Authority to Encumber and Expend Funds

Financial Statement

The daily administration of the budget shall be the responsibility of the Superintendent. The Superintendent shall provide the Board with a monthly financial statement. This shall include a report of receipts and disbursements and estimated status by major budget category, the cash balance on hand, and the amount of invested funds at the end of the immediate preceding month.

Expenditure of Funds

Expenditures from any District fund shall be made in accordance with the budgets approved by the Board. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

Authority to Obligate

Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds and approval by their supervisor.

The Board shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent.

Review of Credit Card/Procurement Card Transactions

The Superintendent shall establish a process consistent with Board policy to regulate use of credit cards/procurement cards and store credit card accounts. This process will include procedures for recovery of District funds for any unauthorized purchases.

Employees shall report immediately any District/school credit/procurement card that is lost. Personal purchases on District/school credit/procurement cards are prohibited. Unauthorized charges made by employees to District/school credit/procurement cards may result in disciplinary action.

Procedures for use of credit/procurement cards shall be consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds “Redbook”. The Board authorizes the use of procurement cards provided from the District level in the name of each Head Principal for each school. No other credit cards shall be permitted. The Board also authorizes the use of store credit cards at the school level. Store credit cards/procurement cards must be safeguarded and kept under lock and key to protect against unauthorized use. Cards may be checked out to individual employees using the Credit Card Sign-In/Out Log form. There shall be separate identification for each type of credit/procurement card.

All charges on the store credit card require a prior-approved purchase order and a signed itemized store receipt. Employees shall be responsible for reimbursing any charges made without prior approval. The card, approved purchase orders and itemized store receipts shall be submitted no later than the close of the next business day.

Although the District offers payment via procurement cards, such do not take the place of purchase orders and are used primarily for emergencies, to relieve travel burden for employees and when purchase orders are not accepted.

Authority to Encumber and Expend Funds

BOARD APPROVAL REQUIRED

Prior Board approval shall be required in order for the District to participate in any cash management, bond issuance, tax revenue anticipation note, or other program involving commitment of District funds. The Board shall designate the fiscal agent and bond counsel.

REFERENCES:

KRS 160.340; KRS 160.370
KRS 160.390; KRS 160.470
KRS 160.530; KRS 160.550
702 KAR 003:050; 702 KAR 003:120
702 KAR 003:246; 702 KAR 003:300
School Council Allocation
702 KAR 003:130; Accounting Procedures for Kentucky School Activity Funds

RELATED POLICIES:

02.4242; 04.311; 04.3111

Adopted/Amended: 4/16/2019
Order #: 107