

THREE VILLAGE CENTRAL SCHOOL DISTRICT

FISCAL MANAGEMENT

SERIES 6000

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THREE VILLAGE CENTRAL SCHOOL DISTRICT

6000

FISCAL MANAGEMENT GOALS

The Board of Education recognizes excellent fiscal planning as a key factor in attaining the District's educational goals and priorities. The Board seeks to engage in thorough advance planning of budgets and to devise expenditures so as to achieve the greatest educational returns given the district's available resources.

The annual budget will be prepared in accordance with the Education Law of the State of New York.

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6100

ANNUAL BUDGET

The annual district budget is the financial expression of the educational program of the Three Village Central School District. It is the conceptualization of education in the community and reflects the aspirations and degree of confidence the community possesses in respect to education. The budget requires the cooperative effort of the Board of Education, the staff, and the community to insure sound fiscal practices in achieving the educational goals and objectives of the district.

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6110

BUDGET PLANNING

The Superintendent of Schools and his/her administrative staff shall have the overall responsibility for budget preparation, including the development of, and adherence to, a budget calendar.

The budget shall be designed to reflect the Board of Education's plans for the education of the children of the district. Therefore, it shall be carefully organized and planned to ensure adequate accounting for each program expenditure. To assist in budget and long-range planning, ongoing studies of the district's educational programs will include estimates of the fiscal implications of each program.

The Board encourages the Superintendent to utilize advice from staff, students, and community in educational planning and budget studies in the manner permitted by Board policies.

The Superintendent will submit the proposed budget to the Board. The budget for the ensuing school year shall be thoroughly reviewed by the Board before its final adoption.

Cross-ref: 1210, Citizens Advisory Committees

Ref: State Education Department Handbook No. 3 on Budget

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6111

BUDGET DEADLINES AND SCHEDULES

The Superintendent of Schools has the responsibility of constructing and adhering to a budget calendar adopted by the Board of Education. The calendar shall present a plan of action for estimating and completing preparation of the proposed annual budget in a fixed period of time and will identify necessary budgetary activities and delegate responsibility for performance of each activity. The calendar will also set preliminary dates for hearings with the Board of Education and the public.

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6113

DISSEMINATION OF BUDGET RECOMMENDATIONS

The Superintendent of Schools shall make budget recommendations available to Board of Education members prior to the budget hearing in accordance with the budget calendar.

In addition, the Superintendent shall make a copy of the proposed budget available to all district residents and/or taxpayers at the district office and each school in the district during working hours, not less than seven days prior to the annual meeting.

No District funds may be expended to promote either a favorable or negative opinion of the proposed budget.

Ref: Education Law §§1608; 1716; 2017

Adoption date: December, 1991

6120

THREE VILLAGE CENTRAL SCHOOL DISTRICT

BUDGET HEARING

The Board of Education shall hold a public hearing on the proposed budget not more than thirty (30) and not less than (10) days prior to the day upon which a vote upon the budget shall take place. The District Clerk shall publish a notice of the time and place of the budget hearing at least four times within the seven weeks preceding such hearing. The first publication of the notice shall be at least forty-five (45) days prior to the hearing in two newspapers having general circulation within the district.

At the hearing the Board will explain the proposed budget and it will consider comments, reactions and suggestions from the public concerning the proposed budget. The Board, in its discretion, may modify the proposed budget subsequent to such public hearing(s), but not less than seven (7) days before it is submitted to the voters for approval.

Cross-ref: 2120, School Board Elections
6130, Budget Adoption

Ref: Education Law §§1608; 1716; 2004; 2013; 2017(5)(6); 2022

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6130

BUDGET ADOPTION

Final approval of the proposed budget rests with the Board of Education. The Superintendent of Schools and such members of his/her staff as he/she shall deem necessary, shall be prepared to explain and justify the budget to the Board. Final adoption of the budget rests with the voters of the district.

The proposed budget shall be presented to the voters of the district for adoption on the day designated by the Education Law. Polls shall be open for at least six consecutive hours after 7 a.m., two of which must be after 6 p.m.

Individuals desiring to submit questions, propositions, or amendments to be placed on the ballot shall conform to the following requirements:

1. new propositions, which must be included in the advertised public notice of the annual meeting, shall be filed with the district clerk on or before the 30th day immediately preceding the budget vote and said propositions shall be supported by petitions containing signatures of not less than one hundred qualified voters of the school district;
2. the proposition shall be stated clearly and concisely and is subject to revision as to length and form by the Board of Education, while considering same for placement on the voting machine;
3. amendments to propositions are to be filed with the district clerk no later than 14 days prior to the budget hearing and are to be supported by petitions containing the number of signatures set forth in paragraph "1"; and
4. any propositions which require the expenditures of monies must include the necessary specific dollar appropriation. Any proposition may be rejected by the Board of Education if it fails to include the necessary specific appropriation and/or is not within the power of the voters.

Cross-ref: 1050, Annual District Meeting
2120, School Board Elections
6120, Budget Hearing

Ref: Education Law §§1716; 2002; 2004; 2013; 2017; 2022; 2517; 2518; 2519;
2576

Adoption date: December, 1991

6135

THREE VILLAGE CENTRAL SCHOOL DISTRICT

CONTINGENCY BUDGET

In the event the voters reject the proposed budget, the Board of Education shall select an option(s) from the following

1. The Board of Education may prepare and adopt a contingent (austerity) budget. The contingency budget will provide for all necessary teaching personnel and other ordinary contingent expenses.
2. The Board may resubmit the original or a revised budget to the voters. There is no limit on the number of times a budget may be presented, however, the budget must be approved in time to meet the tax levy requirements or a contingent budget must be adopted.

