



**GREENE COUNTY
BOARD OF EDUCATION**

GENERAL FINANCE MANUAL

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GREENE COUNTY BOARD OF EDUCATION

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This manual, as authorized by “**Section III., Sub-Section 3.4**” of the GCBOE policy manual, supersedes all previously issued Accounting Manual(s) for the Greene County Board of Education.

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Foreword

The Greene County Board of Education (“GCBOE”) is an instrument of the State of Alabama and, therefore, exempt from income taxes under 501(c)(3) Section 17(b)(1)(A)(vi) of the Internal Revenue Code.

The GCBOE recognizes its responsibility to be accountable for its financial activities. It recognizes that the best way to achieve the accountability it desires is through the establishment and maintenance of a sound system of internal controls sufficient to safeguard its assets, promote operational efficiency and assure adherence to prescribed management policies.

This general finance manual documents the accounting system established by the organization and should be a reference guide in accounting related matters. The procedures throughout this manual do not conflict with “*Section III. Fiscal Management*” of the GCBOE policy manual but enhances them.

1. Introduction

A. Accounting Objectives

The specific objectives which the GCBOE’s system of accounting is designed to achieve are:

- The recording of financial transactions on the accrual basis in order to relate revenue and expenditures to the period in which benefits are derived or liabilities are incurred and thereby produce meaningful reports of operating results.
- The accumulation of expenditures by program in order to develop budget analyses that compare budgeted amounts to actual amounts. Through this capability, management is able to develop controls by isolating problems and reacting at the most opportune time in the most critical areas, thereby maximizing available financial resources and benefits of the GCBOE.
- The development of standards and measurements for financial information, which will improve budgeting, for the future based on past performance.
- Provide adequate fixed asset accounting to properly discharge the stewardship responsibilities involved in safeguarding the GCBOE’s investment in fixed assets. The system provides for assignment of custody to specific departments and other essential information such as asset cost and description.
- The synchronization of expenditure data with the overall strategic and financial plan (the composite of specific project budgets) as presented in the annual budget, properly reflecting the overall financial position of the organization, and adequately planning for the future.
- The assurance of internal control and adequate segregation of duties based on the availability of personnel.

B. Accounting Function and Purpose

Accounting serves as a management tool that provides financial and other relevant information essential to the efficient operation of the organization. The information generated by the accounting process is essential for effective planning, control, and decision-making by management. The information generated is equally essential for management in discharging its accountability to funding bodies, governmental bodies, the community, employees, contributors, and others.

The major accounting functions and purposes may be summarized as follows:

- Maintaining all financial records.
- Preparing accurate and reliable financial statements and reports.
- Determining generally acceptable revenue and expenditure accounting standards.
- Measuring the progress if the organization in achieving its predetermined goals and objectives.
- Budgeting and anticipating financial problems –providing information to help solve problems of short run liquidity and financial stability.
- Safeguarding and administering the organization’s financial assets.
- Ensuring compliance with reporting requirements of governmental and other authoritative bodies.

C. Basic Accounting Principles

Industries or particular classes of organizations, strive to establish “generally accepted accounting principles” for their industries. The phrase “general accepted accounting principles” encompasses the conventions, rules, and procedures necessary to define generally accepted accounting practices. It includes not only broad guidelines of general application, but also detailed practices and procedures. Those conventions, rules, and procedures provide a standard by which to measure financial presentations.

Clearly defined generally accepted accounting and reporting principles for governmental organizations have been established under the Governmental Accounting Standards Board, (GASB).

Users of accounting data often receive financial information in the form of financial statements. The financial statements are the communication mechanism. The needs and expectations of users of financial statements are a part of the environment that determines the type of information required of the accounting principles. Knowledge of important classes of users, of their common and special needs for information, and of their decision is helpful in improving accounting principles.

Financial statements are the end product of the financial accounting process. This process is governed by accounting principles, which determine the information that is included, how it is organized, measured, combined and adjusted and finally how it is presented in the financial statements.

The financial system has been developed to comply with government regulations and reporting requirements and good business practices while maintaining simplicity and ease of operation. It has been designed to enable the prompt preparation of all needed financial statements and reports to meet the following general standards:

- Fairness of presentation.
- Compliance with prescribed requirements.
- Timeliness.
- Usefulness.

Financial policies and related procedures have been expressed in writing to assure proper management in accordance with basic management standards and government requirements. There must be a sound system of management for control and information. In the manual, fundamental management tools available are as follows:

- A sound financial organizational structure, including adequate and competent personnel.
- A strong accounting system.
- An adequate system of internal control.
- Effective financial reporting.
- A comprehensive independent audit and continuing professional education on major financial areas.

Controls have been incorporated throughout the system to (1) safeguard the assets of the programs, (2) check the accuracy and reliability of accounting data, (3) promote operational efficiency, and (4) encourage adherence to prescribed managerial policies.

Controls have been established which are designed to bring about accurate and suitable recording and summarization of authorized financial transactions. The responsibility for the installation, maintenance, and correction of faulty operation of accounting process is that of the accounting department. Controls may be exercised through accounting procedures, or by proper assignment of duties within the accounting departments and other operating departments that furnish data for executing, processing and recording financial transactions.

Adequate internal controls provide assurance that employees, while performing their assigned duties, will detect error or irregularities. Additionally, responsibilities in the accounting department are distributed to employees in a manner that separates incompatible functions. Incompatible functions for accounting control purposes are those that place an employee in a position both to perpetrate and to conceal errors if irregularities occur in the normal course of their duties. Anyone who records transactions or has access to assets ordinarily is in a position to perpetrate errors or irregularities.

Routine annual audits of transactions and periodic reviews by independent auditors, as authorized in "**Section III., Sub-Section 3.5**" of the GCBOE policy manual, are an integral part of internal control. Other checks and controls are described in detail in the appropriate instructions. The Chief School Financial Officer (CSFO) is responsible for full compliance with these instructions and routines, and should assure that all appropriate employees have read and understood the requirements.

Certain fundamental accounting assumptions underlie the preparation of financial statements. They are usually specifically stated because of their acceptance and uses are assumed. Full disclosure is required if they are not followed and accompanied with the reasons why.

D. How to Use the Manual

The purpose of this manual is to:

- Provide the GCBOE with a tool to improve the financial management of its accounting functions.
- Standardize fiscal procedures and practices where appropriate.
- Provide the mechanism for meeting the fiscal management and reporting requirements for the GCBOE.

This manual is intended to serve as a basic guide and reference to proper financial and accounting procedures subject to local supplement as appropriate. A general table of contents is included at the beginning of this manual.

E. Changes to the Manual

The CSFO must ensure that all manuals are updated as required. A draft of the necessary revisions will be subsequently presented to the Superintendent and the Board for review.

The manual is in a loose leaf, ring binder in order that revisions, changes and deletions can be incorporated expeditiously. Modified pages should be removed, destroyed and replaced with the new procedures.

Timely updating and revisions of this manual is the responsibility of the CSFO.

2. Organizational Structure

Generally, a satisfactory plan should be simple and flexible and should lend itself to the establishment of clear lines of authority and responsibility.

Proper allocation of responsibilities to key departments and the organization of independence of those departments are essential to a good plan of organization. Such function of responsibility promotes efficiencies resulting from specialization and makes possible a cross check that promotes accuracy and yet results in no duplication or wasted effort.

Because the GCBOE has a small accounting staff, it is sometimes difficult to obtain the ideal segregation of operations and duties. As a result, the various accounting functions and procedures have been allocated on a basis that in some cases requires personnel performing unrelated functions to serve as verifiers or reviewers of other accounting application functions/duties.

In addition to a proper allocation of duties, responsibility within the functions must be established in conformity with managerial policy requirements. With responsibility goes the delegation of authority to meet those responsibilities. Responsibilities and the attendant delegation of authority should be clearly defined and set forth in organizational charts or manuals. Conflicting and dual responsibilities should be avoided but where the work of two or more functions is complementary, the responsibility for phases may be divided.

There is a natural tendency to dismiss the need for an organization chart in small organizations where management deals more or less directly with each employee, and where all personnel know each other and are generally aware of each other's area of responsibility. However, without an organization chart, there may be confusion about who is really accountable for particular areas and to whom employees are responsible. The result could be that some areas of operations do not receive adequate attention or that duplicative or contradictory actions are taken. A good organizational chart can prevent such misunderstandings and also increase administrative efficiency and control in the following ways:

- Indicate whether there is appropriate allocation of operation and supervisory responsibility.
- Indicate whether there is adequate segregation of duties.
- Inform management, new employees and others of the GCBOE's management and operating style.
- Provide information for management to monitor and inquire into operations and procedures, assign new duties or responsibilities that may arise, or make reassignments when employees' turnover, promotions, operational needs, desire for better separation of duties or other circumstances call for it.

In order to achieve segregation of duties, the GCBOE separated its accounting responsibilities as shown below:

- Superintendent – Approves all requisitions, can approve purchase orders, signs all contracts/agreements, signs all claims against the Board, co-signs all checks, and aides CSFO in budgeting process.
- CSFO – Approves all requisitions, can approve purchase orders, can co-sign contracts/agreements, initials all claims against the Board, co-signs all checks, transfers funds needed to the appropriate clearing funds, assigns all cash/checks received in the Central Office to the appropriate revenue codes for posting to the General Ledger, takes deposits to the bank, prepares all bank reconciliations and monthly financial reports, prepares ES-2s, submits all Financial Statements and Budgets to the SDE for approval, and manages all other financial situations of the GCBOE. The CSFO is also responsible for any other duties authorized in "**Section III., Sub-Section 3.1**" of the GCBOE policy manual.
- Clerical Staff – Initiates purchase orders, enters all invoices into McAleer, prints checks and applicable reports, sorts mail received on behalf of the GCBOE, and master receipts all revenues received in the Central Office.
- Local School Accountant – Posts cash receipts to the General Ledger for Central Office and Local Schools, initiates purchase orders for Central Office and local schools, enters all invoices into McAleer for local schools, prints checks and applicable reports for local schools, and aides CSFO in budgeting process.

