

GLENDIVE SCHOOL DISTRICT

**7000 SERIES
FINANCIAL MANAGEMENT**

TABLE OF CONTENTS

7000	Goals
7110	Budget and Program Planning
7121	Adjustments and Amendments
7210	Revenues
7231-7231B-7231P	Financial Management
7260	Endowments, Gifts, and Investments
7310	Budget Implementation and Execution
7320	Purchasing
7325	Accounting System Design
7326	Documentation and Approval of Claims
7329	Petty Cash Funds
7332	Advertising in Schools/Revenue Enhancement
7335	Personal Reimbursement
7400	Credit Card Use
7410	Fund Accounting System
7425	Extracurricular Fund Policy
7430	Financial Reporting and Audits
7500	Property Records
7510	Capitalization Policy for Fixed Assets
7520	Independent Investment Accounts

Glendive School District

FINANCIAL MANAGEMENT

7000

Goals

Since educational programs are dependent on adequate funding and the proper management of those funds, District goals can best be attained through efficient fiscal management. As trustee of local, state, and federal funds allocated for use in public education, the Boards shall fulfill their responsibility to see that funds are used to achieve the purposes intended.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, the Districts must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and into all aspects of District management and operation.

In the Districts' fiscal management, the Boards seek to achieve the following goals:

1. Engage in advance planning, with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended.
2. Establish levels of funding which shall provide superior education for the Districts' students.
3. Provide timely and appropriate information to staff who have fiscal responsibilities.
4. Establish efficient procedures in all areas of fiscal management.

Legal Reference: Title 20, Chapter 9, MCA Finance

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7110

Budget and Program Planning

A District's annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports the immediate and long-range goals and established priorities within all areas, instructional, non-instructional, and administrative programs.

Prior to presentation of the proposed budget for adoption, the Superintendent shall prepare, for the Boards' consideration, recommendations (with supporting documentation) which shall be designed to meet the needs of students within the limits of anticipated revenues.

Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Boards.

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7121

Adjustments and Amendments

When any budgeted fund line item is in excess of the amount required, the Boards may transfer any of the excess appropriation to another line item(s) within the same fund.

The Boards authorize the administration to transfer line items within the same budgeted fund to adjust line item overdrafts or to meet special line item needs. Line item budget transfers to adjust line item overdrafts are at the discretion of the administrators.

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the Districts for the ensuing fiscal year. The Boards shall be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, Trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized by § 20-9-161, MCA, for specified reasons.

The resolution shall state the facts of the budget amendment, the estimated amount of funds needed, and the time and place when the Boards will meet for the purpose of considering and adopting a budget amendment.

The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements. When applicable, the Districts shall apply for state financial aid to supplement that amount to be collected from local taxes.

Legal Reference:	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-161, MCA	Definition of budget amendment for budgeting purposes
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment - petition to superintendent of public instruction
	§ 20-9-164, MCA	Notice of budget amendment resolution
	§ 20-9-165, MCA	Budget amendment limitation, preparation and adoption procedures
	§ 20-9-166, MCA	State financial aid for budget amendments
	§ 20-9-208, MCA	Transfer among appropriation items of a fund

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7210

Revenues

The Districts will seek and utilize all available sources of revenue for financing their educational programs. This includes revenues from non-tax, local, state, and federal sources. All revenues received for the Districts will be properly credited to the appropriate fund and account as specified by federal and State statute and the accounting and reporting regulations for Montana school districts.

The Districts will collect and deposit all direct receipts of revenues as necessary but at least once monthly. The Districts will make an effort to collect all revenues due from all sources, including, but not limited to, rental fees, bus fees, fines, tuition fees, and other fees and charges. Uncollectible checks may be turned over to the county attorney for collection.

Legal Reference: § 20-9-303, MCA Definition of Foundation Program

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7231

Federal Impact Funds

Federal impact funds have been provided to local districts as a supplement to taxes and other revenue sources. Such funds contribute to the development and implementation of a basic education program for all students enrolled in the public schools. Amendments to Title VIII ESEA, a/k/a Impact Aid, provide additional funds for schools with eligible students when the District gives assurance that tribes and parents of Indian students have been afforded the opportunity to make recommendations regarding the needs of their children and to be involved in the planning and development of the basic education program.

Recognizing that the Board is the ultimate authority in defining the educational program of that District, the Superintendent shall establish procedures to assure the involvement of the tribe and parents of Indian students in the development of the basic education program.

Legal Reference: Title VIII

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

FINANCIAL MANAGEMENT

Federal Impact Funds

A policy and procedure of this nature is necessary in order to be eligible to receive Title VIII funds to provide programs for eligible Indian students.