Before implementing the contingency budget, the Board shall refer it to the school attorney for review.

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6140

BUDGET IMPLEMENTATION

The administration of the annual budget is an executive function which is the responsibility of the Superintendent of Schools and the administrative staff. Under the direction and control of the Superintendent, funds may be expended within budgetary appropriations without prior approval from the Board of Education, as provided by law. Extra-budgetary expenditures require prior Board approval.

The Superintendent shall acquaint district employees, through the administrative staff, with the full provisions of the budget and guide them in planning to operate effectively and economically. Under the direction of the Superintendent, the Assistant Superintendent for Business Services shall maintain such accounting records as are or may be required by the New York State Uniform System of Accounts for School Districts or the Board, or as otherwise deemed necessary. The Assistant Superintendent for Business Services shall keep all of the various operational units in the school district informed of the status of their budgets through periodic reports.

Heads of administrative units are responsible to the Superintendent for operation of their units within budgetary amounts. The Board shall require periodic status reports on the budget.

Ref: Education Law §§1609; 1709(16); 2021; 2022; 2023; 2024

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6150

BUDGET TRANSFERS

The transfer of funds between and within functional unit appropriations of the General Fund is commonly required during the school year. The Superintendent of Schools, in accordance with the Regulations of the Commissioner of Education, is authorized to make such budget transfers between line item accounts, so long as the transfer does not exceed ten thousand dollars. In the absence of the Superintendent, the Assistant Superintendent for Business Services is authorized to make such budget transfers. All transfers in excess of ten thousand dollars require prior Board approval. The Superintendent will report any transfers to the Board on a monthly basis.

Ref: Education Law §1718
8 NYCRR §170.2

Adoption date: December, 1991
Revised: November 9, 2004
Reviewed: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6210

LOCAL TAX LEVY

Sufficient local tax revenue shall be raised to meet the requirements of the total school district budget, less an amount equal to all other income sources available to the school district.

Following receipt of the final equalization rate and assessment rolls, a tax levy shall be set which will generate that portion of the school district budget requirement to be provided at the local level. Separate tax rates shall be set for each of the townships within the school district. The Board of Education shall approve the tax levy and shall notify the appropriate townships, which will then issue a warrant for the collection of taxes.

Ref: Education Law §§2021-2023; 2130

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6215

SENIOR CITIZENS' EXEMPTION

The Board of Education grants an exemption from taxation to the extent of fifty percentum (50%) of assessed evaluation of real property located in the district and owned by persons sixty-five (65) years of age or over, or by a husband and wife, one of whom is 65 or over, whose income meets the statutory requirements set forth in Section 467 of the Real Property Tax Law of the State of New York in effect for the income tax year of application.

Ref: Real Property Tax Law §467

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6230

FEDERAL FUNDS

The Board of Education shall consider whether to apply for any federal aid for which it is eligible. The administrative staff has the responsibility to evaluate federally funded programs, including their possible benefits to the children and youth in the school district, apprise the Board of the worth of each, and make recommendations accordingly. A separate special aid fund shall be maintained to record all financial transactions in federally aided programs and projects. A separate checking account, distinct from all other district accounts, shall be maintained for such fund.

Ref: 8 NYCRR Parts 114; 167; 200

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6240

INVESTMENTS

The objectives of the District's investment policy are to safeguard district funds and to minimize risk, to ensure that investments mature when cash is required to finance operations and to ensure a competitive rate of return. In accordance with this policy, the Treasurer or his/her designee is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

To the extent feasible, investments and deposits shall be made in and through local or regional financial institutions. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Ref: Education Law 1604-a; 1723-a; 3651; 3652
Local Finance Law 24.00, 25.00, 165.00
General Municipal Law □□6-d; 6-j; 6-l-n; 6-p; 6-r; 10; 11; 39

Adoption date: December, 1991
Revised: November 30, 2010
Reviewed: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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INVESTMENT REGULATION

A. SCOPE

This investment regulation applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

B. OBJECTIVES

The primary objectives of the Board of Education's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

C. DELEGATION OF AUTHORITY

The responsibility for administration of the investment program is delegated to the Assistant Superintendent for Business who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

D. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Three Village Central School District to govern effectively.

Investments shall be 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 safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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E. DIVERSIFICATION

The District shall diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

F. INTERNAL CONTROLS

All moneys collected by any officer or employee shall transfer those funds to the Assistant Superintendent for Business within (5) days of deposit, or within the time period specified in law, whichever is shorter.

The Assistant Superintendent for Business is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

G. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are as designated at the reorganization meeting each July.

H. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, #10, all deposits, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML #10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

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All securities either pledge as collateral on an investment or purchased through as repurchase agreement must additionally be approved by the Assistant Superintendent for Business Services and a list maintained by the District Treasurer.

