

BUDGET, ACCOUNTING AND REPORTING

Union Colony Schools' budget will be prepared and adopted in accordance with contractual obligations with District Six, and financial records of Union Colony Schools shall be kept in accordance with state law, 22-30.5-112, and with generally accepted principles of governmental accounting.

Adopted: 8-1-07

NONRECURRING OR ONE-TIME FUNDING SOURCES

The School Board recognizes the importance of effective and prudent use of school resources and the School Board's responsibility in overseeing this. One-time funds will not be budgeted for ongoing projects.

This policy shall also apply to revenues and any year-end surplus of the General Fund (Operating Fund) of Union Colony Schools.

Budgeting

The School Board shall receive, as part of the annual budgeting process, a listing of budgeted nonrecurring revenues for the fiscal year and a listing of reserves to be expended for the year. These reports shall include a summary explanation of the school's plan in this regard.

Adopted: 8-1-07

BUDGET TRANSFERS

BORROWING OF FUNDS

The School Board, by adoption of a resolution, may borrow unencumbered moneys from any fund for the use of another fund or account at any time during the fiscal year in accordance with state law. Short-term commercial borrowing will be approved by School Board action.

Legal Ref: C.R.S.22-44-113(1078)

Adopted: 8-1-07

REVENUE AND SURPLUS FUNDS INVESTMENTS

DEPOSITING OF FUNDS

Moneys belonging to Union Colony School that are temporarily not needed in the conduct of the operations may be invested or deposited in the local commercial banks that are insured by Federal Deposit Insurance Corporation, local savings and loan associations that are insured by Federal Savings and Loan Insurance Corporation, bonds or other interest-bearing obligations of the United States of America or other legal investments for governmental units pursuant to provisions of state law.

Legal Ref: C.R.S.11-60-101 *et seq.* (1978)

C.R.S. 24-75-601 *et seq.* (1978)

Adopted: 8-1-07

INVENTORIES

Union Colony School shall maintain a system for an annual inventory of all real and personal property belonging to the Union Colony School in accordance with insurance obligations. For accounting purposes of fixed assets and depreciation, the School Board shall set the threshold cost required for items to be inventoried.

AUDIT/FINANCIAL MONITORING

An annual audit shall be made of the financial affairs and transactions of all funds and activities of Union Colony Schools for each fiscal year in accordance with state law.

Periodic internal audits of funds, including student activity funds, shall be conducted in accordance with generally accepted auditing standards.

Adopted: 8-1-07

INTERNAL CONTROL POLICY

The objective of internal controls is to provide reasonable assurance that Union Colony School's policies and procedures are being carried out. The concept of reasonable assurance recognizes that the cost of the system of internal accounting controls should not exceed the benefits expected to be derived, and also recognizes that the evaluation of the cost-benefit relationship requires estimates and judgments by the Director/Principal.

The objectives of Union Colony School's Internal Control Policy are to have procedures that accomplish the following:

- Transactions are properly authorized.
- Duties are sufficiently segregated.
- Access to assets is limited in accordance with management's authorization.
- A comparison or internal assessment of recorded assets with existing assets is performed by authorized personal independent of the financial area responsible for recording the amounts.

Director's Responsibility:

- Identify and assess potential risks.
- Design, implement and maintain specific control related procedures.
- Communicate policies and procedures throughout the organization.
- Monitor control related policies to ensure that they are continuing to function properly.

Adopted: 8-1-07

EXPENDITURE OF FUNDS

All expenditures of funds must be covered in advance in accordance with the following policies:

Restricted checks up to \$1,000.00 may be written by the School Director/Principal or Business Manager. Two signatures will be required to complete the transaction.

Purchases, not to exceed \$25,000.00, will require the School Director/Principal approval and signature and must have a corresponding Purchase Order.

Purchases over \$25,000.00 require School Board approval.

Legal Ref: CRS 22-32-109(1)(f)

Adopted: 8-1-07

PAYROLL INFORMATION

Employees shall be paid on the last business day of each month.

Direct Deposit is required for all employees.

Authorization by the School Board is necessary for payroll deductions and participation in any 403B programs recommended by the Director/Principal for any employee group.

GARNISHMENTS

Union Colony School shall accept properly served garnishments against earnings of employees, which are due a judgment creditor and shall make all payments required thereby in accordance with state law.

Adopted: 8-1-07

Revised and Adopted 4-12-14

EXPENSE AUTHORIZATION/REIMBURSEMENT

MILEAGE REIMBURSEMENT

Employees traveling on approved school business using their own vehicles may be reimbursed from budgeted monies on a per mile basis. The reimbursement must have the Director/Principal's approval.

OTHER DISTRICT EXPENSE REIMBURSEMENT

Employees may be reimbursed for actual and necessary expenses, other than mileage, while on authorized School business. The reimbursement must have the prior approval of the Director/ Principal.

Adopted: 8-1-07

SCHOOL PROPERTIES DISPOSITION

DISPOSAL OF MATERIALS AND EQUIPMENT

The disposal of all surplus materials and equipment may be handled in the following ways: all of which need the approval of Director/Principal or School Board.

1. Sold
2. Discarded
3. Recycled
4. Donated

Adopted: 8-1-07