

**SECTION D**  
**FISCAL MANAGEMENT**

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## **ANNUAL BUDGET**

The annual budget is the financial expression of the educational program of the School Committee, and reflects the vision of the District as well as the problems and difficulties that confront it. Throughout the budget planning and approval process, the District will engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the educational goals and objectives of the District.

The first priority in the development of an annual budget will be the educational success of the children in our schools. At the same time, the Committee recognizes its responsibility for the fiscal stewardship of the town's resources.

Public school budgeting is regulated and controlled by legislation, state regulations, and local Committee requirements. The annual budget for the District will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer, but may delegate portions of this responsibility to appropriate members of staff.

The Superintendent will have overall responsibility to formulate, present, and administer the District's budget in accordance with the guidelines approved by the Committee.

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#); [71:38N](#)

## **BUDGET ADOPTION AUTHORITY**

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the Town Meeting. Town Meeting does not allocate School Committee appropriations among accounts or place any restriction on such appropriations. The school budget is presented as part of the total Town budget for action at the Annual Town Meeting.

LEGAL REFS.: M.G.L. [71:34](#)

### **BUDGET TRANSFER AUTHORITY**

In keeping with the need for periodic reconciliation of the School Department's budget, the Superintendent will report to the School Committee any significant adjustments to and/or transfers within the budget.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the District.

All appropriated funds not expended by the close of the fiscal year will be returned to the Town. Funds contained within specific accounts with designated purposes (e.g., Circuit Breaker, approved revolving accounts, etc.) are excluded, as allowed by law.

## **FUNDING PROPOSALS AND APPLICATIONS**

The School Committee encourages the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of possible funds available to the District from a variety of sources, and in what manner those funds can best be used.

The Superintendent is responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval as may be required by the proposal specifications.

The Superintendent is authorized to sign all reports for these projects and is responsible for the proper expenditure of funds received for such projects.

LEGAL REFS.:       M.G.L. [44:53A](#)  
                          [Title VIII](#), Elementary and Secondary Education Act of 1965

**AUTHORIZED SIGNATURES**

The Chair of the School Committee or the Committee's designee and the Superintendent or designee will sign payrolls presented for approval.

The Treasurer/Collector of the Town, who also serves as the School Department treasurer, signs all checks drawn against Department funds. No other signature is valid.

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#)

**BONDED EMPLOYEES AND OFFICERS**

Each employee of the District who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a general Town insurance policy. The Town will pay the cost of the bond.

LEGAL REF.: M.G.L. [40:5](#)

## **FISCAL ACCOUNTING AND REPORTING**

The Superintendent is responsible for receiving and properly accounting for all funds of the District.

The Superintendent shall provide periodic financial statements to the School Committee showing the financial condition of the School Department, as well as other financial information that may be requested by the Committee.

LEGAL REF.: [603 CMR 10.00](#) (School Finance and Accountability)



## **AUDITS**

An audit of the School Department's accounts shall be conducted annually as part of the Town's annual audit. In addition, the School Committee may request a private audit of the District's accounts at its discretion.

The Committee will review recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the Department's assets and take appropriate action.

## **PURCHASING**

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office.

The Superintendent serves as purchasing agent. The Superintendent or designee will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with exceptions as may be made by the latter. The Superintendent shall report any significant exceptions to the Committee.

LEGAL REFS.: M.G.L. [7:22A](#); [7:22B](#); [30B](#); [71:49A](#)

## **PROCUREMENT REQUIREMENTS**

All purchases of materials, equipment and services and all contracts for maintenance in amounts exceeding the amount specified in [M.G.L. c. 30B](#) will be based upon competitive bidding in conformance with the Office of the Inspector General regulations.

LEGAL REFS.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: DJA, Purchasing Authority

## **PAYMENT PROCEDURES**

All claims for payment from School Department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized for invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules. The Chair of the School Committee or the Committee's designee shall approve all bills, drafts, orders, and payrolls, provided that such member shall make available a record of such actions to the full Committee at the Committee's next meeting.

As an operating procedure, the designated Committee member will regularly receive lists of bills for payment from Department funds. The lists will be certified as correct by the Department and approved for payment by the Committee or its designee and then forwarded to the Town Accountant for processing and subsequent payment by the Town Treasurer. Actual invoices, statements, and vouchers will be available for inspection by the Committee.

The Superintendent will be responsible for ensuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

Building and District administrators will be responsible for observing budget allocations in their respective areas.

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#); [41:56](#)

## **EXPENSE REIMBURSEMENTS**

School personnel who incur expenses in carrying out their authorized duties will be reimbursed by the Department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Internal Revenue Service.

LEGAL REFS.: M.G.L. [40:5](#); [44:58](#)

## **SCHOOL ASSETS DISPOSAL PROCEDURE**

It shall be the policy of the School Committee to dispose of surplus or obsolete equipment no longer required to accomplish the educational mission of the District.

Disposal of such items shall be the responsibility of the school business administrator after approval of the Committee, as required by statute. Disposal shall be in accordance with the Town Bylaws.

Notice of such intent to dispose shall be communicated in accordance with the Town Bylaws. All money received from the sale of equipment originally purchased with Town-appropriated funds shall be deposited in the general fund of the town.

In all instances, records of disposal shall be kept and maintained.

The preceding shall not apply to trade-ins.

LEGAL REFS.: Town Bylaws [Article 19.47](#) (Board of Selectmen – Disposal of Town Property)