3. By an eligible “irrevocable letter of credit” issued in favor of the Three Village Central School District by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, as a security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.
4. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

I. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

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J. PERMITTED INVESTMENTS

As authorized by General Municipal Law, #11, the Director of Finance is authorized to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL #24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Three Village Central School District;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to GML #109-b;
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML #6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n;
- Certificates of Deposit obtained through a depository institution that has a main office or branch in this state and that contractually agrees to place the funds in federally insured depository institutions through the Certificate of Deposit Account Registry Service (CDARS);
- Savings and/or demand deposit accounts placed through a depository institution that has a main or branch office in this state and that contractually agrees to place funds in federally insured depository institutions through the Insured Cash Sweep Service (ICS).

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All investment obligations shall be payable or redeemable at the option of the District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the District within two years of the date of purchase.

K. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Assistant Superintendent for Business is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

L. PURCHASE OF INVESTMENTS

The Director of Finance is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, #10.

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The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

M. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Adoption date: December, 1991

Revised: January, 1994

September, 2016

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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APPENDIX A

Schedule of Eligible Securities

- 100% (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- 0% (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- 100% (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- 100% (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- 75% (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 0% (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 75% (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 0% (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- 0% (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- 0% (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

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100%

(xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

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6400

DEPOSITORIES OF FUNDS

The school district funds shall be deposited only in depositories duly designated by the Board of Education. The designated depositories are required to collateralize all deposits fully.

Ref: Education Law §§2129; 2130(4)
8 NYCRR §§170.1; 170.2
General Municipal Law §§800 et seq.

Adoption date: December, 1991
Reviewed: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6410

AUTHORIZED SIGNATURES

The Board of Education authorizes the signature of the District Treasurer on all district checks. The Board also authorizes, in the absence of the District Treasurer, the signature of the Assistant District Treasurer on all district checks. Checks in excess of \$15,000, except payroll checks, shall be co-signed by the Superintendent, or, in his/her absence, the Assistant Superintendent for Educational Services. (Secondary student activity account checks shall be signed by both the treasurer of student activity accounts and building principal.)

The Board authorizes the District Clerk, Superintendent, Treasurer, Purchasing Agent, Assistant Superintendent for Business or President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the Board or required by law to be executed.

In the absence or inability of the President of the Board to sign any of the above documents, the Vice President of the Board is authorized to sign in his/her place and stead.

Ref: Education Law §§1720; 2523
8 NYCRR §170.1(c)(d)

Adoption date: December, 1991
Revised: September 3, 2014
April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6500

BONDED EMPLOYEES AND OFFICERS

No money other than petty cash shall be kept in any school building overnight. The Superintendent of Schools shall inform all employees of this requirement and enforce this policy.

School employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities. Monies should be deposited in the bank as soon as possible.

All school employees, officials and members of the Board of Education authorized to sign checks or required to handle school funds will be covered by a blanket bond furnished by the school district in such amounts as recommended by the Superintendent.

Ref: Education Law §§1709(20-a); 1720; 2130(5); 2526

Adoption date: December, 1991

Reviewed: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6630

FINANCIAL REPORTS AND STATEMENTS

The Superintendent of Schools will keep the Board of Education informed in a timely manner about the financial status of the district. The Superintendent should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation.

The District will cooperate with governmental agencies and research organizations as required by law for data concerning the fiscal operations of the district.

The Assistant Superintendent for Business Services will prepare and submit, through the Superintendent, to the Board and the Commissioner of Education, such reports as are prescribed by law.

Cross-ref: 1120, School District Records

Ref: Education Law §§1610; 1721; 2117; 2528; 2577; 2590-i
8 NYCRR §§155.1; 170.1; 170.2

Adoption date: December, 1991

Reviewed: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6640

CAPITAL ASSETS ACCOUNTING – GASB 34

The District defines capital assets as non-consumable assets with a normal service life of more than two years. In order to provide for the proper control and conservation of district property, the Assistant Superintendent for Business Services shall maintain Inventory Records and account for Capital Expenditures in accordance with the following guidelines:

- All equipment items costing in excess of \$500 shall be inventoried.
- All equipment costing less than \$500 shall be inventoried for accountability purposes if requested by the responsible program administrator.
- All non-equipment capital assets costing in excess of \$15,000 shall be inventoried.

Capital Expenditure Accounting:

- Fixed assets having an estimated useful life of at least two years following the date of acquisition will be capitalized.
- Capitalization thresholds will be applied to individual fixed assets rather than groups of fixed assets.
- The threshold to be used for fixed assets is \$5,000.

Note: Property inventory requirements and capitalization thresholds are different subjects that are commonly confused because of their overlapping terminology.

- An inventory is an itemized list for tracking and controlling property.
- Capitalization is an accounting treatment whereby an item is recorded as a long-term asset on the balance sheet rather than as a consumable expense of the current period.

The following information must be maintained on the equipment/fixed asset inventory:

- Name and description of property
- Location of equipment
- Serial number and other identification number
- Cost of the asset at acquisition
- Acquisition date

Donated items will be capitalized at a fair-market value on the date of the donation.

Some assets individually may fall below the capitalization threshold but may be purchased in large quantities by the district; examples include library books, textbooks, and computers. The district may choose to capitalize these assets as groups.

All assets will be depreciated using the straight-line method. Residual value will be considered.

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Useful lives will be determined in the year of purchase based on general guidelines obtained from professional organizations and asset's present condition. Depreciation expense will be calculated beginning in the year of acquisition.

Adoption Date: December, 1991

Revised: February 2008

September 3, 2014

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6650

CLAIMS AUDITOR

The Board of Education will designate and appoint a claims auditor for the district. The claims auditor shall serve at the pleasure of the Board.

