

SAINT PETER INDEPENDENT SCHOOL DISTRICT 508
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004. BUSINESS MANAGEMENT

004.1 The Budget

In the interest of sound fiscal management, a budget shall be planned and presented to the Board of Education on an annual basis. The preliminary budget shall be completed and presented to the Board of Education no later than the June meeting of the Board of Education. It shall be the policy of the Board of Education to authorize the Superintendent to make expenditures as approved in the budget.

It shall be the goal of the Business Manager to present a final budget no later than the March meeting of the Board of Education.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT

004.1 The Budget

004.11 Budget Building Process

It is the philosophy of the Board of Education that staff shall be involved in the budgeting process. Staff shall prepare their requests and submit them to the principal for approval by the principal. The principal shall prepare and submit a school budget to the Superintendent for his/her approval. Upon completion of the district-wide budget, the Superintendent shall submit the budget to the Board of Education for its approval.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT

004.1 The Budget

004.12 Reporting to the Board of Education

It shall be the policy of the Board of Education to request the Superintendent to provide Board of Education members with monitoring reports and financial updates on a regular basis. The Superintendent shall notify the Board of Education in written form of any known or anticipated changes in projected fund balance and an explanation for the change.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT

004.1 The Budget

004.13 Managing Fund Balance Process

I. PURPOSE

The purpose of this policy is to set forth guidelines for maintaining and managing fund balance reserves for the School District's budget.

II. GENERAL STATEMENT OF POLICY

The School District recognizes that maintaining adequate fund balance reserves is critical to being fiscally responsible and ensures the School District's long-term ability to meet its financial obligations in order to provide appropriate educational services and programs to all. In setting the fund balance reserve, the School District will be guided by recommendations from the School District's Auditor and the School District Administration.

III. PROCEDURES AND REQUIREMENTS

- A. The School District will identify and maintain both designated and undesignated fund balance reserves. Designated fund balance reserves may only be used for the defined areas of designation.
- B. By December of each year, the Board of Education will approve a targeted undesignated fund balance reserve during the budget development process.
- C. The use of fund balance reserves must be approved by the Board of Education and can successfully be used to fund unexpected/emergency expenditures
- D. Fund balance reserves are not intended to be used for ongoing personnel or operational expenditures.

First Reading: April 1, 2004

Adopted: May 13, 2004

Reviewed: _____

004. BUSINESS MANAGEMENT **004.2 The Annual Audit**

Each year the Board of Education will select an independent certified public accountant to conduct an audit of the books. This audit will include all funds directly or indirectly controlled by the Board of Education. Upon completion of the audit, the auditor shall provide the Board of Education with an explanation of the significant findings of the audit and be available to answer any questions that Board of Education members may want answered. Auditors shall be a resource to School District central office staff.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT

004.3 Expense Reimbursement

004.31 Expense Reimbursement for Travel, Lodging, and Meals

1. TRAVEL

The reimbursement for air or train travel will be allowed. A copy of the paid ticket must be presented. There is no provision for reimbursement of trip insurance expense.

When official travel by personally owned vehicle has received prior approval by the principal, mileage reimbursement shall be at the level determined by federal law.

Employees authorized to receive reimbursement for in-district travel should submit claims at least once each semester.

Taxi or limousine service expenses are reimbursable only when the employee is carrying out a specific assignment of official duty of the School District.

2. LODGING

Lodging expenses will be reimbursed on receipt of a copy of a lodging bill, which is marked paid.

3. MEALS

All meals must be itemized daily as to the number of meals and total amount. A copy of a receipt for each meal must be provided for reimbursement. The level of reimbursement will be determined annually by the Board of Education.

Breakfast	\$12.00
Noon Meal	\$15.00
Evening Meal	\$25.00

Banquets or other special meals in connection with conventions or other special activities will be reimbursed at the actual expense. There is no provision for reimbursement of alcoholic beverages or for tips/gratuities in excess of 15 percent. For attendance at state or national conferences, employees will be entitled to a daily food allowance of \$60.

