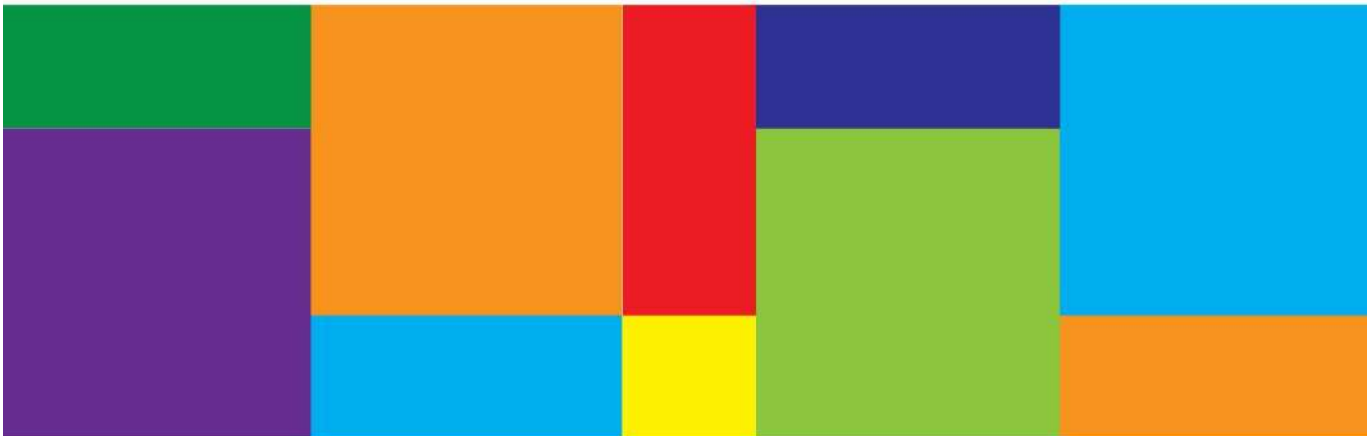School District of Beloit

Budget Manual

Revised Nov. 2017

Prepared by the Office of Business Services
1633 Keeler Ave. Beloit, WI 53511
www.BeloitSchools.net
An Equal Opportunity Employer

BUDGET MANUAL
TABLE OF CONTENTS

Section I
Overview

School District of Beloit

School District of BELOIT

STRATEGIC PLAN 17-20

Committed to excellence and diversity, we strive to prepare all students to thrive in a rapidly changing world.

Students

Build a school system of choice by improving student performance in a safe and diverse school atmosphere.

Staff

Enhance the work environment so employees feel a sense of worth and value, encouraging others to join the district.

Fiscal

Monitor taxpayer investments wisely to protect and provide resources to the schools to deliver a quality education while playing an important role in economic development.

Infrastructure

Improve and maintain district facilities to provide quality instructional spaces and safe environments that add value to the community as a whole.

Communication

Leverage strategic communication tools to build and enhance relationships with all stakeholder groups, increase our presence in the community, and share our stories.

Section II
Budget Codes

School District of Beloit

ACCOUNT DIMENSION

ACCOUNT CODE: The School District of Beloit uses a 23 digit numeric account code that is set as follows:

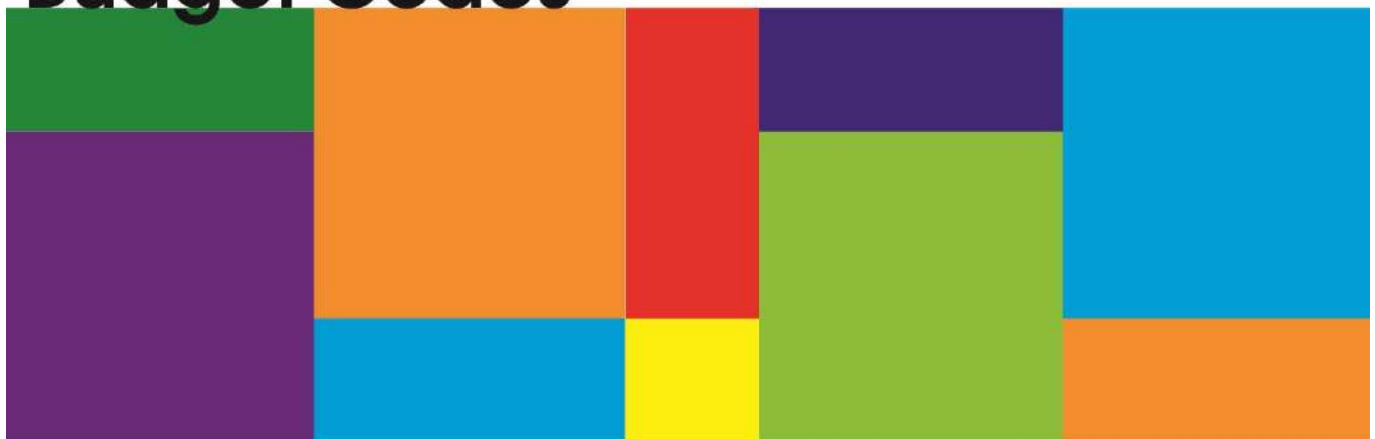| FUND	TYPE	LOCATION	OBJECT	FUNCTION	PROJECT	LOCAL
10	E	442	111	110000	000	909000
General Fund	Expense/Revenue	Memorial	Teacher Salary	Regular Education	None	Salary/Fringe
What fund is paying for item?		What location will be paying for items?	What is being purchased/paid for	What is the purpose of the program	Is there a grant/4k paying?	What department?

All accounts comply with the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

FUND: The district classifies accounts into one of eleven different funds, each identified by a two digit number. Each fund is an independent accounting entity consisting of a self-balancing set of asset, liability and equity accounts.

TYPE: This one digit field defines what type of account it is – R=Revenue, E=Expenditure, A=Asset

LOCATION: This three digit field is used to group accounts according to building/site.

OBJECT: This three digit field is used to describe items or services being purchased (an expense or object) or the origin of funds (a revenue or source).

FUNCTION: This six digit field indicates the purpose or program area for which an object is purchased.

PROJECT: This three digit field describes a program for which we receive financial support from another governmental agency or a locally defined special project.

LOCAL: This six digit field indicates a locally defined field.

LOCATION NUMBERS FOR BUDGET (2017-2018)

LOCATION		BUDGET LEADER

Fund 10 - General Fund

112	Converse	Vicky Hamilton
113	Cunningham - General	Devon LaRosa
513	Cunningham – Athletics	Joel Beard
114	Gaston	Brandye Hereford
115	Hackett	Ryan McReynolds
118	Merrill	Betsy Schroeder
120	Robinson	Samuel Carter
123	Todd	Melody Wirgau
130	Private School Title 1	Anthony Bonds
331	McNeel - General	Michelle Hendrix-Nora
531	McNeel - Athletics	Joel Beard
341	Aldrich - General	Joe Vrydaghs
541	Aldrich - Athletics	Joel Beard
351	Fruzen – General	Matt Kleinschmidt
551	Fruzen - Athletics	Joel Beard
441	Beloit Learning Academy	Tina Goecks
442	Memorial - General	Carole Campbell
542	Memorial - Athletics	Joel Beard
473	Roy Chapman Andrew Academy	Jennifer Paepke
6XX	Summer School (XX = location)	*Principal at selected site*
730's	Carl Perkins-Vocational Ed.	Mitch Briesemeister
770	Title I	Anthony Bonds
801	Office of Superintendent/Board	Thomas Johnson
802	Student Services	Emily Pelz
805	Teaching, Learning and Innovation	Anthony Bonds
808	Community & School Relations	Jennifer Thompson
810	Facility Services	Sean Winters
812	Personnel Services	Deetra Sallis
813	Technology Services	Jamie Merath
814	Business Services	Jamie Merath
816	Document Management Services	Jamie Merath
817	Wellness	Deetra Sallis
823	Equity & Operations	Darrell Williams
827	District Wide Expenditures	Jamie Merath
837	Wellness Clinic - Closed	

LOCATION		BUDGET LEADER

Fund 21 - Expendable Trust

Locations	Fund 21 - Misc. Donations	Budget Manager

Fund 27 – Special Education

772	Flow Thru	Emily Pelz
780	EC: EEN Entitlement	Emily Pelz
818	Special Education	Emily Pelz
Locations		Budget Managers

Fund 50 - Food Service

809	Food Service	Jamie Merath

Fund 60 - Agency Fund

Locations	Agency-Fund 60 – Elementary	Elementary Principals
331	Agency-Fund 60 - McNeel	Michelle Hendrix-Nora
341	Agency-Fund 60 - Aldrich	Joe Vrydaghs
442	Agency-Fund 60 - Memorial	Carole Campbell
513, 531, 541, 542, 551	Athletics	Joel Beard

Fund 99 - Vocational Education and Cooperatives

730/731	Local Youth Apprenticeship 66.0301	Carole Campbell
542	Boys & Girls Hockey and Soccer Co-op	Joel Beard

SOURCE (REVENUE) DIMENSION SUMMARY

200   REVENUE FROM LOCAL SOURCES

    240   Payments for Services
        241   General Tuition—Individual Paid
        244   Payments for Services Provided Local Governments
        248   Transportation Fees—Individual Paid
        249   Transportation Fees—Private Agency Paid

    250   Food Service Sales
        251   Pupils
        252   Adults
        259   Other Food Service Sales

    260   Non-Capital Sales
        262   Supply Resales
        263   Sale of Vocational Education Projects
        264   Non-Capital Surplus Property Sale

    270   School Activity Income
        271   School Co-Curricular Admissions
        272   Community Service Fees
        279   Other School Activity Income

    290   Other Revenue from Local Sources
        291   Gifts, Fundraising, contributions and development
        292   Student Fees
        293   Rentals
        295   Summer School Revenues
        297   Student Fines

900   OTHER REVENUES

    980   Medical Service Reimbursements
        989   Other Medical Service Reimbursement

    990   Other Miscellaneous Revenues

OBJECT (EXPENSE) DIMENSION - DEFINITIONS

An object indicates <u>what</u> service or commodity is being acquired.

<u>100's – SALARIES</u> (Site Based, location 909000 district paid)

This accounting system includes both salaries and wages within the scope of the term "salaries." Salaries are gross amounts (i.e., before deductions) paid to employees who are actually on the district payroll for services rendered to the District and for time spent on medical leave, holidays, sabbaticals, etc. Amounts paid as an indirect consequence of salaries (e.g., retirement, social security, insurance) and often as a fixed percentage of salaries, are recorded under object 200. Amounts paid to private employers (including self-employed individuals) for personal services are recorded in the 300 object series. Do not record as salaries, any amounts paid to individuals who are not on the District payroll.

111	Teacher
112	Administrator
113	Technical/Other Professional
114	Admin Assistant/Support
115	Clerical/Secretary
116	Instructional Support
117	Coordinator
118	Paraprofessional
120	Crossing Guard
122	Monitor/Noon Hour
123	Intern
124	Tutor
125	Student Worker
132	Event Worker
133	Addendum
135	IEP Meeting (Teacher/Special Education)
141	Teacher Additional
144	Admin Assistant Additional/Overtime
145	Clerical Additional/Overtime
146	Instructional Support Additional/Overtime
147	Coordinator Additional/Overtime
148	Paraprofessional Additional/Overtime
171	Sub Teacher
172	Sub Security Guard
174	Sub Clerical
175	Sub Aide
178	Sub Crossing Guard
179	Sub Nursing/Health Room Assistant

<u>200's - EMPLOYEE BENEFITS</u> (primarily used in local 909000)

Employee benefits are amounts paid by the District on behalf of employees over and above gross salaries, and often as a percentage of salaries. Such payments may be required by law or by contract. Payments should be made from the same fund which the corresponding salaries are paid.

212	Retirement Employer
218	Other Post Employment Benefits (OPEB)
220	FICA and Medicare
230	Life Insurance

242   Health Insurance
243   Dental Insurance
251   LTD Insurance
291   College Credit Reimbursement

300's - <u>PURCHASED SERVICES</u>

Payments for services rendered by personnel who are not on the payroll of the district, which the district obtains from private or public agencies. While a *product may or may not result from the transaction, the primary reason for the purchase is the service provided*. The purchase price usually includes, without itemization, the salary and benefits paid to any persons involved, the cost of objects (whether non-capital or capital used or furnished), and the cost of transporting or furnishing the goods and services.

