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FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that the ESC's purposes can best be achieved through excellent fiscal management.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Board take specific action to make certain that education remains central and that fiscal management contribute to the educational program. This concept will be incorporated into Board operations and into all aspects of the ESC's management and operation.

As trustees of the community's investment in plant, facilities and operational funds, the Board has a responsibility to ensure that the investment is protected and used wisely. Competent personnel and efficient procedures are essential for sound management of fiscal affairs. The Board expects that the Superintendent and the Treasurer will keep it informed through reports, both oral and written, of the fiscal management of the ESC.

The Treasurer is expected to develop an efficient and effective procedure for fiscal accounting; purchasing and the protection of plant, grounds and equipment through prudent and economical operation, maintenance and insurance.

The Board seeks to achieve the following goals to:

1. engage in thorough advance planning, with staff, in order to develop budgets and to guide expenditures to achieve the greatest educational returns for the dollars expended;
2. establish levels of funding which will provide efficient operations;
3. use the best available techniques for budget development and management;
4. provide timely and appropriate information to all staff with fiscal management responsibilities and
5. establish effective procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

ANNUAL APPROPRIATIONS MEASURE/BUDGET MODIFICATION AUTHORITY

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the ESC until such time as the Board approves the annual appropriations resolution for the year.

Budget Modification

Appropriations approved by the Board at the fund level may receive a line item increase as long as there is a corresponding decrease. Any increase in the amount of the appropriation measure or transfers of funds permitted by law from major fund to major fund require Board approval.

Transfers Among Categories

It is the responsibility of the Superintendent and the Treasurer to examine the appropriations categories and make the necessary recommendations to the Board.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 9.34
3313.18
5705.14; 5705.15; 5705.16; 5705.28; 5705.29; 5705.35 through
5705.412

BUDGET PLANNING

Prudent fiscal management provides the keystone for an efficient system of quality public education. To maintain a solid foundation for operation of the ESC, the Board will explore all legal and practical sources of income, encourage advance planning, review and guide proposed expenditures to achieve the greatest educational value and require an accurate, current system of accounting and reporting.

The Board shall annually approve the operating budget for the ESC. The budget shall be designed to reflect the Board's objectives; therefore, it must be carefully organized and planned to ensure adequate understanding of the financial needs associated with program operation and development.

To meet the objectives of this policy, the Board directs the Superintendent to include in all ongoing studies of the educational program an estimated annual cost of implementing said program; prepare a year-by-year plan for the maintenance and replacement of facilities and equipment; maintain a plan of anticipated revenues based on changes in State and Federal legislation and report to the Board any serious financial implications arising from the budget plan.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 5705.01; 5705.28 through 5705.32; 5705.35; 5705.36; 5705.37; 5705.39;
5705.391

CROSS REF.: AE, ESC Goals and Objectives

FUNDING PROPOSALS AND APPLICATIONS

The Board directs the Superintendent/designee to apply for any state or federal grants for which ESC is eligible, at his/her discretion. The Superintendent/designee evaluates federally funded programs and state grants, including their possible benefits to the students in the Center, appraises the Board of the worth of each and make recommendations accordingly.

The ESC participates to its limit of eligibility in the use of funds provided by the state for the educational benefit of its students.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: December 13, 2013]

LEGAL REF.: ORC 3313.20

REVENUES FROM TAX SOURCES

In an attempt to provide the best services possible within the financial resources available, the Board will:

1. accept available State funds to which the ESC is entitled by law or through regulations of the State Board of Education and
2. accept Federal funds which are available, provided that there is a specific need for them and that the required matching funds are available.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: Ohio Const. Art. XII, Section 2

ORC 3301.07

3311.21

3313.17 through 3313.20; 3313.29; 3313.51

3317.01 through 3317.11

3323.09

Chapters 5701; 5705

5748.01 through 5748.06

ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the ESC is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the

Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with ESC policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. Controls will include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

- 3. The ESC will follow the procurement standards outlined in previous OMB guidance during the grace periods established. Effective with July 1, 2018 fiscal year, the ESC will comply with the federal procurement standards established through the Uniform Guidance.

4. Conflict of Interest and Mandatory Disclosures

The ESC complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The ESC submits all reports as required by federal or state authorities.

[Adoption date: November 14, 2016]

[Re-adoption date: June 25, 2018]

LEGAL REFS.: ORC 9.314
117.101; 117.43
3313.33; 3313.46
3319.04
5705.39; 5705.41; 5705.412
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest
BCC, Qualifications and Duties of the Treasurer
DI, Fiscal Accounting and Reporting
DID, Inventories
DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures
EF/EFB, Food Services Management/Free and Reduced-Price Food Services
GBCA, Staff Conflict of Interest
IGBJ, Title I Programs

REVENUES FROM INVESTMENTS

Scope

The Board directs that the investing authority of the ESC resides with its Treasurer. This policy is designed to cover all monies under the control of the Board.

Objectives and Guidelines

The following investment objectives are applied in the management of the ESC's funds:

1. Liquidity: The investment portfolio remains sufficiently liquid to enable the Treasurer to meet reasonable anticipated operating requirements.
2. Safety: Investments are undertaken in a manner consistent with State Law, which seeks to ensure the preservation of public funds.
3. Income: The Treasurer strives to achieve a fair and safe rate of return on the investment portfolio over the course of budgetary and economic cycles, taking into account State law, safety considerations and cash flow requirements.
4. Diversification: The investment portfolio should be diversified in order to avoid incurring potential losses regarding individual securities which may not be held to maturity, whether by erosion of market value or change in market conditions.
5. Prudence: Investments are made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
6. Bank Accounts: Relationships with banks are managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.