Reviewed: 5/10/01
06/04
06/08

004. BUSINESS MANAGEMENT

004.3 Expense Reimbursement

004.32 Expense Reimbursement for Clothing Damage

It is the intent of the Board of Education to support the planned and approved educational experiences for individual students. The School District shall provide reasonable reimbursement to employees of the special education DCD program for the loss or damage of articles of personal clothing resulting from direct personal contact with students in the performance of regular duties during assigned working hours.

The Superintendent shall formulate the procedure and requirements for expense reimbursement.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT

004.4 Check Issuance Between Board of Education Meetings

004.41 Without Prior Approval of Board of Education

- I. The Board of Education recognizes that situations arise in which immediate payment of accounts is necessary. Therefore, the Board of Education authorizes the Superintendent or his/her designee to issue checks between Board of Education meetings in advance of Board of Education approval under the following conditions:
 1. Claims for goods and services which have been previously authorized by the Board of Education;
 2. Claims for the School District's share of employee fringe benefits;
 3. Payment of bond principal and interest;
 4. Fiscal agent fees;
 5. Remittance of amounts withheld from employees;
 6. Transfers from the General Accounts Payable checking account to the Payroll checking account;

7. Claims for goods and services for which payment is required to avoid penalties or delayed delivery;
 8. Purchase of investments;
 9. Inter-bank transfers; and
 10. Claims for goods and services for which payment prior to a Board of Education meeting is in the best interest of the School District as determined by the Superintendent or the Superintendent's designee.
- II. The Superintendent shall include checks so issued in the list of bills submitted to the Board of Education for approval at its next meeting.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT

004.4 Check Issuance Between Board of Education Meetings

004.42 Treasurer's Review of Bill Payments

The Treasurer of the Board of Education shall review the payment of bills on a monthly basis.

Reviewed: 12/99
06/04

004. BUSINESS MANAGEMENT
004.5 Investment Policy

This investment policy applies to all financial assets of the School District. These funds are accounted for in the School District's annual financial report and include:

General Fund	Community Education
Food Service	Debt Service
Building Fund	Trust Fund

Following the satisfaction of liquidity and maturity needs, the balance of funds available for investment will be placed with institutions that offer the highest rate of return consistent with preservation of principal.

All officials and employees who are part of the investment process shall act responsibly as custodians of the public trust. Investment officials shall avoid any transactions that might impair public confidence in the School District.

The Business Manager is the designated investment officer of the Board of Education and is responsible to the Board of Education for investment decisions and activities. The Business Manager shall operate the investment program consistent with this policy and shall report to the Board of Education regarding the School District's investment activities.

All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs. The exercise of prudence shall include consideration of the probable safety of the capital as well as the probable investment return, derived from assets, and will be applied in all investment transactions. The exercise of prudence shall not include speculative investments.

Before engaging in investment transactions with the School District, the supervising officer at the securities/broker dealer shall complete the required certification form provided by the School District. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to the public funds that might arise out of business transactions between the firm and the School District. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the School District's funds.

Reviewed: 12/99
06/04

004. Business Management
004.6 Advertising

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and community members in the School District.

II. GENERAL STATEMENT OF POLICY

It is the School District's policy that the name, facilities, staff, students, or any part of the School District shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. GUIDELINES AND REQUIREMENTS

- A. School District publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall the School District accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, pornographic, or illegal materials. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objective of the School District. Advertising must be for promotion of businesses and/or organizations and sales of products and/or services. No advertising that promotes political or religious viewpoints will be allowed.
- B. All advertising shall contain only the name of the ad purchaser, the purchaser logo, the product logo, and/or information on how to contact the advertiser, including the business location and phone number.
- C. Advertising will be allowed, upon approval of the Board of Education, in School District facilities or on School District property. All approvals will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply.
- D. School District personnel will be responsible for the production and display of all advertising.
- E. The acceptance of donations that are given with the expectation of advertising must be approved by the Board of Education.

