

Elements of Local School Accounting II

LSFM Certificate Program
February 2024



Elements of Local School Accounting II

- Board Policies and Procedures
- Accounting Procedures
- Payroll Procedures/Issues

Lines of Authority

- Education is a State function executed through local boards.
- Superintendent, Board, CSFO and Principals all have statutory roles in handling funds.
- Bookkeepers and department heads do not.

Lines of Authority

- For local administrators, authority (and responsibility) related to finance is by statute or delegation from Superintendent and Board.
- How?
 - Board policies
 - Local school finance manual
 - Directives
 - Day-to-day interaction

Board Policies/Procedures

- State laws relating to school finance
 - Title 16 Alabama Code- Education
 - Chapter 13- Finance
 - Title 39 Public Works Law
 - Title 36- Alabama Ethics Law
 - SDE Administrative Code
 - AG Opinions

THE ALABAMA

LEGISLATURE

Code of Alabama 1975

[Title 12](#) COURTS.

[Title 13A](#) CRIMINAL
CODE.

[Title 14](#) CRIMINAL
CORRECTIONAL AND
DETENTION
FACILITIES.

[Title 15](#) CRIMINAL
PROCEDURE.

[Title 16](#) EDUCATION.

[Title 17](#) ELECTIONS.

[Title 18](#) EMINENT
DOMAIN.

[Title 19](#) FIDUCIARIES
AND TRUSTS.

[Chapter 7A](#) ALABAMA EDUCATIONAL TELEVISION FOUNDATION AUTHORITY.

[Chapter 8](#) COUNTY BOARDS OF EDUCATION.

[Chapter 9](#) COUNTY SUPERINTENDENTS OF EDUCATION.

[Chapter 10](#) BOARDS OF SCHOOL TRUSTEES.

[Chapter 11](#) CITY BOARDS OF EDUCATION.

[Chapter 12](#) CITY SUPERINTENDENTS OF SCHOOLS.

[Chapter 13](#) SCHOOL FINANCES GENERALLY.

[Chapter 13A](#) SCHOOL FISCAL ACCOUNTABILITY.

[Chapter 13B](#) COMPETITIVE BIDDING FOR CERTAIN CONTRACTS OF COUNTY AND CITY BOARDS
OF EDUCATION.

Chapter 14 ALABAMA PUBLIC SCHOOL CORPORATION. REPEALED.

[Chapter 15](#) ALABAMA EDUCATION AUTHORITY.

[Chapter 16](#) ALABAMA PUBLIC SCHOOL AND COLLEGE AUTHORITY.

LEGISLATURE

Code of Alabama 1975

DEVELOP.

[Title 32](#) MOTOR
VEHICLES AND
TRAFFIC.

[Title 33](#) NAVIGATION
AND WATERCOURSES.

[Title 34](#) PROFESSIONS
AND BUSINESSES.

[Title 35](#) PROPERTY.

[Title 36](#) PUBLIC
OFFICERS AND
EMPLOYEES.

[Title 37](#) PUBLIC
UTILITIES AND PUBLIC
TRANSPORTATION.

[Title 38](#) PUBLIC
WELFARE.

[Title 39](#) PUBLIC WORKS.

[Title 40](#) REVENUE AND
TAXATION.

[Title 41](#) STATE
GOVERNMENT

- [Section 16-13A-1](#) Fiscal management policies.
- [Section 16-13A-2](#) Financial oversight by State Superintendent of Education; appointment and duties of Chief Education Financial Officer; internal audits of schools and school systems.
- [Section 16-13A-3](#) Financial training of local superintendents of education.
- [Section 16-13A-4](#) Appointment; removal of chief school financial officer; qualifications.
- [Section 16-13A-5](#) Supervision, fiduciary responsibility of chief school financial officer; duties.
- [Section 16-13A-6](#) Required reports.
- [Section 16-13A-7](#) Audits.
- [Section 16-13A-8](#) Authority to expend funds.
- [Section 16-13A-9](#) Reserve funds.
- [Section 16-13A-10](#) Penalties for failing to comply with chapter.
- [Section 16-13A-11](#) Liability.
- [Section 16-13A-12](#) Bonding.
- [Section 16-13A-13](#) Publication of budget and financial information.

DEFENSE.

[Title 32](#) MOTOR VEHICLES AND TRAFFIC.

[Title 33](#) NAVIGATION AND WATERCOURSES.

[Title 34](#) PROFESSIONS AND BUSINESSES.

[Title 35](#) PROPERTY.

[Title 36](#) PUBLIC OFFICERS AND EMPLOYEES.

[Title 37](#) PUBLIC UTILITIES AND PUBLIC TRANSPORTATION.

[Title 38](#) PUBLIC WELFARE.

[Title 39](#) PUBLIC WORKS.

[Title 40](#) REVENUE AND TAXATION.

[Title 41](#) STATE GOVERNMENT.

Section 16-13A-2

Section 16-13A-2

Financial oversight by State Superintendent of Education; appointment and duties of Chief Education Financial Officer; internal audits of schools and school systems.

(a) The State Superintendent of Education shall oversee the financial integrity of the various local boards of education and shall appoint a Chief Education Financial Officer who shall be an employee of the State Department of Education. The Chief Education Financial Officer shall be a certified public accountant or have equivalent experience as determined by the State Superintendent of Education, shall have experience in educational or governmental finance, shall complete the instructional program provided in Section 16-13A-3 within the later of six months of its introduction or six months of appointment, and shall have passed the mandated competency test provided in Section 16-13A-3 within the later of six months of its adoption or six months of appointment. The Chief Education Financial Officer shall oversee the collection and analysis of the reports required by Section 16-13A-6, shall make reports of the financial integrity of the various local boards of education, shall assist school systems whose financial position is deteriorating, and shall make other reports as deemed necessary or as required by law.