Authorized Financial Institutions and Dealers

U.S. treasury and agency securities purchased outright are made only through a member of the national association of securities dealers, through a bank, savings bank or savings and loan association regulated by the superintendent of financial institutions or through an institution regulated by the comptroller of the Currency, federal deposit insurance corporation or board of governors of the federal reserve system.

1. Repurchase agreements are transacted through banks and/or eligible dealers consistent with State law.
2. Certificates of deposit are transacted through commercial banks or savings and loans with FDIC coverage, and qualify as eligible financial institutions under State law.

Maturity

To the extent possible, the Treasurer attempts to match the ESC's investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than five years from the date of purchase.

Derivatives

Investments in derivatives are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract or obligation itself. Additionally, any security, obligation, trust account or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

Allowable Investments

The Treasurer may invest in any instrument or security authorized in State law as amended. A copy of the appropriate section of the Ohio Revised Code is kept with this policy.

Collateral

All deposits are collateralized pursuant to State law.

Reporting

The Treasurer reports and maintains records of all investments and deposits.

All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or executing transactions initiated by the investment authority must acknowledge their agreement to abide by the investment policy's content.

Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing. The internal controls are reviewed periodically by an independent auditor. The controls are designed to prevent loss of public funds due to fraud, employee error and imprudent actions by employees and officers of the ESC.

[Adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: October 27, 2014]

LEGAL REFS.: Intergovernmental Cooperation Act
ORC 135.01 through 135.21
3313.51

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

The Treasurer's signature is used on checks, drafts, warrant-checks, vouchers and other orders on public funds deposited in designated depositories.

The Treasurer authorizes these designated depositories to honor any instrument bearing the Treasurer's facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photo static or mechanical device. The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date: October 24, 2005]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 9.10 through 9.14
1306.06

BONDED EMPLOYEES AND OFFICERS

The Treasurer is required to execute an individual surety bond meeting statutory requirements or be covered under an employee dishonesty and faithful performance of duty policy. The amount of coverage shall be determined and approved by the Board. The Treasurer may, at the time of appointment or reappointment to the position, or during the individual's term or employment, become covered under an employee dishonesty and faithful performance of duty policy in lieu of a surety bond. The Treasurer shall not commence or continue the discharge of duties until coverage is documented as required by the Board. A lack of coverage on the date on which the discharge of duties are commenced or continued by the individual shall render the office vacant and it shall be filled in accordance with law.

The employee dishonesty and faithful performance of duty policy also may cover any other entity or individual as determined by the Board including but not limited to the Superintendent, Board President and all employees who handle school funds.

[Adoption date: December 7, 1996]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: February 22, 2021]
[Re-adoption date: August 23, 2021]

LEGAL REFS.: ORC 3.06
 ORC 3.061
 ORC 131.18
 ORC 3313.25
 ORC 3313.83
 ORC 3319.05
 ORC 5705.412

CROSS REFS.: DM, Deposit of Public Funds (Cash Collection Points)
 EI, Insurance Management

FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts, federal funds also are accounted for in conformance with the Uniform Guidance issued by the U.S. Office of Management and Budget and any applicable state requirements. The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer, which show receipts, disbursements, appropriations, encumbrances and balances. The Treasurer makes all other financial reports required by law or by state or federal agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent. The supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio History Connection.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: June 25, 2018]

LEGAL REFS.: ORC 117.101; 117.38; 117.43
149.01 through 149.43
3301.07
3313.29; 3313.32
3315.04
Chapter 1347
Chapter 5705
2 C.F.R. Part 200

CROSS REFS.: DECA, Administration of Federal Grant
Funds EHA, Data and Records Retention

TYPES OF FUNDS

Scholarship Fund

In order to administer special funds bequeathed to this ESC for scholarship purposes, the Board requires such funds to be invested in an interest bearing account.

The Treasurer is authorized to obtain interest in compliance with the policy on Revenues from Investments, DFA.

Disbursements from a scholarship fund shall be made by the Treasurer in accordance with a schedule having the prior approval of the Board.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

INVENTORIES (Fixed Assets)

In order to conform to Ohio financial reporting standards, and to provide property insurance information, the ESC will maintain a Fixed Asset System which is a system of methods, policies and procedures for recording and reporting monetary amounts to account for Board-owned real property and equipment.

Fixed assets are defined as those assets that are deemed to be tangible, such as land, buildings, furniture and fixtures, equipment, vehicles, improvements other than buildings and construction in process. Fixed assets are those which are not expendable supplies; which have a useful life of more than five years* and which have an acquisition value in excess of \$1,000.** Exceptions for control and insurance purposes will extend this definition to include audio/visual equipment, musical instruments and computers. Any nonremovable articles will be included in the assigned value of the structure in which they are installed.

Staff members shall participate in the continuous updating of the fixed asset inventories and values of Board-owned equipment as may be deemed necessary. The Treasurer is authorized to contract for the annual fixed asset inventory and establishment of values for all real estate and equipment owned by the Board.

An ESC inventory tag will be assigned to each new asset meeting the criteria established above, in an expedient manner. Tagged items will be discarded, destroyed or otherwise disposed of after 1) approval of the supervisor, principal and/or Superintendent and 2) notification of Treasurer's office for records maintenance.

For purpose of items purchased with federal fund, equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year with an acquisition cost of \$5,000 or more per unit.

Property records and inventory systems are sufficiently maintained to account for and track equipment acquired with federal funds.