- Directors/Coordinators/Administrators – Approves program/fund related expenditure codes and determines if purchases are within budget and aides CSFO in budgeting process.

3. Accounting System

A. Accounting Functions

The accounting system of the GCBOE includes the following accounting functions:

- Revenues and Receivables – This function is responsible for processing each cash receipts from federal, state and local appropriates and grants, interests income, contributions, sales, travel advances unused and returned, reimbursements and other miscellaneous receipts.
- Expenditures and Liabilities – This function is responsible for processing all cash disbursements for payment of expenditures involving vendor payments, contractor obligations and miscellaneous items.
- Payroll – This function is responsible for the preparation and processing of all payroll transactions including the maintenance of employee historical records and employees' payroll tax payments form and reports.
- Purchasing – This function is responsible for the procurement of quality products and services in an efficient and economical manner. Its objective is to obtain the best benefit to the organization for the least cost and is dependent upon sound business judgment.
- Local School Accounting – This function though centralized is responsible for ensuring each local school follows prescribed accounting practices as it pertains to cash receipts, bank deposits and purchasing. It is also for incorporating the accounting records from each local school into the General Purpose Financial Statements of the Board.

B. Accounting Basis

As referenced in "*Section III., Sub-Section 3.3*" of the GCBOE policy manual, the accounting policies of the GCBOE conform to generally accepted accounting principles ("GAAP") for government organizations. Accordingly, those accounting policies conform to the requirements of the Government Accounting Standards Board ("GASB") and Financial Accounting Standards Board ("FASB"). The Governmental Accounting Standards Board ("GASB") is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The more significant GASB accounting policies are described below:

- Reporting Entity – Statement No. 14 of the Governmental Accounting Standards Board established standards for defining and reporting on the financial reporting entity. The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for agencies that make up its legal entity. It is also financially accountable for a legally separate organization if its official appoints a voting majority of that organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. There are no component units which should be included as part of the financial reporting entity of the Board.

The Board is legally separate organization of the State of Alabama.

- Fund Accounting – The Board uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relate to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect the bet expendable available financial resources.

Funds are classified in two categories: government and fiduciary. Each category, in turn, is divided into separate “fund types”.

Governmental funds are used to account for all or most of a government’s general activities including the collection and disbursement of earmarked monies (special revenue funds), the acquisition of construction of general fixed assets (capital projects funds), and the servicing of general long term debt (debt service funds).

The following are types of Governmental Funds:

- 1) General Fund – primarily received revenues from the Alabama Education Trust Fund (ETF) and local taxes. Amounts appropriated from the ETF were allocated to the school board on a formula basis. The General Fund is used to account for all general activities not accounted for in some other fund.
- 2) Special Revenue Funds – account for the proceeds of specific revenue sources (other than those derived from expendable trusts, or dedicated for major capital projects) requiring separate accounting because legal or regulatory provisions or administrative action.
- 3) Debt Service Funds – account for the accumulation of resources for the payment of the Board’s general long term debt principal and interests.
- 4) Capital Project Funds – account for financial resources to be used for the acquisition or construction of major capital facilities (other than those finances by proprietary and trust funds).

Fiduciary funds are used to account for assets held on behalf of outside parties including other governments, or o behalf of other funds within the government. When these assets are held under the terms of a formal trust agreement, either a nonexpendable trust fund or an expendable trust fund is used. The terms “non-expendable” and “expendable” refer to whether or not the government is under an obligation to maintain trust principal. The Board’s fiduciary fund is an Expendable Trust Fund (local school activity monies-non public funds and certain Board departmental accounts).

Accounting groups are used to establish accounting control and accountability for the Board's general fixed assets and the principal of its general long-term debt. These accounts groups are not funds. They do not reflect available financial resources and related liabilities but are accounting records of the general fixed assets and general long-term debt and certain associated in information.

C. Accounting Terminology

- **Budgets** – Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general, special revenue (except for local school activity funds, for which only partial funds budgets are adopted), and debt service funds. All annual appropriations lapse at fiscal year-end. Project-length financial plans are adopted for all capital project funds.
- **Encumbrances** – Encumbrances represent commitments related to unperformed contracts for goods of services. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve those portions of the applied appropriation, is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as nonspendable fund balances and do not represent expenditures or liabilities because the commitments will be honored during the subsequent year.
- **Cash and Investments** – Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Board. The State Attorney General has issued legal opinion that boards of education may not put public funds at risk investing in companies not insured by the federal government. Investments are stated at cost or amortized cost, which approximates market value. Cash and Investments must be deposited with qualified depositories as authorized in “**Section III., Sub-Sections 3.8.1 and 3.8.2**” of the GCBOE policy manual.
- **Interfund Receivables/Payables** – Interfund receivables and payable arise from interfund transactions and are recorded by all funds affected in the period in which the transactions are executed.
- **Inventories** – Inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The cost of governmental fund type inventories are recorded as expenditures when purchased except commodities donated by the federal government which are expensed when consumed.
- **Fixed Assets** – General Fixed Assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds and the related assets are reported in the general fixed assets accounting group. All purchased fixed assets are valued at cost. Donated fixed assets are valued at their estimated fair market value at the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially asset lies are not capitalized. Assets in the general fixed assets account group are not depreciated.
- **Compensated Absences** – For vacation leave and other compensated absences with similar characteristics, GASB Statement No. 16 requires the accrual of a liability as the benefits are earned by the employees if both of these conditions are met:
 - a. The employee's right to receive compensation is attributable to services already rendered.

- b. It is probable that the employer will compensate the employee for the benefits through paid time off or some other means, such as cash payments at termination or retirements.

An accrual for earned sick leave is made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies such as medical appointments and funerals.

All twelve-month employees are allowed to earn up to two (2) weeks' vacation per year with pay. The Board's liability for accrued vacation pay is immaterial and not included in the General Long Term Debt Account Group.

Certified and Classified employees earn non-vesting sick leave at the rate of one day per month worked. Employees may accumulate a maximum of 225 days of sick leave. Employees may use up to 225 days of their sick leave as membership service in determining the total years of creditable service in the teachers' retirement system, with no additional cost to the Board. The State provides partial funding for substitute employed while employees are on sick leave.

Certified and Classified employees are provided two days of personal leave per year with pay. The State provides funding, at the substitute rate, for up to two days of personnel leave per employee per year. Personal leave may be converted to sick leave at the end of the year with written notification to the central office.

Sick and personal leave earned by employees of the Board does not vest or accumulate or will not result in compensation to the employee through paid time off or other cash payments at termination or retirement. As a result, no liability for unpaid sick leave or personal leave should be accrued in the financial statements.

- Long Term Obligations – Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the debt service fund or payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group.
- Fund Equity – When expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Board to consider restricted amounts to have been reduced first. When an expenditure is incurred for the purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Board that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

- **Interfund Transactions** – Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it are properly applicable to another fund, are recorded as expenditure/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

D. Chart of Accounts

The chart of accounts and related coding structure is an essential part of the accounting system at the GCBOE. The chart enumerates the various categories used in classifying the financial transactions of the organization.

The State Department of Education must approve changes to the chart of accounts. Changes can be done at any time and are recommended in cases where the present account number structure does not coincide with the needs of the organization and where certain numbers are no longer needed as a result of changes in programs or termination of grants. To change, delete or add accounts to the chart consult the accounting software reference material.

All changes to the chart of accounts must be made by an employee in the accounting department and should not be made by any other department without appropriate approval.

E. Posting and Recording of Accounting Transactions

All accounting transactions are posted and recorded in the general ledger journal through the use of the appropriate journal codes. Journal codes facilitate the grouping of similar transactions to enhance analysis and review. To facilitate the use of the appropriate general ledger codes, it is necessary for all accounting personnel to become completely familiar with each general ledger code and the circumstances and type of the transactions for which they are to be used. From time to time, it may become necessary to add, modify, or delete certain general ledger codes as the accounting system and various programs and reporting objectives change.

All journal entries must be reviewed and approved during month end close-out. The Superintendent or the CSFO must initial all journal entries. The CSFO or his/her designee must approve the assignment of new journal codes.

In addition to the routine cash receipts/revenues, cash disbursements/expenditures and payroll journal entries, occasionally journal entries will be required to record some other transactions and to correct some errors that may have occurred during the month. These will be considered manual journal entries because the cash receipts; cash disbursements and payroll systems do not generate them.

When these entries are necessary, it is imperative that they are adequately explained, and properly reviewed and approved. All adjusting entries are prepared by the CSFO and approved by the Superintendent, except for CNP which are prepared by the CNP Director and approved by the CSFO. Journal Entries should be maintained in the corresponding month's financial folders and supporting documentation must be attached to the printed copies of the journal entries.

4. Internal Controls

Internal control comprises the plan of organization and all of the coordinate methods and measures adopted within an organization to safeguard its assets, check accuracy and reliability of its accounting data, promote operational efficiency and encourage adherence to prescribed administrative and financial policies.

In summary, internal control is the means by which management obtains the following areas in a successful operation of an organization:

- **Information** – Most information needed by management in order to keep informed about finances and the progress of operations come from accounting records. The information must be reliable, complete and available as quickly as possible to be of maximum value.
- **Protection** – Protection of resources of the GCBOE is important to guard against any possible losses ranging from embezzlement to careless use of supplies, failure to purchase the lowest vendor, insufficient workers or outright theft.
- **Controls** – Controls are necessary to assure that management policies and directives are carried out and properly adhered to.

In accounting, internal controls are a system of routine procedures requiring authorizations, and approvals, segregation of duties from personnel involved in bank accounts and administration by audit personnel.

As defined above, however, internal control extends beyond accounting and financial functions to include administrative controls. In a broader sense, internal control includes budgeting, performance standards, periodic reporting, statistical analysis, training programs and all other means by which management can safeguard resources, efficiently administer operations and plan for the future.

A. Characteristics of Internal Controls

The characteristics of an adequate system of internal controls include, but are not limited to:

- A plan of organization that provides appropriate segregation of functional responsibilities.
- A system of authorization and recording procedures adequate to provide reasonable accounting control over assets, liabilities, revenues and expenditures.
- Personnel competence proportionate with employee responsibilities.