(b) The State Superintendent of Education may employ a sufficient number of persons to analyze internal audits of the various local boards of education and schools within the limits of available funding. Internal auditors shall possess a bachelor's degree in accounting or finance and experience in educational or governmental finance.

(c) Contracts and employments entered into with funds available to the State Department of Education pursuant to this chapter shall reflect the racial, gender, geographic, urban/rural, and economic diversity of the state. A report shall be made annually to the Legislature detailing the extent to which this subsection has been implemented.

(Act 2006-196, p. 275, §2.)

- Article 1 General Provisions.
 - [Section 16-13-1](#) Fiscal year.
 - [Section 16-13-2](#) Investment of endowment funds held by State Board of Education and trustees of state institutions.
 - [Section 16-13-4](#) Diversion of funds; payment of debt obligations.
 - [Section 16-13-5](#) Federal grants, appropriations, etc. - Acceptance.
 - [Section 16-13-6](#) Federal grants, appropriations, etc. - State Board of Education designated state agency in administration.
 - [Section 16-13-7](#) Appropriation of federal government funds to Foundation Program Fund.
 - [Section 16-13-8](#) Bonding of persons handling public school funds generally - Authority to require.
 - [Section 16-13-9](#) Bonding of persons handling public school funds generally - Payment of premiums.
 - [Section 16-13-10](#) Custodian of school funds - Payment of payrolls.
 - [Section 16-13-11](#) Custodian of school funds - Vouchers required.
 - [Section 16-13-12](#) Custodian of school funds - Removal.
 - [Section 16-13-13](#) Fees for courses.
 - [Section 16-13-14](#) Advancement of expenses of members and employees of county and city boards of education; itemized statement of expenses to be presented and approved upon return of member or employee.
 - [Section 16-13-16](#) Name of "Alabama Special Educational Trust Fund" changed to "Education Trust Fund."
- Article 2 Apportionment and Disbursement of Public School Funds.
 - [Section 16-13-31](#) Record of receipts and disbursements; apportionment of countywide taxes for Foundation Program.
 - [Section 16-13-32](#) Funds contributed to be applied as indicated in grant.
 - [Section 16-13-33](#) Funds of townships divided by state or county line.
 - [Section 16-13-36](#) Appropriation of funds out of treasury.
 - [Section 16-13-37](#) Use of county sales and use tax funds for general educational purposes.
- Article 3 Minimum Program Fund.
- Article 3A Local Funding of School Programs Generally.
- Article 4 Tax Anticipation Warrants in Cities and Counties.
 - [Section 16-13-70](#) Issuance authorized; purposes; source of payment.
 - [Section 16-13-71](#) Terms and conditions; sale; use of proceeds.
 - [Section 16-13-72](#) Refunding warrants.
 - [Section 16-13-73](#) Approval of issue by State Superintendent of Education.
 - [Section 16-13-74](#) Warrants legal investments for fiduciaries.
 - [Section 16-13-75](#) Exemption from taxation.
 - [Section 16-13-76](#) Moneys allocated under article or chapter not to be pledged.
 - [Section 16-13-77](#) Effect of article on existing powers of boards of education.
- Article 5 Warrants for Special County and District Taxes.
 - [Section 16-13-90](#) Purposes for which warrants issued.
 - [Section 16-13-91](#) Approval of issuance.

LEGISLATURE

Code of Alabama 1975

[Title 33](#) NAVIGATION
AND WATERCOURSES.

[Title 34](#) PROFESSIONS
AND BUSINESSES.

[Title 35](#) PROPERTY.

[Title 36](#) PUBLIC
OFFICERS AND
EMPLOYEES.

[Title 37](#) PUBLIC
UTILITIES AND PUBLIC
TRANSPORTATION.

[Title 38](#) PUBLIC
WELFARE.

[Title 39](#) PUBLIC WORKS.

[Title 40](#) REVENUE AND
TAXATION.

[Chapter 1](#) GENERAL PROVISIONS.

[Chapter 2](#) LETTING, EXECUTION, AND ADMINISTRATION OF PUBLIC IMPROVEMENTS
CONTRACTS BY STATE AGENCIES GENERALLY.

[Chapter 3](#) USE OF DOMESTIC PRODUCTS AND RESIDENT WORKMEN FOR PUBLIC WORKS,
IMPROVEMENTS, ETC.

[Chapter 5](#) ACTIONS OR PROCEEDINGS UPON PUBLIC WORKS OR IMPROVEMENTS CONTRACTS
IMPROPERLY LET OR EXECUTED.

[Chapter 6](#) CONSTRUCTION OF PUBLIC BUILDINGS WITH RADIOACTIVE FALLOUT PROTECTION.

[Chapter 7](#) IMPROVEMENT AUTHORITIES.

[Chapter 8](#) FAIR AND OPEN COMPETITION IN GOVERNMENTAL CONSTRUCTION ACT.



ALABAMA

ETHICS COMMISSION



ATTENTION

**The 2022 Statement of Economic Interests
Form is due on April 30, 2023.
If you haven't already filed, please do so.**

[Click for Info](#)



Statement of Economic Interests

A Statement of Economic Interests shall be completed and filed with the Commission no later than April 30 of each year for the preceding calendar year.