[Adoption date: December 7, 1996]

[Re-adoption date: June 23, 2003]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: June 25, 2018]

LEGAL REFS.: ORC 117.38
3313.20; 3313.41
2 C.F.R. Part 200

CROSS REF.: DECA, Administration of Federal Grant Funds

NOTE: * Useful life guidelines:

Buildings	- 30 years
Computers -	- 5 years
Vehicles	- 5 years
Furniture	- 10 years
Fixtures	- 10 years
Telecommunication	- 5 years
Audiovisual	- 5 years

**minimum amount suggested is \$1,000

AUDITS

In accordance with State statutes, all financial records are subject to audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's Office. The Board has the right to request an independent audit with the approval of the State Auditor's Office.

A copy of the Auditor's report will be placed on file in the State Auditor's Office; another copy will be submitted to the Board. The Board will make the audit report available for public inspection.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 117.10; 117.11; 117.12; 117.26; 117.27
3313.29

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. The Board's authority for the purchase of materials, equipment, supplies, and services is extended to the ESC administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "open" purchase orders to be issued for consumable supplies and services up to the \$5,000 limit. Open purchase orders will not extend beyond the current fiscal year.

An open purchase order for a "specific" permitted purpose and in an amount not to exceed **\$25,000** or the line-item appropriation and fund, whichever is less, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items, and utilities. The specific purpose purchase order may not extend beyond the current fiscal year.

The acquisition of supplies, equipment, and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the ESC.

[Adoption date: December 7, 1996]

[Re-adoption date: April 26, 2004]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: Ohio Const. VIII, Section 2e

ORC 9.314

3313.172; 3313.18; 3313.33; 3313.46

3319.04

3327.08

5705.38; 5705.39; 5705.40; 5705.41; 5705.412

CROSS REFS.: DJC, Bidding Requirements
DJE, Cooperative Purchasing
DJF, Purchasing Procedures
DK, Payment Procedures

PETTY CASH ACCOUNTS

The Board recognizes the convenience a petty cash fund affords in the day-to-day operation of the ESC, but the Board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated.

The Board authorizes the establishment of a petty cash fund in the care of the Treasurer in the amount of \$100.

The Treasurer shall ensure that petty cash funds are spent only for postage, delivery charges, office supplies or miscellaneous purchases; funds are not used to subvert the regular purchasing procedure and the petty cash box is secured daily.

The Treasurer shall prepare a total of the disbursement slips on a periodic basis and shall show the expenditures by line account numbers.

[Adoption date: December 7, 1996]

[Re-adoption date: December 4, 1999]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 9.38
3313.291

BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs that exceed \$50,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

The Treasurer assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Treasurer makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.

[Adoption date: December 7, 1996]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: April 24, 2017]
[Re-adoption date: June 25, 2018]

LEGAL REFS.: ORC 9.314
153.01; 153.12 through 153.14; 153.50 through 153.56
3313.372; 3313.373; 3313.46
3319.04

CROSS REFS.: DJ, Purchasing
DJF, Purchasing Procedures
ECF, Energy Conservation
FA, Facilities Development Goals
FEF, Construction Contracts Bidding and Awards

COOPERATIVE PURCHASING

The Medina County Schools' Educational Service Center Governing Board recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this ESC through joint agreements for the purchase of supplies, equipment or services with the governing body(s) of other contracting units within this county or adjoining counties.

The Board authorizes the Superintendent or his/her representative to negotiate such joint purchase agreements for services, supplies and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with approved contracting units as may be appropriate in accordance with Ohio law, the policies of this Board and the dictates of sound purchasing procedures.

The Superintendent or his/her representative is authorized to resell the supplies and equipment to the school districts for the actual cost of the items plus an additional fee for transportation, handling and storage.

A markup fee of two percent is necessary to cover actual costs of transportation, handling and storage.

[Adoption date: May 19, 1997]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REF.: ORC 3313.812

CROSS REFS.: DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures

PURCHASING PROCEDURES

It is the policy of the Board that when funds are available, all purchases contemplated within the current budget and not subject to bid be made in a manner that tends toward the insurance of maximum value for the ESC.

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Superintendent.

Before the Treasurer places a purchase order, he/she will assure whether sufficient funds exist in the budget and approval must be obtained from the Superintendent, who shall check as to whether the proposed purchase is subject to bid and whether the material might be available elsewhere in the ESC.

The Treasurer shall, when appropriate, solicit quotations from independent sources for the supplies, equipment or services desired. All quotations received shall be retained with a copy of the resulting purchase order.

In the interests of economy, fairness and efficiency in its business dealing, the Board requires that items commonly used in various schools or units thereof be standardized whenever consistency with educational goals can be maintained and opportunity be provided to as many responsible suppliers as possible to do business with the ESC. To this end, the Treasurer shall develop and maintain lists of potential suppliers for various types of supplies, equipment and services. Where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy or utility can be achieved by changing the proposed order. Upon the placement of a purchase order, the Treasurer shall commit the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations. No purchase shall be allowed without a properly signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order. All purchase order blanks shall be numbered consecutively.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements or by lease with an option to purchase, provided the contract setting forth the terms of such a purchase shall not extend for a period of more than five years.

Purchases Not Budgeted

The laws of the State and the interests of the community demand fiscal responsibility by the Board in the operation of the ESC. Appropriate fiscal controls are hereby adopted to ensure that public moneys are not disbursed in amounts in excess of the appropriations provided this ESC.