The claims auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the school district. The auditing process should determine:

1. that the proposed payment is for a valid and legal purpose;
2. that the obligation was incurred by an authorized district official, employee, or Board appointed committee;
3. that the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. that the obligation does not, except under special extenuating circumstances as determined by the Superintendent, exceed the available appropriation; and
5. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based.

Ref: Education Law §§1709(20-a); 1724; 2509; 2526; 2554(b)
8 NYCRR §170.2
Matter of Levy, 22 EDR 550 (1983)

Adoption date: December, 1991

Revised: April 22, 2015

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INDEPENDENT AUDITOR

The Board of Education shall appoint annually, a certified public accounting firm to serve as independent auditor and shall enter an engagement letter and agreement consistent with this policy and applicable state law and accounting standards. Such agreement shall set the annual fees for such audits. The Board shall institute a procedure and policy to re-evaluate and rebid its relationship with its independent auditor every five years. The Board designated independent auditor shall, consistent with all applicable accounting standards, review and report annually on all the financial transactions and status of the various district funds.

Specific required certified reports, opinion and management letters, shall be prepared pursuant to all Federal and New York State regulations as well as in compliance with the requirements of the American Institute of Certified Public Accountants and the New York State Society of Certified Public Accountants. Such reports shall be submitted to the Board of Education between September 1 and October 31 of each year by the said independent auditor.

From time to time such independent auditor may be requested to perform and report upon, or review, other district operations as determined by the Board of Education. It is the responsibility of the independent auditor to insure that such reviews will not impair the independence of said auditor, and that reports resulting there from be presented on a timely basis to the Board of Education.

The independent auditor, consistent with its professional standards, shall also be required to report to the Board of Education any indication or suspicion of any material deviations from district policy and procedures, internal controls, any errors, fraud, or illegal acts which come to their attention.

Ref: Education Law §1700, §2526

Adoption date: December 1991

Revised: April 2005

Reviewed: April 22, 2015

PETTY CASH ACCOUNTS

Petty cash funds shall be distributed to personnel as approved by the Board of Education for the purchase of materials, supplies or services that do not exceed \$50.00 per purchase under conditions requiring immediate payment.

The amount of each fund will not exceed the limit set by law. The Board of Education, upon the recommendation of the Superintendent of Schools, shall appoint a custodian for each petty cash fund. The custodian shall administer and be responsible for such fund.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills, paid out slips or other evidence documenting the expenditure. Expenditures from petty cash funds shall be charged to the applicable budget code.
2. Payments may be made from petty cash for materials, supplies, or services only when payment is required on delivery. Sufficient care shall be exercised to ensure that the petty cash is not utilized to circumvent the district's internal control procedures. Sales tax on purchases will not be paid by the school district from petty cash funds.

The District shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support. Each fund will be closed at the end of the school year and reestablished by the Board at the annual reorganization meeting.

Ref: Education Law §§1604(26); 1709(29)

Adoption date: December 1991

Revised: April 2007

April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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INTERNAL AUDIT FUNCTION

The Board of Education recognizes its responsibility to ensure sound fiscal management of the district. To this end, the Board establishes an internal audit function to carry out the following tasks:

- Develop an annual risk assessment of district fiscal operations which shall include but not be limited to:
 - a. a review of financial policies and procedures,
 - b. the testing and evaluation of district internal controls;
- An annual review and update of such risk assessment; and
- Prepare reports, at least annually or more frequently as the Board may direct, which:
 - a. analyze significant risk assessment findings,
 - b. recommend changes for strengthening controls and reducing identified risks, and
 - c. specify timeframes for implementation of such recommendations.
- Take such steps (and actions) as are necessary to comply with education laws and regulations.

To fulfill this function, the district may use inter-municipal cooperative agreements, BOCES shared services, or independent contractors as long as such personnel or entities performing the internal audit function comply with the Regulations of the Commissioner and meet professional auditing standards for independence between the auditor and the district.

Whichever entity the Board decides to use, the Board must consider the independence issues associated with the internal auditor in order to prevent any perceived or actual conflicts of interest.

Before a Board hires an internal auditor, it should ensure that the person or firm being hired has or can develop expertise in school district financial operations, legal mandates, purchasing and investment policies, accounting systems and procedures, and other areas that are deemed necessary. The Board needs to ensure that the internal auditor receives training in these areas as appropriate.

Personnel or entities performing this function shall report directly to the Board's Audit Committee. The Audit Committee shall report to the full Board periodically as determined by the Board in reference to the internal audit function.

Cross-ref: 6690, Audit Committee

Ref: Education Law §2116-b

Adoption date: December 2006

Reviewed: April 22, 2015

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PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

In accordance with law, the District shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the New York State Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective, so that the District may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and implementing regulation.

In order to ensure that the District avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the District in applying for Federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any Federal program will be maintained by the business office.

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163.

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In addition, the Board authorizes the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public funds, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except for procurements, as provided by law:

1. under a County contract;
2. under a State contract;
3. of articles manufactured in State correctional institutions; or
4. from agencies for the blind and severely disabled.

The District's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with State law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the District;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of District property is prevented.