EXCEPTION: The Alabama Ethics Law requires candidates for elected office at every level of government to file a Statement of Economic Interests (SEI) with the Ethics Commission not more than five days after the candidate files his or her qualifying papers with the appropriate election official or in the case of an independent candidate, not more than five days after the date the person complies with the requirements of Section 17-9-3, unless a current Statement of Economic Interests is already on file with the Commission. Failure to file your SEI as required could result in your name being removed from the ballot.

Filing

- [Who Must File](#)
- [Who is a Public Employee](#)
- [Who is a Public Official](#)
- [Who is NOT Required to File](#)
- [Candidate Information](#)
- [Email:](#)
candidates@ethics.alabama.gov

SEI Forms

- [Online SEI Form](#)
 - [Online Instructions](#)
-
- [Downloadable SEI Form](#)
 - [Instructions](#)
 - [Email:](#) sei@ethics.alabama.gov

Entity Filer Application

- [Entity Filer Online](#)
- [Deadline: March 1, 2021](#)

Board Policies/Procedures

- Local board policies
 - Rules and regulations
- Local board procedures
 - LS Finance Manual
 - Purchasing Manual

Lines of Authority

- **Board of Education.** The board of education should **adopt policies** to govern the establishment and operation of all activity funds. The district's auditors should review these policies for sound accounting and reporting principles.
- **Superintendent.** The superintendent should be directly responsible to the board of education for **administering all board policies**.
- **Chief Financial Officer.** The chief financial officer should have overall **responsibility for accounting for and reporting all funds, including district and student activity funds, to the board**. The chief financial officer is also responsible for implementing and enforcing appropriate internal control procedures.
- **Principal.** The principal at each school site is normally designated the activity fund supervisor for that school building. The activity fund supervisor has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies; approving disbursements of student activity fund monies; and **adequately supervising all bookkeeping responsibilities**. The activity fund supervisor should be a signatory to all disbursements, including checks drawn on the activity fund.

Lines of Authority

Principal. The principal at each school site is normally designated the activity fund supervisor for that school building

Local School Accountant/Bookkeeper- should have overall responsibility for accounting and reporting for student activity funds at the school level.

Sponsors- The sponsor of each student organization is responsible for supervising all activities of the organization, including approving student activity fund transactions. Sponsors should be employees of the district and under the direct control of the activity fund supervisor.

Parent Support Organization Officers- The officers of each support organization is responsible for the activities of the organization and assurances they follow their bylaws and established laws, regulations and board policies for the operations of the organization.

Local School Financial Policies

- The principalship carries with it the full responsibility for all financial matters relating to the school.
- The principal must be familiar with all policies of the BOE so he/she will not permit practices which are contrary to policy.
 - Local School Accountant/Bookkeeper-

Local School Financial Procedures

“When it comes to what the important issues are for school principals, school finance is not at the top of the list”

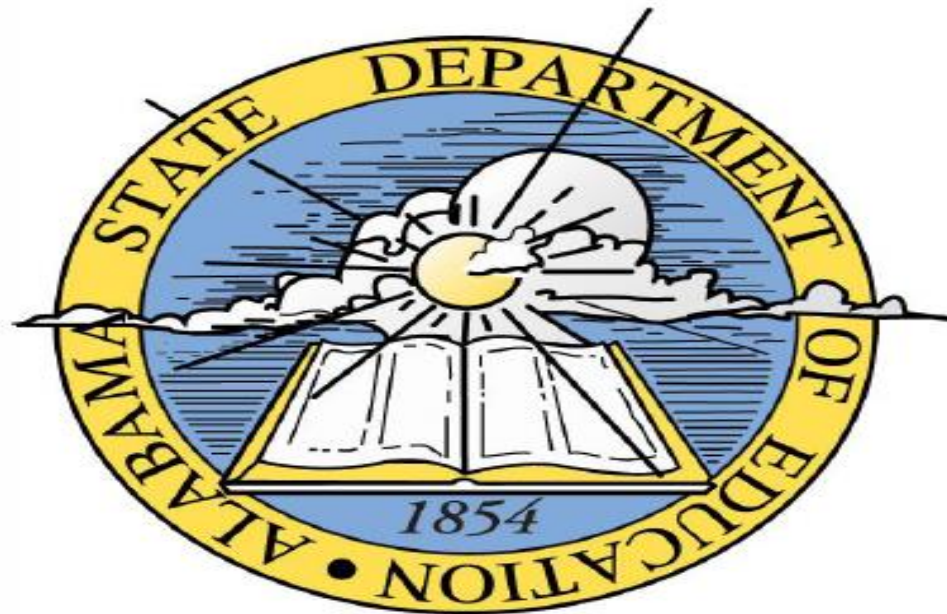
“But they should know something about the topic.”

Former principal and current superintendent

General Policies for the Establishment and Operation of Activity Funds

- General policies relating to student and district activity funds should be in writing and be distributed to all activity fund supervisors, sponsors, and accounting personnel.