To this end, the Board shall require that it approve in advance all transfers of funds from one fund to another and any purchase which would exceed the major line amount appropriated which was not contemplated in the budget as adopted.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the ESC written policies and procedures.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: June 25, 2018]

LEGAL REFS.: ORC 3313.46
3327.08
5705.41(D)(1); 5705.412; 5705.44
2 C.F.R. part 200

CROSS REFS.: DECA, Administration of Federal Grant Funds
DJ, Purchasing
DJC, Bidding Requirements

PURCHASING PROCEDURES

General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the Educational Service Center to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. The Educational Service Center establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as “requisitioner”; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only Educational Service Center-approved methods or forms are used for requisitioning.

4. A requisition, to be considered appropriate for processing, meets the following requirements:
 - A. contains adequate information and
 - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
 - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
 - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
 - C. clear delivery instructions, including place and time;
 - D. appropriate account code number or appropriation code and
 - E. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders use an identifiable tracking system established by the Educational Service Center and contain the appropriate number of copies to meet Educational Service Center needs.
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
 - A. whenever possible, a purchase order number should be given to the supplier and
 - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

Federal Procurement

Purchasing of goods and services using federal funds must be done in accordance with the above procedures and also in accordance with all federal requirements including allowability of costs. All purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.

No purchase will be made using federal funds unless the Educational Service Center verifies that the contractor is not suspended or debarred.

To determine which procurement method type is required, the Educational Service Center will look back at the last three years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the individual situation based on the average aggregate amount spent with the providing vendor in a fiscal year

Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.

1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable. To the extent practicable, these purchases are distributed equitably among qualified suppliers.
2. Small purchase are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the Educational Service Center will try to obtain price rates or quotations from a minimum of 2 vendors or providers. The Educational Service Center will obtain these price rates or quotations by quotes (verbally) which will be documented in writing by the Educational Service Center, in writing from the vendor, and/or by using price listing on websites.
3. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and is used as the preferred method for construction projects. Bids are solicited from an adequate number of known suppliers, which cannot be less than two responsible bidders. The Educational Service Center will solicit bids by assembling the proper specifications and making the necessary arrangements for public bidding and price quotations. The Treasurer will receive the bids and price quotations and record them. The Treasurer makes the recommendations to the Board. Upon approval by the Board, the Treasurer processes purchase orders to the bidders awarded contract and notifies the other bidders of the results of the bidding. The contract will be awarded to the lowest responsive and responsible bidder.

4. Competitive proposals are used for all purchases over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. Contracts entered into for competitive proposals may be fixed-price or cost-reimbursement. The Educational Service Center will publicize a request for proposals by posting in newspapers and/or the internet, and/or direct contact with vendors. The Educational Service Center will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The Educational Service Center will evaluate proposals by use of a score sheet developed for each specific purchase over \$250,000.
5. Sole source procurement is used only when the goods or services are only available from a single source; a public exigency or emergency exists; there is inadequate competition and the applicable pass through entity approves this method.

All solicitations:

1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.
2. Will not contain specifications that unduly restrict competition.
3. Identify all requirements offerors must fulfil and all other factors to be used in evaluating bids or proposals.

The Educational Service Center maintains records to verify selection of procurement type and compliance with applicable procurement requirements.

[Approval date: May 20, 2019]

VENDOR RELATIONS

It is the purpose of this policy to implement the intent of the legislature to strictly limit the interest that officers and employees of the Board may have in purchases or contracts of the Board.

No member of this Board shall have any direct or indirect unlawful interest in any contract of the Board or be employed by the Board. It shall not be considered a pecuniary interest where a member who is a shareholder, but not director or officer, of a corporation owning not more than five percent of the stock of such corporation files with the Treasurer an affidavit of his/her status with the corporation.

All persons as afore defined shall decline gifts from any individual, group or entity doing, or desiring to do, business with the ESC.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3313.33; 3313.51; 3313.86
3319.21
3329.10

CREDIT CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the ESC through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the ESC. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.

1. The ESC name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$5,000. The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.
2. All credit cards issued to and in the name of the ESC are held and supervised by the Treasurer.
3. All employees are eligible to sign out and use the credit card under the terms of this policy provided they follow the procedures established by the Treasurer to sign out, use, substantiate, and return the card.
4. All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use.
5. All authorized users must immediately report loss or theft of the ESC credit card to the Treasurer who will immediately contact the credit card issuer.

Authorized Expenses and procedures for use.

1. The Board authorizes the use of ESC credit cards for use in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the ESC and serve a valid and proper public purpose shall be paid for by credit card. This includes accounts that can be used to make purchases on credit even when no physical credit card exists. The term credit card expressly excludes any procurement card account, gas or telephone card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

2. The Board authorizes the Treasurer to determine appropriate purchases that can be made with a district credit card. The use of a credit card does not eliminate the need for compliance with the district's purchase order policies and procedures.
3. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated to ESC purposes or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the ESC due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.

Actions that qualify as a misuse by an employee.

Employees are liable in person and upon official bond for any unauthorized use of credit and any employee who suspects the loss, theft, or possibility of unauthorized use of a card must notify the Treasurer immediately. Inappropriate or illegal use of the card and/or failure to strictly adhere to the requirements set forth in the Treasurer's guidelines, including submitting detailed itemized receipts, may result in loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all charges, including finance charges and interest assessed, and referral to law enforcement for prosecution. Employees shall be responsible to make full reimbursement to the ESC within thirty days for any charges that were not supported with detailed itemized receipts. Under no circumstances shall cards be used for personal purchases or the purchase of alcoholic beverages. Use of credit cards for any cash withdrawal transaction is strictly prohibited.