When submitting the Impact Aid application for federal assistance, the District must provide assurance that it has established the required policies and procedures. In addition to submitting the policies and procedures, the District must ensure that:

1. tribes and parents were informed, consulted, and involved;
2. a statement indicating that the district has on file a list of names and addresses of parents that participated in hearings or other such hearings;
3. dates when proposed policies were considered by the Board (first reading, second reading, etc.);
4. how policies and procedures reflect the views of parents of Indian children; and
5. how policies and procedures have been disseminated to the tribes and parents.

While the amendments provide for the involvement of parents of Indian children, such recommendations are advisory only. The Board has the final authority on policy decisions of the District.

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

FINANCIAL MANAGEMENT

Federal Impact Funds

As part of its annual review of the school program, the District shall conduct public hearings and information sessions during the months of March and April of each year in each attendance area where there are Indian students. All parents of Indian students shall be invited to attend these meetings. The tribal center shall also be invited to send representatives. At the hearings, the District shall:

1. review the identifies needs of the District;
2. discuss proposed programs and services which are being considered to satisfy the stated needs; and
3. solicit input from parents and/or tribal center representatives.

Prior to the adoption of the budget, a final hearing shall be held to review the planned programs which are incorporated in the District budget.

The Impact Aid fund is a non-budgeted fund, and District trustees have sole discretion to expend the dollars in accordance with the Indian Policies and Procedures for Impact Aid and District policy.

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

Glendive School District

FINANCIAL MANAGEMENT

7260

Endowments, Gifts, and Investments

The Boards may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the Districts will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Boards nor the Superintendent will approve any gifts that are inappropriate.

The Boards authorize the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts to be received and accepted by the Districts.

The Boards direct that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the Districts. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes whenever it is deemed advantageous to the Districts to do so.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of County Treasurer
	§ 20-9-213(4), MCA	Duties of Trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

Glendive School District

FINANCIAL MANAGEMENT

7310

Budget Implementation and Execution

Once adopted by the Boards, the operating budget shall be administered by the Superintendent's designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Montana and adopted Board policies.
2. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month.
3. Purchases shall be made according to the legal requirements of the State of Montana and adopted Board policy.

Legal Reference: § 20-9-213, MCA Duties of Trustees
 § 20-3-332, MCA Personal Immunity and Liability of Trustees

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

Glendive School District

FINANCIAL MANAGEMENT

7320

Page 1 of 2

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$50,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever any building furnishing, repairing, or other work for the benefit of the district or purchasing of supplies for the district is necessary, the work done or the purchase made must be by contract if the sum exceeds Fifty Thousand Dollars (\$50,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and

Glendive School District

FINANCIAL MANAGEMENT

7325

Accounting System Design

The District accounting system shall be established to present with full disclosure the financial position and results of the financial operations of the District funds and account groups in conformity with generally accepted accounting principles. The accounting system must be in compliance with the accounting system requirements established by legislative action. The accounting system shall be able to demonstrate compliance with finance-related legal and contractual provisions.

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

Glendive School District

FINANCIAL MANAGEMENT

7326

Documentation and Approval of Claims

All financial obligations and disbursements must be documented in compliance with the statutory provisions and audit guidelines. The documentation will specifically describe acquired goods and/or services, the budget appropriations applicable to payment, and the required approvals. All purchases, encumbrances, and obligations and disbursements must be approved by the administrator designated with the authority, responsibility, and control over the budget appropriations. The responsibility for approving these documents cannot be delegated.

The District business office will be responsible for the development of the procedures and forms to be used in the requisition, purchase, and payment of claims.

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

Glendive School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of \$10.00, postage, delivery charges, and freight. Individual personal reimbursements which exceed \$10.00 should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to \$400 for secondary and elementary schools and school offices and departments.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Monies which are not specifically petty cash monies shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the business office for processing.

The District business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

Adopted on: October 19, 1998

Revised on: May 17, 1999

Glendive School District

FINANCIAL MANAGEMENT

7332

Page 1 of 2

Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District-approved marketing activities, including but not limited to advertising, corporate sponsorship, signage in or on District facilities, etc., is a Board-approved venture. The Board may approve such opportunities subject to certain restrictions in keeping with the contemporary standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least an annual basis; if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in maintenance of existing District athletic and activity programs; and
3. Provide scholarships for students participating in athletic, academic, and activity programs, who demonstrate financial need and merit.

