

## **FISCAL MANAGEMENT GOALS**

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated. The District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

The Superintendent or designee will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

SOURCE: MASC

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **ANNUAL BUDGET**

The annual budget is the financial expression of the educational program of the school department, designed to meet the needs of all students.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community, an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **BUDGET DEADLINES AND SCHEDULES**

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

Whatever dates are assigned, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee.

In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Established by law and charter

SOURCE: MASC August 2106

LEGAL REFS.: M.G.L. 71:38N  
Town Charter (See local reference)

REVISED: January 2, 2018

ADOPTED: January 10, 2018



## **BUDGET ADOPTION PROCEDURES**

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

Established by law and charter

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:34  
Town Charter, (See local reference)

ADOPTED: January 10, 2018

## **BUDGET TRANSFER AUTHORITY**

In keeping with the need for periodic recommendations of the school department's budget, the School Committee authorizes the Superintendent to transfer funds as needed. The Committee wishes to be kept abreast of the need for these adjustments

All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) must be submitted to the School Committee for approval. Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

SOURCE: MASC August 2106

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **FUNDING PROPOSALS AND APPLICATIONS**

The Ipswich School Committee encourages the administration to seek and secure all appropriate sources of state, federal and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will be kept informed of all appropriate funds available to the school system under the various state and federal programs, how these funds can be accessed, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent is authorized to sign all reports for these projects, will be responsible for the proper expenditure of funds received for such projects, and shall provide the Committee with an annual update.

LEGAL REF.:           M.G.L. 44:53A  
                              P.L. 874 Impact Aid  
                              Board of Education 603 CMR 32:00; 34:00

Adopted: December 6, 1984  
Adopted Revision: September 1, 2011  
REVISED: January 2, 2018  
ADOPTED with Revision: January 10, 2018

SOURCE: MASC/Ipswich

## **PRINCIPLE ELEMENTS FOR FUTURE FEOFFEES' DISTRIBUTIONS**

*“In furtherance of the bequest in 1660 by William Paine who established this Trust ‘to be and remain to the benefit of the said school of Ipswich forever,’ the Trust purpose is to support the Ipswich public schools by making distributions to the Ipswich Public Schools. The educational uses of the distributed funds shall be determined by the Ipswich School Committee, for supplemental enrichment programs and uses that provide education enhancements for Ipswich public school students.”*

### **MISSION**

To expand educational opportunities, foster pedagogical innovation, and enrich intellectual and cultural experiences for all learners in the Ipswich Public Schools by funding programs, projects, and instructional practices that are beyond the reach of available public funds.

### **TIER I**

#### **Funding Opportunities**

Individuals or teams of educators are invited to submit “mini-grant” applications that describe the educational opportunity, the goals and objectives of the program or activity, the number of students that will benefit from the program/activity, implementation timeline, evaluation criteria, and detailed budget. These funds are designed to foster a spirit of innovation and support educational initiatives.

The “mini-grant” Committee will then evaluate each proposal and award grants annually based on merit and available funds.

Mini-grant application (sample) – each will be ranked and evaluated using the following metrics:

1. Creativity and Innovation
2. Clarity of Goals and Objectives
3. Quality and Longevity of Impact
4. Evaluation Plan
5. Compatibility to local, state, and Common Core Curriculum frameworks

Proposals should meet as many of the following criteria as appropriate:

6. Involve as many students as possible depending on the program and identified need
7. Stimulate creativity in or out of the classroom
8. Meet each student’s needs and increase motivation to learn
9. Encourage unique ideas
10. Enhance, enrich, or extend the educator(s’) subject, department, or grade level curriculum