310   Personal Services - services that can be performed by individuals, not district employees with specialized skills and knowledge. Payments to private or non-profit organizations for support services are also coded here. While some incidental supplies or equipment or travel may be included in the cost of this type of purchased service, the primary reason for the expenditure is acquiring the use of the human being involved. Examples include architects, consultants, doctors, officials, assembly programs and temporary typists. District paid stipends to non-employees. ***Conference registrations fees are recorded here; however, conference registration costs paid to CESA are coded to Object 386.***

320   Property Services - agreements with private businesses or individuals for cleaning, repair of school property or remodeling, should be recorded here.
       For maintenance/repair use sub function:
              254410 – Instructional Equipment (instruments, microscopes, etc)
              254490 – Other Equipment (i-pads, shredding, etc)
              255000 – Remodeling

330   Utilities (primarily used in location 810) - services usually provided by utility companies include water, sewerage, electricity, natural gas, and garbage collection, and are recorded here regardless of whether the utility or service is publicly or privately owned.

340's Travel - costs incurred in transporting pupils and employees when such services are provided by contract or agreement.

341   Pupil Travel - includes all costs of pupil travel between home and school, on field trips, on spectator buses and for extra-curricular activities. Includes transportation costs for students between school sites. Use new sub functions:
              256740 – Athletic Trips
              256770 – Field Trips
              256795 – Other Pupil Transportation

342   Employee Travel - payments for the travel expenses of district employees on district business or staff development activities, including transportation costs, meals, lodging, and incidentals.

345   Pupil Lodging and Meals – Meals and lodging for pupils traveling or placed in instructional programs outside of their resident district. Included are meals and lodging for co-curricular activities and field trips.

348   Vehicle Fuel – Fuel (gasoline, natural or liquefied petroleum gas) used for vehicle operation.

350's   Communication - involves services to assist in transmitting and receiving information.

    351   Advertising - expenditures for printed announcements in periodicals and newspapers or announcements broadcast by radio and television are recorded here. These expenditures include advertising for such purposes as personnel recruitment, legal notices, bond sales, and used-equipment sales.

    353   Postage/Cartage - expenditures for "Freight Out" including postage and the transportation of district goods by a commercial carrier.

    354   Printing and Binding - expenditures for designing, laying out, printing, and binding are recorded here. Textbook rebinding is recorded in Object 470.

    355   Telephone and Telegraph - expenditures including rental of telephone switchboards are recorded here.

    358   On-Line Communication - use of computers and modems to access electronic bulletin boards, mail and data bases.

370   Payment to Non-Governmental Agencies – Payments for instructional programs to private or non-profit organizations. This object number may only be used function 431000 regular education or function 436000 special education. Payments to other districts, CESA's, and other governments are coded to object 380 series.

380's   Intergovernmental Payments for Services - this object series includes payments to other governmental units for services rendered to the paying district. This object number may only be used with a 200000 support function.

    381   Payment to Municipality

    382   Payment to other Wisconsin School Districts

    383   Payment to a CCDEB – Transit of Aid

    384   Payment to a Non-Wisconsin School District

    385   Payment to County

    386   Payment to CESA (Services only) – ***Includes conference registration costs paid***

    387   Payment to State

    388   Payment to Federal Government

    389   Payment to WTCS (Wisconsin Technical College System – Vocational Education)

390 Intergovernmental Payments for Services – Purchased IEP Medical Services

400's -NON-CAPITAL OBJECTS

Non-capital objects include items of an expendable nature that are consumed, worn out, or deteriorated by use (supplies); lose their identity through fabrication or incorporation into different characteristics of equipment, but are not expensive enough to capitalize (non-capital equipment); and have the characteristics of non-capital equipment but also serve as a communicative function (media). Freight charges are to be included when recording the cost of goods purchased.

410's Supplies and Materials - items of an expendable nature that are consumed, worn out or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

    411   General Supplies – supplies, items that are consumed, worn out, or deteriorated through use and not required to be coded to another object account. Workbooks should be coded to object 470. Vehicle fuel should be coded to object 348. This classification will include such items as small marking devices, fastening devices, instructional games, cleaning materials, trophies and other awards, wax, bulbs, toilet paper, paper towels, pencils, paper clips, preprinted forms, commercially produced tests, eating utensils, paper supplies and medical supplies.

    415   Food - includes meat, vegetables, baked goods, milk products, beverages, candy and similar items intended for human consumption, whether in prepared condition or not at the time of purchase. Do not include items intended for animal consumption, list these under Object 411.

420   Apparel - includes items intended to be worn on the human body except prosthetics like glasses and hearing aids. Apparel includes clothes, such as shirts, blouses, pants, skirts, shoes and socks; protective gear such as aprons, goggles, shoulder pads and overshoes; costumes and uniforms. **CAN ONLY BE USED IN FUNCTIONS: 100000, 214000, 218000, 253000, 254000 (except 254600), 257000, 258000.**

430   Instructional Media Materials, other than textbooks and rentals that serve an instructional function and are not classified as a supply or equipment. Include expenditures for online instructional software and related licenses. If the item is cataloged and housed in a central library or media center, function 222200 "Library Media" is used. If the items are housed in a classroom, the appropriate instruction function (function number starts with a "1") should be used. Include here the cost of site licenses for instructional software purchases. Expenses previously coded to 431, 432, 433, 434, 435, 438 and 439 should now be coded to 430.

Audiovisual Media. Items that communicate primarily through other than the printed word such as film, maps, charts, displays, study prints, records, cassettes, globes, video or audio tapes, and similar items.

Library Books. Books which are purchased in limited quantity and usually kept in a library media center. Included here are costs of library book rebinding and repair.

Newspapers. Newspapers purchased to be housed in the library.

Periodicals. Magazines and other recurring publications purchased to be housed in the library.

Programmed Computer Software. Pre-programmed computer operating system and applications. Included here are associated manuals, documentation and cost of assistance or updates. Also included here are library automation software and related software components or licenses.

Microfilm. Microforms of existing books, periodicals or other print media, or original microform publications.

Other Media. Reference books, sets of encyclopedias in book form or on CD Rom, pamphlets, bulletins and manuals.

440's   Non-Capital Equipment – Items that have the characteristics of equipment but with a small unit cost **(more than $250 but less than $2,500)**. Any items over $2,500 would be recorded in a 500 series object.

   449   Other non-capital equipment. Included here are containers, desks, computers, monitors and other building furnishings, measuring devices and other equipment. Computers and monitors should be considered as separate units when purchased. (Example: if the computer costs $400 and the monitor costs $120, each unit is under $500 and should be coded to 449.)

452   Objects for resale - non-capital objects purchased specifically for resale.

470   Textbooks and Workbooks – Instructional books (other than library and reference), sheet music and workbooks acquired for instructional use. The cost of textbook rebinding and repair is also included here. Library books are recorded under Object 430.

480   Non-Instructional Computer Software – Preprogrammed computer applications used for other than instructional purposes. Included here is software for operating local or area wide networks, and library catalogs or circulation systems, as well as software or site licenses that extend users' access to other software. Also included here are associated manuals, documentation, and cost of assistance or updates. Must use with a support function (function number starts with a "2" except function 222200 library services).

500's CAPITAL OBJECTS

Capital objects include items of a permanent or enduring nature, which are of value for a period longer than the fiscal year in which acquired. Rentals are included here as they are costs in lieu of purchase.

Capital objects purchased **must** be reported to the Finance Office on inventory control forms. Those assets will be added to the District's fixed assets for reporting purposes. **Any item over $2,500 is recorded in the 500 series.**

510   Sites - include here the value of land and improvements acquired for district purposes. Also include here the value of existing buildings that are removed to prepare the site for another purpose. Land that is acquired along with a building where the intention of the purchase is to acquire the building for district use, rather than the site, should be coded to object 530 "Buildings".

520   Site Components – include here items such as curb and gutter, sidewalks, driveways, flagpoles, installed playground equipment, trees and bushes. This account is used when the improvement is installed by district staff or district purchased for installation by a contractor.

530   Buildings – Expenditures for existing buildings acquired by the district is included here. Buildings constructed for the district by other than district staff are coded to Object 320, "Property Services."

   531   Building Acquisition

537   Rentals

550's   Equipment/Vehicle Addition

Expenditures for equipment, including vehicles that are not replacing existing items. Equipment is any instrument, machine, apparatus, or set of articles which (1) retains its original shape and appearance with use, (2) retains its identity (i.e., is not incorporated into a larger or more complex unit), (3) is free standing or mobile (i.e., not attached to land or buildings) and (4) items of a permanent or enduring nature that **unit** cost is $500 or more.

551   Equipment Purchase/Vehicles–Addition (Non-Depreciated) - for equipment that unit cost is between $2,500-$4,999.99
553   Equipment Purchase/Vehicles (Depreciated)–Addition - for equipment that unit cost is $5,000 or more

570's   Rental of Equipment/Vehicles

571   Equipment Rental
572   Vehicle Rental

900's OTHER OBJECTS

930's   Revenue Transit

935   State Grants Transited to Others – payments to other districts resulting from participating in state funded consortium or "mini-grant" programs. Transit of state handicapped aid is coded to object 936 "Transit of Handicapped Aid."

937   Federal Grants Transited to Others – payment to other district resulting from participating in federally funded consortium or "mini-grant" programs.

940   Dues and Fees – expenditures for membership in professional or other organizations. Also included here are: bank service charges for checking accounts, vehicle license, registration fees and field trip admission fees. Expenses previously coded to 941, 943 and 949 should now be coded to 940.

960   Adjustments

970's   Refund of a Receipt - money paid out during the current fiscal year due to an overpayment to the district in a prior fiscal year is charged to this object and to the fund in which the original receipt was received. NOTE: *A refund during the same fiscal year the receipt/revenue was received should be treated as an abatement to the account in which the original receipt was recorded. (Usually a revenue or source code instead of an expenditure or object code.)*

971   Aidable Refund Payment - payments refunding prior year revenues that were included in deductible resources for equalization aid computation in prior years. Expenditures coded to this account increase shared cost in equalization aid computation.

972   Non-Aidable Refund Payment, Property Tax Chargeback and Equalization Aid Payment – payments refunding prior year revenues that were not used to reduce district shared cost in one equalization aid formula. Included here are refunds of state general aid and property taxes (e.g., property tax "chargebacks" and payments to district taxpayers for exceeding revenue limits).

980's   Medical Service Reimbursement Transmittal

981   Medicaid Receipts Transmitted to Others

989   Other Medical Reimbursements Transmitted to Others

990's   Miscellaneous

MAJOR FUNCTIONS

Function	Description

100 000   **INSTRUCTION**

110 000   *Undifferentiated Curriculum*

120 000   *Regular Curriculum*
121000   Art
122000   English Language
122100   Reading

123000   Foreign Language

124000   Mathematics
125000   Music
125400   Vocal Music
125510   Band
125520   Orchestra
126000   Science
127000   Social Science

129000   Other Regular Curriculum
129100   Career Ed
129120   Children At Risk
129125   Even Start Instruction
129140   Transition Program
129150   Education for Employment

129200   Bilingual/Bicultural
129300   Computer Assisted Instruction
129600   Environmental Education
129700   Youth Liaison

130 000   *Vocational Curriculum*
131000   Agriculture
132000   Business
133000   Marketing
134000   Health Occupations

135000   Family and Consumer Education
135200   Home Economics, Family Focus
135220   Child Development
135300   Occupational Preparation
135310   Child Services
135330   Food Services
136000   Technology Education
138000   Vocational Special Needs
139000   School Age Parent

140 000   *Physical Curriculum*

141000	Health
142000	Safety
143000	Physical Education
144000	Recreation
145000	Driver's Education
149000	Other Physical Curriculum (JROTC)

150 000	*Special Education Curriculum*
152000	Early Childhood (EC)
156100	Deaf and Hard of Hearing Impairment (H)
156200	Homebound: Special Education (HB)
156600	Speech/Language (S/L)
156700	Visually Impaired (V)
156800	Hospital Instruction (HS)

158000	Special Education Combined Cost Reporting (CCR)
	Cognitive Disability
	Emotional Behavioral Disability
	Specific Learning Disability
	Orthopedically Impaired
	Other Health Impaired

159100	Special Education Program Educational Assistants
159200	Special Education Short-term Substitute Teachers
159300	Special Education Specialty Teachers

160 000	*Co-Curricular Activities*
161000	Academic
161339	Forensics
162100	Athletics – Female
162105	Basketball – Female
162107	Knightingales – Female
162108	Cross Country – Female
162112	Golf – Female
162116	Soccer – Female
162117	Softball – Female
162118	Tennis – Female
162119	Track and Field – Female
162120	Baton – Female
162121	Volleyball – Female
162124	Swimming – Female
162200	Athletics – Male
162204	Baseball – Male
162205	Basketball – Male
162208	Cross Country – Male
162210	Football – Male
162212	Golf – Male
162216	Soccer – Male
162218	Tennis – Male
162219	Track and Field – Male
162221	Volleyball – Male

