencies.

Each year the Board's adopted budget shall include a reserve for contingencies of not less than four percent (4%) of the District's general fund revenues. Should an increase or decrease in projected revenues or expenditures occur following the adoption of the budget, the Board may, by majority vote, use its contingency reserve to balance its current year budget. In the event the contingency reserve decreases to less than four percent (4%) of the District's general fund budget, the Superintendent shall prepare for Board approval a financial plan and timeline to restore the unreserved fund balance to the minimum amount set forth herein.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
 Implemented: 1001.42(10), F.S.
 Adopted: 4/24/07
 Amended: 9/23/08

PART II
SCHOOL INTERNAL FUNDS

7.30 SCHOOL INTERNAL FUNDS DEFINED

School internal account funds are those school level accounts holding funds collected and used by a school to promote student and school related activities at the school which may not be budgeted at the District level. Also called school activity funds, these monies are local funds used to supplement District revenues to provide additional educational benefits or designated to benefit in some way the students at the school. Internal accounts are further defined in Florida State Board of Education Rules and the *School District of Indian River County Internal Accounts Procedures Manual*. All employees and agents of the School District are required to deposit, account for, and expend internal account funds in accordance with the requirements of this policy, State Board of Education rules, and procedures developed by the Superintendent, including the *Internal Accounts Procedures Manual*. A failure to abide by any requirement imposed by this policy with respect to internal funds may result in discipline of an employee up to and including termination from employment, and such other penalties as may be provided by law for the violation.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.07, F.S.
Amended: 9/23/08

7.31 AUTHORIZATION

The rules governing the operation of school internal accounts are set forth in the following and incorporated herein by reference:

- A. *School District of Indian River County Internal Accounts Procedures Manual*.
- B. *Department of Education Financial and Program Cost Accounting and Reporting Manual (Red Book)*;
- C. State Board of Education Rules of the Florida Administrative Code;
- D. Florida Statutes;
- E. Federal Laws and Regulations; and
- F. Other legal requirements as applicable

All employees and agents of the School District are required to abide by the requirements set forth in this policy and the authorities incorporated by reference herein, with respect to handling internal accounts and internal account funds. A violation of any of these authorities may result in job action up to and including termination from employment and such other penalties as may be provided by law for the violation.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.07 F.S.
Amended: 9/23/08

7.32 ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

The School Board shall be responsible for the administration and control of internal funds of the District school system. The School Board shall authorize the Superintendent to adopt written procedures in accordance with the authorities listed in School Board Policies 7.30 and 7.31. The Superintendent shall periodically report to the School Board with respect to the maintenance of internal funds and shall report violations with respect to the internal funds and internal fund accounts that are discovered by District staff or agents acting on behalf of the District.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.07, F.S.
Amended: 9/23/08

7.33 GENERAL PRINCIPLES AND OPERATIONAL RESPONSIBILITIES

- A. The school internal funds shall be maintained on an annual fiscal year basis which is the same as the School District and utilize software provided or recommended by the Superintendent or designee.
- B. The principal of the school shall be responsible for all school financial transactions affecting the school internal accounts including but not limited to the safe and proper handling of all monies collected and disbursed, safeguarding of assets, and maintenance of all accounts and records in accordance with policies set forth in the authorizations listed in 7.31. The internal account funds shall be maintained utilizing industry recognized accounting principles and required account coding as defined by the State of Florida and the School Board of Indian River County. Also, schools will be expected to comply with best business practices and maintain proper internal controls to safeguard District assets. *The Indian River School District Internal Accounts Procedures Manual* will document required standardized procedures and is being provided to ensure that District schools will maintain consistent record keeping and expedite the audit function.
- C. School internal accounts are intended and authorized for the use of school activities to promote the general welfare of students and shall not be used for any personal purpose.
- D. Procedures that govern specific areas of operation administered through the school internal accounts will be outlined in *The Indian River School District Internal Accounts Procedures Manual*. These areas will include, but not be limited to, the following (please refer to Manual):
 1. Annual, monthly and interim reporting requirements
 2. Audits and audit requirements
 3. Bank and cash accounts
 4. Cooperative activities
 5. Disbursement and cash outlay restrictions
 6. Donations
 7. Fundraisers
 8. Investments
 9. Outside Support Organizations
 10. Property acquisition, disposition, and inventory
 11. Purchasing and bid requirements
 12. Receipts and cash collections
 13. Records retention rules
 14. Rental of school auditoriums
 15. Sales of food and beverage
 16. Student fees
 17. Student field trips and travel

18. Requirements regarding custody of cash, checks or other negotiable instruments received and the period of time within which receipts must be deposited into an approved depository institution for internal fund accounts.

Authority: 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51, F.S.
Implemented: 1011.07 F.S.
Amended: 9/23/08