B. Important Features of Internal Controls

A sound system of internal controls contains the following features:

- No one person should have complete control over all phases of any significant transactions.
- The flow of work should be from one employee to another so that the work of the second, without duplicating that of the first, provides a check upon it.
- Record keeping should be separated from operations or the handling and custody of assets.
- Physical and mechanical facilities should be used to the fullest extent possible to insure security and accuracy, such as using security vaults or safe-cabinets and check writing machines.
- Responsibilities should be clearly established and then accounted for as closely as possible.

5. Budgeting Process

The operating budget serves as a blueprint for action and a significant means of controlling activities and measuring results. Budgetary accounting is crucial to the GCBOE because of the restricted nature of much of their resources. Accordingly, the GCBOE must prepare and closely adhere to a detailed budget for specific programs and functions.

For many programs and functions, each budget is a plan for spending specific amounts of money in specific cost categories by line item to achieve specific goals within a period of time.

The operating budget is specific and detailed and presents the plan to finance the operations of the GCBOE including its approved activities and programs for a fiscal year. Accordingly, the budget is determined largely by operating needs, subject to the available resources.

The following steps are followed in developing the budget authorized in “*Section III., Sub-Section 3.2*” of the GCBOE policy manual:

1. Determination and communication of the budget guidelines to personnel involved in the budget development (Superintendent, CSFO, Local School Accountant, Human Resource Coordinator, Directors, Administrators and Program Coordinators) – The budgeting technique is identified and all historical financial data is provided to personnel responsible for departments and functional areas. The data influences preparation of the budget and indicates the GCBOE’s position on such items as salary and wage increases, improvements in certain programs, implementation of new programs and activities, and reduction or elimination of existing programs and activities.
2. Estimations of revenues and expenses – Compilation of revenue estimates is the responsibility of the CSFO working closely with the Superintendent. For many revenue and expense items, estimates should be based on information supplied by department and function heads.

3. Internal budget meetings – When revenue has been estimated and expenditure guidelines have been determined, it is possible to provide department and function heads with a predetermined amount that their budget request should not exceed. Prior to formal preparation of the budget, a set of budget guidelines is distributed. Based on these guidelines, each department and/or functional area prepares an 'Expense Request and Justification Form (GFM 15.I.)' for each area. After the budget request has been prepared, a round of discussions or internal budget hearings is initiated between the CSFO and department and function heads. During these discussions, questions concerning program efficiency and the need for adequate program resources are reviewed.
4. Preparation of the draft budget for discussion by management level personnel – After the budget has been discussed with personnel, a preliminary institutional budget, based on requests by each department and function, is prepared by the CSFO.
5. Presentation of the budget to the Board for public discussion and input and for adoption – After the budget has been discussed and finalized; a final budget is produced for the review and approval of the Board of Education.

6. End of the Month Procedures

A. Bank Reconciliations

The bank accounts of the GCBOE must be reconciled to the general ledger cash balances for the most recent month by the next board meeting of the following month. The reconciliation of bank accounts, immediately after the bank statements are received from the bank, will provide greater assurance that cash assets are safeguarded.

The following procedures must be followed:

1. Bank statements are received in mail, or picked up at the bank by the CSFO, and opened. Only the CSFO or Superintendent can open bank statements, except for the CNP bank statement which can be opened by the Child Nutrition Program Director.
2. The CSFO, or designee, reconciles bank statements.
3. Access the computer bank reconciliation feature.
4. Account for all checks by comparing the check register for the month to the canceled checks which cleared the bank. Compare canceled check information (Name of payee, check number, check date, check amount) with the same information in the check register.
5. Compare the amounts on the canceled checks with the amounts recorded on the bank statement. Differences in amounts will indicate errors made by the bank or the GCBOE.
 - a. Review all checks for proper endorsement by payee.
 - b. Verify that only authorized check signers have signed checks.
 - c. Compare check signatures to check signature cards where necessary.
6. Mark or highlight in the computer banks reconciliation function all of the checks, which have cleared the bank. The computer's bank reconciliation will then automatically determine those checks that are outstanding.
7. Review bank statement for other debits or credits that have not been recorded (i.e. interest earned, service charges, check charges, insufficient funds, fees, wire transfer fees, returned deposits, redeposit funds, direct payments/deposits).

8. Compare deposits recorded on bank statements to the Cash Receipts ("C/R") Report. Determine if deposits are made timely by comparing C/R Report date to date on deposit recorded on bank statement.
9. Trace bank wire transfers to determine that dates and amounts correspond for both accounts involved in the transactions.
10. If CSFO designee reconciles bank statement, the completed reconciliation should be forwarded to the CSFO for review and approval.
11. The CSFO will review all bank reconciliations and sign reconciliations indicating his/her approval. Reconciling items that indicate errors or omissions on the general ledger should be recorded by the general journal entry immediately.
12. The CSFO will take all reconciled bank accounts to the Superintendent for his/her approval.
13. The CSFO will prepare a monthly Board packet indicating the status of each bank account for the last month reconciled.

B. Monthly Financial Reports

As indicated by accounting standards, the primary purpose of financial reports is to provide relevant information to meet the common interest of oversight organizations, employees, parents, creditors, and other who provide resources to the GCBOE. Those external users of financial statements have common interest in assessing (a) the services an organization provides and its ability to continue to provide those services and (b) how managers discharge their stewardship responsibilities and other aspects of their performance.

The purpose of financial reports is to provide information about:

- a) The amount and nature of an organization's assets, liabilities, and fund balances.
- b) The effects of transactions and other events and circumstances that change the amount and nature of fund balances.
- c) The amount and kinds of inflows and outflows of economic resources during a period and the relation between the inflows and outflows.
- d) How an organization obtains and spends cash, its borrowing and repayment of borrowing, and other factors that may affect its liquidity.
- e) The service efforts of an organization.

A complete set of financial reports given to the Board members each month includes (1) Balance Sheet; (2) Income Statement; (3) Summary of Bank Reconciliations; (4) Summary of Net Income; (5) Monthly Revenues; (6) Monthly Accounts Payable Check Register; and (7) Monthly Payroll Registers.

The financial reports referred to above can be used for both internal reporting and external reporting. For internal reporting purposes financial information may be more detailed and is primarily used for management decisions for daily operations of the GCBOE.

7. Receipting of Cash

Practically, all financial transactions involve the receipt of cash. The attractiveness of cash may prove to be too much of a temptation for persons faced with pressing financial needs. As a result, cash is the asset most subject to misappropriation and its loss or misuse can only be avoided or minimized by careful control.

Sound business principles dictate that adequate internal controls are maintained over cash receipts and that they are accurately reported. Additionally, outside organizations such as government agencies and foundations often require that special procedures be followed pertaining to cash receipts. Whenever such requirements exist, they will serve to compliment, not replace, the basic procedures established by the GCBOE.

Cash receipts are currency, coins, checks, and other negotiable instruments that come into the possession of the organization. Common sources of cash receipts for the GCBOE are as follows:

- State appropriations and grants.
- Federal grants.
- Local tax receipts.
- Local appropriations and grants
- Interest income.
- Contributions.
- Miscellaneous sales.
- Various refunds and reimbursements.

A. Internal Controls

To restrain temptation and to meet other needs, the system of internal controls over cash should provide assurance that:

- Independent accountability is established for all cash collected.
- A record is created for every cash receipt.
- Cash balances are adequately protected from theft or misappropriation.

B. Processing of Receipts

The following procedures are to be used for cash receipts received in the mail from contributions, sales, grants, and reimbursements:

- 1) Receive mail, sorts and forwards all checks to the CSFO.
- 2) CSFO opens mail, confirms amount and writes journal code on supporting documentation.
- 3) The CSFO's designee prepares a deposit ticket in duplicate for all amounts received. Each check received should be individually recorded.
- 4) Restrictively endorse each check with a rubber stamp ("For Deposit Only-Greene County Board of Education") for the appropriate account.
- 5) Make a photocopy of check(s) and attach to the Master Receipt.
- 6) The CSFO, or his/her designee, takes deposit slips and check(s) to bank before the end of the business day. Obtain from the bank teller a validated copy of the duplicate deposit slip.

- 7) Attach validated deposit slip and supporting deposit documentation to Journal Entry Report, prepared by the Local School Bookkeeper.
- 8) The CSFO reviews and verifies the completeness and accuracy of cash receipts posted to the General Ledger to the deposit slip.
- 9) The CSFO files the Journal Entry Report, with attached documentation, in the corresponding month's financial folder.

C. Processing of Revenues

The GCBOE generally receives revenue from the following sources:

- State funds and most federal funds are received from the State of Alabama. Other funds are received directly from other government agencies. (e.g. ROTC, Impact Aid)
- Local tax revenues are received from the Greene County Commission, Greene County Probate Judge and Greene County Revenue Commissioner.
- Donations and contributions are received from state legislators, county commissioners, community groups, corporate sponsors and others.
- Most revenues are received by check.

The following procedures are to be used for processing revenues:

- 1) At month end, the CSFO will print a revenue report from G/L to verify the State Revenue confirmation and confirmations from the various local governments to ensure the majority of revenue received by the GCBOE was recorded and put in the appropriate revenue account.
- 2) After all revenues appear to be correctly posted, the CSFO prepares a Revenue Summary Report, generated by McAleer, to include in the Board Packet for Board approval.

The GCBOE discourages agencies and employees from providing revenues and other receipts in the form of cash. But, those rare occasions when cash is received, a receipt is issued immediately to the provider and cash is counted to ensure the appropriate amount is received.

8. Disbursing of Cash

As with cash receipts, sound business principles dictate that adequate controls are maintained over cash disbursements. Additionally, outside organizations such as government agencies and foundations often require that special procedures be followed pertaining to cash disbursements. Whenever such requirements exist, they will serve to compliment, and not replace, the basic procedures established for the GCBOE.

Cash disbursement is payment by CHECK ONLY. Examples of the GCBOE's cash disbursements include:

- Payroll.
- Program expenditures (e.g. consultants, supplies, equipment, utilities, telephone, etc.).
- Travel advances and reimbursements.