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Opportunities shall be provided to all responsible suppliers to do business with the District. Suppliers whose place of business is situated within the District may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available cooperative BOCES bids, New York State contracts of the Office of General Services or County contracts whenever such purchases are in the best interests of the District. In addition, the District will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The District will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Purchasing Agent will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements when solicitations of competition would not be cost effective.

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the District. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the District shall have an interest in any contract entered into by the Board or the District, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the District's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All District policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the District.

Cross-ref: 6710, Purchasing Authority
6741, Contracting for Professional Services

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Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010
(Public Law 111-195)
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a);
2554(7-a)
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.
State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a
County Law §408-a(2)

Adoption date: December, 1991

Revised: March 22, 2011

Revised: August 27, 2013

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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PURCHASING REGULATION

The following sets forth the procedures for the procurement of goods and services by the district:

I. Definitions

Best value: optimizing quality, cost and efficiency. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law §163.

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment

Public Work Contract: a contract involving services, labor or construction

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. All advertised bids shall include the following statement required by General Municipal Law 103-g: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law."

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B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

The Purchasing Agent will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Purchasing Agent), who has furnished the required security after responding to an advertisement for sealed bids.

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1).

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The District will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

E. Purchase of Instructional Materials

In accordance with Education Law the District shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.)

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The District will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the District will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The District will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The purchasing agent will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

IV. Exceptions to Competitive Bidding Requirements

The District will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. emergency situations where:
 - a. the situation arises out of an accident or unforeseen occurrence or condition;
 - b. a District building, property, or the life, health, or safety of an individual on District property is affected; or
 - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The District will maintain records of verbal (or written) quotes, as appropriate;

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2. when the District purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The District will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. when the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the District.

Documentation: The District will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. when the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the District may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The District will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. when the District purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The district will maintain the legal authorization, Board authorization and market price comparisons; or

6. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The District will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

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7. when the District purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The District will keep proper documentation in accordance with policy 6741.

V. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the district will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.
3. Requests for Proposals: the district will utilize RFP's to engage professional services providers in accordance with policy 6741.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements; Documentation to be Maintained

The District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
 - a. Contracts from \$100 to \$1,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$1,000 to \$20,000: Written quotes
2. Public Work Contracts up to \$35,000
 - a. Contracts from \$1,000 to \$10,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$10,000 to \$35,000: Written quotes

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VI. Quotes Not Required When Competitive Bidding Not Required

The District will not be required to secure alternative proposals or quotations for those procurements:

1. under a County contract;
2. under a State contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

VII. Procurements from Other than the “Lowest Responsible Dollar Offeror”

The District will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

VIII. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All District regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the District's regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.

Adoption date: April 2005

Revised: November, 2010

Revised: August, 2013

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6700-E.1

PURCHASING EXHIBIT

Methods Of Competition To Be Used For Non-Bid Procurements

	Verbal Quotes			Written Quotes		RFP*	Other
	0	3	More Than 3	3	More Than 3		
Purchase Contracts up to \$20,000							
Under \$100	x						
\$100 - \$500		X					
\$501 - \$1,000			x				
\$1,001 - \$10,000				x			
\$10,001 - \$20,000					x		
Public Work Contracts Up To \$35,000							
Under \$1,000	x						
\$1,001 - \$10,000		X					
\$10,001 - \$20,000				x			
\$20,001 - \$35,000					x		
Emergencies							x
Insurance					x		
Professional Services						x	
Leases of Personal Property							x
Second-Hand Equipment from Other Governments							x
Certain Food & Milk Purchases							x
Sole Source (For example, patented or monopoly item)							x

*RFP: Request for Proposal

Adoption date: April 2005

Revised: November 2010

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6700-E.2

PURCHASING EXHIBIT

Explanations of Other Methods of Competition to Be Used For Non-Bid Procurements

Emergencies: Informal solicitation of quotes or otherwise, to the extent practicable under the circumstances

Second-Hand Equipment from Federal and State Governments: Section 103(6) of the General Municipal Law provides a statutory exception to the competitive bidding requirement by permitting the purchase of surplus and second-hand supplies, materials or equipment without competitive bidding from the Federal or State governments or from any other political subdivision or public benefit corporation with the State.

Certain Food and Milk Purchases: Section 103(a) and (10) of the General Municipal Law provides a statutory exception to the competitive bidding requirement by permitting a Board of Education to separately purchase eggs, livestock, fish and dairy products (including milk), juice, grains and species of fresh fruits and vegetables directly from producers, growers or certain processors without bidding.

Sole Source: Section 103 of the General Municipal Law provides a statutory exception to the competitive bidding requirement in limited situations where there is only one possible source from which to procure goods or services required in the public interest (such as in the case of certain patented goods or services or public utility services).

Adoption date: April 2005

Revised: November 2010

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6710

PURCHASING AUTHORITY

The Board of Education designates the Purchasing Agent for the School District at the Annual Organizational Meeting. The Purchasing Agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the District.

All purchases shall be made through the Purchasing Agent.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Ref: Education Law §1709(20-a)

Adoption date: December, 1991

Revised: March 8, 2011

Reviewed April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6710-R

PURCHASING AUTHORITY REGULATION

In accordance with section 104-b of the General Municipal Law the following person(s) has/have been named as Purchasing Agent for the District.

- The Purchasing Agent referred to in the Purchasing Authority Policy 6710 shall be Christine Governale and alternate in the event of her absence shall be Jeffrey Carlson, Assistant Superintendent for Business Services.