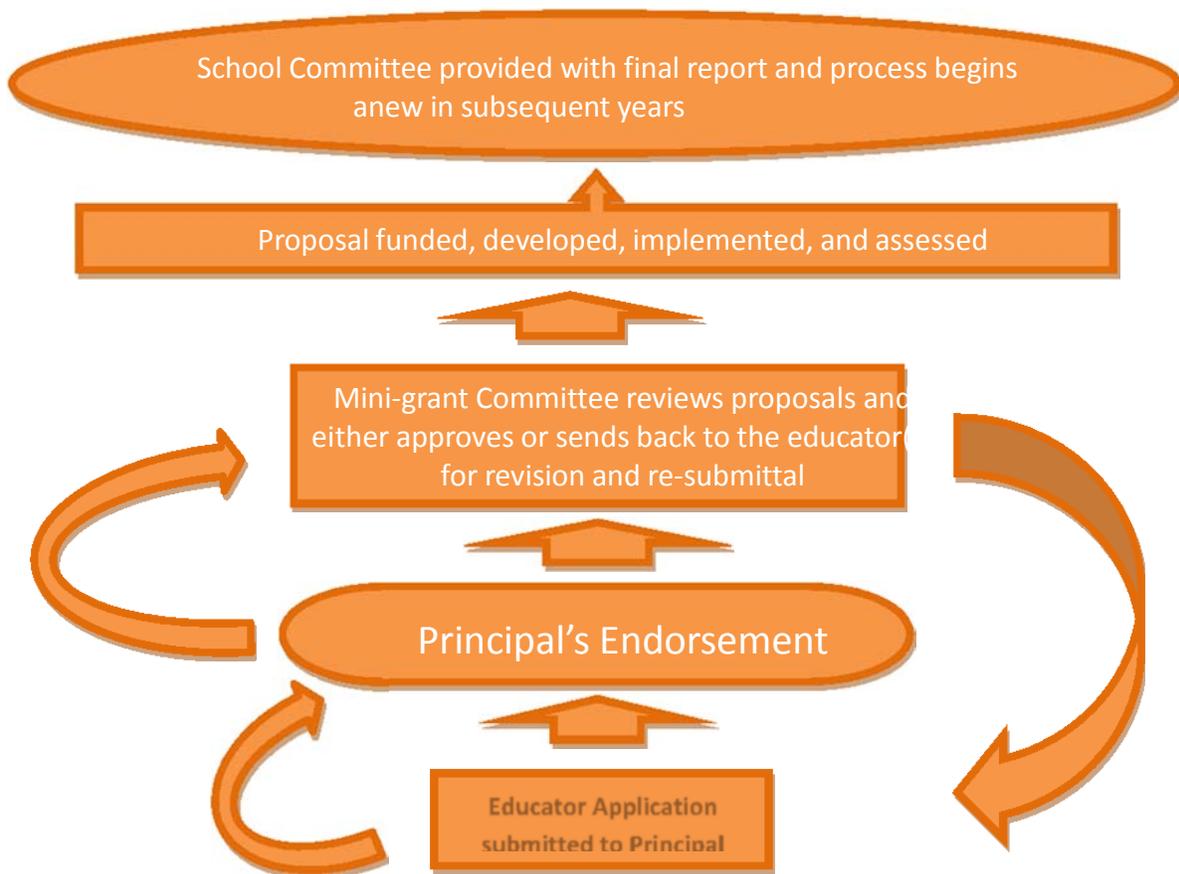
Educator(s) working alone or together may include stipend payment request in an amount not to exceed 10% of min-grant total allocation for time spent preparing, implementing, and assessing proposal beyond the contracted school day. Requested amount will be included in budget numbers on application form.

All proposals must be endorsed by the building Principal prior to coming forward to the mini- grant Committee for consideration.

**Tier I Application Process (Annual)**

- Ipswich School Committee establishes amount available for mini-grant funding based on Feoffees' distribution for that Year (percentage of total distribution).
- Ipswich School Committee determines maximum amount to be awarded for a particular grant (*i.e., no request for funding to exceed \$5,000*).
- Mini-grant Committee formed (membership defined below). Term limits established (staggered terms to avoid complete turn-over of members in a particular year).
- Timeline for proposals established and request for proposals announced. Proposals and approved mini-grants good for one year only. Projects, programs, and activities may continue into subsequent years but funding must be approved through application process each time.
- Mini-grant Committee meets to review proposals.
- Proposals either approved for funding or send back to educator(s) with recommendations for revisions and possible re-submittal.
- End of the Year Celebration listing all funded projects.
- Progress reports including final assessment of project completion provided to Ipswich School Committee at future meetings.