FINANCIAL PROCEDURES FOR LOCAL SCHOOLS



ALABAMA DEPARTMENT OF EDUCATION

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Policies and Procedures For Local School Accounting

Hoover City Board of Education

2810 Metropolitan Way
Hoover, Alabama 35243
(205) 439-1000

LOCAL SCHOOL ACCOUNTING MANUAL

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FINANCIAL PROCEDURES

FOR THE

MADISON COUNTY BOARD
OF EDUCATION

(Updated August 2016)

**FINANCIAL PROCEDURES FOR THE MADISON COUNTY
BOARD OF EDUCATION**

- I. Introduction
- II. [Legal Compliance Guidelines](#)
 - A. [Public Funds](#)
 - B. [Non-Public Funds](#)
 - C. [Public and Non-Public Funding](#)
- III. [Receipting Money](#)
 - A. [Deposit Policy](#)
 - B. [Acceptance of Checks](#)
 - C. [Cash Receipts](#)
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 - F. [Long Distance Phone Log](#)
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 - I. [Returned Checks](#)
 - J. [Transfers](#)
 - K. [Journal Entries](#)
 - L. [School Income](#)
 - 1. Student Fees
 - 2. Donations and Voluntary Contributions
 - 3. Fundraisers
 - 4. Commissions and Vending
 - 5. Concessions
 - 6. Admissions/Ticket Sales
- IV. [Purchases](#)
 - A. [Requisitions and Purchase Orders](#)
 - B. [Bid Law](#)
- V. [Expenditures](#)
 - A. [Check Procedure](#)
 - B. [Checks Issued to Central Office](#)
 - C. [Invoices](#)
- VI. [Payroll](#)
 - A. [Payroll Procedures](#)
- VII. [Miscellaneous Items](#)
 - A. [Field Trips/Activity Runs](#)
 - B. [Academic Incentives for Students](#)
 - C. [Guidelines for School related Organizations](#)
 - 1. Student Organizations
 - 2. Athletics

Fiduciary Responsibility of the Principal

- Ultimately it is the Principal's responsibility to ensure that funds are collected and disbursed in accordance with local board policies.
 - Task delegated to LS Bookkeeper
- The Principal should be familiar with the Financial Procedures for the School District to have a basic understanding of the accounting regulations for schools.

Budgeting and Finance

If principals rely on secretaries/bookkeepers to stamp their signature on documents or log in and approve request on their behalf, the principal should know that they are still responsible.

“You can delegate the task but not the responsibility“

Local School Financial Policies

- Are your local board financial policies in writing?
- Do you have a copy?
- Does your district have a local school accounting manual?

Elements of Local School Accounting II

- Board Policies/Procedures
 - Fundraisers
 - Camps/Athletic Events
 - Purchasing/Inventory
 - Extended Day Programs
 - Loans
 - School Related Organizations

Fundraiser/Sales/Commissions

- **Fundraisers**
 - Prior approval
 - One person designated to be in charge
 - Procedures for collection, receipting and depositing of money
 - Accountability for total number of items purchased—details for amounts not collected, spoiled or stolen items must be maintained
 - A “Report of Fundraising Activity” should be completed at the conclusion of each activity and filed for audit purposes

MADISON COUNTY SCHOOL SYSTEM
STUDENT / PARENT PARTICIPATION AGREEMENT

_____ has received permission from the Madison
School
County Board of Education to participate in the fundraiser described below. It is our desire that
every student participates in the fundraiser. Your signature at the bottom of this agreement will
allow your child to participate and become eligible for any prizes that may be awarded.

Dates of Fundraiser: _____ to _____

Items Being Sold and Prices : _____

Student's Name and Address: _____

Phone Number: _____

**We do hereby acknowledge acceptance of the responsibility to return either the dollar
value of the items issued or any unsold merchandise.**

Student's Signature

Date

Parent's Signature

Date

FUNDRAISER RECONCILIATION FORM

Fundraiser: _____

Purpose of Fundraiser: _____

Class/Grade: _____

Date of Fundraiser: _____

Total Collections: _____
 (Must attach a copy of activity report with collections related to this trip highlighted.)

Expenditures:
 (List each separately;
 including bus mileage
 and payroll expenses
 where applicable)

Date	Vendor Name	Ck#	Amount

Attach copy of
 activity report
 with expenditures
 related to this
 trip highlighted

Total Expenditures: 0.00

Fundraiser Excess/Loss: 0.00

Bookkeeper: _____

Extracurricular Camps and Clinics

- How do you handle camps and clinics in your district
 - Band Camp
 - Athletic Camp
 - Cheerleading Camp
- Is it a fundraiser for the activity? (charge fee)
- Is it held on the school campus
- Do you pay personnel to run the camp

Sports Camps and Clinics

Name of Camp or Clinic and Dates Requested

Name of Camp: _____

Purpose of Camp: _____

Revenues Expected: _____

Expenditures Expected: _____

Date of Camp: _____

Facility(s) to be used: _____

Signature: _____

1. Approval of Facilities and Dates

Signature of Athletic Director

2. Approval of Superintendent

Signature of Superintendent

3. Approval of Business Arrangement

Signature of Chief School Finance Officer

Extracurricular Camps and Clinics- Defined

- Local Camp-
 - Involves only district students
 - no fees are charged
 - employees of the district do not receive compensation
- Camp Fundraiser-
 - May not be limited to district students
 - Fees are charged
 - Employees of the district do **not** receive compensation

Camps-Defined

- Open Event Camp—
 - not limited to district students
 - fees for participation are charged
 - employees of the district receive compensation for coordinating or working the camp
 - may be sponsored or run by third party

Accounting for Camps

- **Procedures/Board Policy**
 - Prior approval according to policy
 - Superintendent/Board/Designee
 - Individual designated as event coordinator
 - Proper accounting records should be maintained
 - Receipt log listing all participants (master roster including any fees that are waived)
 - All receipts from the camp run through the school bookkeeper
 - All expenditures are paid through the schools books (check)
 - Normal procedures followed

Extracurricular Camps and Clinics on School Campus

- General Guidelines
 - Any payment to school employees must be processed through district's payroll department
 - Compensation reasonable and set prior to event
 - Reconciliation of event should be completed at conclusion of camp/clinic
 - If various athletic camps are conducted on school property, all proceeds should be deposited in the athletic program (i.e., public funds).
 - These camps use school property, utilities, school liability insurance and often, school personnel

Extracurricular Camps and Clinics on School Campus

General Guidelines

- Charges for facility use and other administrative fees should be consistent based on board policy.
- Guidelines regarding expenses paid on behalf of a camp should be consistent with previous procedures.
- Use of non-school personnel
 - Payment for services
 - W2/1099
 - According to IRS regulations
 - Background check on any non-employees working in camp ?