162222	Wrestling – Male
162223	Ice Hockey – Male
162224	Swimming – Male
163000	Music
163312	Music Production
164000	School/Public Service
166000	Classes

170 000	*Special Needs*
171000	Culturally/Socially Disadvantaged
172000	Gifted & Talented
172500	Youth Options
173000	Non-Special Education Homebound
174100	School Age Parent Classroom (SAPCL)
174200	School Age Parent Homebound (SAPHB)
179000	Other Special Needs
179100	Alternative Education
179110	ISS Program

200 000   **SUPPORT SERVICES**

210 000	*Pupil Services*
211000	Direction of Pupil Services
212000	Social Work (SW)
213000	Guidance
213400	Even Start Coordination
213500	Gender Equity
213900	Other Guidance
214000	Health Services
214200	Medicaid Reimbursement Services - Medical
215000	Psychological Services (PS)
216000	Speech Pathology and Audiology Services
217000	Attendance
218100	Occupational Therapy (OT)
218200	Physical Therapy (PT)
219000	Other Pupil Services

220 000	*Instructional Staff Services*
221100	Direction of Improvement of Instruction
221200	Curriculum Development
221250	Academic & Equity Affairs
221300	Instructional Staff Training
221400	Professional Library
221900	Other Improvement of Instruction
222000	Library Media
222100	Director of Library Media
222200	Library Media Resources and Services
223000	Supervision and Coordination
223100	Athletics

223300	Special Education Supervision and Coordination (LS)
223700	Vocational Education
223900	Other Instructional Staff Supervision & Coordination
229000	Other Instructional Staff Services

230 000	*General Administration*
231000	Board of Education
231100	Board Members
231400	Election
231500	Legal
231600	School Census
231700	Audit
231900	Other Board of Education
232000	District Administration
232100	Office of Superintendent
232200	Community Relations
232500	Program Development
232900	Other District Administration

240 000	*School Building Administration*
241000	Office of the Principal

250 000	*Business Administration*
251000	Direction of Business
252000	Fiscal/Finance
253000	Operations
253100	Director of Operations
253200	Sites
253300	Buildings
253400	Equipment
253500	Vehicle Servicing – not pupil transportation vehicles
253600	Vehicle Acquisition
253700	Security Services
253900	Other Operation
253950	Painting
253960	Furniture
254100	Direction of Maintenance
254200	Sites Repairs
254300	Buildings Repairs
254391	Electrical
254392	Plumbing
254393	HVAC
254394	Landscaping
254410	Instructional Equipment Repairs
254490	Other Equipment Repairs
254500	Vehicle Maintenance – not pupil transportation vehicles
254600	Maintenance Vehicle Acquisition
254900	Other Maintenance
255000	Facilities Acquisition/Remodeling
255100	Construction

255200	Purchase
255300	Remodeling
255400	Rental in Lieu of Purchase
256700	Contracted Transportation
256710	Regular Transportation (Home to School)
256720	Shuttle Services
256730	Parent Contract (Home to School)
256740	Co-Curricular Activities
256750	Special Education (Contracted Specialized Transportation)
256758	Private Contracted Transportation
256759	Community Integration
256760	Integration
256770	Field Trips
256790	Other Contracted Transportation
256900	Other Pupil Transportation
257000	Food Services
257100	Direction of Food Service
257200	Food Preparation and Dispensing
257300	Food Delivery
257900	Other Food Service
258000	Internal Services
258400	Production Room
258440	Print Shop
258500	Mail
259000	Other Business Administration
260 000	*Central Services*
261000	Direction of Central Services
262000	Program Research and Accountability
263000	Information
264100	Human Resources and Negotiations
264200	Recruitment & Placement
264400	Non-instructional Staff Training
264500	Employee Health Services
264800	In-district Travel
266000	Technology Services
270 000	*Insurance and Judgments*
500 000	**DISTRICT-WIDE (Use Only with a Source/Revenue Code)**

Section III
Budget Development Information
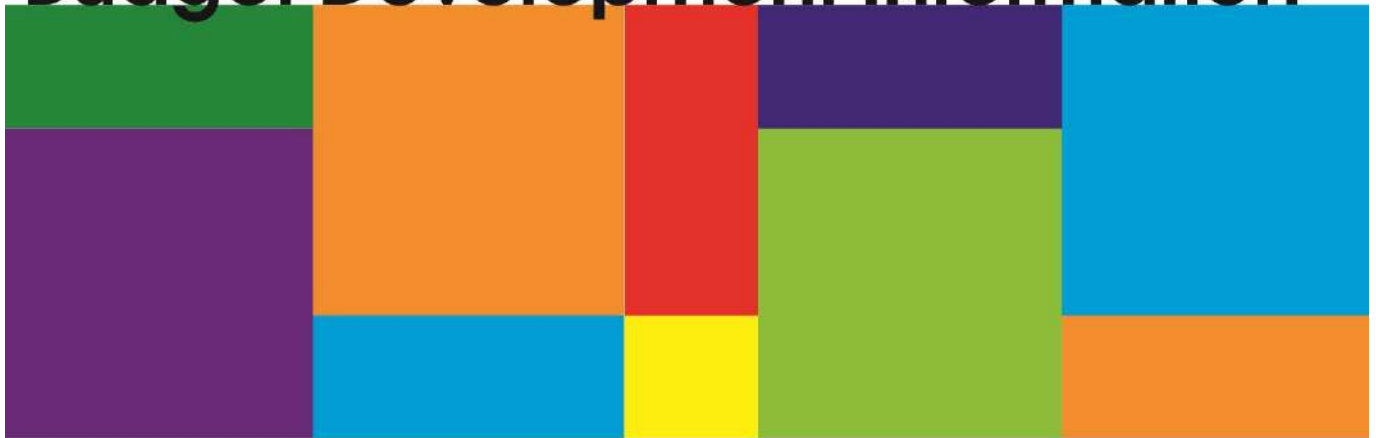
School District of Beloit

COST ANALYSIS

Proposals for additional staff should use the **estimated** 2017-2018 salary and benefit information provided below. The actual costs for existing individual staff members should be obtained by calling the Executive Director of Business Services (361-4015) or the Director of Finance (361-4011).

OBJECT	PROFESSIONAL EDUCATOR	SECRETARY (212 Day)	PARA-EDUCATOR
111, 115 Salaries	55,000	26,300	
118 Salaries			15,045
212 Retire ER 6.6%	3,630	1,736	993
218 OPEB 5.24%	2,882	1,378	789
220 FICA 7.65%	4,208	2,012	1,151
230 Group Life Ins..00167%	92	44	25
242 Health Ins. (Family)	22,193	22,193	22,193
243 Dental Ins. (Family)	1,524	1,524	1,524
251 L.T.D. Ins. .002899%	160	77	44
BENEFIT TOTAL	34,689	28,964	26,719
TOTAL SALARY & BENEFITS	**$89,689**	**$55,264**	**$41,764**

*6 ½ hour employee

EXTRA TIME: PROFESSIONAL EDUCATORS

Curriculum Writing	$20.97/hour
FICA – 220	7.65%
Retirement – 212	6.6%

LUNCHROOM SUPERVISION

		**PROFESSIONAL EDUCATOR	PARA-EDUCATOR	SCHOOL SUPERVISORY ASSISTANT
Salary	122 – (estimate)	$2,062 (elementary) $1,546.50 (middle)		
	122		Para-educator rate	
	122			10.28/hour
Fringe	212 – Retire ER 220 – FICA	6.6% 7.65%	6.6% 7.65%	n/a 7.65%

**If not receiving addendum contract.

School District of Beloit (District) Budgeting and Purchasing Technology Guidelines

Purpose
These guidelines are to explain how the District handles the budgeting and purchasing of technology infrastructure, hardware, and software and technology applications. The District's role is to achieve the best possible pricing in accordance with Board policy as well as to meet District goals such as delivery times, standardization, warranty coverage and/or to effectively maintain District technology.

The District uses a tech request system in order to expedite our quality technology services and technology purchases. You may enter a tech request through the following link:
https://sdb.zendesk.com/access/unauthenticated

Purchase of Technology Items:
The standardization of hardware and software are necessary to the Technology Services Provider providing fast, efficient service and support to the schools. In a continuing effort toward providing technology equipment that can be supported by our infrastructure and support staff. The guidelines below must be followed when computer software and hardware are purchased for your school:

- The Technology Serviced department will only solicit pricing for District use, personal use purchases will not be made using District time or staff.
- The Technology Service Provider must be consulted prior to the purchase of all computer hardware and software
- Any upgrades or changes to equipment must be reviewed by technology staff for compatibility with our infrastructure and supportability by technology staff.
- These guidelines apply to items that connect or upgrade existing technology equipment. If you are interested in purchasing stand alone items that will not be supported by the technology department and instead would be replaced less than $500, such as boom boxes, CD & DVD player and burners, these guidelines will not apply.
- If you have problems with equipment or software you have just purchased, please enter a tech request
- The District does not purchase cell phones
- If your equipment was stolen and needs to be replaced, please see below.
- Return requests are handled individually through a tech request

Vandalism, Lost or Stolen or Damaged Equipment:
Intentionally damaging technology equipment (vandalism) may result in the cancellation of privileges, and/or other discipline, up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy data of another user or organization, irresponsible behavior in and around computing equipment, hacking and physical damage to any network component, or as otherwise defined by law. The School District of Beloit reserves the right to recover its expenditures associated with a vandalism incident in accordance with Wisconsin laws and School District of Beloit Policies such as Policy 368, which may include:

- Access to district-owned or operated technology limited or denied.
- Discipline and/or termination.
- Restitution for property damage including the right to make a payroll deduction for the costs of repair and/or replacement.
- Legal action.

Please be advised that employees may be held financially responsible for the damage of technology equipment or for any unauthorized financial commitments made through the Internet. All rules in the

sections above apply wherever technology equipment is being used. Employees are responsible for the care of their technology equipment. Property Loss and Damage through vandalism and/or negligence will be treated the same.

Individuals who have not provided a Police Report or who have damaged or misplaced their device due to negligence will be charged or the building budget for which the student resides in will be charged for the damaged or misplaced device.

Estimates of Delivery:
Generally speaking the following delivery estimates apply to your technology purchases however; vendor or manufacturer backlogs and/or quotes and bidding results can delay the delivery of your purchase. Please contact Technology Services thorough a tech request if you have questions about the delivery of times for your specific order:

The following are estimates not guarantees:
Apple laptops and desktops is 2-3 weeks
LaserJet printers is 2-3 weeks
Mobile Lab carts is 4-5 weeks
PC laptops, desktops and monitors is 3-4 weeks
Peripherals (mice, keyboards, projectors, scanners, etc) is 2-3 weeks
RAM is 1-2 weeks
Software is 1-2 weeks
Smart boards is 5-6 weeks

Delivery and Installation of Purchases
You will be contacted by our Technology Service staff regarding delivery and installation. The cost for delivery and installation is included in the purchase price. It is important to work with our Technology Staff so that we can prepare for onsite delivery and installation in advance of your anticipated need.

Budgeted Funds
If the item you are considering for purchase is an item that is known and approved for purchase by the Technology Department the cost will be charged to the appropriate department or building budget. The budget manager shall submit the purchase request so that their permission can be verified. *(Student devices that are damaged or misplaced will be reported to the building secretary. The building secretary than has the ability to pass along the fees to the student. If the building decides to not pass along these fees, the building budget will be responsible for paying the replacement cost for the damaged or missing device.)*

Disposal of old/obsolete/inactive software or hardware:
Please enter a tech request regarding disposal of inactive technology assets. Many technology assets must be e-cycled in accordance with approved EPA and state regulations.

Ricoh Devices:
If you need toner in your Ricoh devices, please contact Jamy at 608-361-3622, if you need technology support for your Ricoh device, including moving or installing a new piece of equipment, please submit a tech request and include in the request that it is a Ricoh device.

Donated Equipment
Technology donations are a great source of low cost equipment, but in order for them to be properly supported within the District environment, a number of critical items must be considered (both financial and standards based) in order for the donation to be accepted. Please enter a tech request in order for a donation of technology equipment to be considered.

LIBRARIES AND MEDIA

Statues (Wis., Stats. s.s 43.70) requires that Common School Fund moneys "shall be expended for the purchase of library books and other instructional materials...in accordance with rules promulgated by the state superintendent." The guidelines published by the DPI requires the funds be expended in object 430 for audiovisual media, library books, newspapers, periodicals, programmed computer software, microform, and other media housed in the library (Function 222200). The DPI allows common school funds to be used for purchasing computers for the library, code to 550's. Request for purchase should be requested in the Educational Programs Department. Separate components are not eligible (i.e. a monitor purchased separately).