**Mini-grant Funding Process**



**Mini-Grant Committee Membership**

- ✓ 1 principal (either elementary or secondary)
- ✓ 2 teachers (one elementary/one secondary)
- ✓ 1 Central Office representative
- ✓ 1 School Committee representative
- ✓ 1 student representative (high school)
- ✓ 1 at-large community representative

## **TIER II**

### **Funding Opportunities**

The Superintendent advocating on behalf of the students, faculty, administration, and staff of the Ipswich Public Schools is invited to submit application(s) for major grant funding based upon identified district priorities, goals, initiatives, and needs. The intent of this funding is to provide lasting and sustainable conditions within the Ipswich Public Schools that will benefit students and staff for years to come. Applications must describe the educational opportunity, implementation timeline, short and long-term benefits to the school district, evaluation criteria, and detailed budget. These funds are designed to foster and promote innovation and creativity and provide learning opportunities for students far beyond what available public funding sources will allow.

The *Allocations Committee* will then evaluate each proposal and vote to either recommend to Ipswich School Committee for final approval or deny and return to Superintendent with recommendations for revision and possible re-submittal. Ipswich School Committee will vote final approval for funding or veto and return to Superintendent with recommendations for revision and possible re-submittal.

Major grant application (sample) – each will be ranked and evaluated using the following metrics:

- Creativity and Innovation
- Clarity of Goals and Objectives
- Quality and Longevity of Impact
- Evaluation Plan
- Compatibility to local, state, and Common Core Curriculum frameworks

Proposals should meet as many of the following criteria as appropriate:

- Involve as many students as possible depending on the program and identified need
- Stimulate creativity in or out of the classroom
- Meet each student's needs and increase motivation to learn
- Encourage unique ideas
- Enhance, enrich, or extend identified district priorities, goals, initiatives, or identified needs

Items covered by major grant funding might include but are not restricted to the following:

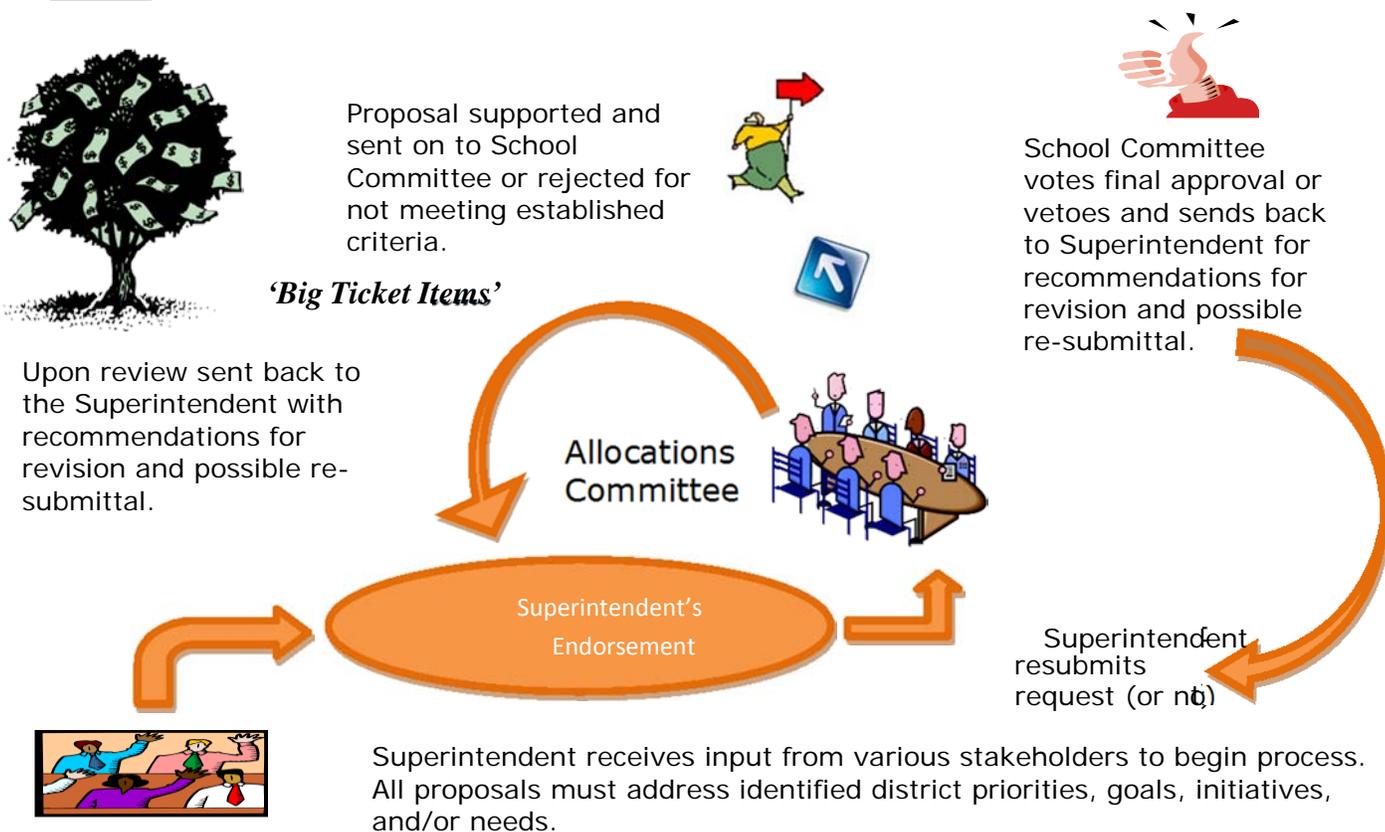
- technology
- distance learning labs
- professional development
- literacy closets
- foreign language labs
- music labs
- internships
- 'ex'ternships
- individual classroom '*libraries*'
- extended field experiences for students