Some of the common types of cash disbursements of the GCBOE are listed and briefly described below:

- Payment for supplies and services provided by outsiders
- Disbursement for personal services of employees
- Payroll salaries
- Payroll taxes and fringe benefits
- Payment of contractual obligations
- Payment of miscellaneous obligations
- Reimbursements for employee travel and travel advances

A. Internal Controls

The system of internal controls over cash disbursement should provide assurance that:

- Disbursements are made only for authorized purposes by limited number designated persons.
- A record is created for every disbursement that is made.
- Payment of invoices is made in sufficient time to avoid lost discounts and late fees.
- Detailed liability records are in balance with control balance.

B. Processing of Cash Disbursements

The following procedures are used to ensure adequate internal controls of cash disbursements are maintained:

- A/P Clearance account is used for all types of disbursements. (This does not include Local School Accounts Expenditures)
- Checks must be processed with printer or type written offline. (No hand written checks)
- Checks are not issued to cash or bearer.
- Blank checks are not signed.
- All check signers are properly authorized in writing and bonded.
- Checks are not prepared solely on verbal authority. They must be supported by documentation that clearly justifies their propriety and approval.
- Invoices supporting cash disbursements are canceled to preclude their reuse.
- All cash disbursements are promptly recorded in accounting records.
- The CSFO and Superintendent must both sign all checks prior to being issued, as authorized in "*Section III., Sub-Section 3.8.5*" of the GCBOE policy manual.
- A check log must be maintained indicating the first and last check used.

9. Payroll

Payroll expenditures for wages and fringe benefits constitute a major operating item for most organizations; consequently, systems and internal control considerations warrant close attention.

It is essential that payroll records accurately reflect financial transactions and that these records be maintained in current condition. All financial personnel transactions, from initial employment through termination must be fully documented in order that the accounting system is complete.

A. Internal Controls

Controls of payroll expenditures and the prevention of fraud are evident in the following list of objectives, which are intended to give assurance that:

- Payroll expenditures are reported on a responsibility basis, preferably in comparison with budgeted amounts.
- Compensation is closely related to work done.
- Only legitimate new hires are added to the payroll
- Hours worked, rate of pay, gross pay and deductions are all correctly computed.
- Employees whose services are terminated are immediately removed from the payroll.
- The Superintendent and Board of Education must approve hiring new employees.
- Employee cost is charged to payroll system on a departmental basis.
- Time and attendance reports (service reports) must be prepared for employees, both salaried and hourly.
- Time and attendance report (service reports) must be approved by the department head or school principal
- All changes in an employee's pay status must be approved in writing from the Superintendent and Board of Education
- All changes in employment status must be documented in employee personnel files.

B. Processing of Payroll

The following procedures are to be used for processing payroll:

1. Salaries and Pay Rates will be determined based on the legal authority referenced in "**Section III., Sub-Sections 3.9.1 and 3.9.5**" and administered based on the local authority referenced in "**Section III., Sub-Section 3.9.3**" of the GCBOE policy manual.
2. Service Reports are the source documents that drive payroll.
3. Each Employee is assigned to a particular cost center and appears on the Service Report for that cost center.
4. Service reports are prepared indicating the days **not worked** by each employee. Then they must be approved by the principal or department head and forwarded to the Payroll Department.
5. Human Resource Coordinator only keys in exceptions for employees. This means that only days absent (compensatory time, vacation, personal illness, military, professional leave, jury duty, etc.) are keyed into the McAleer system. Vacation, Personal Illness, Other Leave is to be reported on the 'Leave Form (GFM 15.A.)'; Professional Leave is to be reported on the 'Request for Professional Leave Form (GFM 15.E.)'; and Compensatory Time is to be reported on the 'Request for Compensatory Work Time Form (GFM 15.B.)' as authorized by "**Section III., Sub-Section 3.9.6**" of the GCBOE policy manual.
6. Local Supplements will be paid accordingly, as authorized by "**Section III., Sub-Section 3.9.2**" of the GCBOE policy manual
7. The data entered into the system is reviewed for accuracy by the Human Resource Coordinator.
8. Once the data is entered correctly, the Human Resource Coordinator processes payment and prints the payroll checks.

9. The Human Resource Coordinator will sort checks by cost center and distribute checks on payday.

Note: During the school year, payments to all employees of the GCBOE will be made on the last working day of each month for nine month employees. During the summer months, payments to all employees of the GCBOE will be made on the last working day of each month for twelve month employees.

Checks for teachers and school site personnel are given to school principals at the Central Office. Administrative and central office departments retrieve their checks directly from the Payroll Department. Principals and Department Heads are responsible for distributing checks to employees. For convenience, substitutes are allowed to pick up their checks the day of payroll because these employees are sometimes transient and may not be assigned to a permanent cost center.

C. Processing Deductions

The following procedures are to be used for processing the payroll deductions. The GCBOE has various deductions that are either required by law or requested by employees as referenced in "**Section III., Sub-Section 3.9.4**" of the GCBOE policy manual. The typical deductions are as follows:

- The amount of federal and state income taxes deducted for each employee is based on the exemptions indicated on the employees W-4 and A-4 forms.
- FICA withholdings are required by law and withheld at the appropriate rates. This amount must be matched by the GCBOE.
- Retirement (RSA) deductions are also withheld at appropriate rate. The GCBOE also contributes to the Retirement System based on the appropriate rate determined by RSA.
- Garnishments are withheld at amounts determined by the courts as dictated to the GCBOE.
- Other amounts withheld are optional and are withheld at the amounts prescribed by the employee. Examples of these types of withholdings are union dues, medical and life insurance, savings plans, and contributions, etc.
 1. Deduction checks are generated in conjunction with payroll checks and are provided by the Human Resource Coordinator with deduction registers.
 2. The Human Resource Coordinator compares registers to the checks for agreement and checks for corrections or adjustments to payroll.
 3. After agreement and corrections are complete, Human Resource Coordinator makes adjustments and corrections to the deduction registers. She provides the Superintendent with the revised checks and revised registers.
 4. The Human Resource Coordinator is responsible for mailing the deduction checks to the various agencies by the 10th of every month.
 5. Payments for federal income taxes and FICA are to be paid one day before payroll, and payments for state income taxes are due the 15th of each month. To expedite the process of paying these deductions in a timely manner, the Human Resource Coordinator prepares a form to telephone bank drafts to the IRS and State Revenue Department ("SRD"). Documentation for these transactions are kept in the office of the Human Resource Coordinator.

6. All checks to local government and court orders are to be mailed by the 10th of the month.

D. Changes to Employee Payroll Records

All changes to payroll data should be made only with appropriate authorization. Payroll changes of some kind occur on a regular and routine basis. However, the Human Resource Coordinator must have appropriate authorization to make any changes to the payroll. Payroll changes typically relate to revisions to tax withholding amounts, deductions for savings accounts, address and name changes, and are initiated by the employee. However, on occasions, changes to pay rates are made based on board approval. It is these changes that pose the most concern and exposure. Because the Human Resource Coordinator has the ability to make changes without proper authorization, it is imperative that a review procedure takes place to inhibit any abuse.

The following procedures help ensure that all changes are appropriate and authorized:

- Periodically, the CSFO will select a sample of payroll changes to review for appropriateness. The sample should be skewed, if possible, to include changes that have the highest degree of exposure.
- Only the CSFO or the Human Resource Coordinator should be able to change employees' salary. This is not a function of other personnel.

10. Purchasing

The interests of the GCBOE must always be kept in mind during the procurement process. Generally, the objective should be to obtain the best benefit to the organization for the least cost. Although the procurement process should be supported by sufficient documentation at every phase, sound business judgment is a key factor in ensuring that this objective is attained.

Procurement is the process by which goods and services are obtained for users from external sources or are transferred to such users from internal stores. The major classifications of procurement are goods (including space, materials, etc.) and services. This chapter covers the procurement of goods and of professional services of a contractual nature. The procurement of personal services of an employee is covered elsewhere in this manual.

The procurement process involves five principal phases: requisitioning, ordering, receiving, distributing and recording. Careful consideration must be exercised at every level to ensure that all procurement transactions are properly authorized and processed in accordance with management's directives.

These controls and procedures are established to insure that there is coordination and proper authorization of all purchases. The procedures include mechanisms to allow various programs or departments to evaluate their needs and requisition items needed.

A. Internal Controls

Internal Controls over purchases and the incurrence of liabilities should give assurances that:

- Only authorized personnel initiate purchases or other commitments, preferably on the basis of competitive bids.
- Purchase orders for goods and materials are placed as needed.
- Terms, price and clerical accuracy of purchase orders are correct before a purchase is authorized.
- Procurement directives established by the organization and set forth in this manual are followed.
- Procurement directives established by oversight agencies are closely adhered to.
- The appropriate and designated personnel execute procurement procedures.
- A determination is made as to availability of resources to liquidate obligations.
- Purchase orders issued are pre-numbered and properly controlled and accounted for until canceled.

B. Compliance with the State Bid Law

As stated in "Section III., Sub-Section 3.8.4" of the GCBOE policy manual requires that all purchases be done in conformity with the Alabama State Bid Law and with sound ethical business practice. In general, except as governed exclusively by Title 39, the State Bid law requires all purchases for goods and services equal to or exceeding \$15,000.00 should be awarded to the lowest, responsible bidder. However, there are exceptions for contracts for professional services (attorneys, physicians, architects, teachers, certified public accountants, public accountants, engineers, consultants, etc.) and services where the personality of the individual plays a decisive part.

The following procedures are utilized when soliciting formal bids:

1. Prepare invitation to bid inclusive of a description of the service, supplies or other property to send to vendors.
2. Place in a public medium a formal advertising which lists:
 - Deadline for submitting bids.
 - Type of service or supplies required.
 - Date and place of bid opening.
3. As bids are received, maintain a bid file on each vendor and post bids to a tabulation sheet
4. Present the bid results to the Board for approval

C. Code of Conduct

Organization guidelines prohibit employees, or agents from participating in the selection of a contract supported by federal funds if:

1. Parties to contract include any member of his immediate family
2. His or her partner
3. The organization employs or is about to employ any of the above, or has a financial or other interest in the firm selected for award.