Following are definitions of those items that qualify for common school funding. Principals will need to work with teachers and library staff to assure these items are budgeted in the library budget (Function 222200).

430

Audiovisual Media. Items that communicate primarily through other than the printed word such as film, maps, charts, displays, study prints, records, cassettes, globes, video or audio tapes, and similar items.

Library Books. Books which are purchased in limited quantity and usually kept in a library media center. Included here are costs of library book rebinding and repair.

Newspapers. Newspapers purchased to be housed in the library.

Periodicals. Magazines and other recurring publications purchased to be housed in the library.

Programmed Computer Software. Pre-programmed computer operating system and applications. Included here are associated manuals, documentation and cost of assistance or updates. Also included here are library automation software and related software components or licenses.

Microfilm. Microforms of existing books, periodicals or other print media, or original microform publications.

Other Media. Reference books, sets of encyclopedias in book form or on CD Rom, pamphlets, bulletins and manuals.

551 - Additional computer purchased for the library

To assure compliance, it is necessary that library budgets are properly prepared and expenditures properly recorded. For example, it is not permissible to purchase Weekly Reader's with these funds. However, it is permissible to require that all purchases of computer programs or limited copies of supplemental readers be purchased from the library budget and cataloged and normally housed in the library. The website address for more detailed information is https://dpi.wi.gov/common-school-fund/questions.

The Finance Office will provide each principal with the minimum dollar amount that is required to be budgeted and expended for Library Aid purposes.
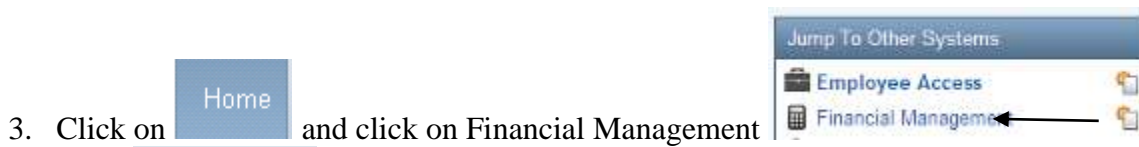
Section IV
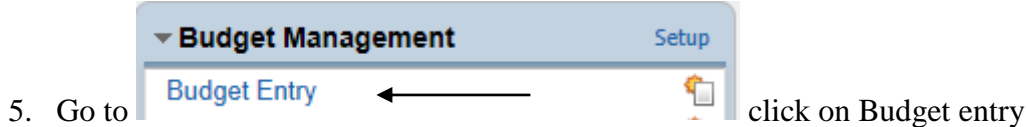## Skyward Procedures & Quick Tips
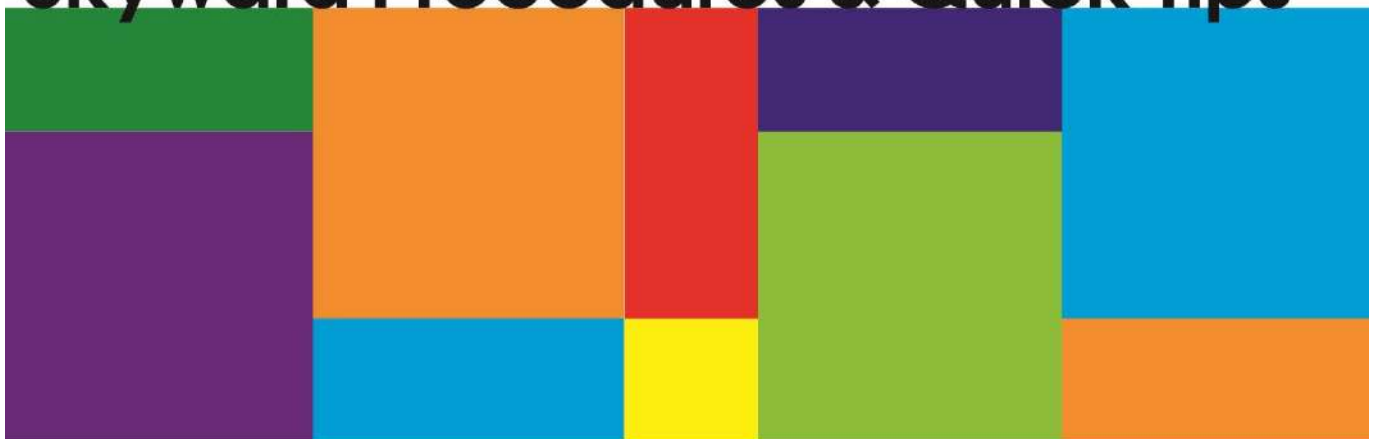
School District of Beloit

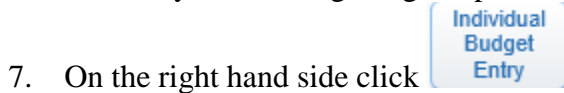**Skyward Web: Budget Entry**

1. Go to the Beloit School District home page, click on For staff, Essential Links, then scroll down and click on Skyward Business (Skyport)

2. Log in to your Skyward Business (Skyport)

3. Click on [Home] and click on Financial Management

4. Click [Account Management] tab.

5. Go to [Budget Management / Budget Entry] click on Budget entry

6. Click on your building budget report

7. On the right hand side click [Individual Budget Entry]

8. Enter in the appropriate amounts into the correct account numbers. (Are you able to go right down the list by hitting enter on 10 key pad.)

If you have any questions please email or call Jo Ann Armstrong at jarmstrong@sdb..k12.wi.us or 361-4011.

Skyward Web: Budget Transfers
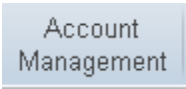
Budget transfers allow users to offset over budget account numbers by transferring budget figures from one account number to another. Some items to note:

- **Transfers should be made at minimum once a month with negative balances eliminated by the 15th of each month.**
- Transfers should be made when any given applicable account number is over budget by more than $25.00. (Do not include change in your transfers)
- Consider transferring enough funds to cover incurred costs and to "pad" the account number for unexpected additional costs such as: shipping and handling charges and incorrect pricing listed on purchase orders.

9. Go to the Beloit School District home page, click on For staff, Essential Links, then scroll down and click on Skyward Business (Skyport)

10. Log in to your Skyward Business (Skyport)

11. Click on [Home] and click on Financial Management [Financial Management]

12. Click [Account Management] tab.

13. Click [Submit Transfers] on the [Budget Management] menu. If you do not see the options, make sure to click the located to the left of Transfers. This will open up the menu options.

14. Click [Add] .

15. Make sure you are entering transfers in the correct fiscal year.
* Fiscal Year: 2012 – 2013

16. The transfer type should be ' Transfer Type: Expense .

17. Enter a Batch Number using the department/site and date of entry. Ex: RO022113, For Robinson, GA022113 for Gaston, HS022113 for High School, etc.

18. Enter description.
* Description: [   ] Tip: You can copy (Ctrl-C) and Paste (Ctrl-V) this description into the "Budget Transfer Detail Lines" as well. This may save keying time.

19. Enter account number (no spaces are required), description, and transfer amount for each general ledger account. Select either [Transfer From] or [Transfer To] Debit Amount . "Transfer from" means you

are decreasing the account and "transfer to" means you are increasing the account.

Detail Budget Transfer

General Ledger Account		Transfer Amount
Account: 10E113 341 256770 000 000000 - GENERAL FUND/CUNNINGHAM/PUPIL TRAVEL ▾ $ ▤	Transfer From ▾	1.00
* Description: Budget Transfer to cover negative monies	Debit Amount	Credit Amount
	0.00	1.00

Detail Budget Transfer

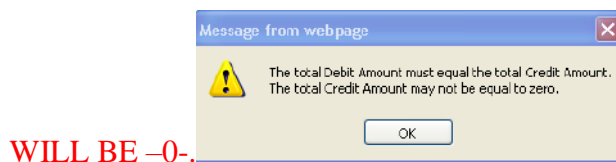| General Ledger Account		Transfer Amount
Account: 10E113 342 221300 000 000000 - GENERAL FUND/CUNNINGHAM/EMPLOYEE TR ▾ $ ▤	Transfer To ▾	1.00
* Description: Budget Transfer to cover negative monies	Debit Amount	Credit Amount
	1.00	0.00

REMEMBER ENTRIES MUST OFFSET EACH OTHER-FOR EVERY INCREASE THERE IS A

DECREASE; FOR EVERY DECREASE THERE IS AN OFFSETTING INCREASE. THE NET RESULT

Message from webpage

⚠ The total Debit Amount must equal the total Credit Amount. The total Credit Amount may not be equal to zero.

[OK]

WILL BE –0-.

20. Click Submit for approval .

21. If you run out of time you can click Save and finish Later and come back at a later time to finish the transfers.

   Make sure to click Submit for approval when you are finished.

Other tips:

- Use $ to get information about the budget balance in the specific account you are entering.
- If you are having any issues please email or call Jo Ann Armstrong at jarmstrong@sdb.k12.wi.us or 361-4011.
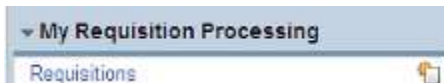
How to enter in a Requisition on the Web

1. Go to the Beloit School District home page, click on For staff, Essential Links, then scroll down and click on Skyward Business (Skyport) – Log in
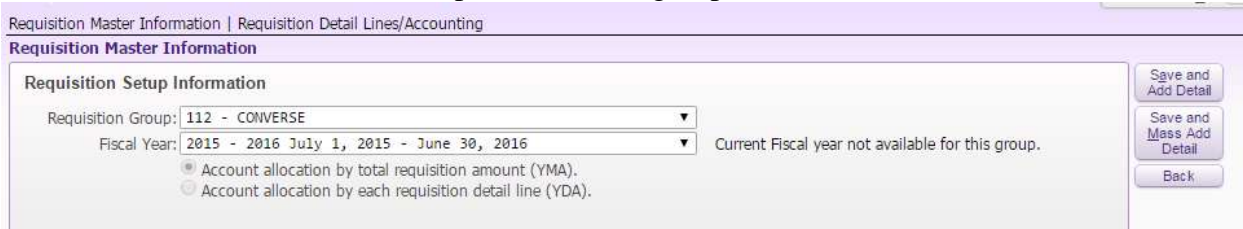
2. On the right hand side of the screen click on Financial Management

3. Then click on Purchasing.

4. Under "My Requisition Processing" select Requisitions

5. To add a requisition click on Add on the right hand side of the screen. In the drop down box make sure to select the correct purchase order group (Ex. 112 – Converse)

   Requisition Master Information | Requisition Detail Lines/Accounting
   Requisition Master Information

   Requisition Setup Information
   Requisition Group: 112 - CONVERSE
   Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016   Current Fiscal year not available for this group.
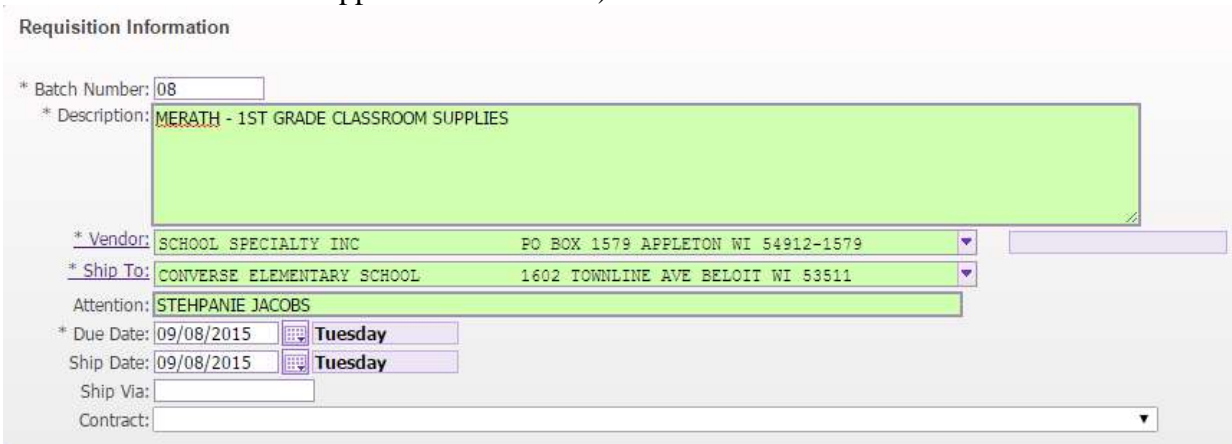   ⦿ Account allocation by total requisition amount (YMA).
   ○ Account allocation by each requisition detail line (YDA).