[Adoption date: October 27, 2003]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

[Re-adoption date: January 28, 2019]

LEGAL REFS.: ORC 9.21; 9.22
2913.21
3313.311

CROSS REFS.: DJ, Purchasing
DLC, Expense Reimbursement
GCL, Professional Staff Development Opportunities
GDL, Support Staff Development Opportunities

NOTES: Credit card accounts are defined as any bank-issued credit card account, store-issued credit card account, financial institution credit card account, affinity credit card account or any other card account allowing the holder to purchase goods or services on credit or to transact with the account and any debit or gift card account related to the receipt of grant moneys. The definition specifically does not include: procurement card accounts, gasoline or telephone credit card accounts or any other card account where merchant category codes are in place as a system of control for use of the card account.

PAYMENT PROCEDURES

It is the purpose of the Board to effect the prompt payment of bills but, at the same time, ensure that due care has been taken in the review of such bills.

Each bill or obligation of this Board must be fully itemized, verified and duly audited and must be passed upon and ordered paid by the Board before a warrant can be drawn for its payments, except that the Treasurer is directed to make payments prior to specific Board approval as long as the appropriated amounts are not exceeded.

It shall be the responsibility of the Treasurer, upon receipt of an invoice, to verify that the voucher is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Board budgeted, and the invoice is for the amount contracted. Should the invoice be for more than the acknowledged purchase order, the Treasurer shall determine the vendor's reason and report it to the Superintendent.

All claims for payments shall be submitted to the Board for review in the form of a listing including warrant number, warrant date, to whom paid and amount of remittance.

The Treasurer shall prepare a warrant for payment, cancel the commitment placed against the appropriate account and post the actual cost within one month. All checks shall be signed by the Treasurer, Board President or Vice President.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3313.18
3315.08
5705.38 through 5705.412

CROSS REFS.: BCB, Board Officers
DJ, Purchasing
DLB, Salary Deductions

PAYROLL PROCEDURES/PAYDAY SCHEDULES

The most substantial payment of public funds for the operation of the ESC is that which is made to the employees of the Board for services rendered. To ensure that each person so compensated is validly employed by this ESC and the compensation remitted fairly represents the services rendered, this policy is promulgated.

Employment of all personnel, whether by the year, term, month, week, day or hours in contract, temporary or substitute form, must be approved by the Board.

Each motion of the Board to employ or re-employ on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the salary to be paid, the period of employment, whether on a limited or continuing contract basis, the special activity assignment, the method of payment and the budget category to which the wages are to be charged.

All substitute employees shall be placed on an approved list by the Board before they can be assigned substitute duty by the administration. Said list shall include the name of the substitute, the type of duty for which he/she may be utilized, the rate of pay and the period of time during which such authorization is valid.

The Board shall take note in its minutes of all actions with regard to resignation, retirement, death or discharge of all employees or the nonre-employment of an employee. Each such action shall include the name of the employee, the date upon which salary or wages will terminate, and the position formerly held.

Authorization is hereby given to withhold salary or wages for unapproved time off in accordance with Board policy by action of the Superintendent.

Overtime can only be paid noninstructional employees when authorized by the Superintendent.

All regular staff members shall be paid in 24 pays. Such payments shall be made twice a month.

Substitute employees shall be paid on the regular scheduled payday immediately following the verification of their service.

Payroll checks shall be signed by the Treasurer, Board President or Vice President.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS: ORC 124.55
3319.36

SALARY DEDUCTIONS

The Board is permitted to act in behalf of individual employees to deduct a certain amount from the employee's paycheck and remit to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act in behalf of an employee and to specify the fee for doing so.

The Board is required by law to make deductions from the wages of employees. The required deductions are:

1. Federal, State and local income tax;
2. employees share of retirement contribution according to current rate as set by law;
3. absence not covered by paid leave; and
4. Medicare deductions in compliance with Federal law.

The following deductions are not required by law but may be deducted upon individual authorization.

1. U.S. Savings Bonds
2. Board approved charitable donations
3. Section 125

The Board authorizes in accordance with the provisions of law cited herein that deductions be made from an employee's paycheck upon proper authorization on the appropriate form for the following purposes.

1. savings in a chartered credit union;
2. payment of group insurance premiums for a plan in which at least 10% of the ESC employees participate and
3. savings in a tax-exempt shelter annuity upon the terms and conditions cited in law.

The Treasurer shall make such deductions as each employee may properly authorize for those matters approved herein by the Board.

File: DLB

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 9.40 through 9.45; 9.80; 9.81; 9.90; 9.91
148.01; 148.04
3315.08

CROSS REFS.: DK, Payment Procedures
GCBD, Certified Staff Leaves and Absences
GDBD, Classified Staff Leaves and Absences

SALARY DEDUCTIONS

The Internal Revenue Code allows the ESC to make payments to insurance companies on behalf of their employees for the purchase of retirement annuity contracts.

Procedures:

1. Annuity Companies

Any annuity or investment company desiring to offer 403(b) plans to the employees of the ESC must request this authority in writing. The Board is the approving authority for this request. Any company offering 403(b) plans to the employees of the ESC must do the following:

- A. sign a Hold Harmless Agreement and
- B. provide a form indicating how it was determined for each 403(b) plan.

2. Employees

Employees may defer payment of their Federal income tax by establishing a 403(b) plan with a company authorized to do business with the ESC.

There are two types of contributions that can be made to 403(b) accounts.