All proposals must be endorsed by the Superintendent working in concert with administrators, teachers, and staff of the Ipswich Public Schools prior to coming forward to the *Allocations Committee* for consideration.

**Tier II Application Process (Annual)**

1. Ipswich School Committee establishes amount available for major grant funding based on Feoffees’ distribution for that year (percentage of total distribution).
2. Allocations Committee formed (membership defined in later slide). Term limits established (staggered terms to avoid complete turn-over of members in a particular year).
3. Timeline for proposal(s) established and request for proposal(s) announced.
4. Allocations Committee meets to review proposal(s).
5. Proposal(s) vetted and Allocations Committee votes to approve or returns to Superintendent with recommendations for revision.
6. If approved, proposal forwarded to School Committee for final approval. If vetoed, returned to Superintendent with recommendations for revision.
7. Major grant(s) awarded at special ceremony.
8. Progress reports including final assessment of project completion provided to Ipswich School Committee at future meetings.

**Process**



**Allocations Committee Membership**

- ✓ Superintendent (non-voting)
- ✓ 1 School Committee representative (non-voting)
- ✓ 1 Director of Business & Finance
- ✓ 1 Feoffee representative
- ✓ 1 Finance Committee representative
- ✓ 1 Board of Selectmen representative
- ✓ 1 principal (elementary or secondary)
- ✓ 2 teachers (one elementary/one secondary)
- ✓ 2 parents (one elementary/one secondary)
- ✓ 2 community business representatives
- ✓ 1 student (high school)
- ✓ 1 at-large community representative

**REMAINING BALANCES**

Money not expended during the preparation, development, implementation, and assessment of approved Mini/Major Grants must be returned to Central Office at the end of the grant cycle where it will be placed in a special Feoffees Account.

Any remaining balance at the end of each grant cycle will be deducted from the Feoffees' distribution to the Ipswich Public Schools in the subsequent year thus enabling the corpus to increase by that amount.