   Save and Add Detail | Save and Mass Add Detail | Back

6. Click on the drop down box to make sure that the fiscal year is correct. Leave the default option for account allocation. Tab down or click into the description box to enter in your details (Ex. Merath-Finance Office Supplies for Flu Clinic)

   Requisition Information

   * Batch Number: 08
   * Description: MERATH - 1ST GRADE CLASSROOM SUPPLIES

   * Vendor: SCHOOL SPECIALTY INC   PO BOX 1579 APPLETON WI 54912-1579
   * Ship To: CONVERSE ELEMENTARY SCHOOL   1602 TOWNLINE AVE BELOIT WI 53511
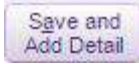   Attention: STEHPANIE JACOBS
   * Due Date: 09/08/2015   Tuesday
   Ship Date: 09/08/2015   Tuesday
   Ship Via:
   Contract:

7. Tab down to vendor and start to enter the vendor's name. (It will start to prepopulate). Make sure you choose the correct order from vendor, in some cases there are multiple vendor addresses for the same vendor. When entering Attention: by sure to include the name you want the order to go to, and also the building location they are at. You can leave the remaining fields alone.

8. Next, click on Save and Add Detail or, if you know you will be ordering multiple items click on Save and Add Mass Detail. This will give you several Detail Lines and you won't have to keep clicking save and add.

9. Here you will enter in your catalog number (if applicable), quantity, unit of measure, price and detailed description of what is being ordered.

10. Once you have entered in this information click on **Save** on the right hand side of the screen

11. If you would like to order more items click on **Add** on the right hand side. If you would like to edit or delete some of the items that you put on your requisition click on **Edit** or **Delete** on the right hand side.

12. Once you have all your items listed on your order click on **Add Requisition Accounts**. Here is where you will enter your account number for the order.

13. Your cursor will appear in the account number box. Enter in the account number that you would like to use and hit enter.

14. After hitting enter, that number will be highlighted in the Available Accounts chart. You will need to check the appropriate box.

Fnd ▲	T	Loc	Obj	Func	Prj	Local	Funds Available	Selected	
10	E	112	382	221300	145	000000	$0.00	☐	
10	E	112	382	221300	159	000000	$0.00	☐	
10	E	112	411	110000	000	000000	$6,084.00	☑	

15. You will notice that this account number will show up in the box on the bottom of your screen.
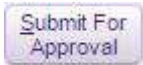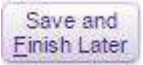
Selected Accounts				
Account Number	Amount	Percent	Remove	
10E112 411 110000 000 000000	25.00	100.00	Remove All	

16. If that account number is correct and the account distribution is correct go ahead and click Save Account Distrib which is located in the upper right hand portion of your screen. If you would like to distribute your account number between two different account numbers, put your cursor in the percentage/amount boxes and put enter in the amount/percentage you would like to be allocated. Then make sure that you click on what other account number you would like to use, or type in what account number you would like to use. You will want to make sure that once you have finished with your account numbers make sure that your distribution is at 100%. (Ex.

Total Amount to Distribute: **$327.93 100.00%**
Total Distributed: **$327.93 100.00%**
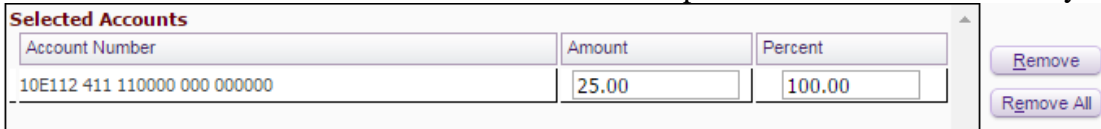Amount Remaining: **$0.00 0.00%**)

17. Review the account numbers you have just entered to ensure everything is correct. If so go ahead and click on Submit For Approval. This will then take you to your screen of requisitions that you have entered that are awaiting approval.

18. If you decide that you are not finished after entering in your account number click on Save and Finish Later. This will put your requisition into a (WIP) Working in Progress; **it will not go to approval**. This allows for you to come back later and add items, or to edit your account number.

19. To print out your requisition the "Print" button in the top right hand corner Print.

20. Click on View Report.

If you have any questions, please email or call Lori McConnell at lmcconnell@sdb.k12.wi.us or 361-4115.

Section V
Guidelines & Procedures

School District of Beloit

GUIDELINES REGULATING EXPENSE REIMBURSEMENT

A. General Provisions

  1. These expense reimbursement guidelines shall apply to all employees and Board of Education members.

  2. Travel expenses shall be reimbursed in accordance with established procedures.

  3. Expense forms must be correctly filled out, dated and signed before being submitted to the immediate supervisor and budget manager for approval. All necessary registration forms must be completed and attached. Any agenda or program containing informa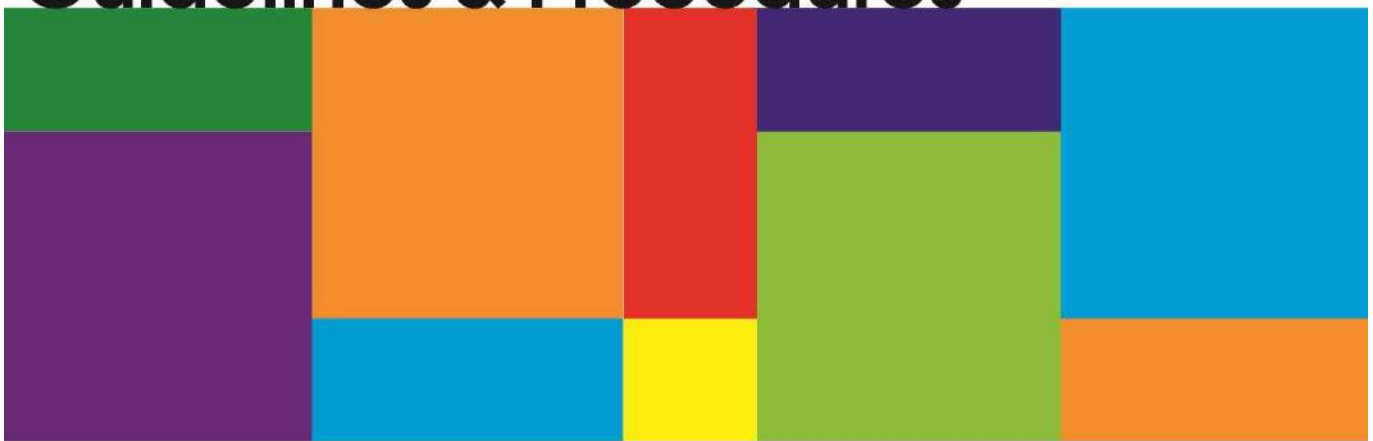tion available on the leave/conference must be attached. Reimbursement for expenses will be made only with approval of the budget manager and immediate supervisor. The Superintendent or designee can deny reimbursement for expense items not meeting established requirements.

  4. All employees traveling on official approved business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Careful planning of all travel is encouraged to take advantage of the lowest possible rates so that District professional development funds can be maximized.

B. Transportation by Common Carrier

  1. Air travel shall be limited to coach fare and one checked bag each way. Receipts must be presented to document all expenditures.

  2. Individuals driving a personal vehicle shall be reimbursed at the prevailing Internal Revenue Service standard mileage reimbursement rate.

  3. Round trip tickets shall be secured whenever practical and economical. Insurance coverage for persons traveling by common carrier is not allowable as reimbursable expenses.

C. Meals

  Meal costs are a reimbursable expense and will not be paid by the District unless the employee is traveling overnight or if meals are part of a conference or workshop where the cost is included as part of the registration fee.

  Reimbursements for meal costs will be capped based on the current per diem state or out of state rates. The federal rate for meal and incidental expenses (M & IE) is the standard meal allowance as set by the Internal Revenue Service in publication 1542.

D. Lodging

  1. The actual lodging expenses, plus Wisconsin room taxes and out-of-state sales tax, shall be allowable at single room rate unless District personnel or Board of Education members are share a room. Itemized receipts for lodging expenses are required.

  2. When travel expense vouchers are supported by receipts which show signs of erasures or alteration, the voucher shall be returned to the employee for a statement of facts explaining the reason for the alterations before the travel voucher shall be approved for payment.

E. Registration Fees

1. Enrollment or registration fees for conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the District. If this fee is unusually high, it may be disallowed. Receipts shall be attached. A program, literature or receipts shall be attached showing whether or not meals are included in the registration fee. Corresponding deductions shall be made based on the schedule for separate meals.

F. Miscellaneous Expense Items

It is expected that miscellaneous expenses incidental to official travel shall be held to the minimum amount required for essential and efficient conduct of business. The following rules are established as guides for the traveler and the approving officials and shall not be considered as making all claims for these items allowable without questions.

1. **Taxicab** – Charges are allowable when such travel is necessitated. Receipts, when available, shall be attached to the travel voucher.

2. **Parking Fees** – Reimbursement for parking charges is allowable, including metered parking. Receipts, when available, shall be attached to the travel voucher.

3. **Guest Meals** – the cost of guest meals is allowable only if it can be shown that such cost was essential and necessary to the conduct of official business and approved in advance by the Superintendent of Schools. In no case shall the amount allowed be in excess of the maximum established. Full explanation shall be given on the voucher including the name and position held by the guest and identification of business shall be stated on the voucher. Itemized receipts are required.

4. **Alcoholic Beverages** – Expenditures for alcoholic beverages shall not be allowed as reimbursable items.

Each employee must receive pre-approval from administration or the Board of Education (or the board president) in an emergency situation for any expenses which he/she expects reimbursement.

CROSS REF.:   IRS Government Publication 1542, Per Diem Rates

APPROVED: July 26, 1983

REVISED: January 27, 2009
February 28, 2012
December 18, 2012

REPRINTED: March 28, 2000

REVIEWED: January, 2014

Entering Employee Expense Reimbursement

1. Go to School District of Beloit home page. Click onFor Staff, click on Essential Links. Click on the link for Skyward Business (Skyport). Log in using your Skyport log in

2. On the right side, click on Employee Access.
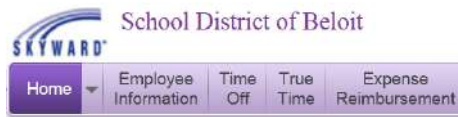
3. Click on Expense Reimbursement.

4. Select Submit Request.

5. Select Add.

6. Complete screen with appropriate information. Be sure to include the name of the conference and the location. Click Save.

7. Add Reimbursement Detail Lines by clicking Add on the middle right side.

8. Enter or adjust the Date of the Expense. For Reimbursement Type, click on the down arrow for options.

9. Select Expense Type.

```
AIRFARE WITH ONE BAG [AIRFARE]
BREAKFAST IN WI [BRK WI]
BREAKFAST OUT OF WI [BRKOUTWI]
CAR RENTAL & GAS [CAR RNTL]
PER DIEM MEAL RATE IN WI [DAYIN WI]
PER DIEM MEAL RATE OUT OF WI [DAYOUTWI]
DINNER IN WI [DNNR WI]
DINNER OUT OF WI [DNROUTWI]
GROUND TRANSPORTATION [GRD TRSP]
HOTEL [HOTEL]
LUNCH IN WI [LCH WI]
LUNCH OUT OF WI [LCHOUTWI]
BOOKS; OTHER MATERIALS [MATERIAL]
2014 MILEAGE [MILEAG]
2013 MILEAGE [MILEAGE]
```

10. Complete the screen by adjusting the "Quantity" and entering a "Description". Tab to the "Account" line and enter the account number to be charged. If a receipt is required, click "Receipt Attached". Click Save.

11. To attach a receipt, click on Attachments. Click on Add File.
At "Type" click on down arrow and select "Attachments (Expense Reimbursements Attachments)". Add "Description". Click on Browse… Select the document to be attached. Click Save. In the next screen, click Back.

12. If you have more than one Expense Type for the same day/conference, click Add. [Add]
    Contiue until all expenses have been entered. See Hint #1.

13. If you need to leave this process before finishing, click Save and Finish Later. If you have
    completed your expense reimbursement request, click Submit For Approval.

    [Submit For Approval]
    [Save and Finish Later]

If you have any questions, please email or call Ardis Lohff at alohff@sdb.k12.wi.us or 361-4116.

Hints:

1. When adding another expense, at the Add screen you can choose Clone.
   Make the changes for the new expense; you won't need to reenter the account number. Then click
   Save.