Appropriate opportunities for marketing activities include but are not limited to:

1. Fixed signage.
2. Banners.
3. District-level publications.
4. Television and radio broadcasts.
5. Athletic facilities, including stadiums, high school baseball fields, and high school gymnasiums.
6. District-level projects.
7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
8. The interior and exterior of a limited number of District buses, if the advertising is associated with student art selected by the District. The only advertising information allowed will note sponsorship of the student art by the participant. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue

Enhancement activities will not:

1. Promote hostility, disorder, or violence;
2. Attack ethnic, racial, or religious groups;
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
4. Be libelous;
5. Inhibit the functioning of the school and/or District;
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
7. Be obscene or pornographic, as defined by prevailing community standards throughout the District;
8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;
9. Promote any religious or political organization;
10. Use any District or school logo without prior approval.

Cross Reference: 2120 Curriculum Development and Assessment
 2309 Library Materials
 2311 Instructional Materials

Policy History:

Adopted on: April 14, 2008

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7335

Personal Reimbursement

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the Districts from his/her personal funds. In that event, an employee will be reimbursed for his/her personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the Districts.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the Districts.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7400

Credit Card Use

The Board of Trustees permits the use of district credit cards to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A recap of expenses incurred on the credit card will be referenced on the voucher detail listing. All credit cards will be pre-approved by the Board and will be in the name of the school district.

The district shall establish a credit line not to exceed \$25,000.00 for all cards issued to the district.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee up to and including termination.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent shall establish regulations governing the issuance and use of credit cards. Each card user shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each card user.

Cards will be checked out before travel and returned to the clerk's office.

The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference:	7320	Purchasing
	7335	Personal Reimbursement
	7336	Travel Allowances and Expenses

Legal Reference:	§2-7-503, MCA	Financial reports and audits of local government entities
------------------	---------------	---

Policy History:

Adopted on: December 11, 2006

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7410
page 1 of 2

Fund Accounting System

The accounts of the Districts are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The accounts of the Districts are maintained on the modified accrual basis of accounting. The following funds are maintained by the Districts:

General Funds (Elementary and High School) - to account for all revenues and expenditures related to administration, instruction, and other activities not included in any other funds.

Transportation Funds (Elementary and High School) - to account for the revenues and expenditures for the Districts' pupil transportation program.

School Food Services Fund (High School) - to account for that portion of the school food services program which is self-supporting, including State and Federal reimbursements.

Tuition Fund (Elementary) - to account for tuition payments for elementary pupils who are residents of the Districts but attend school outside the Districts.

Retirement Fund (Elementary and High School) - to account for the employer's contribution to the Teacher's Retirement System, the Public Employee's Retirement System, Unemployment Compensation, and Social Security.

Miscellaneous Programs Funds (Elementary and High School) - to account for State and Federal grants and reimbursement funds received by the Districts.

Traffic Education Fund (High School) - to account for revenues and expenditures for approved driver education programs.

Lease Rental Agreement Funds (Elementary and High School) - to account for the rental and lease payments received from District-owned property and the expenditure of that money for the maintenance of that property.

Sick Leave Reserve (Elementary and High School) - to account for moneys transferred from the General Fund for the purpose of paying accumulated sick leave and vacation that a nonteaching employee is entitled to upon termination.

Chapter I Fund (Elementary) - to account for Federal Block grant money received by the Districts.

Chapter II Fund (Elementary and High School) - to account for Federal Block grant money received by the Districts.

Debt Service Funds (Elementary and High School) - to account for principal and interest payments on outstanding bonds, along with special assessments and the revenues derived for this purpose from a property tax levy.

Building Fund (Elementary and High School) - to account for building construction and the bond proceeds received for that purpose, and/or to account for interest earnings, insurance settlements, proceeds from the sale of property, and other miscellaneous revenues.

Building Reserve Fund (Elementary and High School) - to account for revenues and expenditures for voter approved improvements, remodeling, or construction of District facilities.

Endowment Fund (High School) - to account for gifts, legacies, and devises received by the Districts.

Student Activity Fund - to account for various student activities, such as athletics, clubs, classes, student government organizations, student publications, and other activities. Separate fund accounts within the Extracurricular Fund are maintained to account for these various activities. Such a fund is established under the authority of § 20-9-504, MCA. Unlike other District funds, the money for these activities is maintained in bank accounts outside the control of the County Treasurer. The Fund is administered by District administrators and faculty members and the student organizations, operating under guidelines and policies established by the Board of Trustees and the Department of Commerce.

Claims Fund (High School) - to account for receipts from other operating funds for their portions of operating expenditures other than payroll and the disbursements to the various payees.