*(I.e., Grant cycle ends with \$25,000 worth of available funding not expended, that amount will be subtracted from Feoffees' disbursement in following year. An anticipated \$200,000 distribution would actually be \$175,000 with balance from previous year being deducted from disbursement payment and remaining in corpus.)*

Adopted: January 24, 2013

REVISED: January 2, 2018

ADOPTED with Revisions: January 10, 2018



## **AUTHORIZED SIGNATURES**

The Ipswich School Committee will select at the first organizational meeting one member and two alternates to review and to sign payrolls in addition to the Superintendent or his/her designee.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

Proposed: November 8, 1984

Adopted: December 6, 1984

Reviewed by Policy Subcommittee: November 20, 1995

ADOPTED after Policy Subcommittee Review: January 10, 2018

SOURCE Ipswich

LEGAL REF.: M.G.L. 41:41; 41:52

**BONDED EMPLOYEES AND OFFICERS**

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5

ADOPTED: January 10, 2018

## **FISCAL ACCOUNTING AND REPORTING**

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent or their designee showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC

LEGAL REF.: Board of Education 603 CMR 10:00

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **AUDITS**

An audit of the school department's accounts should be conducted annually. In addition, the Committee may request a private audit of the school system's accounts at its discretion.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

SOURCE: MASC

ADOPTED: January 10, 2018

## **PURCHASING**

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

Oversight of the acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Superintendent will serve as purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or their designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **PURCHASING AUTHORITY**

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.

The purchase of items and services on such lists requires no further Committee approval except when by law or Committee policy the purchases or services must be put to bid.

SOURCE: MASC

LEGAL REF.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

ADOPTED: January 10, 2018

## **PETTY CASH FUNDS**

A petty cash fund not to exceed one hundred dollars (\$100) will be established for all of the schools and central office. Petty cash funds will be established in the name of the principal in each building or his/her designee and the Director of Finance and Operations, for whom it is intended, and may be expended only by the person named who shall be accountable therefore to the Superintendent.

Petty cash funds may be reimbursed by the School Department for expenditures made as frequently as may be necessary to sustain the fund at its authorized balance.

All personnel authorized to have petty cash funds are to keep accurate records of these funds and those records are to be maintained in the following manner:

1. Each person having a petty cash fund established for school use will keep this fund in a cash box, designated as a petty cash box, in a locked file cabinet or safe in a secure location.
2. A record of the expenditures from this fund will be kept in this cash box at all times and shall include the date of the expenditure, item purchased, and amount.
3. A receipt for the expenditure shall also be kept in the cash box.
4. This fund shall always equal the amount of the original; fund either in cash or in cash and receipts.
5. The petty cash fund will be replenished to reach its original cash amount when the receipts are forwarded to the Superintendent's Office for reimbursement through the warrant process. Reimbursement will be for the amount shown by the receipts. The person receiving the petty cash fund shall be responsible for it and shall maintain the necessary records. Shortages in this fund are to be made up by the person having custody of this fund.

All petty cash funds are to be terminated at the close of the fiscal year and all cash and receipts totaling the amount of the original issue shall be returned to the Superintendent's Office with all other records that are due at the close of school. The only exception to this will be for those schools maintaining regular office hours during the summer vacation period.

Adopted: September 1, 2011  
ADOPTED: January 10, 2018

SOURCE: Ipswich

## **PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the Director of Business and Finance to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised and published on a state bid list.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **PAYMENT PROCEDURES**

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive timely lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

SOURCE: MASC August 2106

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

REVISED: January 2, 2018

ADOPTED: January 10, 2018

## **EXPENSE REIMBURSEMENTS**

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the current IRS mileage rate as approved by the Committee.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent or their designee. Staff travel requests that exceed budgetary limits may be approved by the school administrator and/or the Superintendent. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC August 2106

LEGAL REFS.: M.G.L. 40:5; 44:58

Revised: January 2, 2018

Adopted: January 10, 2018

## **SCHOOL PROPERTIES DISPOSAL**

It is the policy of the Ipswich Public Schools to obtain maximum utilization from all of its property. The term “property” is intended to include all tangible supplies and property except for real estate per statutory procedures.

Such property owned by the school system and having a retail or salvage value shall, from time to time, be determined to be obsolete or surplus by the Superintendent or Building Administrator and a list or lists shall be presented to the School Committee for approval of disposition in accordance with law.

Once approved by the School Committee such list or lists of property shall be disposed of by the Superintendent or designee, acting as a procurement officer, in accordance with all procurement laws which may apply.

SOURCE: Ipswich

LEGAL REF: M.G.L. 30B:15-16; 40:15

REVISED: January 2, 2018

ADOPTED: January 10, 2018