Adoption date: January 2011

Revised June 25, 2013

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6711/9170

AUTHORIZATION FOR PURCHASING MEALS AND REFRESHMENTS

The Board of Education recognizes that from time to time it may be appropriate to provide meals and/or refreshments at district meetings and/or events which are being held for an educational purpose. A request for an expenditure for such meals and/or refreshments must be prepared well enough in advance of the meeting or event to allow for approval and processing. Such food should be obtained through the school lunch program or outside vendor approved by the Purchasing Department. All purchase requisitions for food orders are to contain the date and time of the meeting/workshop, etc. for which the food is being ordered; the purpose of the meeting/workshop, etc.; the estimated number of attendees; and the reason why the food is needed.

Examples of authorized categories of expenditures include but are not limited to: Refreshments for staff on teacher orientation day(s), staff recognition day, Superintendent's Conference Day, community/district meetings, receptions for volunteers, and other meetings at which district business is conducted. Meal expenditures may be authorized only for meetings, workshops, etc. where participants will be expected to perform work or service through the normal lunch or dinner times.

Adoption Date: April 2005

Revised: April 2007

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6720-R

COMPETITIVE BIDDING PROCEDURES REGULATION

The requirements for formal competitive bidding are as follows:

1. All items must be bid when the cost of any single item or group of similar items is in excess of ten thousand dollars (\$10,000).
2. All transportation must be bid where the cost of any single transportation service is in excess of five thousand dollars (\$5,000).
3. All repair or contract obligations involving the use of personnel and goods in a single project must be bid when such a project costs exceeds twenty thousand dollars (\$20,000).
4. A "Notice to Bidders" shall be published in the officially designated newspaper at least five (5) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
5. Bids shall be submitted in a sealed envelope, addressed to the Board, and marked plainly with the name of the bid. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time for opening.
6. Upon prior notice to bidders, bids may be submitted by facsimile machine as per instruction in the "Notice to Bidders."
7. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least three (3) district employees present at each bid opening, including the purchasing agent or his/her designee. All interested parties may also attend the opening of bids.
8. After being opened, all bids shall be recorded and analyzed. The purchasing agent shall make a recommendation to the Board of Education as to the lowest responsible bidder who has met or complied with the bid specifications.
9. In the event there are two or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase. In making an award in the case of tied low bidders, the Board may give consideration to a local business or supplier.
10. Bid bonds or deposits of five percent (5%) of the bid price may be required, at the discretion of the purchasing agent, on all purchase contracts of less than \$25,000. Bid bonds or deposits of five percent (5%) of the bid price are required for labor or service contracts. Performance bonds of one hundred percent (100%) of the bid price are required for all contracts in excess of \$25,000. Performance bonds on contracts for less than \$25,000 may be required, at the discretion of the purchasing agent.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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11. Every bid shall contain the certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.
12. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board, upon the recommendation of the purchasing agent. The purchasing agent shall determine all questions of comparability or equivalency.

Adoption date: December, 1991

Revised: June 14, 2016

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6730

COOPERATIVE PURCHASING

The Board of Education endorses the concept of cooperative purchasing when such method is in the best interest of the school district. The Purchasing Agent designated by the Board is authorized to explore the possible participation by the school district in cooperative purchasing ventures with other school districts and municipalities. All proposals and contracts for cooperative purchasing ventures shall be submitted to the Board for consideration and approval.

Ref: Education Law §1950
General Municipal Law §119-o

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6751

SALES CALLS AND DEMONSTRATIONS

Sales calls and demonstrations are encouraged by the Board of Education to enable the staff to be kept abreast of material, equipment, and services that are available and which may be beneficial to the school district. Building Principals may give permission to sales representatives of educational products and services to make calls or demonstrations at times that do not interfere with the orderly operation of the educational program.

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6800

PAYROLL PROCEDURES

A duly certified payroll is one that has been examined and approved by the Assistant Superintendent for Business Services. It shall be the responsibility of the Assistant Superintendent for Business Services and his/her staff to prepare all payrolls.

A periodic test will be conducted to verify accuracy and appropriateness of district payrolls.

Ref: Education Law §§1604; 1719; 1720; 2116-a

Adoption date: December, 1991

Revised: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6800-R

PAYROLL PROCEDURES REGULATION

Biweekly Claims for Wages

The deadline for submitting biweekly claims for wages is the Tuesday following a payday. The biweekly claims for wages cover all salaries not established as regular or contract salaries. Some examples of these miscellaneous salaries are as follows:

1. Per diem or daily rate salaries
2. Part-time or hourly rate salaries
3. Overtime salaries
4. Athletic activity salaries
5. Extracurricular activity salaries
6. Adult education salaries
7. Driver education salaries
8. Inservice education salaries
9. Summer salaries or any additional salary based on a percentage of annual salary
10. Swim pool salaries.

If, at any time, the claims for wages cannot be submitted in time for submission to the central office on the Tuesday following a payday, then it is incumbent upon the administrator to arrange for preparation of claims for wages earlier than that day, with the remaining days being claimed on the subsequent claim for wages form.

Any problems involving submission of claims for wages must be handled in a timely manner.

Full Year Cocurricular Payroll

Two payroll dates per year will be set for payment for full year cocurricular activities. The total amount to be paid will be divided into two equal parts, to be paid on each of the two dates.