- A. Elective Deferral – These are contributions made under a salary reduction agreement.
 - 1) Agreement must take place before performance of work.
 - 2) Employees may not make more than one agreement to purchase or to modify an existing agreement during any taxable year. The carryover of an agreement from one calendar year to the next does not constitute making a new agreement. As long as the amount does not change, changing from one company or fund to another does not constitute a new agreement.
 - 3) Agreement is not valid before it is signed by the Treasurer.
 - 4) Agreement must have attached the form indicating the Maximum Amount Contributable.
- B. Nonelective Contribution – These are employer contributions that are not made under a salary reduction agreement. For the purposes of this regulation, these types of contributions are severance pay and pay for accrued vacation.
 - 1) Agreement must take place before contribution is made.

- 2) Agreement is not valid before it is signed by the Treasurer.
- 3) Contribution will be as a lump sum payment; severance pay when authorized by Board policy and accrued vacation pay upon retirement or termination of employment, whichever occurs first.

3. Limits on Contributions

- A. Elective deferrals only. If the only contributions made to your 403(b) account during the year were elective deferrals made under a salary reduction agreement, you will need to figure both of the limits. Your MAC is the lesser of the two limits.
- B. Nonelective contributions only. If the only contributions made to your 403(b) account during the year were nonelective contributions (employer contributions not made under a salary reduction agreement), you will only need to figure the limit on annual additions. Your MAC is the limit on annual additions.
- C. Elective deferrals and nonelective contributions. If the contributions made to your 403(b) account were a combination of both elective deferrals made under a salary reduction agreement and nonelective contributions (employer contributions not made under a salary reduction agreement), you will need to figure both of the limits. Your MAC is the limit on the annual additions.

(Adoption date: December 7, 1996)

(Re-adoption date: January 26, 2004)

(Re-adoption date: October 29, 2007)

(Re-adoption date: September 26, 2011)

EXPENSE REIMBURSEMENTS

The Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any employee incurred in the course of performing services for the ESC, whether within or outside the ESC.

The validity of payments for job-related expenses shall be determined by the Superintendent and/or Treasurer.

The Board shall pay the expenses of employees when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the following conditions:

1. Preliminary approval for attendance at the meeting as well as amounts of the reimbursement for registration and expenses should be secured from the Superintendent.
2. Reimbursement shall be made only upon the presentation of original receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs except mileage and meals.
3. Mileage must be computed as actual miles driven at the rate currently approved by the Board for its employees. Mileage will be paid to only one driver to a given destination on a given date unless specific approval for more than one driver to collect mileage is given in advance by the Superintendent.

Mileage shall be calculated utilizing the following guidelines:

1. Mileage shall not be paid from home to work or the reverse
2. If an employee departs and/or returns directly for a location other than their normal work station (e.g. conference or meeting) the mileage calculation shall subtract their normal mileage from home to work (or the reverse) from the total mileage. If the employee returns to the office after the initial meeting or conference, this mileage would not be reduced in any way.

- a. Employee's normal home to work mileage - 15 miles
Employee's special conference mileage - 100 miles
Employee departed from home and went directly to the conference
Mileage calculation: $100 - 15 = 85$ miles

Employee returned to work station after conference
Mileage from conference to work - 60 miles
Mileage calculation: 60 miles

Total mileage submitted for this day: $85 + 60 = 145$ miles

- b. Employee reports to work from home - 15 miles
Employee departs to local meeting - 10 miles
Employee returns to the office after meeting - 10 miles
Employee departs for home at end of work day - 15 miles

Total mileage submitted for this day: $10 + 10 = 20$ miles

- c. Employee reports to work from home - 15 miles
Employee departs to local meeting - 10 miles
Employee departs for home after meeting (at end of work day) - 17 miles
Total mileage submitted for this day: $10 + 2 = 12$ miles

(*note employee must subtract normal mileage to home [15]) from 17)

- 3. If an employee has multiple work stations during a day, they shall receive mileage for all travel, except for the trip to the first work station and travel home from the last work station

- a. Employee reports to work from home - 15 miles
Employee departs to School A - 5 miles
Employee departs to School B - 8 miles
Employee departs for home at end of work day - 17 miles

Total mileage submitted for this day: $5 + 8 = 13$ miles

- 4. Final reimbursement must be approved by the Superintendent and Treasurer.

Local travel expense shall be defined as official business trips incurred in the execution of duties during a working day to:

- 1. reach a subsequent station or building after first having completed responsibilities at an initial station or building;
- 2. commute from one professional related appointment to another and
- 3. journey from a work station to a local business establishment to receive professionally related materials or supplies.

Claim for local travel shall be based either on travel requirements--implicitly or explicitly related to one's contract or those specifically assigned to an employee. Expenses may include parking fees if incurred. All claims require the approval of the Superintendent.

The Board prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or “frequent flyer” airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Any miles earned become the property of the ESC and must be used for future official travel by ESC employees or the Board.

[Adoption date: December 7, 1996]
[Re-adoption date: October 24, 2005]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: May 23, 2016]
[Re-adoption date: March 27, 2023]

LEGAL REFS.: ORC 2921.42; 2921.43
3313.12; 3313.20
3315.15

CROSS REFS.: BHD, Board Member Compensation and Expenses
GCL, Certified Staff Development Opportunities
GDL, Classified Staff Development Opportunities (Expense Reimbursement)

EXPENSE REIMBURSEMENTS

To establish operational procedures for the following expense accounts the Board has developed the following definitions:

1. Meeting Expenses: This refers to expenses for professional meetings. The meeting could be a result of the employee's initiative or it could be a meeting in which the employee was asked to attend. Expenses may include registration, meals, travel or mileage, room, parking fees and official telephone calls.