Extracurricular Camps and Clinics on School Campus

- Camps run by third parties-
 - Prior board approval
 - Board Attorney Review Contract
 - Liability insurance/issues
 - Facility use fee

MOUNTAIN BROOK CITY SCHOOLS

RENTAL OF SCHOOL FACILITIES PROCEDURES

Purpose: To outline the procedures for the rental of school facilities owned by the Board of Education.

Policy Reference: K-12

Procedures:

General Provisions:

The functions of school buildings shall be to accommodate regular day school programs for boys and girls and to assist in meeting the educational, cultural, civic, social, and recreational needs of the communities. The meeting of community needs shall be considered a secondary function; therefore, the use of school facilities by non-commercial community groups will be permitted if the use does not interfere with day school programs for boys and girls.

Procedures for rental and use of facilities

The renting agency/group must complete an “Application and Contract for rental of **Mountain Brook City** Schools Facilities” form and submit to the school principal 30 days prior to requested date of use. Upon approval by the principal, the application will be forwarded to the office of the Superintendent for final approval. Copies will be distributed to the school and other administrators based on facility requests. The rental agency/group will receive the original copy of the approved request which will serve as the official invoice.

Fees collected from the use of any **Mountain Brook City** School facility will be deposited in the school account in which the facility is being used.

**School Related Organizations are exempt from fees except for Child Nutrition fees associated with the use of kitchen equipment.*

Information regarding the rental and use of facilities:

1. Rental/use of the facility includes only the use of the building and/or facility that is/are requested.
2. **Rental Fee per schedule (required 10 days prior to requested use of facility).**
 - a. Rental fee is based on use for four hours. Each additional hour of requested use will be charged per the fee schedule.
 - b. Agency/group must pay for the services of one custodian during the event at the rate of pay on the fee schedule.
 - c. Rental fee must be paid by cashiers check or money order only.
 - d. Schedule is based on rental by non-profit and for-profit groups. School-related organizations will not be charged for use of a facility but must complete this form. A charity group requesting to rent as a non-profit agency must show proof of their exemption.
 - e. Rental/use of the facility does not include child nutrition equipment or staff, staff facilitator, or maintenance services by employees of ██████████ ██████████ Schools. Should the renting agency wish to utilize any of these services, they can request services and include in payment based on fee schedule. CNP staff are required if use of kitchen equipment is requested.
 - f. If the rental agency/group requests to hire a security guard, this must be noted on the contract form. If the service is available, the renter must include payment in the amount of \$25.00 per hour, per guard.
1. **Proof of liability insurance in the amount of \$1,000,000** that names ██████████ Schools as “additional insured”.
2. Damages to the facility that result from the negligence of the rental agency will be repaired by ██████████ Schools and charges invoiced to the renting agency or group.

With the rental fee, the school will provide the following equipment/supplies:

- Tables and chairs for dinner/entertainment seating (if more than 300 seats are needed, a special request will need to be made to the school)
- Trash cans and liners
- Mop buckets, mops, brooms
- Cleaning supplies for floors, tables, and chairs
- Auditorium lighting/audio/visual equipment (by special request)- use of JH and HS will require a staff facilitator.

Renting agency/group will be responsible for:

- Insuring behavior of participants is consistent with the expectations for students and staff in ██████████ Schools
- Labor for set up, take down, and storage of all equipment used
- Table cloths
- Serving utensils
- Any other equipment necessary for event

After use of the facility, the rental agency/group is responsible for:

- Clean-up of facility and storage/disposal of all materials prior to the next school day
- Sweeping, vacuuming, and/or mopping of assembly area after use
- Cleaning of tables and chairs
- Storage of tables and chairs after use
- Emptying trash cans into school dumpsters
- Replacement of garbage can liners with new liners
- Return playing fields to same condition as when facilities were assumed
- Clean-up of concession stand areas
- Returning keys (if issued) to school principal the next business day
- Compensation for damages to facility that result from use by rental agency/group

Additional Information:

- Alterations to the facility must be approved by the school principal.
- Decorative materials shall not be attached to walls or any part of the facility that would result in damage to the facility. Decorative materials and supplies must be non-combustible.
- Use of facility cannot result in a violation of building or fire codes. Information on codes can be obtained by request from the Executive Director of School Operations.
- Fine Arts Center to be scheduled under a separate contract through [REDACTED].
- [REDACTED] Athletics are excluded from rental of facilities.
- During business hours the [REDACTED] will be open and available for community use.

The [REDACTED] Schools Board of Education reserves the right to deny the use of a facility by an agency/group if the purpose of the use is not consistent with the mission of [REDACTED] Schools. The Board of Education further reserves the right to re-schedule events within at least 10 days notice of date of requested use. The Board of Education further reserves the right to terminate this contract if the rental agency/group violates any of the terms or conditions defined herein or has abused the privilege granted in using the facility.