Adoption date: December, 1991

Revised: April 22, 2015

SALARY DEDUCTIONS

Except for deductions for absence not covered by paid leave or those required by law, deductions from salaries shall be in accordance with the appropriate provisions in employee negotiated contracts. For those employees not covered by a negotiated contract, all deductions shall be approved by the Assistant Superintendent for Business Services. Employee deductions shall be made on a voluntary basis.

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6830

EXPENSE REIMBURSEMENT

The Board of Education recognizes that selected conferences and training sessions are important to keeping the district abreast of current educational techniques and issues. Attendance at educational conferences is designed primarily to foster the goals and emphases of the school district and improve instructional practices in the classroom that enhance student learning. Additionally, conferences can be a source of new developments in education, of professional growth and development and individual renewal. School district employees, officials and members of the Board of Education will be reimbursed for approved reasonable out-of-pocket expenses incurred while traveling for school related activities according to the attached regulations.

In cases of absence for one school day, employee conference attendance shall require the prior approval of the Building Principal. The Superintendent of Schools shall approve, in the case of absence for more than one school day, those conferences that are in the best interest of the district and eligible for reimbursement of expenses under this policy.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Adoption date: December, 1991

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6830-R

EXPENSE REIMBURSEMENT REGULATION

Conference reimbursement/payment requests should be submitted separately for each individual attending a conference.

All conference and travel expenses should be paid by the EMPLOYEE ONLY. Employees are responsible for paying for their own conference registration and/or travel expense and will be reimbursed accordingly upon receipt of the documentation referenced below. No employee should pay for another employee's registration and/or travel expense. Credits/vouchers received for personal travel (ex. airfare) should not be used in conjunction with travel on District business.

All documentation required for reimbursement of conference expenses must be received within 60 days of the date that the conference was held.

Listed below is the documentation required for reimbursement/payment of employee expenses for conferences:

A separate requisition should be submitted prior to the conference for each of the following:

- Estimated Expense/Reimbursement to Employee (including meals, parking/tolls, mileage reimbursement); please estimate the total cost of reimbursement for any business-related expenses incurred and submit the requisition prior to the conference. The employee will be responsible for submitting documentation as outlined below to substantiate reimbursement upon returning from the conference.
- Lodging (if applicable) - payable to the establishment at which the employee stays overnight for the duration of the conference.
- Reimbursement to Employee for air travel (if applicable).

All employees must complete a Conference – Travel Request form. It is the responsibility of the employee to ensure that his/her conference request has received appropriate approval prior to attendance at the conference.

Documentation required for each of the different types of fees/costs that may arise from attendance at an overnight conference is as follows:

1. Registration fees

- A copy of the **approved** Conference-Travel Request form, as well as a copy of the registration form, confirming the price of the conference, must be included with the requisition.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6830-R

2. Hotel Charges

- When making hotel reservations, it may be necessary for the employee to hold the reservation on their credit card prior to arrival. The District will pay for the hotel room by preparing a check payable to the hotel and providing it to the employee prior
- to their departure on the conference. If within New York State, advise the hotel that you will provide a tax-exempt certificate and payment via District check upon arrival.
- The hotel used should be one that is sponsored by the conference, at the lowest rate. If no rooms are available at the hotel(s), you may stay at a different hotel, but the charge for the room must be at or below the conference rate; if no rooms are available at or below the conference rate, prior approval must be obtained from the Business Office to book a room at a higher rate.
- Any charges billed to the hotel room are the responsibility of the employee. If there is a valid business reason for the charge that appears on the bill (fax charges, internet connection, etc), a copy of the bill should be submitted to request reimbursement, along with a memo from the employee's supervisor approving the additional charges. (An estimate of this cost should be included in the requisition submitted for reimbursement of "Estimated Expenses".)
- Submit Purchase Requisition with copy of the hotel registration form.
- If it is not possible to return home on the day the conference ends, prior approval must be obtained from the Business Office.

3. Car Travel

- When traveling to and from the conference, mileage will be reimbursable to the employee at the current IRS mileage rate.
- Requests for reimbursement of mileage must be submitted with a MapQuest report or other documentation indicating the mileage traveled from the departure location to the conference location. Normal commutation distance will be deducted from the total if travel is between home and conference location.
- Requests for reimbursement of tolls and/or parking fees must be submitted with original receipts or copy of an EZ Pass statement. (An estimate of this cost should be included in the requisition submitted for reimbursement of "Estimated Expenses".)
- Submit Purchase Requisition with copy of the required documents listed above.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

4. Air Travel

- The employee is responsible for making his/her own travel arrangements. The District will reimburse the cost of coach/economy air travel to the employee prior to the conference.
- A receipt indicating the cost of the ticket and description of the destination, date of flight and flight number must accompany all requests for reimbursement of air travel costs.
- Submit Purchase Requisition with the required documents listed above.

5. Meals

- The daily meal allowance for overnight conferences or trips is based on a tier system. The total number of days that meals will be reimbursed for is equal to the total number of nights spent at an overnight conference.
- The meal allowance is broken down as follows:

	Breakfast	Lunch	Dinner	Incidental	Total
Tier 1*	\$17.00	\$20.00	\$50.00	\$8.00	\$95.00
Tier 2*	\$13.00	\$15.00	\$37.00	\$5.00	\$70.00

*Tier 1 is for major cities and metropolitan areas, including New York City, Boston, Chicago, Washington DC, Atlanta, Miami, San Diego and San Francisco. Other cities may be added, as needed.