In addition, employees, officers, or agents are prohibited from accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.

Do not allow vendor(s) to write specifications for their product. If the vendor is allowed to write the bid, neither the vendor nor any affiliate(s) will be allowed to bid on the specified items.

D. Processing of Purchase Orders/Paid Claims

Also referenced in “*Section III., Sub-Section 3.7*” of the GCBOE policy manual, a purchase order must be completed and approved prior to the purchase of any materials/supplies by school personnel. Failure to do so will result in the individual being personally responsible for such purchases.

The following procedures are to be used while processing purchase requisitions, initiating Purchase Orders and printing checks under the authority of “*Section III., Sub-Section 3.8.3*” of the GCBOE policy manual:

1. Employees complete a one-part ‘Purchase Requisition Form (GFM 15.C.)’ indicating the goods and/or services desired and the potential source of goods and services. In the rare event that an employee has a claim for compensation, other than travel, he or she is to complete a ‘Claim Against the GCBOE Form (GFM 15.D.)’ along with supporting documentation for the claim.
2. Before the principal approves ALL forms, he/she will put a code ON THE FRONT PAGE of the form and attach copy of budget to actual on back. He/she has a budget to actual report to go by. Any questions, call program coordinator or local school accountant. Principals know the plans and have their budgets, so they should stick to them. Before changing, contact program coordinator.
3. Except for CNP which runs separately, ALL Requisitions, Requests for Professional Leave, Claims, Reimbursements, Stipends, etc. will be turned in to the Front Office (Local School and Central Office).
4. Front Office will stamp in form and deliver to coordinators or straight to CSFO if no coordinator is involved. Morrow will take her forms. Forms are to be place in marked folders labeled Hall, Prewitt or Morrow.
5. The appropriate department head or supervisor must approve purchase requisitions (“PR”). PRs are then forwarded to the CSFO and Superintendent for approval.
6. A Purchase Order (PO) is generated after approval.
7. The CSFO or Superintendent reviews and approves all POs. He/she ensures, if necessary, the Board has approved the items and that appropriate bid procedures were followed. He/she signs the PO and gives it to the Accounts Payable Department for distribution.
8. As invoices are received, invoice batches are to be made.
9. To accomplish a level of consistency, check runs will be made the last working day on, or before, the 5th and on, or before, the 20th of each month. All invoices/claims approved by the 1st of each month will be included in the “5th Check Run”, and all invoices/claims approved by the 15th of each month will be included in the “20th Check Run”.

Note: Requisitions, Requests for Professional Leave, Claims, Reimbursements, Stipends, etc.

Delivery Dates are as follows:

Monday – GCHS and PJHS

Tuesday – CMS, Career Center and Alt. School

Wednesday – PJHS and EPS

Thursday – GCHS, Career Center and Alt. School

Friday – CMS and EPS

* Central Office will turn in as forms are completed.

11. Property Management

Property acquired in whole or in part with federal funds or whose cost was charged to a project supported by a federal grant is governed by standards established by the federal government, because of its interest in such property. Federal regulations prescribe uniform standards for governing the utilization and disposition of property furnished by the federal government.

The federal regulation allows grantees, such as the GCBOE, to establish their own property management systems, however, the system must conform to and include the provisions of the OMB Circular.

A. Internal Controls

The purpose of property records and controls is to accumulate all assets and properties owned by the GCBOE and assure accountability for such. They will enhance the preparation of financial statements and required reports. The following are a list of internal controls used in property management:

- Advance approval should be obtained prior to the purchase of all the property and equipment.
- Periodic Inventories should be performed and regularly balanced with general ledger control accounts.
- All units of equipment should bear a GCBOE control number that corresponds to the number on the detail property ledger report.
- All property and equipment should be recorded at cost or estimated value.

Property control can best be achieved by maintaining a unit property record. This requires assembly of all property data units. The degree of control to be exercised should relate to the amount of the investment. There must be the reporting of transfers and retirements, and the cost of reporting and recording the movement of individual property items. Certain types or classes of assets, composed of many items, whose unit values are relatively small, can be controlled on an item basis only at a prohibitive cost. However, it is practical to maintain control types and classes on a group basis.

B. Property Identification and Record Keeping

The GCBOE's inventory and recording requirements include:

1. Description of the property.
2. Maintenance of manufacturer's serial number, model number or other identification number.
3. Source of the property, including grant or other agreement number.
4. Whether title vest in the recipient or the federal government.
5. Acquisition date and cost.
6. Location, use and condition of the property.
7. Property owned by the federal government must be marked to indicate federal ownership.
8. Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the federal sponsoring organization for its share.

Fixed assets inventory is recorded and maintained in the McAleer accounting software. Any changes to fixed assets are to be recorded on a 'Fixed Asset Change or Disposition Form (GFM 15.G.)' and are to be changed in the McAleer accounting software. The disposal record is a cumulative record and is maintained up to five (5) years. All fixed assets accounting must be in compliance with the Governmental Accounting Standard Board (GASB) Statement No. 34.

As a further safeguard and under the authority of "*Section III., Sub-Section 3.6*" of the GCBOE policy manual, a physical inventory is to be taken and result reconciled with the property records at least once each year by the Finance, Transportation and Maintenance Departments. Any differences between the physical count and accounting records should be investigated determine the cause of the difference.

C. Removal of Items from the Fixed Assets Inventory

No fixed asset of the GCBOE may be disposed of without the written permission of the Superintendent or designee. Real Property (Land and Buildings) must have the approval of the State Superintendent of Education. Real Property must always be handled by the Central Office.

Personal Property (Equipment) is disposed of by making a request, in writing. Use the 'Fixed Asset Change or Disposition Form (GFM 15.G.)' for this purpose.

Reasons for Removing Items from Fixed Assets include the following:

- Scrap – When any Fixed Asset reaches a point that is no longer usable, or when it has been broken beyond repair, the Principal may ask permission to “scrap” the item(s). The Superintendent or designee will give the Principal instructions as to how this will be done.
- Auction – Some items, which no longer have a use in the GCBOE but which are still useable, may be sold at Public Auction. The Board, at the recommendation of the Superintendent, sets the date and time for public auctions.
- Trade-In – A Fixed Asset may be used as a trade-in on another piece of equipment. The trade-in should be shown on the Purchase Order as a deduction from the purchase price of the new item.

- **Theft** – Schools seem to be, by their very nature, susceptible to theft. The theft of any Fixed Asset must be reported to the Central Office. Unless there is evidence of forced entry (visible signs of a break-in), a missing Fixed Asset cannot be classified as being disposed of by theft. Any break-in should be investigated by the local law enforcement agency and a copy of the report sent to the Central Office. State property insurance requires a copy of the investigation report.
- **Other** – There may be an occasion that the Board will approve the transfer or sale of a Fixed Asset to another school system or governmental agency.

Fixed Assets are usually sold by sealed bids of public auctions. The goal is to receive the “fair market” value for any item sold by the GCBOE. Appropriate documentation must be maintained for the determination of “fair market” value of any item made available for public sale.

Disposition of Fixed Assets acquired by Federal Funds must follow these procedures as well as Federal Rules and Regulations.

No principal or any other employee has authority to dispose of any asset without the appropriate prior permission as stated herein.

For any assets that need repair or technical assistance, a ‘Repair/Disposition on Inventory Form (GFM 15.H.)’ must be completed at the time of assistance.

12. Review of Local School Records

Local school accounting is centralized, and the accounting functions are performed by the Central Office Local School Accountant. Local schools, however, prepare their own budgets. Accordingly, it is imperative to all local schools to follow accounting practices prescribed by the SDE and in “*Section III., Sub-Sections 3.12, 3.14, 3.15 and 3.17*” of the GCBOE policy manual. Each local school has a secretary, or designee, to work with the Local School Accountant in the Central Office to assist in the accounting transactions and to carry out other related accounting functions.

The Local School Accountant performs the following procedures while reviewing the school records:

- Visits local schools on a monthly basis to review their receipt books (master and teacher); recording of cash receipts and deposits to ensure those prescribed procedures are consistently followed.
- Reports should be prepared that indicates any departures from procedures and indicates recommendations for improvements. These reports should be distributed to the school principal, Superintendent and the CSFO. Schools should correct inadequacies in a timely manner.
- Follow-up procedures must be performed on the next visit to the school to ensure the required corrective actions sufficiently resolved the problem.

13. Federal Programs

A. Program Reimbursements

Funding for these programs comes from various federal agencies. The majority of federal funds is channeled through the State Department of Education and is provided to the GCBOE generally on a reimbursement basis. The Child Nutrition Program is reimbursed based on reimbursement requests submitted at the end of each month, which indicates the numbers of free, reduced and paid meals served. Other federal programs funded through SDE are based on a request through E-Gap. This process should take place each month. The procedure for completing the E-Gap ES-2s is as follows:

1. For each federal program, include the annual budget amount from the approved budget for the fiscal year. Amounts should be segregated for current year and carryover year amounts, where applicable.
2. Include receipts to date from the general ledger amounts.
3. Include disbursements to date from the general ledger amounts.
4. The difference between receipts to date and disbursements to date should equal the cash on hand. This, balance should also equal the cash on the general ledger and reconciled bank statement.
5. Estimated disbursements for the subsequent month are based on the anticipated expenditures for that month. These amounts can be based on the average expenditures that have taken place to date, but may be affected by known departures. In any event, we should use a rational approach in determining the estimated expenditures for the subsequent month. There is a possibility that if estimated disbursements consistently exceed actual amounts, the state can decrease funds requested.
6. Cash requested is the difference between cash on hand and the amount of cash needed to cover the estimated disbursements.

B. Program Expenditures

It is very important to ensure that federal funds are expended in accordance with the approved budget. Some federal programs have stipulations that expenditures at least on the program level cannot exceed 10% of the budgeted amounts. It is also important that expenditures follow the approved plan.

To ensure federal program funds are expended in accordance with the approved budget and plan, federal program coordinators should be kept up-to-date of their monthly expenditures and any departures from the budget. This will allow for any corrective actions to take place in a timely manner. To facilitate this process the following procedures should take place monthly.