Rental Fee Schedule

**Athletic Tournament fees can be negotiated based on requested time of use with a minimum fee of \$500 per day in addition to a staff facilitator (a day equals 8 hours)*

<u>Facility</u>	<u>Non-profit fee</u>	<u>Additional per hour</u>	<u>For-profit fee</u>	<u>Additional per hour</u>
Multipurpose Room	\$ 150.00	\$ 50.00	\$ 187.50	\$ 93.75
Elem Gym	\$ 200.00	\$ 50.00	\$ 200.00	\$ 62.50
Elem Cafeteria	\$ 200.00	\$ 50.00	\$ 200.00	\$ 62.50
Elem Athletic Field	\$ 100.00	\$ 50.00	\$ 125.00	\$ 62.50
Elem Auditorium	\$ 200.00	\$ 50.00	\$ 250.00	\$ 62.50
Ropes Course	\$ 200.00	\$ 50.00		
JH Gym	\$ 200.00	\$ 50.00	\$ 250.00	\$ 62.50
JH Cafeteria	\$ 150.00	\$ 50.00	\$ 187.50	\$ 62.50
JH Athletic Field	\$ 100.00	\$ 50.00	\$ 125.00	\$ 62.50
JH Auditorium	\$ 200.00	\$ 50.00	\$ 250.00	\$ 125.00
HS Auditorium	\$ 500.00	\$ 125.00	\$ 625.00	\$ 156.25
HS Cafeteria	\$ 400.00	\$ 100.00	\$ 500.00	\$ 125.00
HS PE Gym	\$ 400.00	\$ 100.00	\$ 500.00	\$ 125.00
HS Field House	\$ 300.00	\$ 125.00	\$ 625.00	\$ 156.25
HS Track Field	\$ 300.00	\$ 50.00	\$ 250.00	\$ 62.50
HS Baseball Field	\$ 300.00	\$ 75.00	\$ 375.00	\$ 93.75
HS Soccer Field	\$ 200.00	\$ 50.00	\$ 250.00	\$ 62.50
HS Stadium	\$ 500.00	\$ 125.00	\$ 625.00	\$ 156.25
Black Box Theatre				
PLC	\$ 300.00	\$ 75.00	\$ 375.00	\$ 93.75
Classroom	\$ 80.00	\$ 20.00	\$ 100.00	\$ 25.00
Computer lab/Media room	\$ 100.00	\$ 25.00	\$ 125.00	\$ 31.25
Fine Arts Center	\$ 400.00	Rehearsal	\$ 800.00	Performance

Name of organization: _____

Telephone number(s) or responsible party: _____

Name of sponsor/responsible party and billing address: _____

Purpose of activity: Estimated number of participants: _____

Requested date of use: _____

Requested time of use (in hours): _____

Indicate if your organization is school-related, non-profit, or for-profit: _____

Facility requested for rental (check all that apply):

Multipurpose Room		JH Gym		
BWF Gym		JH Cafeteria		
BWF Cafeteria		MBJH Athletic Field		
BWF Athletic Field		MBJH Auditorium		
BWF Auditorium				
		HS Black Box Theatre		
CBE Gym		HS Auditorium		
CBE Cafeteria		HS Cafeteria		
CBE Athletic Field		HS PE Gym		
CBE Auditorium		HS Field House		
CBE Ropes Course		HS Track Field		
CRE Gym		HS Baseball Field		
CRE Cafeteria		HS Soccer Field		
CRE Athletic Field		MBHS Stadium		
CRE Auditorium		HS Fine Arts Center		
		PLC		
MBE Gym				
MBE Cafeteria		Classroom (indicate school and Room)		
MBE Athletic Field				
MBE Auditorium		Computer lab/Media room		

Request for employee services (Check all that apply)

Employee	Rate of Pay	# requested	Hours	Total
Custodian (1 required)	\$35.00/hour			
Child Nutrition	\$35.00/hour			
Maintenance	\$40.00/hour			
Staff facilitator	\$50.00/hour			

These are estimates for these particular employees. When determining actual rate of pay we will take the average rate for that employee and amount up for the benefits that are required for that employee.

Special Requests:

Applicant must submit the following with this application:

1. Rental Fee per schedule below (required before use of facility) submitted in the form of cashiers check or money order
2. Proof of liability insurance in the amount of \$1,000,000 that names ██████████ ██████████ Schools as “additional insured”
3. Proof of property damage or fire damage coverage in the amount of \$100,000 that names ██████████ ██████████ Schools as “additional insured”

Hold Harmless Statement: Your signature below indicates your acceptance to the following statement:

_____ (name of agency/group) agrees to hold the ██████████ Board of Education, its employees, and staff members harmless from any and all liability arising from the use of the facilities. As further consideration for allowing the to rent the facility requested, the renting agency/group agrees to Defend and indemnify the Mountain Brook City Schools Board of Education, its employees, and staff members from any claim, damages, or lawsuits of any kind and nature arising from or out of the use/rent of the facility.”