- If the conference provides any meals, there will be a deduction from the employee's total meal allowance for that meal. For example, if lunch is provided as part of the conference, either \$20.00 or \$15.00 will be deducted from the employee's daily meal allowance for that day. (An estimate of this cost should be included in the requisition submitted for reimbursement of "Estimated Expenses.")
- Please note that expenses incurred above the amounts outlined above are the responsibility of the employee.
- Submit Purchase Requisition with copy of the registration form. A request for payment for meal allowance must accompany a detailed copy of the conference registration form

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6. Personal Expenses

- The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

7. Vehicle Rental

- Vehicle rental charges may be submitted for reimbursement provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost. Original receipts should be submitted.

An original certificate of participation or other proof of attendance at the conference must be submitted with request for reimbursement. All expenses submitted for reimbursement should be accompanied with original receipts and/or invoices.

Adoption date: December 1991

Revised: September 2004

June 2010

February 2016

THREE VILLAGE CENTRAL SCHOOL DISTRICT

SETAUKET, NEW YORK

6830-E.1

CONFERENCE -TRAVEL REQUEST

(Must be submitted ten school days prior to conference. Requests submitted after the date of the conference will not be approved for expenditure of district funds unless prior approval has been secured from the Assistant Superintendent for Institutional Services. Please see Superintendent's Bulletin before submitting request in order to review conference procedures).

NAME: _____ DATE OF REQUEST: _____

SCHOOL/ASSIGNMENT: _____

CONFERENCE TITLE: _____ LOCATION: _____

DESCRIPTION OF CONFERENCE:

REASON FOR ATTENDING:

DATE(S) OF ATTENDANCE: _____ NUMBER OF SCHOOL DAYS: _____

ESTIMATED COST: _____ BUDGET CODE: _____

SUBSTITUTE REQUIRED: YES NO

LIMITED FUNDING ACTION BY SCHOOL PRINCIPAL/PROGRAM DIRECTOR

_____ Approved with expenditure of \$ _____

_____ Approved without assignment of district funds.

Principal/and or Supervisor *Date*

Superintendent or Assistant *Date*

NOTE: Upon return from conference, submit expense voucher, receipts and a brief one-page conference report. Reimbursement will not be made without the conference report and proper documentation.

Distribution: White – Accounting
 Green – Principal or Supervisor
 Pink – Originator
 Blue – Central Office

THREE VILLAGE CENTRAL SCHOOL DISTRICT

SETAUKET, NEW YORK

EXPENSE VOUCHER

6830-E.2

(Please fill-in all the information requested. Incomplete forms will delay reimbursement.
Please refer to Superintendent's Bulletin – reimbursement details).

Submitted by: _____ School/Assignment: _____

Budget Code: _____ Date Submitted: _____

Conference Attended: _____

Conference Dates: _____ Conference Location: _____

Expense voucher checks are computer drawn on a bi-weekly schedule. Please allow up to four weeks for processing.

ITEMIZED EXPENSES

Hotel: (Attach hotel bill) \$ _____

Registration: (Attach receipt) \$ _____

Meals: Per diem meal amount
(Attach receipts for all meals)

Travels: (attach list indicating date(s) point of
Departure, destination and miles traveled.
See Superintendent's Bulletin for travel
Restrictions.)

Automobile _____ miles

@ \$ _____ \$ _____

Plane (Attach receipts) _____

Train (Attach receipts) _____

Taxi (Attach receipts) _____

Tolls (Attach receipts) _____ \$ _____

Other: _____

TOTAL: \$ _____

Is your conference report attached?

THIS SPACE FOR ACCOUNTING OFFICE USE ONLY:

Code: _____

Amount: _____

Date: _____

Approved by: _____

Claimant's Signature *Date*

Principal or Supervisor *Date*

Assistant Superintendent *Date*

APPROVED FOR PAYMENT

Distribution: White – Accounting Green – Principal or Supervisor Pink – Claimant's Copy Blue – Central Office

THREE VILLAGE CENTRAL SCHOOL DISTRICT

6830-E.3

EXPENSE REIMBURSEMENT EXHIBIT

THREE VILLAGE CENTRAL SCHOOL DISTRICT
SETAUKET, NEW YORK

Conference Report

Submitted by: _____ Date: _____

Re: Conference Title: _____

Sponsoring Group: _____

Conference Date(s): _____

I. Program Highlights:

II. What learnings will you be able to apply directly to your work in Three Village?

III. Personal Benefits:

Principal/Director

Adoption date: December 1991

Revised: September 2004

Reviewed: February 2011

DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Periodically throughout the year, determinations shall be made of equipment, supplies and/or materials that are obsolete and cannot be salvaged or utilized effectively or economically by the school district. A recommendation to declare such equipment, supplies, or materials as surplus shall be submitted to the Board of Education.

Following approval by the Board of Education, the Assistant Superintendent for Business Services shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or on a Board-approved public online auction site. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software and copy machines), the District shall ensure that all District-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the District shall note that the District data or information has not been permanently and completely removed. The District shall also ensure that all District-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The District shall work with the third party provider to ensure that District data and information is able to be permanently and completely removed from the equipment.

Ref: General Municipal Law §§51; 800 et seq.

Adoption date: December, 1991

Revised: August 27, 2013

December 12, 2018