Budget Analysis Report should be provided to each program coordinator/administrator at the end of each month. These reports should be analyzed with each coordinator/administrator and any questionable or problem areas should be discussed and resolved. These reports will be disbursed via email, and any concerns will be addressed at that time.

Program coordinators/administrators should provide verbal or written plans to correct or resolve and variances or other conditions that are indicative that funds are not being expended to the approved budget.

14. Other Pertinent Procedures

A. Travel Expense Reimbursement

The following is an outline of the procedures, authorized by “*Section III., Sub-Section 3.10*” of the GCBOE policy manual, for the documentation and reimbursement of travel by employees and board members of the Greene County Board of Education and consultants employed by the School District:

1. **Employee Authorization for travel:** A ‘Request for Professional Leave Form (GFM 15.E.)’ must be submitted at least 10 days prior to travel (unless there are extenuating circumstances) and must be approved by the supervisor, Chief School Finance Officer (CSFO) and Superintendent. The Request for Professional Leave Form must be accompanied by an agenda, brochure or some other form of documentation to substantiate the need for travel. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.

The Request for Professional Leave Form shall include estimates for the total costs of registration fees, transportation, lodging, meals and any other allowable expenditure. Unauthorized travel will be at the expense of the employee. **(Forms that are not completely filled out will be sent back to the originator)**

Administrators and all other employee travel request will be approved by the CSFO and Superintendent.

All overnight, out-of-state travel must be formally approved by the Board.

2. **Prepayments:** Once approval has been given, lodging and airline tickets may be paid in advance. If the employee has to cancel the trip and a replacement employee can’t attend, expenses shall be repaid to the Board by the employee.
3. **Authorized Expenses:** The Board of Education will reimburse the employee for lodging, meals, registration, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fees (*maximum \$10.00*), limousine or taxi fares between the airport and the hotel and/or the hotel and the training site.

Hotel expenses shall be paid for conferences and events located beyond an 80 mile radius and a start time no later than 9:00 am, unless otherwise approved before the trip. Also, if an employee can reasonably return home before 9:00 pm from a travel destination, then the employee is expected to return home that day.

4. Unauthorized Expenses: The Board of Education will not reimburse the employee for alcoholic beverages, snacks, personal supplies or entertainment. The Board will not pay or reimburse individual membership dues for professional organizations.
5. Employee Reimbursement Requests: Within ten working days following the employee's return to work from travel, the employee will submit the 'Travel Reimbursement Form (GFM 15.F.)' with each section completed and any required attachments with all of the necessary supporting documentation to their supervisor for review and approval. Requests that are not complete will be returned to the school bookkeeper. Once the Travel Reimbursement Form has been reviewed without any errors, the CSFO and Superintendent will approve form for payment. Travel reimbursement checks will be included in the first available accounts payable check run.
6. Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel guidelines.

Employees shall be reimbursed for up to 3 meals daily, depending on eligibility described below in item #7, for an amount not to exceed the following: 1 meal=\$15.00, 2 meals=\$40.00, and 3 meals=\$55.00 per day. A gratuity of up to 15% may be included; however, it must be added to the cost of the meal. Unused meal allowances may not be applied to other days. **Expenses in excess of the prescribed limit will not be reimbursed.**

No meal allowance may be claimed if a meal is included in conference registration.

7. Meal Allowance Eligibility: Employees traveling may be reimbursed for meals as prescribed in item #6. The eligibility of meals is as follows:

An employee is eligible for the breakfast allowance if they are on travel status prior to 7:00 a.m.

An employee is eligible for the lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.

An employee is eligible for the dinner allowance if they are on travel status between 6:00 p.m. and 9:00 p.m.

Note: Travel status will be determined by Meeting/Conference starting and ending times, plus estimated point-to-point travel time according to MapQuest.

Unless there is a working lunch during a Meeting/Conference/Workshop located in an employee's residing city, meals will not be reimbursed for employees on local travel status. Local travel status is defined as travel within Greene County or the city in which an employee resides.

8. **Mileage Reimbursement Rate:** Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only.
9. **Required Documentation of Allowable Expenses:** Along with attaching a copy of the Professional Leave Form and Conference Agenda, reimbursement of authorized expenditures will be made only if substantiated by the following:
 - a. ***Registration Fee*** – documented by publication or by invoice/receipt or a copy of check showing payment.
 - b. ***Meals*** – (including gratuities actually paid not exceeding 15%) – **original, dated itemized receipt only.**
 - c. ***Lodging*** – original itemized invoice.
 - d. ***Coach Airline Tickets*** – by original itemized invoice.
 - e. ***Mileage for Personal Vehicle*** – substantiated by a Mapquest, Yahoo or Google map attached to the travel form from point to point, no incidental mileage will be paid.
 - f. ***Parking and Toll Fees*** – substantiated by dated receipt.
 - g. ***Baggage handling Fees*** – substantiated by dated receipt or by hand record showing the date and the amount paid (*not to exceed \$10*).
 - h. ***Limousine or Taxi Fees*** – substantiated by dated receipt or by hand record showing the date, destination and the amount.
10. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable costs for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool and share lodging.
11. **Consultants:** All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.
12. **Other Provisions:** The Superintendent or CSFO may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations. Principals or Central Office Administrators, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the CSFO's authorization of exceptions in writing.

The guidelines set forth apply to all employees, Board Members, Superintendent and consultants.

Please note: Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place, the time and the type of expenditure will be disallowed for reimbursement.

B. Immigration Law/E-Verify Compliance

Effective January 1, 2012, the H.B. 56 – Alabama Immigration Law Compliance imposes certain requirements on local school boards “as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees [working in the State of Alabama].” We will use any, and all, applicable procedures prescribed by the State Department of Education to ensure compliance with this Act.

C. Extra-Curricular Mileage/Pay

Any program or local school activity that goes on an approved Extra-Curricular Trip will be required to reimburse the GCBOE’s General Fund for all transportation charges. School Bus trip mileage will be reimbursed at \$1.20/mile. School bus drivers pay will be reimbursed at the full amount paid, including fringes.

School bus drivers will be compensated based on the rates listed below:

- Local Trips – \$35.00 for entire trip.
- Other Trips – \$45.00 for the first 80 miles; then \$0.50/mile for each additional mile driven.

D. Accepting of Personal Gifts

Questions have come up about gifts in light of the recent changes to the Ethics Law. While those changes were likely necessitated by the actions of some lobbyists, legislators and other high-ranking public officials, teachers are covered as well. The full opinion is available for you to review on the Alabama Ethics Commission website (Opinion 2011-12, pages 13-17). Detailed below is a summary as guidance:

Definition of “de minimis” (dee-minnie-miss) – Latin for "of minimum importance". State Legislation has set the dollar amount of individual gifts not to exceed \$25.00, and no employee shall receive more than \$50.00 in gifts during any one year.

1. Gifts between Student/Staff, Parent/Staff, Staff/Staff:

- Not allowed:
 - Hams,
 - Turkeys, or
 - Gift cards with a specific monetary value.
- Allowed for public offices:
 - Consumable items may be provided for the enjoyment for office workers or staff, such as pecans, fruit baskets, cookies, cheese plates, etc.

- Allowed for individual teachers:
 - Fruit baskets, homemade cookies, etc.
 - Christmas ornaments of little intrinsic value,
 - Coffee mugs filled with candy or of a holiday nature,
 - Any item that the teacher may use to assist him in the performance of his teaching duties, e.g. notebooks, school supplies, etc.; and
 - CDs or books of a nominal value, scarves, etc.
- The PTA or a classroom mother may collect a small amount of money from each student and pool that money toward the purchase of a gift card.
- Public officials, public employees, including school teachers and other school employees, may accept gifts of ANY value, when the gift is based on a friendship that transcends the public sector, as exemplified by a pre-existing friendship.

2. AASB Door Prizes:

- AASB may award attendance prizes in the form of gift cards or free registration at its conferences and conventions.
- School officials and employees may participate in giveaways sponsored by vendors at AASB gatherings or other local gatherings.

3. Vendor Contributions:

- Vendors may host dinner for school board members at AASB gathering or other local gatherings, provided nothing is expected in return.
- Vendors may only provide gifts to school board members of a “de minimis” value.
- Vendors may only provide gifts to teachers, retired school employees or other school employees of a “de minimis” value.

4. School Board Attorneys:

- Board attorneys may buy lunch for school board members at a work session.
- Board attorneys may not give individual gifts to school board members or other school employees, unless the gift is of a “de minimis” value.

5. Other Highlights:

- School board members and other school employees may be provided tickets, if they pay the face value for that ticket.
- There is nothing improper in a school board member buying a legislator lunch or vice-versa.
- School board members and other school employees may gain free admission to school events (plays, sporting events, etc.) in their local district. (It is the school district and not the individual school that is considered the institution for purposes of the Ethics Law; Advisory Opinion No. 2011-13)

- The AHSAA may provide school board members free admission to Championship Athletic Events, if those school board members have a school in their district participating in the event. (It is the school district and not the individual school that is considered the institution for purposes of the Ethics Law; Advisory Opinion No. 2011-13)

E. Accepting of Public Donations to Schools

The Board may receive gifts that may serve to enhance and extend the work of the schools if the following procedures are followed.

1. Equipment contributed to the schools becomes the property of the Board and is subject to the same controls and regulations that govern the use of other school-owned property.
2. Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from the school funds shall be presented by the Superintendent for Board consideration and approval.
3. Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.
4. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent at least annually.
5. All administrators in a position to receive gifts in the name of a school or the school system shall submit a 'Gift(s)/Donation(s) Acceptance Form (GFM 15.K.)' for the Superintendent's approval before accepting any gift or donation on behalf of the school system.

Note: Any donations made with an unspecified location will ultimately remain property of the Greene County Board of Education. The Board can then distribute the property at their discretion.

F. Child Nutrition Program

The following procedures are to be used in the operation of the Child Nutrition Program:

1. Meals Prices will be charge at the following rates:
 - a. Administrators, Teachers, Support Staff, Board Members
 - i. Breakfast – \$1.50
 - ii. Lunch – \$3.00
 - b. Full Price Students
 - i. Breakfast – \$1.00
 - ii. Lunch – \$2.50
 - c. Reduced Price Students
 - i. Breakfast – \$0.30
 - ii. Lunch – \$0.40
 - d. Visitors
 - i. Breakfast – \$1.50
 - ii. Lunch – \$3.75
2. All Employees that reside at a school must eat their meals in the cafeteria with the exception of the principals.