Mileage: This refers to mileage associated with all duty-related travel; for example, travel between the ESC and school districts within Medina County, SST region 8 or the Ohio Department of Education. Certified mileage could include mileage for travel to professional meetings.

Procedures

1. Meeting Expenses: All professional meetings will be approved in advance using the appropriate form. Estimated expenses will be indicated on this form. The Treasurer will review the request indicating whether or not funds are available and assign a purchase order number. Please refer to the guidelines for meals information. After approval by the Superintendent, the Treasurer will encumber the funds necessary to cover the estimated expenses.
2. Mileage: Mileage will be paid at the Board-approved rate. Each employee must provide the Treasurer's Office with a Mileage form indicating the mileage traveled. Mileage shall be calculated utilizing the following guidelines:
 1. Mileage shall not be paid from home to work or the reverse
 2. If an employee departs and/or returns directly for a location other than their normal work station (e.g. conference or meeting) the mileage calculation shall subtract their normal mileage from home to work (or the reverse) from the total mileage. If the employee returns to the office after the initial meeting or conference, this mileage would not be reduced in any way.
 - a. Employee's normal home to work mileage - 15 miles
Employee's special conference mileage - 100 miles
Employee departed from home and went directly to the conference
Mileage calculation: $100 - 15 = 85$ miles

Employee returned to work station after conference
Mileage from conference to work - 60 miles
Mileage calculation: 60 miles

Total mileage submitted for this day: $85 + 60 = 145$ miles

- b. Employee reports to work from home - 15 miles
 - Employee departs to local meeting - 10 miles
 - Employee returns to the office after meeting - 10 miles
 - Employee departs for home at end of work day - 15 miles

Total mileage submitted for this day: $10 + 10 = 20$ miles

- c. Employee reports to work from home - 15 miles
 - Employee departs to local meeting - 10 miles
 - Employee departs for home after meeting (at end of work day) - 17 miles
 - Total mileage submitted for this day: $10 + 2 = 12$ miles

(*note employee must subtract normal mileage to home [15]) from 17)

3. If an employee has multiple work stations during a day, they shall receive mileage for all travel, except for the trip to the first work station and travel home from the last work station

- a. Employee reports to work from home - 15 miles
 - Employee departs to School A - 5 miles
 - Employee departs to School B - 8 miles
 - Employee departs for home at end of work day - 17 miles

Total mileage submitted for this day: $5 + 8 = 13$ miles

The employee will receive copies of the approved request. Within two weeks after the meeting, the employee should complete the “actual” expense portion of the form, initial it, attach all receipts and turn it in to the Treasurer’s Office.

(Adoption date: December 7, 1996)
[Re-adoption date: October 27, 2007]
[Re-adoption date: September 26, 2011]
[Re-adoption date: May 23, 2016]
[Re-adoption date: March 27, 2023]

REIMBURSEMENT FOR MEALS

The Board will reimburse employees for meals consumed while on approved travel in accordance with the highest rate of reimbursement for Ohio cities as set by the United States General Services Administration per diem reimbursement rate for Ohio. The approved rate reimbursement will be set at the Board's annual Organizational Meeting held in January of each year.

Meals will be paid based on actual expenditures per meal and taxes up to the maximum, plus a 15% gratuity, unless gratuity is set up by the provider for the cost of the meal. Itemized receipts must be provided in order to be reimbursed. If a meal is included in the conference, a meal from another location will not be reimbursed.

Alcoholic beverages are not considered to serve a public purpose, so therefore they will not be reimbursed or paid. Any tip or tax related to alcohol will not be reimbursed or paid. Any alcoholic beverage must be put on a separate receipt from the reimbursable items.

[Adoption date: December 7, 1996]
[Re-adoption date: September 26, 2001]
[Re-adoption date: October 27, 2007]
[Re-adoption date: May 23, 2016]
[Re-adoption date: November 18, 2019]

Cash in Central Office

Monies collected by employees are handled with prudent business procedures.

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited every day if possible. Specifically, if the money collected:

1. Exceeds \$1,000.00, it must be deposited on the next business day or
2. Does not exceed \$1,000.00, it must be deposited in a safe place to be deposited within three business days.

In no case shall more than \$10.00 be left overnight in unsecured areas of school buildings. The Treasurer provides for making bank deposits after banking hours in order to avoid leaving money in unsecured locations overnight.

[Adoption date: March 27, 2027]

LEGAL REFS.: ORC 9.38
 ORC 3313.291

CROSS REFS.; DH - Bonded Employees and Officers
 DJB – Petty Cash Accounts

SCHOOL PROPERTIES DISPOSAL

The Board may dispose of its real and personal property in consultation with the Superintendent and in accordance with State and/or Federal law. Property and goods purchased with federal funds are subject to the disposal requirements outlined in the Uniform Guidance issued by the U.S. Office of Management and Budget.

Real Property and “Unused School Facilities”

When the Board decides to dispose of its real property, the Board first offers such property for sale to the governing authorities of community schools, the board of trustees of any college-preparatory boarding schools, and the governing bodies of any STEM and STEAM schools that are located within the territory of the District. The Board also offers these entities the opportunity to purchase or lease any “unused school facility” as defined in Ohio Revised Code RC 3313.411.

The Board gives priority to the governing authorities of high-performing community schools that are located within the territory of the District. If more than one governing authority of a high-performing community school notifies the Treasurer of its interest in purchasing or leasing the property, the Board conducts a public auction, in accordance with the procedures set forth in State law. Only the governing authorities of high-performing community schools that notified the Treasurer are eligible to bid at the auction.

