

**DB ©
ANNUAL BUDGET**

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

Adopted: date of manual adoption

DFD ©
GATE RECEIPTS AND ADMISSIONS

Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these fees.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-1121](#) to [15-1126](#)

DG ©**BANKING SERVICES**

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the School but to deposit checks only to the School auxiliary accounts.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-1126](#)

DGA ©
AUTHORIZED SIGNATURES

Authorized signatures for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-1122](#)

[15-1126](#)

DH ©
BONDED EMPLOYEES AND OFFICERS

The Governing Board requires bonding of student activities treasurers and other school employees to cover fidelity and loss of money. The amount of bond will be prescribed by the Board, except that no revolving fund shall be established unless the designated custodian is bonded for an amount equal to twice the amount of the fund. In determining the amount and type of other bonds, the Board will consider the amount of money in accounts during the period of time covered by the bond. The cost of bonding shall be paid by the School.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-1101](#)

[15-1122](#)

[15-1126](#)

DI ©
FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the School.

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the School.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-271](#)

[15-272](#)

[15-901](#)

DIA ©
ACCOUNTING SYSTEM

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records for Charter Schools, other applicable laws, and the policies of the Board.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-271](#)

[15-272](#)

CROSS REF.:

[DIC](#) - Financial Reports and Statements

DIC FINANCIAL REPORTS AND STATEMENTS

The Superintendent shall present to the Board the annual report for the previous fiscal year, not later than the second regular Board meeting in September each year.

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a quarterly basis.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-271](#)

[15-302](#)

[15-904](#)

**DID
INVENTORIES**

The Superintendent shall establish a program to implement School inventory procedures, which shall include inventory of land, buildings, and equipment.

Adopted: date of manual adoption

DID-R ©**REGULATION****INVENTORIES**

The business manager has responsibility to assist the Superintendent in developing procedures for maintaining School inventories. A copy of the complete inventory shall be on file in the office of the business manager. A fixed-inventory system of all capital furniture and equipment items that exceed one thousand dollars (\$1,000) in value shall be tagged and marked. A comprehensive physical inventory of all School property shall be conducted every three (3) years.

Facility administrators shall implement the procedures, providing reports as requested on the contents of their buildings.

Facility administrators shall require any employee who removes an item from one school for use in another to have a written request for such removal signed by the business manager.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Supply records shall be kept, which will show:

- The name of the individual receiving the supplies.
- The date received.
- The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the School.

DIE ©
AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure School compliance with all state and federal requirements for financial monitoring and audits. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments of 1996.

The procurement of the necessary services shall be consistent with the School's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (U.S.F.R.).

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-914](#)

[41-1279.04](#)

[41-1279.05](#)

[41-1279.07](#)

[41-1279.21](#)

[41-1279.22](#)

A.A.C.

R7-2-902

U.S.F.R.: Audit Requirements

DIE-R ©**REGULATION****AUDITS / FINANCIAL MONITORING**

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. The documents shall be accurate and of essential sufficiency to enable the School to comply with all requirements for financial monitoring and audits, both internal and external.

In addition to special reviews that may be conducted as necessary, the School will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

- Whenever the School's expenditure of federal financial assistance is less than three hundred thousand dollars (\$300,000) during a fiscal year, the School shall be subject to a procedural review conducted by the Office of the Auditor General at times determined by the Auditor General
- Whenever the School's expenditure of federal financial assistance is three hundred thousand dollars (\$300,000) or more during a fiscal year, the School shall contract with an approved independent auditor to conduct an annual financial audit. The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 1996 and any implementing regulations of the Office of Management and Budget (OMB).

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

**DJ ©
PURCHASING**

(Purchasing Ethics Policy)

The School's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

This policy should not be construed to prohibit School Governing Board members and employees from accepting inexpensive novelty advertising items and holiday gifts or occasional business lunches.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

[38-503](#)

[38-504](#)

DJE © BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.*

Purchases Not Requiring Bidding

Purchases of five thousand dollars (\$5,000) or less may be made at the discretion of the Superintendent.

Verbal price quotations will be requested from at least three (3) vendors for a transaction in excess of five thousand dollars (\$5,000) but less than fifteen thousand dollars (\$15,000). The price quotations should be shown on, or attached to, the related requisition form. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the School office.

Written price quotations will be requested from at least three (3) vendors for transactions of at least fifteen thousand dollars (\$15,000) but not more than the amount established by the State Board of Education for requiring sealed bids for procurement of construction, materials, or services. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the School office.

Purchases Requiring Bidding

Sealed bids will be requested for transactions to purchase construction, materials, or services costing more than thirty thousand dollars (\$30,000), or the annual revision of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur. All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-213](#)

[38-511](#)

A.A.C.

R7-2-1001 *et seq.*

A.G.O.

I83-136

U.S.F.R. VI-G-8

DJE-R ©

REGULATION

BIDDING / PURCHASING PROCEDURES**Bidding Methods**

All School purchases shall be in accordance with the Arizona school district procurement rules and with the following.

Sealed bids will be requested when an award is to be made for a transaction to purchase construction, materials, or services costing more than thirty thousand dollars (\$30,000), or any revision of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur. The Superintendent must review the expenditure and make a recommendation to the Board for final action. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

The bidder to whom the award is made may be required to enter into a written contract with the School.

Pursuant to the procurement code, contracts can be let for a period not to exceed five (5) years.

Definitions

Construction is defined as physical changes to land or buildings that materially alter the previous structure or physical condition, i.e., new construction, including fixed physical additions to land such as concrete, fencing, etc., structural remodeling, major renovations that are not merely maintenance in nature, and major demolitions. All such construction shall be identified, and the estimated aggregate total cost of goods and services for the project shall be made before undertaking the project. This estimated total cost shall determine which of the quoting/bidding methods as outlined is to be utilized.

A transaction for materials or services as used in this policy is determined by application of these three (3) conditions:

- A. Items or services that are so alike in nature that they might likely or reasonably be available from a certain type of vendor are grouped together; and
- B. The items or services being considered for the grouping in "A" above are to be purchased at a given point in time with no intent to split groupings in order to lower group totals and thereby avoid bidding; and
- C. If the composite estimated total cost of the items grouped in "A" and "B" above exceeds the amount established by the State Board of Education for requiring sealed bids, sealed competitive bids shall be sought; if the amount is less, bidding will not be required.

Notice of Competitive Sealed Bidding

If the intended procurement is for construction to cost less than one hundred fifty thousand dollars (\$150,000), the rules established for the simplified school construction procurement program may be followed. In all other cases, adequate public notice of the invitation for bids shall be given as provided in R7-2-1022 or as provided in R7-2-1024, which are outlined below, and shall indicate that any bid protest shall be filed with the School representative, who shall be named therein.

If notice is given pursuant to R7-2-1024, notice also may be given as provided in R7-2-1022. If fewer than five (5) prospective bidders are included on the bidders list, the notice must also be given as provided in R7-2-1022. If the invitation for bids is for the procurement of services other than those described in R7-2-1061 through R7-2-1068 and R7-2-1117 through R7-2-1123, Specified Professional Services, notice also shall be given as provided in R7-2-1022.

R7-2-1022:

In the event there are four (4) or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the School is located for two (2) publications which are not less than six (6) nor more than ten (10) days apart. The second publication shall not be less than two (2) weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to R7-2-1024.A.

R7-2-1024:

Invitation for bids shall be issued at least fourteen (14) days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the School.

The School shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the School for the specific material, service or construction being bid.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Governing Board at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.

A bid call relating to "construction projects" must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for 10 percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

Each sealed bid must be submitted in a sealed envelope, addressed to the School, clearly marked on the outside of the envelope, "Sealed Bid for _____." The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration in determining the low bidder. All proposed contracts for outside professional services in excess of thirty thousand dollars (\$30,000), or any revision of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur, may be reviewed by the attorney for the School prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the School's records.

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one (1) supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the School. The Board reserves the right to waive informalities in any bid or to reject

any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty (30) days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

A "bidder file" shall be maintained, and a "bidder application" may be used for placing names in the file. Reference data will be kept relating to bad experiences with vendors, contractors, etc. If a bidder defaults on either price or performance, the Governing Board shall be notified and, if the Board permits, the bid will be offered to the next-lowest bidder who will still accept the order, as far as it is pragmatic to do so. The Board may ask that the county attorney be notified of the initial bidder's failure in order to consider action against that bidder. Written documentation of all such situations noted in this paragraph shall be kept in the defaulting bidder's file.

For transactions requiring written quotations, at least three (3) shall be obtained, and, if less than three (3) are obtained, an explanation must be provided and approved by the Superintendent. Prospective quoters shall be given a reasonable time following the mailing of the quotation request in which to respond. All requests for written quotations shall be at the direction of the Superintendent. The details of a request for written quotations, including names of all bidders to whom the requests were sent, the dates of mailing, all responses, reasons for selection if other than lowest price, etc., shall be made and retained in the School's records.

Emergency Purchases

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances should be maintained on file in the School office.

Sole-Source Procurements

A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The School may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. R7-2-1053. Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the School.

The School shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the School.

State Purchasing Contract

Bidding/quoting requirements are waived if purchases are made through the Arizona State Purchasing Contract.

Bidding/quoting requirements are also waived if purchases are made through the Mohave Educational Services Cooperative (MESOC).

DKA ©
PAYROLL PROCEDURES / SCHEDULES

Salary checks will be issued biweekly during the term of contract or agreement with the School.

An employee who quits the service of the School shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

An employee who is discharged from service of the School shall be paid all wages due within ten (10) calendar days from the date of discharge.

Adopted: date of manual adoption

**DKB ©
SALARY DEDUCTIONS**

The Superintendent shall establish procedures that conform to all requirements of the law and all policies of the School, and that ensure that employees receive paychecks not later than the stated payroll dates.

Involuntary Deductions (Public Record)

Federal and Arizona income taxes, Social Security (OASI/FICA), and employee contributions to the Arizona Retirement System will be deducted as mandated by state and federal statutes. All other deductions must be authorized by the Board and the employee unless ordered by a court of competent jurisdiction.

Voluntary Deductions and Redirections (Not Public Record)

The following deductions and redirections have been authorized by the Board:

- Insurance premiums for staff members or dependents who are being covered under Board-approved programs.
- Direct deposits of net payroll with financial institutions.
- Tax-sheltered annuities for companies approved by the School.
- Credit union deposits.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-121](#)

[15-135](#)

[23-352](#)

DKC ©
EXPENSE AUTHORIZATION / REIMBURSEMENT

School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the School upon submission of allowable supporting receipts, provided that prior authorization has been granted by the Superintendent.

Reimbursement amounts shall not exceed the maximums established pursuant to A.R.S. [38-624](#).

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[38-621](#) *et seq.*

38-624

Uniform System of Financial Records

CROSS REF.:

[EEB](#) - Business and Personnel Transportation Services

DM ©**CASH IN SCHOOL BUILDINGS**

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the U.S.F.R. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)