Fixed Asset Guidelines

Technology Fixed Assets:

1. All technology items must be purchased thru the Technology Department via SDB website – Technology Purchase Request
2. Technology will enter a requisition for the items to be ordered or will place the order via the Technology Procurement Card
3. Individual items that need to be tagged for fixed asset purposes:
    a. IPads
    b. Laptops
    c. Computer
    d. IPod Touch
    e. Apple TV's

All other district Fixed Asset purchases:

4. All items over $2,500 are tagged and entered into Skyward financial software for tracking purposes (not depreciable)
5. All individual items and grouped orders exceeding $5,000 are tagged (is possible) and entered into Skyward financial software and will be capitalized using the straight line depreciation method
6. Finance Office will distribute asset tags to all staff.
    a. Technology staff must bring a copy of the receipt/invoice to the Finance Office in order to receive asset tags. Finance Office will make a copy of the receipt/invoice to follow up with staff if we have not received the asset tag, serial number and location within a reasonable time frame.
    b. When other departments order equipment that need to have a fixed asset tag, the Finance Office will send tag and fixed asset documentation to the building secretary. Secretary will need to locate equipment in their building and tag equipment with the SDB Tag. The building secretary is responsible for completely filling out fixed asset form and sending back to the Finance Office as soon as possible.
7. Monthly the finance office will run a Skyward detailed report of all equipment purchases to ensure that we have asset tags to account for all equipment

Accounting Notes:
All items less than $2,500 should be object 449
Items more than $2,500 but less than $5,000 should be object 551
Items more than $5,000 should be object 553

CASH HANDLING PROCEDURES

ALL MONIES MUST BE DEPOSITED INTACT (student fees, extra curricular admissions, field trip, fund raising, etc)

 a. Monies must be counted before giving to the person responsible for making the deposit.

 b. All monies received must be counted and verified. Whenever feasible money should be counted in the presence of the staff member turning in the funds. Receipts must be issued for the funds received either a printed Skyward receipt or a written receipt from a bound pre-numbered receipt book.

 c. Checks must be stamped for endorsement at time of receipt by depositor.

 d. Depositor must use appropriate security measures (locked cash boxes, files, safes and vaults) to safeguard monies until deposited. Staff members should not be holding monies in their classrooms or offices. Funds received by staff should be submitted for deposit upon receipt.

When to deposit: (According to Board Policy 664)

All monies collected by district employees or student treasurers are considered district funds. Employees, volunteers or student treasurers must hand deliver money directly to the building secretary/bookkeeper and shall provide a breakdown of source of funds and person(s) collected from and must be substantiated with documentation such as pre numbered receipts, the number of tickets or items sold. The monies shall be dually counted after collection and then recounted for verification and shall be receipted and promptly deposited in designated district depositories.

Monies shall be managed in a prudent manner to insure their security. Therefore, the monies collected shall be deposited on a daily basis in accordance with established procedures. If a fund raising event is held during non office hours, the monies will be deposited in a night deposit box at a designated district depository or will be secured in a district safe until the next business day when it shall be deposited. In no case, shall monies be brought home with an employee, volunteer or student treasurer, or be stored in an unsecure place such as a desk or file.

Deposit Process:

 a. Make a copy of checks deposited

 b. Run Skyward reports including receipt totals and fees paid

 c. Run adding machine tape of written receipts for deposit period

 d. Reconcile reports to monies on hand, noting any differences

 e. Need two receipts from Bank – the pink copy of deposit slip with receipt amount, date, and time printed on it to send with transmittal and the regular receipt for your deposit records

 f. Transporting of deposits to the Bank is the responsibility of ABM.

Daily Transmittals must include -

 a. Transmittal form with receipts recorded to the appropriate account numbers. **One deposit slip should be used per day.**

 b. Copy of checks deposited and Skyward fees paid report

 c. Pink copies of deposit slip with the receipt stamped on it from the Bank

 d. Transmittal form (and all attachments) should be sent to the Finance office no later than the day following the bank deposit date.

DO'S

1. Deposit **all** funds intact.
2. Do keep the receipt book and deposit records accessible to other designated staff to use when absent from the office. The principal needs to know where these records are kept to insure that other staff can issue receipts and follow cash handling procedures when you are away from the office.
3. Do have two employees empty vending machines.

4. Do report any theft or loss to the Director of Finance immediately.
5. Do remind staff to keep money out of classrooms.
6. Do keep change funds separate from money to be deposited.

<u>DON'TS</u>
1. Don't cash personal checks for staff or use district funds for personal loans (IOU's).
2. Don't hold checks until a certain date before depositing.
3. Don't hold or accept non-District funds such as PTA/PTO or Booster Club monies, do not accept responsibility for monies from an independent entity.
4. Don't accept funds that aren't counted first.
5. **Don't make purchases using cash, all cash must be deposited.**

VENDOR GUIDELINES

School Specialty

School Specialty will allow a 25% discount on supplies. They will package by teacher and school as desired. There are no shipping or handling charges associated with orders processed with School Specialty. The company has notified us of possible changes to discounts – details will be available at a later date.

Subsidiary Companies with Applied Discounts:
Sax Arts & Crafts – 15% on consumable supplies. Free freight for orders over $100.

Nasco

The following page is the information from Nasco for discounts on their 2017-18 catalog prices. **You must use the quote number on your purchase order in order to receive the discount and the free shipping** (on most items). There is also a minimum order amount of $50.00 to receive the discount.

Office Max/Office Depot

Office Max is our primary vendor for all office supplies and applicable classroom supplies. Office Max ordering is completed online, delivered within 1-2 business days and offers free delivery. In order to continue receiving competitive pricing we need to make sure that we order from Office Max when applicable. Office Max will price match when possible, please contact our Sales Representative Paul Wroblewski at Paul.Wroblewski@Officedepot.com

Nasco FORT ATKINSON

901 JANESVILLE AVENUE   FORT ATKINSON, WI   53538-0901
PHONE (920) 563-2446 TOLL FREE (800) 558-9595
FAX   (920) 563-8296   (800) 372-1236
EMAIL quotes@eNasco.com
WEBSITE www.eNasco.com

PLEASE REFERENCE

Nasco QUOTE#
45588

CATALOG DISCOUNT

CUSTOMER RFQ#:

Bill To	Account:	46362200

BELOIT SCHOOL DISTRICT
1633 KEELER ST
BELOIT WI 53511-4713

ATTN: PURCHASING DEPT

VALID THRU   12/31/17

Terms	Minimum Order:	50.00
	AFTER DISCOUNT IS APPLIED	

NET 30 DAYS
DELIVERY APR. 7 - 21 DAYS ARO

Nasco catalogs involved with this bid:	Discount Off Unit Price	New Catalog Effective
ARTS & CRAFTS (5% on "Z" items)	20%	DEC
SCIENCE	15%	DEC
PHYSICAL EDUCATION	10%	JAN
FAMILY & CONSUMER SCIENCES	10%	JAN
MATH	15%	JAN
EARLY LEARNING	15%	JAN
ELEMENTARY EDUCATION	15%	JAN
HANDS-ON-HEALTH	10%	FEB
SPECIAL EDUCATION	15%	SEP
AG SCIENCES	10%	SEP

*FREE SHIPPING: NASCO PAYS GROUND SHIPPING TO SCHOOL FACILITIES EXCEPT FOR LIVE
MATERIAL ("LM" PREFIX) OR ITEMS WITH A TRUCK LOGO.
*TRUCK SHIPMENTS ARE DOCK DELIVERY.
*CALL 1-800-558-9595 FOR ANSWERS TO YOUR SHIPPING QUESTIONS.
*READY-OR-NOT TOT AND ACCESSORIES, XENOPUS FROGS, LIVE MATERIAL COUPON CARDS,
AND ITEMS WITH AN "NA" OR "NZ" PREFIX ARE NOT DISCOUNTED.
*A HAZARDOUS MAT'L SURCHARGE WILL BE ADDED TO ITEMS WITH A BLACK DIAMOND INSIGNIA OR
D.O.T. SYMBOL.

NOTE:
- Catalogs are mailed annually to teachers upon publication. Or visit us at eNasco.com to browse our complete product offering.
- See your discounted pricing online by visiting eNasco.com/page/QuickWebPricing.
- Discounts are off catalog unit price. Qualifying orders will automatically receive the quantity price if lower than the discounted unit price.
- Discounts not valid with any other coupons, offers, sale flyers, or website promotions.
- All other catalog terms apply.

DAVE JOHNSON, MANAGER OF CONTRACT SALES

Paper Ordering Information

Please follow these directions for ordering paper:

1. Go to: http://www.goofficepro.com

2. On the left side click: "Visit Our Online Order Center".

3. On the left side, Login. If you do not have a login, please call 608-531-6001 or email csr@goofficepro.com to request one and include your name, school, and title.

4. Across the top, click "My Lists".

5. Right beneath the link for "My Lists", click "Company Lists".

6. From the "Select List" pull-down on the left side, select "School Paper".

7. If you would like a color or another item not on our pre-selected shortcut list, please feel free to do a "Search" for any item or paper color on their website.

The district put out a state-wide RFP asking for vendors to bid on Just In Time paper delivery to every location.
We selected the vender with these qualifications:
1. Local supplier.
2. Online ordering.
3. Accepts Procurement Cards.
4. Delivers to schools without loading docks.
5. Lowest combined total price for Paper, Card Stock, Construction, in all colors.

GoOfficePro won the bidding and was selected by our School Board to be our district supplier.

You no longer need to stock a year's worth of construction paper in your schools; you can have delivery in amounts as needed each week.

PURCHASING

The Board of Education authorizes the Executive Director of Business Services or designee to supervise the purchasing of all materials, goods, services, equipment and supplies for the district in accordance with state law and policy guidelines.

All purchases shall be made at the best price available giving consideration to quality, conformity to developed specifications and suitability to the requirements of the educational system and delivery terms.

1. General Guidelines
    A. All purchases of materials, goods, services, equipment, and supplies for which the district will be responsible for payment must be made in accordance with established purchasing procedures and policies which may include payment approval through the use of purchase orders, procurement cards, eznetpay, consultant agreement, direct pay forms and petty cash checks.

    B. Given equality of service, quality, delivery and price, the district shall purchase, wherever possible, from local suppliers and services. The purchasing agent shall not feel bound to purchase any item locally that can be secured at a savings from outside services.

    C. Purchases involving monies raised by solicitation and/or sales shall be from district supplies and services whenever possible.

    D. Use of "Resale" account within the district budget shall not be used as competition for area businesses.

2. Failure to Adhere to Purchasing Policies
    Staff who purchase materials, goods, services, equipment and supplies, without following established purchasing guidelines will be held accountable for payment of said items. Continued failure to follow purchasing guidelines will subject the staff to discipline up to and including termination.

LEGAL REF.: s.s. 120.13(5) and (33)
             120.44

CROSS REF.: 623 Budget Implementation
             662.2 Petty Cash Accounts
             672.1 Purchasing/Bidding Requirements
             672.2 Local Purchasing
             672.4 Vendor Relations
             673 Payment Procedures
             740 Materials Resource Management (Central Storeroom)

APPROVED: December 18, 1980

REVISED: March 28, 2000
           February 26, 2013
           July 23, 2013

REPRINT: July 22, 2003

PURCHASING/BIDDING REQUIREMENTS

The purchase of materials, equipment, and services shall be made pursuant to procedures appropriate to the dollar value of the purchase.

It is the policy of the Board of Education that the district administrator follows the following general provisions except in cases of emergency. If an emergency exists, the district administrator may purchase in accordance with Policy 674 Emergency Procurement and Expenditure Authority without bidding or soliciting quotes for an immediate need.

A. General Provisions
   1. All orders or contracts based on bids shall be awarded to the lowest responsible bidder in terms of quality, conformity to specification, suitability for intended use, delivery terms and service requirements. Special preference may be given to qualified local area bidders in the awarding of orders or contracts based on bids. The Board reserves the right to reject any and all bids and to approve the bid or quotation which is in the best interest of the School District of Beloit.

   2. For the purposes of Policy 672.1, the dollar level requirements apply to purchasing decisions made for products or services individually or in aggregate. (For example, the purchase of 10 tables at $101 each exceeds the $1,000 threshold.)

   3. The Board of Education authorizes the Superintendent, Executive Directors and Directors to execute contracts, agreements, leases, and any other contracts that create financial obligations up to $15,000.

   4. The Board of Education authorizes the Superintendent and the Executive Directors to execute contracts, agreements, leases, and any other contracts that create financial obligations up to $25,000. When the purchase of, and contract for, single items of supplies, materials, or equipment amounts to $25,000 or more, competitive bids shall be obtained unless they are sole source purchases. The Board shall be informed of the terms and conditions of all competitive bids and consequences of such bids. Financial commitments over $25,000 in a single purchase require authorization by the Board of Education.

   5. Administration will make the Finance, Transportation and Property Committee aware of purchases made in the dollar amounts of $15,000 to $25,000.