Payroll Fund (High School) - to account for receipts from operating funds for their portions of payroll costs and the payroll disbursements to employees and to State and Federal agencies.

Retiree Insurance Fund (High School) - to account for the receipt and disbursement of premium payments received from former District employees who have retired and who have opted to continue to participate in the Districts' health insurance program.

Under State statutes, the General, Transportation, Tuition, Retirement, Debt Service, and Building Reserve Funds are considered budgeted funds, which mean a budget must be adopted in order to spend any money from the funds. The School Food Services, Miscellaneous Programs, Building, Lease Rental, Traffic Education, Sick Leave Reserve, Block Grant, and Endowment Funds are nonbudgeted funds. The Extracurricular, Claims, Payroll, and Retiree Funds are also treated as nonbudgeted funds.

Legal Reference: § 20-9-504, MCA Extracurricular fund for pupil functions

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7425

Extracurricular Fund Policy

The Boards, on behalf of the students, established an extracurricular fund for the purposes of receipts and expenditures pertaining to extracurricular functions. The ultimate responsibility of administering extracurricular funds rests with the Boards. Any admission of new funds to the extracurricular fund must be first approved by the Boards.

Moneys of any student organizations are deposited by receipt and expended by check from a bank account maintained for the extracurricular fund. This bank account is reconciled with each student fund on a monthly basis. Interest earned on this account is distributed to each fund on a prorated basis.

An automated activity accounting system provides internal control of cash receipts and expenditures. Receipts, expenditures, and transfers are maintained through authorization of the fund treasurer, advisor, district secretary, activities director, and District clerk.

Activity tickets are sold to adults and students through the central office receipting procedure. Accountability for admission charged activities follows a pre-numbered ticket reconciliation with the money collected.

A Glendive School activity credit card was secured for payments other than by claim for extracurricular activities. These are assigned to authorized individuals through the central office.

Change funds are established by issue of a check from each particular fund and redeposited at the end of the season. Deposits are made to a banking institution on a biweekly basis. Non-sufficient fund checks are handled by the District clerk on a one-to-one basis with the individual.

A fund custodian submits an end-of-month report, an annual report, and a year-to-date report for accountability in all funds. The following forms should be attached to the report:

Receipts, checks, transfers, purchase orders, vouchers, claims, requests for transportation, monthly reconciliation, year-to-date statement, annual report.

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7430

Financial Reporting and Audits

The Boards direct that financial reports of all District funds shall be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to the reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Boards. The financial reports shall reflect the financial activity and status of the District funds.

Appropriate interim financial statements and reports of financial position, operating results, and other pertinent information will be prepared to facilitate management control of financial operations.

The Boards direct that District audits shall be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the District and the District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every two years and cover the immediately preceding two fiscal years, or it may be conducted annually. The District audits may be conducted by the staff of the Department of Commerce, or the audits may be conducted by an independent auditor under the rules and regulations established by the Department of Commerce.

Legal Reference:	§ 2-7-501 et seq., MCA	Definitions
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213, MCA	Duties of trustees

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7500

Property Records

Property records and inventory records shall be maintained on all land, buildings, and physical property under the control of the Districts. Such records shall be updated annually.

For purpose of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Superintendent shall ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually, be referenced to purchase orders and withdrawal reports. Property records of facilities and other fixed assets shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-school use except according to Board policy.

Property records shall show, appropriate to the item recorded, the:

1. description and identification
2. manufacturer
3. date of purchase
4. initial cost
5. location
6. serial number, if available
7. model number, if available

Equipment may be identified with a permanent tag that provides appropriate District and equipment identification.

Cross Reference: 7510 Capitalization policy for fixed assets

Legal Reference: § 20-6-602, MCA Trustees Power over Property
§ 20-6-608, MCA Authority and Duty of Trustees to Insure District Property

Policy History:

Adopted on:

Revised on:

Glendive School District

FINANCIAL MANAGEMENT

7510

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all of the following requirements.

1. Must be tangible in nature.
2. Must have a useful life of longer than the current fiscal year.
3. Must be of significant value.

Fixed assets may be acquired through donation, purchase, or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the materials used and the cost of labor involved in the construction of the asset.

The following significant values will be used for different classes of assets:

<u>Class of Fixed Asset</u>	<u>Significant Value</u>
Equipment and machinery	\$5,000.00 or more
Buildings - Improvements	\$5,000.00 or more
Improvements other than buildings	\$5,000.00 or more
Land	Any amount

Cross Reference: 7500 Property Records

Policy History:

Adopted on:

Revised on: September 13, 1999