3. Central Office, Transportation, and Maintenance Staffs and SDE Employees that are housed at the central office may take trays out of the cafeteria. During standardized testing and with prior approval, teachers may take trays out of the cafeteria to their testing rooms.
4. Students that may have to leave school early for doctor appointments, etc. must arrange with the principal of his/her school to eat lunch early before departure.
5. A sign-in sheet for employees of the GCBOE and visitors is located at each point-of-sale for individual's signature who takes part in meals served for each day.
6. All parents or visitors must eat lunch with their child in the cafeteria.
7. A price sheet will be posted in the cafeteria for all Ala Carte Items that are sold separately.
8. A doctor slip must be on file for all students that cannot eat certain food, for whatever reasons.
9. For students that do not have lunch monies for whatever reason, it is the principal's responsibility to accommodate his/her students.
10. All refunds of student monies will be returned to those individuals by a check issued from the central office.

G. Schedules of Various Fees and Charges

The following schedules are made under the authority of "Section III., Sub-Section 3.11" of the GCBOE policy manual:

1. **Facility Use Fees:**

a. Groups which charge admission

- | | |
|--|----------|
| i. For all buildings and grounds | \$150.00 |
| ii. Janitorial fee for school janitor | \$85.00 |
| iii. Principals fee (opening and closing school) | \$25.00 |

Other monitors, supervisors, and employees for admission activities must be employed directly by the user agency. The principal and janitor must be on hand at all times for such activities.

b. Class Reunion/Family Reunion

- | | |
|---|----------|
| i. For all buildings and grounds | \$100.00 |
| ii. Janitorial fee for school janitor | \$85.00 |
| iii. CNP Manager (opening and closing caf.) | \$85.00 |
| iv. Principals fee (opening and closing school) | \$25.00 |
| v. Cafeteria Use | \$85.00 |

(If cafeteria is used, it must be under the supervision of cafeteria personnel)
Other monitors, supervisors, and employees must be employed directly by the user agency. The principal and janitor must be on hand at all times for such activities.

- c. Funerals (Past and present employees, present students, elected/appointed officials)
 - i. For all buildings and grounds \$100.00
 - ii. Janitorial fee for school janitor \$85.00
 - iii. CNP Manager (opening and closing caf.) \$85.00
 - iv. Principals fee (opening and closing school) \$25.00
 - v. Cafeteria Use \$85.00

(If cafeteria is used, it must be under the supervision of cafeteria personnel)

2. Transcripts \$3.00

3. Copies \$0.50

H. Inventory Procedures

The Greene County Board of Education's (GCBOE) Inventory Procedures provide a guideline to account for all buildings, land, and equipment regardless of the method of acquisition or source of funding. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of property. Any loss, damage, or theft shall be investigated.

Permanent fixed asset records are created for the purpose of maintaining a current and accurate physical inventory, providing required reports for yearly audits, and monitoring damage and vandalism in order to file appropriate insurance claims. Our fixed asset system includes a complete description of each asset, its acquisition date, cost, location, condition, and other detailed information. An item is considered a "fixed asset" if it falls into certain land, building, equipment, or vehicle categories and if it meets certain cost and useful life criteria as described below. Every fixed asset is assigned a control number, tagged with a label, and entered into the McAleer accounting software in a timely manner.

Asset Administrators/Designees are as follows:

- Central Office Asset Administrator – Ms. Tonya Cockrell
 - Designee – Central Office staff receiving asset
- Transportation and Maintenance Departments Asset Administrator – Ms. Sarah Hall
 - Designee – Mr. Joe Webb (Transportation); Mr. Lesley Carlisle (Maintenance)
- Local School Asset Administrator – Ms. Makane Morrow
 - Designee – School Librarian (Schools); Dr. Rhinnie Scott (Career Center); and Ms. Isaac Atkins (Alternative School)

1. Fixed Asset Criteria

To be considered a "fixed asset" and included in the GCBOE's records, an item must meet one the following criteria for cost and useful life:

- Land automatically meets the criteria of fixed asset.
- New construction and renovation costs must meet or exceed \$50,000. Items representing construction in progress are not added to the building value until the construction or renovation is complete.
- Purchased items must meet or exceed \$5,000 for capital assets and \$500 for inventory assets with the exception of selected high-risk assets. Purchased items must have a useful life of one or more years.
- Donated items will use the same criteria listed above depending on the asset type.

2. Definitions

a. Inventory Assets – any item of equipment with a unit cost of \$500.00 up to \$4,999.99 and that meets the criteria below:

- It is tangible in nature.
- It has a useful life of greater than one year.
- It must be tracked for state or regulatory purposes.

b. Capital Assets – non-expendable assets with a unit price of \$5,000.00, or greater and that meets the criteria listed below:

- It is tangible in nature.
- It has a useful life of greater than one year.
- It must be tracked for state or regulatory purposes.

c. High-Risk Assets – any item with a unit cost of \$200.00 to \$499.99 and are identified within the Fixed Asset System for the purpose of tracking.

Examples of high-risk assets:

- Televisions, cameras, computers, printers, copiers, camcorders, radio/cassette/CO players
- Vacuum Cleaners
- Power drills, lawnmowers, power saws, leaf blowers, weed eaters, floor machines
- Two way radios

- d. Building Improvement Assets – major maintenance projects on existing buildings with a total project cost of \$50,000, or greater.

Examples of building improvement assets:

- Remodeling building components
- Replacing heating/air conditioning units
- Roofing and ceiling
- Kitchen items such as walk in freezers and hoods
- Surveillance cameras

- e. Land Improvement Assets – any structure or up-grade to existing land.

Examples of land improvement assets:

- Driveways, parking lots, sidewalks
- Fencing, retaining walls
- Replacing sod and greenery
- Statues, structures, flagpoles
- Outdoor lighting

- f. Infrastructure Asset – a long lived capital asset that is normally stationary in nature and can be preserved for a number of years more than most capital assets.

Examples of infrastructure assets:

- Roads
- Bridges
- Tunnels
- Drainage Systems
- Water Systems
- Dams

- g. Land – Real property.

- h. Capital Leases – All fixed assets that are being acquired under a lease or purchase agreement.

- i. Capitalization Level – The level at which Fixed Assets are reported for financial statement purposes (equipment costing \$5,000 or more, buildings and building improvements costing \$50,000 or more).

- j. Construction In Progress – All project expenditures from facilities under construction during the current year.

3. Shipment of New Purchases

- If the shipment is a large computer order for various schools or numerous computers, the Technology Coordinator will tag the items and complete an 'Inventory Worksheet (GFM 15.J.)'. The Technology Coordinator will distribute the items after they have finished their procedures.
- If the shipment is sent to the local schools, the Local School Asset Administrator will notify the Local School Designee. The Local School Designee will tag the items, complete an 'Inventory Worksheet (GFM 15.J.)' and send the needed information back to the CSFO.
- All systematic documentation will be reviewed by the CSFO and recorded by the responsible Asset Administrator.

4. Designee Responsibilities

- Record information for your site such as Serial and Model Numbers.
- Tag various items.
- Help faculty/staff, twice per year (End of School Year and End of Fiscal Year), with Physical Inventory.
- Distribute and Collect Physical Inventory count sheets.
- Help tag items for large local orders as needed.
- When an item is shipped directly to the site that would qualify as a capital asset (\$5,000 or greater), inventory asset (\$500 – \$4,999.99), or a small technology item (CPU, TV, Digital Camera, iPad, etc.), the Designee is responsible for tagging the item, completing the 'Inventory Worksheet (GFM 15.J.)', collecting all needed information and submitting it to the CSFO once approved by the principal/supervisor.
- In a crisis situation other responsibilities may be added.

5. Step by Step Instructions for the Inventory Process

- The CSFO prints out monthly reports for appropriate object codes 490-589. Any item falling into this category will be considered a capital asset, inventory asset, or high risk asset. An inventory worksheet should be completed for that item by the appropriate Asset Administrator.

- Each packet is copied and the original is sent to the appropriate Designee. They tag the item, **on the front or best visible position of the item**, and complete all of the information needed on the inventory worksheet such as serial and model numbers.
- The Designees send the completed packet back to the Asset Administrator. The Asset Administrator disposes of the copy in pending and enters the original into the McAleer Accounting System.
- We will have a routine audit twice annually (End of School Year and End of Fiscal Year).
- The Asset Administrators/CSFO will send the inventory count sheets for completion. The Designees hand out the count sheets to the most responsible person for each location.
- The Designees collect the completed inventory count sheets. All changes must be noted on the inventory count sheets.
- Each disposition or transfer must have the appropriate form attached behind the individual person's inventory count sheet. It must also have the required signatures.
- The Designees return the completed inventory count sheets back to the Asset Administrators. The Asset Administrators enter all changes from the inventory after the CSFO's approval.

6. Routine Inventory Control

All sites are accountable for keeping all equipment in their possession secure. Any change of equipment status (such as theft, transfer, loss, destruction, etc.) or any newly acquired equipment (whether bought from system money, local school funds, donations, etc.) should be recorded on the correct form and sent to appropriate Asset Administrator immediately.

7. Equipment Transfer/Disposal

Any disposals/transfers of fixed assets must be documented on the 'Fixed Asset Change or Disposition Form (GFM 15.G.)'. This includes transfers between sites, theft, loss, worn out items, etc. Information requested on the forms includes item description, asset number, serial number, and reason for transfer/disposition. If the item is to be transferred to another location, be sure to include the site destination. The following special instructions also apply:

1. Transfers outside the school system are prohibited.
2. All sales of assets must be processed through the system salvage/auction procedure.
3. All thefts, items damaged by vandalism, catastrophic loss or any missing items must be reported to the Inventory Personnel.

8. Donated Assets

When an item is donated, you need to show proof of original cost. If proof of cost is not available, the CSFO will establish a value according to fair market value.