   6. Sole Source Purchases are defined as those products or services that are available from a single vendor, are a part of an existing system, or are based upon historical research/experience and do not lend themselves to changing suppliers.

   7. All leases qualifying for "tax exempt" status must also be approved by the Executive Director of Business Services. Tax exempt leases are considered debt and must be incorporated in the statuary debt limitation formula.

B. Threshold Requirements

   1. Purchases to $3,000
      ➢ It shall be the responsibility of the budget manager to use good judgment and prudent business procedures in making purchases.
      ➢ Purchases under $3,000 may be implemented in the most inexpensive and effective procedure available to the purchaser.

2. Purchases $3,000 to $5,000
   - Consideration shall be given to:
     i. Cost
     ii. Vendor's ability to fulfill the contract
     iii. Delivery
     iv. Payment Terms
     v. Design
     vi. Compatibility with existing district inventory
     vii. Previous relationship with the vendor
     viii. Product quality
     ix. General suitability for safe use within the school district
   - Requires issuance of a purchase order or business office prior approval or business office approved Service Provider/Consultant Contract.
   - It shall be the responsibility of the budget manager to use good judgment and prudent business procedures in making purchases.
   - Purchases under $5,000 may be implemented in the most inexpensive and effective procedure available to the purchaser.
   - In the case of sole source purchases, a written explanation must be maintained by the budget manager in lieu of three written quotations.

3. Purchases $5,001 to $14,999
   - Requires the approval of a Director or Executive Director.
   - Requires a minimum of three written quotations to be retained by the budget manager for three years.
   - In the case of sole source purchases, a written explanation must be maintained in lieu of three written quotations.

4. Purchases $15,000 to $25,000
   - Requires the approval of the Executive Director of Business Services, or Superintendent prior to purchase.
   - Requires a minimum of three written quotations to be retained by the budget manager for three years.
   - In the case of sole source purchases, a written explanation must be maintained in lieu of three written quotations.
   - Notify Finance, Transportation and Property Committee of purchases between $15,000 and $25,000

5. Purchases $25,001 and greater
   - Requires the approval of the Board of Education prior to purchase
   - Requires the solicitation of three or more bids
   - In the case of a sole source purchase decision, a written explanation must be kept on file for a minimum of three years.
   - Requires issuance of a purchase order or business office approved Service Provider/Consultant Contract.

6. All district contracts for the performance of labor or furnishing the materials for a public improvement or public works project shall meet the protection and guarantees in accordance with School Board policy, state law and established rules and regulations. These requirements do not apply to a contract for the direct purchase of materials by the District.

7. If you are going to receive services from an individual a business office approved Service Provider/Consultant Contract is required for those providers receiving a payment of $1,000 or more per occurrence.

8. The issuance of a purchase order is required in all cases for documentation unless you use a procurement card where itemized charge receipts will be kept and a digital record will be maintained of purchase event history through the online procurement card software.

9. Administration shall not require a purchase order to be issued for the following items:
   - Reoccurring regular purchases such as cleaning supplies, paper, technology replacement and educational items such as textbooks and workbooks.
   - Professional services such as attorneys and architects.
   - Replacement parts or maintenance contracts for existing equipment or mechanical systems.
   - Cooperative Educational Services Agency (CESA) services utilized by the District.
   - Professional Services. Such services shall be selected through an interview process.

10. Consideration will be given to:
    - Cooperative purchasing with other governmental agencies when consistent with district policies. Cooperative Educational Service Agency (CESA) services utilized by the district will not require written bids.
    - Services required to be furnished to employees as a result of an employment agreement approved by the Board.
    - Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

LEGAL REF.:   s.s.   62.15
                          779.14

CROSS REF.:   652 Revenues from Investments
                  672.5 Protections and Guarantees for Construction and Renovation Projects
                  684 Audits

APPROVED: December 18, 1980

REVISED: July 23, 2013
                  August 27, 2013
                  February 24, 2015

REPRINTED: March 28, 2000

PURCHASE, SALE AND DISPOSAL OF ASSETS

The Superintendent or designee is authorized to purchase assets and dispose of non-usable or obsolete assets. Assets are defined as property that is 1) valued at more than $500.00; 2) has an asset tag assigned to it; or 3) mobile devices. The purchase of assets costing more than *2,500 or technology capital assets such as computer, monitors, mobile devices, etc.* must be reported to the Business Office on the prescribed form for assignment of an asset tag. All proceeds from sales/disposals shall be remitted to the Business Office and be deposited in the appropriate Fund. All disposals of assets must be reported to the Business Office on the prescribed form to provide for removal from the Capital Asset inventory system. This reporting requirement includes assets that are lost, stolen, or destroyed while within the care of the employee.

The key criterions governing the disposal of assets are 1) efficient sharing as assets within the district, and 2) a visible and "arms length" sale / distribution.

Assets shall be disposed of in the following sequence:

1. Items determined to be in good working condition by the Directors of Facility Services or Technology Services will be first made available within the District.

2. Items will be offered in an appropriate manner, balancing the costs associated with the type of disposal, and aligning the methods of disposal with the value and type of items to be disposed. Offers to the public may (but are not required to) include:
□□Auction Services
□□Direct solicitation to potential buyers.
□□Donations to not for profit entities, preference to be given to community not for profit entities which are willing to pick up the disposed assets.
□□Solicitation to other educational institutions for sale, in trade or as a donation.

3. Items that are not sold or disposed of after reasonable/appropriate efforts will be recycled or destroyed.

4. The Assistant Superintendent of Instruction should be contacted for the disposal of curricular materials.

In accordance with approved EPA and state regulations, the District will recycle technology assets (i.e. computers, monitors, printers, etc.) that it needs to dispose of which are no longer in use. Depending on final count and the quality of assets being recycled, the District can receive payment for these used assets. The District will contract with an E-Cycle vendor that will accept responsibility under approved EPA and state regulations with regard to hazardous materials as well as assuming responsibility for sanitizing all data contained in the recycled products memory, hard drives, or other storage devices. Letters of destruction will be received and maintained on file.

LEGAL REF.: s.s. 120.10(12)
                120.44

APPROVED: May 25, 1982

REVISED: June 28, 2005
                October 25, 2011
                November 27, 2012

REPRINTED: March 28, 2000

REVIEWED: January, 2014

EQUIPMENT AND FURNITURE

All orders or contracts based on bids shall be awarded to responsible bidders in terms of overall cost, quality, conformity to specifications, suitability for intended use, delivery terms and service requirements. Special preference may be given to qualified local area bidders in the awarding of orders or contracts based on bids. The Board reserves the right to reject any and all bids and to approve the bid or quotation which is in the best interest of the School District of Beloit.

Equipment and furniture lists shall be prepared for each construction project by the administration. These lists will be utilized by the Executive Director of Business Services to secure bids, where practicable, and to be available to representatives of appropriate vendors.

CROSS REF.:   672.1 Bidding Requirements

APPROVED: December 18, 1980

REVISED: July 23, 1991
                       April 24, 2012

Facility Improvement Requests

In order to remain committed to building maintenance and maintain a balanced budget, the Facilities Department must review all facility requests and seek approval for facility projects from the Executive Director of Business Services.

Please submit your requests for facility improvements for review and approval to the Facilities Director. This important step establishes and maintains consistency with product quality; ensures safety and compliance with codes, integration with our facility master plan and to obtain the best pricing for the School District of Beloit.

Whenever you are affecting a facility by attaching something to it or removing an item attached to the structure please seek prior approval. In addition, radios must be approved by facility services. An email, facility work order and/or phone call before submitting your purchase request is advised.

Examples include but are not limited to the following:
- Signs/Decals
- Blinds/Screens
- All facility construction / remodeling requests
- Furniture reconfiguration
- Flooring replacement
- Paint requests
- Classroom reconfigure
- Exterior projects
- Walkie - Talkie / Radios
- Security / Cameras
- Access Control
- Electrical
- Plumbing
- White / Bulletin Boards
- Door / Window Replacement
- Landscaping
- Interior / Exterior Lighting

Our goal is to provide the cleanest, safest facilities for the students, staff and public that utilize them. Thank you for your cooperation!

Entering a School Dude Service Request for Maintenance and Facilities Work Orders

We are now using SchoolDude to submit maintenance and facilities work orders.

Step 1: Register as a user at the following link:
https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=1607789568
- When you register, the account number will already be populated for you. Enter your name, phone number, email address and create a password.

Step 2: Submit a work order request
- Once you submit your first work order request, you will automatically be set up in MaintenanceDirect with an account.

IMPORTANT: You need to actually submit your 1st work order to be set up as a user as this completes the registration process.

Listed below are tutorials to help you register and log in to your account and submit requests

- How to Login/Register:

  http://help.dudesolutions.com/Content/Documentation/Maintenance/MaintenanceDirect/User%20Roles/Requester/How%20to%20Register%20Log%20in.htm

- How to Submit a Request:

  http://help.dudesolutions.com/Content/Documentation/Maintenance/MaintenanceDirect/User%20Roles/Requester/How%20to%20Submit%20a%20Work%20Request.htm

GUIDELINES FOR ADVERTISING THROUGH TECHNOLOGY

The use of District and school websites shall support the District's vision and goals and shall be coordinated with other District communication strategies.

The purpose of this policy is to define conditions upon which advertising that promote products or services to students, staff, parents, and the community may be placed on District and school websites.

It shall be the responsibility of the Superintendent or designee to ensure that all website advertising adhere to the principles set forth in this policy. Advertising samples may be requested for pre-approval by the Superintendent or designee. Final discretion to allow marginally questionable advertisements rests with the Board of Education.

All advertising agreements shall be in writing and shall specify all relevant terms, including pre-payment and no payment penalties. The Superintendent shall set up advertising agreements and procedures for approval of website advertising and sponsorships in the District. Funds generated from advertising will be accounted for, handled and reported in compliance with Wisconsin Uniform Financial Accounting Requirements.

All advertising must be consistent with District and school curriculum and academic goals.

Advertising must be tasteful and not minimize or take away from the role of the web content.

Inclusion of advertising does not constitute approval and/or endorsement of any product, service, organization, or activity.

All advertising must be consistent with the District's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, handicap, age or sexual orientation and, must be age appropriate for the students who may be involved. The District will not permit advertising that:

1. Promotes the use of illicit drugs, alcohol, tobacco, or firearms

2. Promotes hostility, disorder, violence, sexual activity or gambling

3. Attacks or demeans any ethnic, racial, or religious group

4. Promotes any specific religion

5. Inhibits the functioning of any school or school sponsored activity

6. Requests personally identifiable data

7. Requires an exclusive rights contract unless approved by the Board

8. Promotes or opposes a political cause, political party, political candidate, political organization or politically controversial issue.

Placement of commercial messages or advertisements on websites shall require specific authorization from the Superintendent or designee. The School District of Beloit reserves the right to decline the hosting of any ad at any time.

Nothing in this policy shall be interpreted to prohibit or require authorization for public service announcements or events directly related to services of the School District of Beloit.
Ads may not:

1. Automatically redirect a user to a different browser window prior to clicking on the ad

2. Link to spyware, malware, or the collection of data which intrudes on any users privacy rights

3. Be redirected to change its content after ad approval

4. Cause an automatic pop-up of a second window of any type prior to clicking on the ad

5. Interfere with the closing of any web page

6. Resize itself within the page on which it's being displayed so as to alter the original size or placement of the content being served by the School District of Beloit

Advertising rights may be updated at the beginning of each fiscal year and may vary based upon page placement. Each advertiser must have a signed agreement with the School District of Beloit or designated ad service agency before any ad will be placed on a website.

LEGAL REF.:   s.s. 118.12
                             118.125
                             120.44 (2)

CROSS REF.:   850 Public Solicitation/Promotions in the Schools Regulations
                             374 Student Fundraising Activities
                             368 Rule 1 dc Guidelines for Responsible Use
                             522.4 Staff Code of Ethics

APPROVED: March 27, 2012

<div align="center">

Student Fee Overview
Policy 470 and Policy 470 Rule 1 Revised

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Policy 470 Student Fees, Fines and Charges Highlights
- A schedule of fees will be maintained and will include payment amounts (if any) to be collected for general instructional materials, school meals, transportation, additional costs for special classes or programs and athletic participation and extra or co-curricular activities
- Student fees may not exceed District cost. A fee must be supported by evidence that each student received value of an equal or greater value than the fee. So for example a student at the elementary level is charged $25 then they must receive a value of at least $25 in supplies such as textbooks and workbooks and other direct instructional supplies. No fee may be charged for instructional time such as teacher salaries, apparatus, building cost or maintenance.
- **Current year fees on the student fee schedule** for general instructional materials and for participation in activities **may** be waived by the building principal based on individual circumstances involving inability to pay. A 100% waiver of current year general school fees, athletic fees and activity fees are granted to students who are eligible for low income status by completing a household income form and the fee waiver consent form.
- Building principals are expected to protect taxpayers of the District by making reasonable effort to collect all fees and charges due to the District.
- The cost of materials provided by the schools for projects completed in classes such as art, industrial technology education, family and consumer educations, etc, shall be paid by the student in those cases wherein the project becomes the property of the student.
- A student, who loses, defaces or destroys any textbook, equipment or other District property shall be required to pay the full replacement cost of such loss or damage.