- F. The School District or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- G. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- H. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. An annual report shall be made to the Board of Education by the Superintendent regarding the scope and amount of such revenues.

First Reading: May 13, 2004

Adopted: June 10, 2004

Reviewed:

004. Business Management

004.7 Financial Management Goals

I. PURPOSE

The purpose of this policy is to provide a financial management framework for financial planning and decision making by the School Board, Finance Committee, and District staff. The policy is designed to help ensure the financial integrity of the District that, along with prudent management of its financial resources, is necessary if the district is to provide the educational services, support services, and facilities that address the needs and desires of our students, their parents, and the community.

II. GENERAL STATEMENT OF POLICY

It is the School District's policy that financial goals are intended to guide the District in its financial matters. The goals are broad statements of board philosophy for financial management of the District.

III. FINANCIAL MANAGEMENT GOALS

1. The District will establish a financial base sufficient to support high quality and innovative educational programs that meet community needs.
2. The District will follow prudent and professional financial management practices in order to achieve and maintain long-term financial stability.
3. The District will demonstrate to the taxpayers of the District due diligence in the procuring and awarding of financial contracts.
4. The District will examine ways to provide cost-effective services to citizens by cooperating with other educational, government, and nonprofit agencies.
5. The District will actively pursue revenue opportunities above and beyond state and federal funding resources.
6. The District will have an adequate capital improvement program that maintains existing District assets, provides for student and employee safety, maintains a quality instructional environment, and allows for enhancements that are necessary to meet changes in enrollment.
7. The District will continually review and improve its formal budget document and other financial information so that it clearly and openly communicates its resources, expenditures, and financial position.

First Reading: March 13, 2008

Adopted: _____

Reviewed: _____

004. Business Management
004.8 Concession Stands

I. PURPOSE

The purpose of this policy is to:

- a. provide clear and consistent guidelines for the operation of concession stands within the District; and
- b. ensure proper handling of all funds associated with the sale of product in school concession venues.

II. GENERAL STATEMENT OF POLICY

The policy is designed to meet health and safety regulations for the sale and disbursement of food/beverage items on school property and at school events. It is also the School District's policy that all concessions sold or distributed at school events on school sites must be approved by the School District. Any School District organization or booster club will be allowed to raise money for their group by assisting with the sale and serving of food, beverage, or product within the concession stands of the Districts.

III. GUIDELINES AND REQUIREMENTS

- a. The School District will provide the management and coordination for concession stands within the District.
- b. A representative for any school organization/booster club must contact the concession supervisor to sign up for the roster of scheduled games.
- c. The concession supervisor will:
 - i. provide the requesting organization/booster club with a copy of the Concession Guidelines and Rules.
 - ii. be responsible for contacting organizations/booster clubs at least three days before their scheduled duty to work.
 - iii. assure that _____ percentage of the total deposit of a concession event(s) will be paid to the organization/booster club at the end of each season of activity (fall, winter, spring).
 - iv. be responsible for the ordering, receiving, and inventory of all food/non-food products sold from the concession stands. All product procurement will follow rules, guidelines, and agreements established by the School District.
 - v. determine all menus and prices.

- d. All equipment purchases for concessions will be funded from concession revenue.

IV. RULES AND PROCEDURES

- a. Concession Booth Operations:

- i. a club may not have any more than 8-10 members per concession booth at any given time;
- ii. shift rotation must be arranged and organized among club members. Example: Eight members at the start of the game and one member in and one member out every thirty minutes to one hour.

- b. Sign-In Procedure:

- i. all volunteers must sign in on the login book inside the concession booth when you arrive. Please arrive thirty minutes before the scheduled shift.

- c. Attire:

- i. Clothing—all volunteers must wear appropriate clothing.
- ii. Hats—all volunteers must wear a hair restraint of some type (baseball caps or a hairnet, no visors). Long hair may be pulled back in a ponytail.