If no high-performing community school notifies the Treasurer of its interest in purchasing or leasing the property within 60 days, the Board then considers offers from other start-up community schools, college-preparatory boarding schools, STEM and STEAM schools located within the territory of the District. If more than one such entity notifies the Treasurer of its interest in purchasing or leasing the property, the Board conducts a public auction in accordance with the procedures set forth in State law. Only the entities that notified the Treasurer are eligible to bid at the auction.

If no community school, college-preparatory boarding school, STEM or STEAM school notifies the Treasurer of its interest in purchasing or leasing the property, the Board may sell the property at a public auction in accordance with the procedures set forth in State law.

If the property is not purchased at a public auction, the Board may sell the property at a private sale or may trade or donate the property in accordance with the procedures set forth in State law.

Personal Property Valued at Over \$10,000

The Superintendent determines the method for appraising the property to determine whether the value of the property exceeds \$10,000.

When the Board decides to dispose of personal property that is valued at over \$10,000, the Board may sell the property at a public auction in accordance with the procedures set forth in State law.

If the property is not purchased at a public auction, the Board may sell the property at a private sale or may trade or donate the property in accordance with the procedures set forth in State law.

Personal Property Valued at Less Than \$10,000

The Superintendent determines the method for appraising the property to determine whether the value of the property exceeds \$10,000.

When the Board decides to dispose of personal property that is valued at \$10,000 or less, the Board may sell the property at a private sale or may trade or donate the property in accordance with the procedures set forth in State law.

Donations

The Superintendent determines the method for appraising the property to determine whether the value of the property exceeds \$2,500.

When the Board decides to dispose of personal property that is valued at \$2,500 or less, the Board may donate the property to certain civic and charitable organizations in accordance with the procedures set forth in State law.

[Adoption date: May 23, 2016]

[Re-adoption date: April 24, 2017]

[Re-adoption date: June 25, 2018]

[Re-adoption date: September 19, 2022]

Legal References: ORC 131.09
 3313.17, 3313.37, 3313.40, 3313.41, 3313.411, 3313.413
 3314.051
 5705.10
 2 CFR Part 200

Cross References: DECA, Administration of Federal Grant Funds
 FL, Retirement of Facilities

SCHOOL PROPERTIES DISPOSAL PROCEDURE

Property that is excess to the needs of the Medina County Schools' Educational Service Center will be disposed of based on the guidelines in this regulation.

1. Property purchased with Commissioners' funds will be disposed of as follows:
 - A. if the property is unserviceable and cannot be repaired in a cost-effective manner, the property will be destroyed, traded-in, or turned in to the county for disposition; or
 - B. if the property is serviceable and has an estimated value less than \$10,000, the property will be turned in to the Commissioners' Office for disposition.
2. Property purchased with funds other than Commissioners' funds will be disposed of as follows:
 - A. if the property is unserviceable and cannot be repaired in a cost-effective manner, the property will be destroyed, traded-in, or turned in to the county for disposition.
 - B. if the property is serviceable and has an estimated value less than \$10,000, the property will be offered to the following groups in priority at the estimated fair market value, or best offer:
 - 1) Schools in Medina County
 - 2) Employees of the Medina County Schools' ESC
 - C. if the property is serviceable, has an estimated value less than \$10,000, and cannot be sold in a reasonable amount of time, the property will be traded in or turned in to the county for disposition.

(Adoption date: March 22, 1999)

(Re-adoption date: October 29, 2007)

(Re-adoption date: September 26, 2011)

EDUCATIONAL SERVICE CENTER FUNDS

The Governing Board receives operational funds from the Ohio Department of Education (“ODE”). These are called “operating funds.”

The Governing Board receives funds from the ODE to provide services to the Governing Board’s clients. These are also called “operating funds.”

The Governing Board receives funds from the general funds of its own clients to provide services to the Governing Board’s clients. These are called “client funds.”

No operating funds shall be directly distributed to any client.

No operating funds or client funds shall be used to pay for services provided by the Governing Board to any client without having first been approved, pursuant to mutual board resolutions, by both the Governing Board and client. Any such resolution shall be specific as to any and all services rendered and shall be accompanied by an appropriate treasurer’s certificate from both the Governing Board and client.

No operating funds or client funds shall be expended by the Governing Board on behalf of any client for any purpose that is not a service “specifically” contained in the mutual board resolutions approved by both the Governing Board and client.

It is impossible for a client to have either an outstanding balance or credit from the Governing Board’s operating funds.

From time-to-time, a client may have an outstanding balance due to the Governing Board for services rendered in any given fiscal year from the client funds. In these situations, the Governing Board directs its Treasurer to immediately seek payment from the client and demands that the client pay the Governing Board before September 30 of the next fiscal year. The Governing Board further directs its Treasurer to ensure that the Superintendent and Treasurer are provided with written notice of any outstanding balance and the deadline for tendering the same to the Governing Board.

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From time-to-time, the Governing Board may have an outstanding credit due to the client for services rendered in any given fiscal year from the client funds. In these situations, the Governing Board directs its Treasurer to immediately reimburse the client all fund amounts above \$50,000, unless the full amount is requested by the client, of the outstanding credit due before September 30 of the next fiscal year. The Governing Board further directs its Treasurer to ensure that the client's Superintendent and Treasurer are provided with written notice of this outstanding credit and the deadline for tendering the same to the client.

(Adoption date: June 24, 2013)

(Re-adoption date: May 23, 2016)