Policy 470 Rule 1 Guidelines regarding student fees/fines/charges Highlights
- The District will provide Personal Protective Equipment (PPE) as required for student safety. Safety glasses are an example of a PPE.
- Resale fees are a charge made to a student that recovers in full the cost of an item we are providing for the student's education that becomes their property after payment. This practice is often for convenience to the student and District such as a PE lock or Tech Ed special project. Another example of resale is an educational opportunity that a student is requested to pay for because it is not part of the regular education program such as a field trip. Unspecified student payments must be applied to student fees before being applied to resale fee accounts.
- Student Parking Fee (BMHS) –is $100 per year (discounted to $50 during the second semester)
- Transcripts-Free of charge for all current students. $5 fee per transcript charge for students that have graduated or no longer attend the school district.

Co-curricular and Extra Curricular Fees
- Co-curricular and Extra Curricular Fees-If no District funds are provided for the activity, no activity participation fee will be collected. All students who fail to turn in lose or damage uniforms and/or equipment will be charged for the replacement. Students may not participate in another sport until this fee has been satisfied.

Other Charges

- Any course that is credited for graduation, even if it is not required for graduation must be provided **without** charge. However, the school may assess a fee for the specific course materials such as books **(not to exceed the actual costs),** but it may not charge for instructional time, such as teacher salaries, apparatus, building cost or maintenance.

Collection of Fees

- Fee collections will be applied retroactively (oldest fees first and will be applied to student fees/fines/charges (No Resale) before being applied to activity fees).
- Donations for student fee scholarships may be given and are appreciated
- Student fees may not exceed actual District cost.
- Students will not be denied participation in **educational programs** for failure to pay fees. (Schedules, report cards or diplomas) may **not** be withheld for non-payment of fees. Student records must be made available to an adult student or the parent/guardians of a minor student upon request.
- A student will no longer be able to participate in sports for which the payment of charges is necessary until such time as the payment has been made.
- Student fees for the school year are due by September 30th. Principals shall continue to send reminders as appropriate.
- A 100% waiver of **current** year general school fees, athletic fees and activity fees may be granted to students who are eligible for low income status by completing a household income form and the fee waiver consent form. A student who has paid these fees and later is determined to be eligible for low income status is given a credit for the full amount of fees(s) paid that should have been waived and will be applied to future charges. If a parent is requesting a refund, the principal may approve a full refund of the current year fee paid that should have been waived.
- Prior Year Fees accumulate from one year to another. Attempts will continue to be made to collect fees through the student's elementary career. Unpaid fees accumulate and follow the student into high school. The student is not permitted to participate in any secondary co-curricular activity until fees are paid, a payment plan is established or the fees are waived or reduced. Once the level of unpaid fees reaches $1,000 per family the District retains the option of seeking payment through small claims court or through a collection agency.

Newsletter Highlight Ideas regarding Student Fees:

- A 100% waiver of general school fees and athletic or co-curricular current year fees is granted to students who are eligible for low income status by completing a household income form and the fee waiver consent form.

- A student, who loses, defaces or destroys any textbook, equipment or other District property shall be required to pay the full replacement cost of such loss or damage. Students who fail to turn in, lose or damage uniforms and/or equipment, will be charged for the replacement. Students may not participate in another sport until this fee has been satisfied.

- Student Parking Fee (BMHS) - $100 per year (discounted to $50 during the second semester)

- Fee collections will be applied retroactively (oldest fees first and will be applied to student fees/fines/charges before being applied to activity fees).

- Current year athletic fees must be paid in full before a student is issued a uniform or permitted to play/scrimmage/participate in the sport.

- Prior Year Fees accumulate from one year to another. Attempts will continue to be made to collect fees through the student's career. Unpaid fees accumulate and follow the student into middle school and high school. The student is not permitted to participate in any secondary co-curricular activity until fees are paid, a payment plan is established or the fees are waived or reduced. High school seniors with unpaid fees will not be allowed to participate in graduation ceremonies and will not be granted senior privileges. Once the level of unpaid fees reaches $1,000 per family the District retains the option of seeking payment through small claims court or through a collection agency.

Incentive and Appreciation Guidelines

It is important that incentives are available to students for meeting educational goals such as regularly attending school. Likewise, it is important that employees feel valued.

The following guidelines are presented as a reference because incentives and employee appreciation tokens need to be reasonable and nominal such as:

- Stickers
- Bookmarks
- Activity books
- Games
- Plaques of appreciation
- Handwritten note or card

Examples of incentives and employee appreciation or employee incentives that the District would like to avoid due to potential problems are listed below:

1. Providing students with a gift card such as Wal-Mart due to loss of accountability. Gift cards, like cash can be used by anyone. You cannot guarantee that it will be used for the child, for example the child may never receive the gift card because they may be readily slipped into a purse and forgotten or it may be used for a purpose other than for the child.
2. Providing gift cards for staff recognition. A culture of recognition is important but a recognition gesture can be made without use of taxpayer dollars such as kudos during a staff meeting or a congratulatory email.
3. It is never allowable to distribute cash due to the loss of accountability.
4. Providing students with unhealthy snacks such as candy and gum. Please refer to the Board Wellness Policy 761. The District's goal is to positively influence students' eating behaviors. Similarly, food and/or physical activity is not to be used as a reward or punishment

Please contact Jamie Merath, Executive Director of Business Services with questions at 361-4015 or jmerath@sdb.k12.wi.us.

Section VI

Forms

School District of Beloit
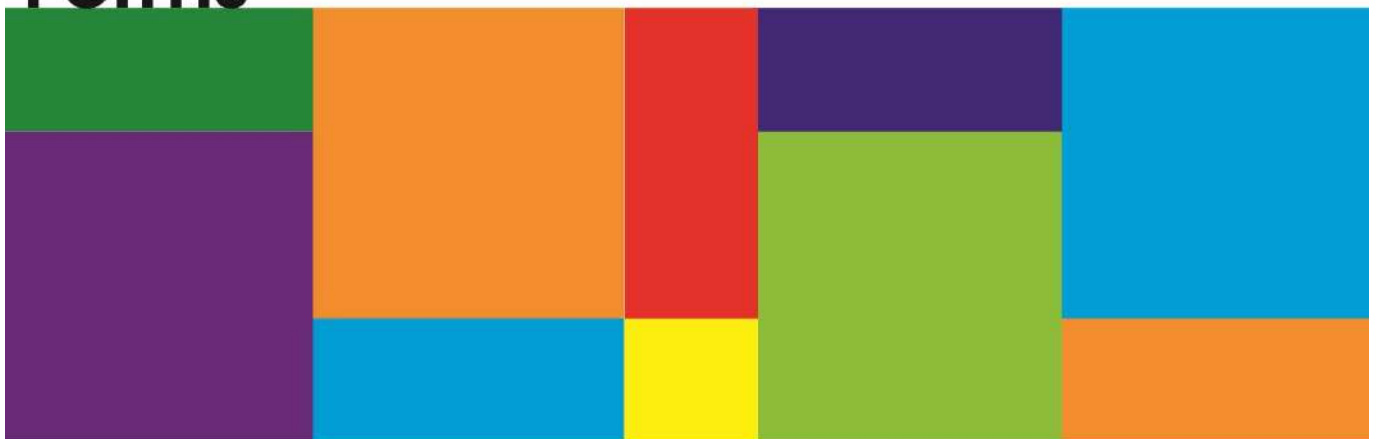
SCHOOL DISTRICT OF BELOIT

INDISTIRCT TRAVEL LOG

This form should be completed on a monthly basis to document days and mileage for travel within district buildings. The distance mileage chart on the back of this form MUST be used to calculate reimbursement mileage between district buildings.

Total your mileage at the bottom and multiply by the current reimbursement rate. Please sign the form, obtain your supervisor's signature and indicate the account number to charge if different from the standard district account. Completed forms should be attached to the Skyward reimbursement request.

Name: _____   Location: _____

Position: _____   Mileage Period _____to _____

Date	Leaving From	Arriving To	Mileage

Total Miles _____ x _____per mile = _____

Account Number: 10E000 342 264800 000 000000

The above information is accurate to the best of my knowledge.

_____   _____

Staff Member Signature   Supervisor's Signature

SCHOOL DISTRICT OF BELOIT
MILEAGE CHART - REVISED 10/26/2016

	Aldrich	BLA	Converse	Cunningham	Fruzen	Gaston	Hackett	Kolak	McNeel	Memorial/RCAA	Merrill	Robinson	Todd
Aldrich		2.2	4.2	4.5	2.5	4.1	3.5	1.9	5.3	2.7	1.6	0.4	2.7
BLA	2.2		2.6	1.9	2	2	1.4	0.7	3.2	1.1	1.1	2.1	0.6
Converse	4.2	2.6		0.9	4.6	1.3	1.9	3.2	0.8	1.8	3.1	3.9	3.6
Cunningham	4.5	1.9	0.9		3.8	0.6	1.2	3	1.2	1.6	3.1	4	3.1
Fruzen	2.5	2	4.6	3.8		4	3.4	1.6	5.2	3.1	2.7	2.5	1.7
Gaston	4.1	2	1.3	0.6	4		0.6	2.6	1.9	1.7	2.8	4.2	2.5
Hackett	3.5	1.4	1.9	1.2	3.4	0.6		2	2.4	1.2	2.2	3.6	1.9
Kolak	1.9	0.7	3.2	3	1.6	2.6	2		3.8	1.7	1	1.8	0.7
McNeel	5.3	3.2	0.8	1.2	5.2	1.9	2.4	3.8		2.4	3.6	4.4	4.2
Memorial/RCAA	2.7	1.1	1.8	1.6	3.1	1.7	1.2	1.7	2.4		1.6	2.3	2.1
Merrill	1.6	1.1	3.1	3.1	2.7	2.8	2.2	1	3.6	1.6		1.5	1.4
Robinson	0.4	2.1	3.9	4	2.5	4.2	3.6	1.8	4.4	2.3	1.5		2.6
Todd	2.7	0.6	3.6	3.1	1.7	2.5	1.9	0.7	4.2	2.1	1.4	2.6	

Arriving To (columns) — Leaving From (rows)

State of Wisconsin ● DEPARTMENT OF REVENUE

December 7, 2011
Letter ID: L0821363648
Batch Index: 2052344320-159

SCHOOL DISTRICT OF BELOIT
1633 KEELER AVE
BELOIT WI 53511-4713

This is your Wisconsin Sales and Use Tax Certificate of Exempt Status (CES). Purchases made by your organization or entity are taxable unless you provide a properly completed Wisconsin Sales and Use Tax Exemption Certificate (Form S-211), listing the CES number shown below, to your supplier(s).

If your organization makes sales, they may be subject to sales tax collection and you may be required to obtain a Seller's Permit. Information regarding registration requirements can be found in our Publication 206, Sales Tax Exemption for Nonprofit Organizations.

Forms and Publications can be obtained through our web site at www.revenue.wi.gov or through our forms ordering line at (608) 266-1961. Many questions can be answered by reviewing the FAQ pages on our web site. You may also contact us by telephone at (608) 266-2776 or by email at sales10@revenue.wi.gov.

WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

CES NUMBER
060425
DATE ISSUED
12/2/2011

IMPORTANT:

SCHOOL DISTRICT OF BELOIT
1633 KEELER AVE
BELOIT WI 53511-4713

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 267-1030, E-mail sales10@revenue.wi.gov, or at our Web site www.revenue.wi.gov

WINPAS - et.015 (R 05/11)

1633 Keeler Avenue
Beloit, Wisconsin 53511
(608) 361-4000
FAX (608) 361-4122

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination against students based on their membership in any protected class.

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination in employment based on a person's membership in a protected class.

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable citizen in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the stateline community.

Dr. Tom Johnson, Superintendent
Kolak Education Center, The Roosevelt Building
1633 Keeler Avenue, Beloit, WI 53511
Office: (608) 361-4016
FAX: (608) 361-4122
E-mail: thjohnso@sdb.k12.wi.us
District Web Site: www.sdb.k12.wi.us

7-15