Signature of Applicant: _____

Date: _____

School Office use only:

Request approved or denied: _____

Signature of Principal: _____

	Amount
Rental Fee	
Employee Services Fee	
Total Amount Due	

Date: _____

*Forward original copy to Chief School Finance Officer

 Signature of Chief School Finance Officer: _____

Approved copies forwarded to:

Assistant to the Superintendent _____

Chief School Financial Officer: _____

School Principal: _____

Director of Technology: _____

Director of Instruction _____

Director of Student Services _____

Athletic Director: _____

Director of Facilities _____

Director of CNP _____

Director of Special Ed _____

Director of Personnel _____

SUBMITTED: March 13, 2009

Extended Day Programs

- **Public Funds**
 - All transactions accounted for in the school books
 - Must follow procedures for receipting and expenditures of funds
 - Self supporting
- All employees should be approved by board and paid through payroll.
 - Should be board approved salary schedule
 - Be cautious of wage and hour issues

Purchasing/Inventory

- Local schools should follow board policy for the purchase of good and services.
 - Requisition completed identifying items to be purchased
 - Verification of available funds
 - Purchase order issued prior to purchase signed by principal

Competitive Bid Law

- Local schools do not have to comply with the bid law (\$40,000) when they are using funds other than those derived from taxation or appropriation from the Board (i.e., donations or non-public fund raisers).
- For this exception to apply, no public funds may be used to supplement the purchase of goods or services.
- May have board policy more restrictive

Inventory/Fixed Assets

- When a school purchases an item which meets the Board's policy for a fixed asset, the school must report the item to the central office so that it can be added to the Board's fixed asset listing.
- The school should conduct a physical inventory at the end of every school year and submit any changes to the central office.
- The school must follow board policies in the disposal of property/equipment
 - Item no longer usable
 - Asset is stolen
 - Sale or public auction

Capital Asset

- Cost \$5,000 or more per unit and meets all the following criteria:
 - 1) Retains its original shape and appearance with use, and
 - 2) under normal conditions is expected to serve its intended purpose for longer than one year, and
 - 3) is non-expendable; that is, if the item is damaged or some of its parts are worn out, it is more feasible to repair the item than to replace it with a new unit.

Legislative Monies

- Must be used for an educational purpose
- Competitive Bid Law does apply
- Are considered PUBLIC funds
- Records of expenditures should be maintained at local schools (should be handled at system level)



ALABAMA

ETHICS COMMISSION



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Law & Rules

FAQ



ATTENTION

**The 2020 Statement of Economic Interests
Form is due on April 30, 2021.
If you haven't already filed, please do so.**

[Click for Info](#)



Director's Welcome



Commission Opinions



Meeting Livestreams

Section 36-25-1. *Definitions*

“Whenever used in this chapter, the following words and terms shall have the following meanings:

(26) PUBLIC EMPLOYEE. Any person employed at the state, county, or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee’s income.

**Municipal Mayors, Council
Members/Commissioners and County
Commissioners:**

- Within 120 days of being sworn into Office Online or Live Training

Training Video

Please read before viewing the video:

The Online Ethics Training Video was created to train individuals, one person at a time. The format of the video requires that the individual respond to questions periodically throughout the training. These are just a couple of the reasons that we do not give individuals credit for watching the training as a group. Each person should take the training individually. The individual will then be able to enter their personal information and print a completion certificate. Please be aware that more than one individual will not be able to watch the training video on the same computer within a 24 hour period. Our system saves cookies to the computer, and it will not allow another person to enter their information for the certificate for 24 hours.

The training video contents require a strong connection to the Internet. Please make sure that you are “plugged-in” and not relying on wi-fi. If your connection is not strong enough and the training freezes, you will have to start the training over from the beginning. Attempting to complete the training using your phone or tablet will also increase your chances of having to start over. If your only options are to use a phone, tablet, or computer dependent on wi-fi, please consider going to your local library to complete the online training.

- [Ethics Training Video](#)

[Ethics Home](#)
[Contact Us](#)

Contracts

- By law, the Board has the authority to contract
- Principals – no inherent right to execute a contract
 - Can be delegated right by Board or Superintendent (if that authority has been delegated to them)
 - **Board attorney or designee should review all contracts**
 - “Going rogue” and executing a contract anyway has risks
 - Personal liability for expenditure
 - Charge back
 - Loss of immunity
- Typical contracts – Prom, transportation, athletic equipment, maintenance, grass cutting, beauty pageant judging, cheerleader tryouts, etc.
- Remember, you may need contracts to establish that person contracted with is not an employee.

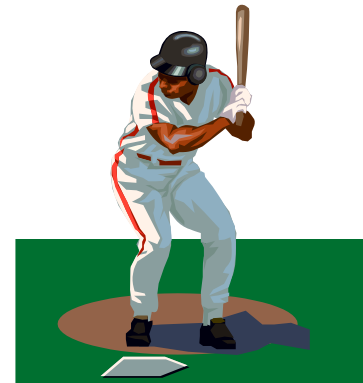
Loans

- Only the Board of Education can borrow money for a school.
- The loans must be approved by the members of the Board.
- Schools can not loan money to clubs, PTA's, etc.
- Capital Leases – must also be approved by the Board.

Loans

- Loans entered into without Board approval are assumed to be personal loans by the originator and, as such, public funds can not be used to repay the loan.
- Remember, only the Board is authorized to borrow money.

School Related Organizations



Working with Booster and Parent Support Organizations

- Parent support organizations provide an invaluable service to our school districts. Many of the student programs and activities could not exist without these organizations.
- These parent volunteers unselfishly give money and time to their local schools with the intent to make things better for their children.
- With any volunteer organization though there should be established guidelines and policies at the board level for the organization to follow.
- It is the Board's responsibility to insure these guidelines are being communicated and followed.

Activity Funds

- ***Parent Support Organizations Funds-*** (School Related Organizations) School districts and student groups are also increasingly benefited by affiliated organizations that support curricular, co curricular, and extracurricular activities.
 - Affiliated organizations include groups such as Parent-Teacher Associations (PTAs), Parent-Teacher Organizations (PTOs), school foundations, and athletic booster clubs. Contributions by these groups often include supplies, materials, equipment, and even school facilities, such as weight training rooms.
 - Financial records may be included in the school books and classified as non-public funds or may be maintained outside the school records depending on the board's policy. Additional procedures **should** be in place for those records maintained outside the school books

General Policies for the Establishment and Operation of Activity Funds

- General policies relating to student and district activity funds should be in writing and be distributed to all activity fund supervisors, sponsors, and accounting personnel.