ADMINISTRATIVE RULES AND REGULATIONS

DUTIES AND RESPONSIBILITIES FOR OPERATIONS OF CONCESSION STANDS (Only the Cashier will Handle the Money)

SPECIAL FUNCTIONS:

1. Hand out all food items
2. Hand out dispenser drinks
3. Restock inventory
4. Cleaning—all cleaning procedures will be posted inside of each concession booth, on the wall.

CONCESSION RULES:

1. Do not drink or eat any food behind the concession service booths
2. Fountain drinks are free only to the working club members
3. Do not exchange any food without receiving money

(Giving away any food will cause your club to be barred for future request.)

DO NOT HANDLE ANY MONEY/DO NOT BRING MORE THAN \$10 CASH INSIDE BOOTH

BREAKS:

All breaks are arranged by the club's members. If a volunteer plans to eat, he/she must go outside to the front of the booth. Please plan more frequent short breaks to drink adequate fluids outside the food area during hot weather (ice and cups will be available).

STAFFING:

_____ proposes to operate the concessions stands by utilizing the labor force from the _____ department. All employees will be required to wear a uniform attire. The concessions supervisor will assign managers and employees to their working area. _____ managers and employees will be assigned responsibilities in accordance with the concession stand job descriptions. The pay rate is an established hourly-based rate.

Special Rules for Specialist/Cashiers Working in Stadium Concessions

1. Do not sign up if you cannot work when needed or requested
2. No more than \$10 personal cash will be allowed on each employee working a game.
3. No purses will be allowed in the concession booth area, unless the purse is clear or see through. This rule also applies for backpacks and fanny packs.

4. Do not drink inside the concession area. All food and drinks must be eaten outside of the concession booth or in designated area.

5. Attire:

- a. Pants: Khaki, jeans, or slacks
- b. Shorts: Khaki or cotton/linen fabric only (shorts must extend past the fingertips when arms are extended at side)
- c. Shirt: Polo shirts/school shirt
- d. Hat: Baseball cap, hairnet

***Arrive 1 to 1½ hours before game. Be ready to open window at least 15 minutes before game starts.**

004. Business Management

004.9 Booster Clubs

V. PURPOSE

The purpose of this policy is to:

- a. provide clear and consistent guidelines for the athletic booster clubs supporting co-curricular activities within the School District; and
- b. ensure compliance with federal and state statutes (Title IX, the Office of Civil Rights requirements, and Minnesota State High School League guidelines) related to the:
 - i. equitable treatment of all students, and
 - ii. providing a mechanism to ensure equivalency.

VI. GENERAL STATEMENT OF POLICY

The District is responsible for providing equivalent benefits, treatment, services, and opportunities to males and females, and it is responsible for having a mechanism in place to ensure equivalency in these areas. A booster club is defined as an organization that is formed to help support a middle school or high

school activity at Saint Peter Middle/High School.

It is the District's policy that all booster club activity related to raising money for co-curricular activities must be done in full cooperation and knowledge of the School District.

VII. GUIDELINES AND REQUIREMENTS

- a. Booster clubs shall make all expenditure requests through the School District. This includes but is not limited to equipment, coaching positions, travel, and banquet expenses.
- b. The School District has the authority to accept or deny expenditure requests from booster clubs.
- c. The School District will:
 - i. Be responsible for reviewing expenditure requests based on federal and state statutes related to Title IX, the Office of Civil Rights, and the Minnesota State High School League.
 - ii. Be responsible for the ordering, receiving, and inventory of all approved expenditures. Equipment purchased using booster club funds becomes the property of the School District.
- d. Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend camps or clinics.
- e. Head coaches are solely responsible for end-of-season banquets. Responsibilities may be delegated to a booster club; however the program, agenda, and awards must be approved by the head coach and activities director. Banquets shall not be held on Wednesday evenings or prior to noon on Sundays.

First Reading: July 9, 2009
Second Reading: August 20, 2009
Reviewed: