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6110 FUNDING FROM GRANTS

In order to offer the best educational opportunities for all students, the Board or Superintendent will consider proposals for grant applications that meet the strategic plans and goals of the District. A grant is defined as non-repayable funds or products disbursed or given by one party (grant makers/grantors) to a recipient (grantee), which carry an obligation or obligations required of the grantee. Schools and departments are encouraged to apply and/or implement grants individually or with educational partners that align with the District, school, and department goals.

The acceptance of any grant exceeding \$5,000 and/or requiring the commitment of additional District funds shall require approval of the Board of Trustees. The Superintendent shall have the authority to accept grants totaling \$5,000 or less and not requiring the commitment of additional District funds.

6144 INVESTMENT INCOME

The School Board authorizes the Treasurer or a Deputy Treasurer to make investments from Corporation funds as allowed by law.

The purpose of the investments is to maximize the returns on the Corporation's fund balances consistent with the safety of those monies and the desired liquidity of the investments.

The Corporation may contract with a depository for the operation of a cash management system pursuant to Indiana law.

Money in the Corporation funds may be commingled for the purpose of making an investment. Investment income will be deposited in the General Fund, unless the law or a separate Board arrangement dictates otherwise.

This Policy will expire four years after approval at which time it must be reapproved by the Board.

I.C. 5-13-9 et seq., 5-13-11 et seq.

6145 DEBT POLICY

The Superintendent may initiate procedures to acquire the necessary revenue from emergency loans, advance draws, or tax-anticipation warrants. Funds are to be borrowed from the institutions or organizations offering terms favorable to the School Corporation following approval by the Board. The Superintendent is authorized to obtain emergency loans without prior Board approval when needed to keep the School Corporation in operation. Such loans must subsequently be brought to the Board for ratification.

The Board recognizes that annual funding is insufficient for certain capital expenditures. When it is necessary to borrow funds for capital expenditures, the Board agrees that the repayment term should not exceed the life of the capital expenditure. All borrowing must be preapproved by the Board and follow all statutory requirements. The Superintendent shall annually develop plans for anticipated future borrowing including the impact on future annual debt repayment.

6152 STUDENT FEES, FINES, AND CHARGES

Special Materials Fee

A “special materials fee” may be assessed to all students in accordance with the grade level or classification of the student. Students eligible for state textbook assistance will not be assessed. This fee will be used for certain expendable instructional materials utilized by the student as a part of a basic curriculum. An additional minimum fee may be charged for those activities beyond the basic curriculum in which the student may elect to participate, the projects of which become the property of the student. All special materials fees shall be approved by the Board.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

Borrowed books or materials from school libraries not returned will be subject to appropriate fines.

All fines collected will be deposited in the appropriate fund.

Unpaid Fees/Fines

In the event the above course of action does not result in the fee being collected, the Board authorizes the Corporation to use appropriate collection processes.

6153 COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts, educational material fee accounts (excluding textbooks), and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the Corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the Corporation accounts and considered an uncollectable account.

The Corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the Superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The Superintendent may develop procedures addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the Corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the Corporation General Fund.

6160 INTERNAL CONTROLS

It is the Policy of the Board of School Trustees that all employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the Board adopts the *Uniform Internal Control Standards for Indiana Political Subdivisions* in order to provide reasonable assurance regarding the achievement of objectives in the following categories:

1. Effectiveness and efficiency of operations.
2. Reliability of financial reporting.
3. Compliance with applicable laws and regulations.

The Superintendent or designee shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

6161 MATERIALITY POLICY REGARDING LOSSES, SHORTAGES, OR THEFT OF
SCHOOL FUNDS OR PROPERTY

The Board recognizes that even with strong internal controls, losses, shortages, and theft of school corporation funds and other assets may occur. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property according to the school corporation's materiality policy. The Indiana State Board of Accounts requires school corporations to determine their own material threshold.

The threshold for material losses, shortages, or theft for Fort Wayne Community Schools which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

Cash Losses, Shortage, or Theft:

Any single occurrence of a loss, shortage, or theft of cash from any school corporation fund is an amount over \$5,000.

Other Assets Loss, Shortage or Theft:

Any single occurrence of a loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$25,000.

In addition, State law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report any such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney. Misappropriation occurs when an employee or in-house contractor of Fort Wayne Community Schools wrongly takes or embezzles public funds.

Whenever a loss, shortage or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate. The administration must document the investigation and resolution of all cash related incidents and incidents involving assets that are tagged for property control purposes.

I.C. 5-11-1-27(j) and (l)

6210 FISCAL PLANNING AND BUDGETING

The Board is committed to its third goal, to “operate effectively with integrity and fiscal responsibility,” and to demonstrate that commitment by effectively using taxpayer dollars and using best management practices and systematic long-range planning. The Board delegates to the Superintendent long-range fiscal planning and budget preparation consistent with that goal and with the budgeting requirements of state and federal law.

The Corporation’s long-range planning and budget preparation priorities shall be consistent with the goals of the Board to achieve and maintain academic excellence and to engage parents and the community. The Board directs the Superintendent to present the budget to the Board in sufficient time for proper review and discussion and in compliance with Indiana Code.

The budget presented to the Board for approval shall plan for sufficient cash balances to protect the Corporation. The Board desires to maintain an unrestricted-fund balance as of December 31 in the Education Fund and Operations Fund. The desired balance is between eight (8) to fifteen (15) percent of the annual budget for the same year in each of those funds. As part of the annual budget process, the Chief Financial Officer will prepare a projection of the year-end unrestricted-fund balance. Such projection will include an analysis of historical data and future projections. If the unrestricted-fund balance declines below the established minimum level, the Superintendent and Chief Financial Officer will develop a budget to replenish the unrestricted-fund balance.

The School Board places the responsibility of administering the budget, once adopted, with the Superintendent.

I.C.20-26-5-4(a)(14)

6320 PURCHASING

The FWCS Purchasing Services Department shall conduct all purchases in conformity with the highest level of fiscal responsibility and applicable legal requirements, pursuant to the following policies:

Purchases of Materials, Equipment, Goods, or Supplies.

1. Purchases expected to cost \$150,000.00 or more will be developed and bid as required by law. These purchases must be approved by the Board at a public meeting. All bids shall be awarded to the lowest responsible and responsive bidder as defined by the Indiana Code, and the Board reserves the right to make that determination.
2. Purchases that are \$50,000.00 or greater but less than \$150,000.00 may be made by Purchasing Services without Board approval, but must adhere to the competitive quote process mandated by the Indiana Code. Contracts shall be awarded to the lowest responsible and responsive quote.
3. Purchases that are \$500.00 or greater but less than \$50,000 may be made by Purchasing Services without Board approval and do not require a competitive quoting process.
4. Purchases under \$500.00 may be made by any employee authorized by the Superintendent, following procedures developed by Purchasing Services.

Purchases of Services.

1. All service contracts shall be approved by Purchasing Services.
2. All contracts for services that are \$150,000.00 or more shall be approved by the Board.

The Board authorizes purchasing by the Superintendent without soliciting bids or proposals in emergencies and where otherwise authorized by law. Any emergency purchase above the usual bid limits shall be reported to the Board at its next regular meeting and special purchases must be documented and kept on file.

Employees shall be held personally responsible for anything purchased without proper authorization.

The Board authorizes the Superintendent to cancel any non-construction contract due to poor performance or inadequate performance of the contracted party.

The Board encourages purchasing from local vendors and the purchasing of U.S. made products when all other factors are equal and the purchase is permitted by law.

The School Board shall not enter into a contract knowingly with any supplier of goods or services to this Corporation in which any Board member, officer, employee, or agent of this School Corporation has any pecuniary or beneficial interest, direct or indirect, unless interest is disclosed and the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this Corporation.

I.C. 20-26-5-4, 20-26-4-6 and 8, 5-22-8, and 5-22 et seq.

6470 PAYMENTS FOR GOODS AND SERVICES

All payments for goods and services will be made from properly prepared voucher forms submitted to the Accounting Department for processing and presentation to the Board for approval.

Each bill or obligation of this Board must be itemized fully and verified before a check can be drawn for its payment.

When an invoice is received, the Accounting Department shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget, that funds are available for its payment, and that the amount of the invoice is correct.

All payments shall be submitted for Board approval in the form of a list that includes the vendor's name, the type of purchase, and the amount of payment. When the absence of a Board meeting would preclude regular payment of vouchers, the Superintendent is authorized to make payments to vendors, provided that the voucher listing for these payments will be subsequently submitted to the Board for ratification.

6510 PAYROLL AUTHORIZATION

Employment of all Corporation personnel must be approved by the Board.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual; the position title; and the compensation as prescribed in a contract, in a negotiated, collectively-bargained agreement, or by a wage guideline or salary schedule.

I.C. 20-26-5-4(a)(8)

6520 TAX-SHELTERED ANNUITIES

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee from an approved vendor. Such transactions shall be authorized in accordance with Section 403(b) of the Internal Revenue Code, Corporation procedure, and may be terminated upon written notice by either party.

6610 EXTRACURRICULAR FUNDS

The School Board recognizes the financial controls of the State Board of Accounts for the administration of extracurricular activities of the Corporation.

The Superintendent shall establish procedures for management of extracurricular funds consistent with Indiana law.

6620 PETTY CASH FUNDS

The Board authorizes petty cash funds in amounts not to exceed \$500 to be established at the discretion of the Superintendent provided controls are imposed to prevent abuse of such funds.

I.C. 36-1-8-3

6621 CASH CHANGE FUNDS

The Board authorizes the establishment of cash change funds at the discretion of the Superintendent by means of a check drawn on the Corporation's or individual school's funds. The purpose of the cash change fund is to make change for programs and events in the schools. The amount to be utilized is to be no greater than the amount necessary to conduct the activity.

I.C. 36-1-8-2

6740 BONDING

The School Board recognizes that prudent trusteeship of the resources of this Corporation dictate that employees responsible for the safekeeping of Corporation monies be bonded.

The Corporation shall be indemnified against loss of money by bonding of the Treasurer and Deputy Treasurers in the amounts determined by the Board. All employees are covered by a crime insurance policy for the faithful performance of their duties. The Corporation shall bear this cost.

6750 INDEMNIFICATION

It is the policy of the School Board to carry liability insurance protection.

If a present or former employee of the Corporation, as defined by the Indiana Code, is or could be subject to personal liability for a loss occurring because of a noncriminal act or omission within the scope of his/her employment or duties, the Board may, subject to the provisions of statute, pay any judgment or settlement of the claim or suit when the Board determines that paying the judgment or settlement is in the best interest of the Corporation. The Corporation may also pay all costs and fees incurred by or on behalf of any such employee in defense of any such claim or suit.

I.C. 34-13-3 et seq.