The description of donated item, quantity, year, make, model, and donor's name needs to be made available to include in the Donated Asset's record.

Donated items must fall under the category of being \$500.00 or more, or a TV, CPU, Digital Camera, or small technology items (approved by the CSFO).

All donated items become the property of the Greene County Board of Education.

9. Auction/Salvage Sale

Auction/Salvage sales are developed from items that are old, worn out, broken, or not repairable. They are picked up by a designated group of people from the school or department, which have been and must be, determined by the Superintendent.

10. Auction/Salvage Sale Process

- The Superintendent's written approval is required before an item is released for pick-up.
- Items are scheduled for pick-up by the Superintendent's designee.
- Salvaged items are delivered to a designated location and stored there until an Auction Sale is scheduled.
- Once items are delivered to the designated area, they are to remain idle, inventoried and secured pending preparation of the sale. An auction/sale disposal listing is developed by the Superintendent's Secretary and forwarded to the CSFO.

11. Federally Purchased Asset Guidelines

Records must be maintained that include a description of the property number, serial number, fund source, purchase order number, class, acquisition date, cost and location.

Real Property:

- ***Title:*** Subject to the obligations and conditions set forth in this section, title to real property acquired under a grant or sub grant will vest upon acquisition in the grantee or sub grantee.
- ***Use:*** Except as otherwise provided for by federal statutes real property will be used for the original authorized purpose as long as needed for that purpose. Also, the grantee or sub grantee shall not dispose of or encumber the title or other interests.
- ***Disposition:*** When real property is no longer needed for the originally authorized purpose, the grantee or sub grantee will request disposition instruction from the awarding agency.
- ***Retention of Title:*** Grantee retains the title after compensating the awarding agency.
- ***Sale of Property:*** Sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return.
- ***Transfer of Title:*** Transfer title to the awarding agency or third-party designated/approved by the awarding agency.

Equipment:

Equipment with a unit price of \$500.00 and above or identified as a high-risk item. These items are to be maintained and monitored by the Inventory Personnel.

- Equipment shall be used by the grantee or sub grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds.
- Property must be maintained so that it includes a description of the property, a serial number, fund source, department, class code, acquisition date and cost of property.
- A physical inventory of the property must be taken and the results reconciled with the property records at least once each year.

15. Relevant Forms

Greene County Schools
LEAVE FORM

FROM: _____
(Name) (School)

My absence on: _____
(Give Date/Dates) (Total Number of Days)

1. Sick Leave. Sick leave is defined as an absence from regular duty by a person because of (Check one of the following):
 - a. Personal illness
 - b. Bodily injury to myself
 - c. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) or a person standing in loco parentis. (Underscore).
 - d. Death in the immediate family (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandson, granddaughter, grandfather, grandmother, uncle, aunt, nephew, or niece. (Underscore).
2. Personal Leave
3. Annual Leave
4. Other (Specify) _____

5. Leave of absence: _____ With Pay: _____ Without Pay: _____ Others: _____
Remarks: _____

(Date) (Employee Signature)

PRINCIPAL/SUPERVISOR APPROVAL

Recommendation: () Approved with pay () Approved without pay () Disapproved
REMARKS: _____

(Date) (Principal/Supervisor Signature)

SUPERINTENDENT APPROVAL

Action: () Approved with pay () Approved without pay () Disapproved
REMARKS: _____

(Date) (Superintendent Signature)

TO BE COMPLETED BY SUBSTITUTE

This is to verify that I taught in _____ place on date(s)

Signed: _____
(Substitute Teacher)

Approved: _____
(Principal/Supervisor)

lc/el August 2011

Greene County Board of Education
Request for Compensatory Work Time Form

I, _____, hereby request comp-time use for duties performed
at the request of _____ at _____
location.

A brief description of the duties I performed includes:

VERIFICATION OF COMPENSATORY TIME

Date Worked: _____

Total Hours Worked: _____

Signatures:

Employee Date

Supervisor/Principal Date

REQUEST TO USE COMPENSATORY TIME

Date Requested: _____

Signatures:

Number Hours Requested: _____

Supervisor Principal Date

Employee Date

Superintendent Date

PRIOR APPROVAL MUST BE OBTAINED IF CREDIT IS TO BE GIVEN FOR COMPENSATORY TIME WORKED

REQUEST FOR PROFESSIONAL LEAVE

pg.
pg.

Request for Professional Leave from duty with pay. **NO SUBSTITUTE WILL BE AUTHORIZED UNLESS APPROVED BY PRINCIPAL AND SUPERINTENDENT (10) WORKING DAYS PRIOR TO SERVICE.**

Name _____ School _____

I hereby request leave from my official duties as follows: **(PLEASE EXPLAIN IN FULL AND ATTACH ANNOUNCEMENT AND BROCHURE).**

No. day(s) teacher/employee will be absent: _____ Date(s): _____

Is substitute teacher needed? Yes () No () N/A ()

Approved () Disapproved ()

Teacher/Employee _____ Date _____

Approved () Disapproved ()

Principal _____ Date _____

Approved () Disapproved ()

Program Administrator _____ Date _____

Approved () Disapproved ()

Chief Financial Officer _____ Date _____

Superintendent _____ Date _____

Source of Funds:

() General () Foundation () Federal-Title _____ () Local School (7101/7501) () ISM# _____ () Other _____

27 Digit Code _____

Travel Request:

I request authorization to travel on behalf of the Greene County Board of Education. Travel expenditures expected to be incurred are: Hotel \$ _____; Automobile Mileage \$ _____; Air Fare \$ _____; Food \$ _____; Other \$ _____
Total \$ _____. All applicable receipts will be returned to the Board upon completion of the trip.

- > () I request an advance check for () hotel costs, and or (Air Fare)
- > () I do not request an advance check for any costs. I will be reimbursed.

Registration Dues/Fees:

I request funds to pay required registration dues/fees associated with this activity, in the amount of: \$ _____

- > () I request an advance check.
- > () I do not request an advance check for these costs. I will be reimbursed.

**GREENE COUNTY BOARD OF EDUCATION
EUTAW, ALABAMA**

APPROVED TRAVEL EXPENSES FOR MONTH OF: _____

DATE	POINTS OF TRAVEL		PURPOSE	HOUR OF DEPARTURE	HOUR OF RETURN	PRIVATE CAR MILES INSIDE/OUTSIDE COUNTY	AMOUNT OF TRAVEL	AMOUNT OF OTHER (SPECIFY)
	FROM	TO						
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						@ \$.565		
						SUBTOTALS		
							GRAND TOTAL OF ALL TRAVEL	\$

THE ABOVE IS AN ACCURATE REPORT OF WORK AND TRAVEL DONE BY ME DURING THE TIME INDICATED.

SIGNED: _____ APPROVED: _____
PRINCIPAL

SOURCE OF FUNDS: _____ APPROVED: _____
SUPERINTENDENT

FIXED ASSET CHANGE OR DISPOSITION FORM
GREENE COUNTY BOARD OF EDUCATION
Eutaw, Alabama

[1] SCHOOL/SITE LOCATION: _____

[2] FIXED ASSET ID NUMBER: _____

[3] DESCRIPTION: _____

CHANGE TO BE MADE:

[4] () LOCATION _____
FROM: PRESENT LOCATION TO: NEW LOCATION
(SCHOOL OR CLASSROOM) (SCHOOL OR CLASSROOM)

[5] () QUANTITY: ___ TO ___ SERIAL # OR DESCRIPTION: _____
NOTE: CHANGE IN QUANTITY REQUIRES EXPLANATION BELOW.

[6] () OTHER: _____

DISPOSITION REQUEST:

[7] WE ARE REQUESTING PERMISSION TO DISPOSE OF THE ABOVE ITEM(S)
BECAUSE:

() ITEM BEYOND REPAIR/TO BE SCRAPPED: _____

() TRADE-IN ON: _____

() MISSING/STOLEN: _____

() OTHER: _____

[8] PRINCIPAL _____ DATE _____

[9] YOU HAVE PERMISSION TO DISPOSE OF OR REMOVE THE ABOVE ITEM(S) IN
THE FOLLOWING MANNER: _____

[10] SUPERINTENDENT/DESIGNEE: _____ DATE _____

Greene County Board of Education

Eutaw, Alabama

REPAIR / DISPOSITION OF INVENTORY FORM

Instructions: Provide three (3) copies; 1 for the school, 1 forwarded to the Central Office, and 1 for the repair/technician (attached to the piece of equipment).

School: _____

Date: _____ Room #: _____

Description of Equipment: _____

Location in School: _____ Greene Co. ID # _____

Serial Number: _____

Purchased by: _____

Description of Problem: _____

Teacher Signature

Principal Signature

FOR USE BY REPAIRMAN / TECHNICIAN

Equipment Repaired: Yes

Equipment is Repairable

Equipment Repaired: No; beyond repair / To be scrapped

Comments: _____

Repairman / Technician Signature

Date: _____

FOR CENTRAL OFFICE USE

Superintendent Signature / Designee

Date: _____

**Greene County Board of Education
Justification Page**

For the Year 2012-2013

Cost Center:

Program:

Fund:

Line Item:

Description	Cost Per Item
TOTAL	

GREENE COUNTY BOARD OF EDUCATION EQUIPMENT INVENTORY OF ITEMS PURCHASED WORK SHEET

Name _____ Signature _____

Principal/Director/Supervisor _____

School _____

Room _____

Date _____

Signature _____

Note: Copy as many pages as necessary.

*GCEOE #	Class/Sub Class	*Description	*Make/Model	*Serial Number	*Funding Source	*P. O. #	P. O. Date	*Acquisition Date	Check Date	Check Number	*Cost
		Computer Tower									
		Computer Monitor									
		Computer Keyboard									
		Computer Tower									
		Computer Monitor									
		Computer Keyboard									
		Computer Tower									
		Computer Monitor									
		Computer Keyboard									
		Computer Tower									
		Computer Monitor									
		Computer Keyboard									
		Computer Tower									
		Computer Monitor									
		Computer Keyboard									
		Computer Tower									
		Computer Monitor									
		Computer Keyboard									

* Enter data in these cells. Others are optional.