School-Related Organizations

- State Department of Education guidelines issued 2007 (see attached)
- Any organization under control of school employee must be accounted for in school books
 - Athletics
 - Student clubs and organizations
- Best case
 - All organizations run through school books



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Joseph B. Morton
State Superintendent
of Education

Alabama
State Board
of Education

November 8, 2007

MEMORANDUM

Governor Bob Riley
President

TO: City and County Superintendents
Joseph B. Morton

Randy McKinney
District I
President Pro Tem

FROM: Joseph B. Morton
State Superintendent of Education

Betty Peters
District II

RE: *Guidelines for Financial Operations of School-Related Organizations*

Stephanie W. Bell
District III

For many years schools and school boards have received conflicting guidance about the accounting requirements for school-related organizations. Several agencies have provided partial and often conflicting rulings regarding the required procedures for the operation of school, student, parent, athletic, and other organizations that provide financial support for school activities and functions.

Dr. Ethel H. Hall

School-Related Organizations

Specific Requirements

Parent organizations and booster organizations that maintain financial operations outside the control of the school could create a negative image for the school by failing to maintain proper accounting controls. Accountability for the funds these organizations control includes an agreement that:

- a) *The organization has obtained an employer identification number from the IRS.*
- b) *The organization provides a report of the annual audit of the organization to the school.*
- c) *The organization makes its financial records available to the school's auditors and authorized school employees upon request.*
- d) *The organization provides required financial reports.*
- e) *The organization provides proof of a fidelity bond for the treasurer.*
- f) *The organization will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.*

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Lines of Authority

- **Board of Education.** The board of education should adopt policies to govern the establishment and operation of all activity funds. The district's auditors should review these policies for sound accounting and reporting principles.
- **Superintendent.** The superintendent should be directly responsible to the board of education for administering all board policies.
- **Chief Financial Officer.** The chief financial officer should have overall responsibility for accounting for and reporting all funds, including district and student activity funds, to the board. The chief financial officer is also responsible for implementing and enforcing appropriate internal control procedures.
- **Principal.** The principal at each school site should be designated the activity fund supervisor for that school building. The activity fund supervisor has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies; approving disbursements of student activity fund monies; and adequately supervising all bookkeeping responsibilities. The activity fund supervisor should be a signatory to all disbursements, including checks drawn on the activity fund.
- **SPONSORS.** The sponsor of each student organization is responsible for supervising all activities of the organization, including approving student activity fund transactions. Sponsors should be employees of the district and under the direct control of the activity fund supervisor.
- **Parent Support Organization Officers-** The officers of each support organization is responsible for the activities of the organization and assurances they follow their bylaws and established laws, regulations and board policies for the operations of the organization

The following article is part of our archive

Former Craighead teacher accused of stealing money from PTA

Home > Pacific Northwest News

Former Stayton High School Booster Club member faces theft accusations

The Times-Register

Fayette County's Newspaper

Volume XXXV Number 16

Wednesday, December 14, 2011

PTO treasurer arrested in theft

By CRYSTAL FOSTER
T-R Associate Editor

Hubberville PTO treasurer Jazelle Meadows Strickland, 34, of 241 Flynn Road, Fayette, was arrested and charged with theft of

property on Monday, Nov. 21 after an audit of the organization's account revealed discrepancies.

According to Jeremy Lay, investigator for the Fayette County Sheriff's Office, he was called on after the discrepancies were found and

•See THEFT, Page 3A

Work continues at Berry park

By TERESA SANDERS
T-R Managing Editor

now that it was a rule that the money would have to be used on something not already started at the park. It was



Jeff Cook's Rockin'

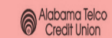
Ethics Commission says Decatur High coaches likely broke ethics law by accepting booster gifts

By Kim Chandler | kchandler@al.com

on December 05, 2012 at 2:37 PM, updated December 05, 2012 at 10:41 PM

Print

Sponsored By:



MONTGOMERY, Alabama -- The Alabama Ethics Commission this afternoon found that nearly two dozen Decatur High School coaches ran afoul of state ethics law when they accepted monetary Christmas gifts from the school's booster club in 2011.

Commissioners, following a closed-door hearing, voted without dissent that there was cause that the 21 coaches broke state ethics law. Commissioners said they would handle the case administratively, which means the coaches might be fined up to \$1,000.

Attorney James Anderson, who represents 20 of the coaches, said the coaches did not know they were doing anything wrong when they accepted the Christmas gifts. The gifts

Most Comments Most Read

502 SECnd Look video: Will the Auburn Tigers exhibit a new attitude when spring football begins?

351 Live chat: SEC football & recruiting with AL.com's Matt Scalloni at 1 p.m.



Police: Booster club treasurer suspected of embezzlement

October 25, 2012 | By Lauren Williams

Police arrested a Costa Mesa woman suspected of embezzling money from a high school band booster club, police said.

Facebook Recommend

Organization Guidelines

- All officers should go through annual orientation with CSFO/ Superintendents designee
- School principal or designee should sit in on all meetings
- Minutes should be maintained for all meetings
- A budget should be submitted annually



Other Suggested Guidelines

- It is suggested that school district personnel not hold any official position within a booster club organization.
- Fund-raising at any school site is directly under the control of school authorities, such as the site administrator, and must be approved by at least the site administrator prior to any activity.
- Parent Organization/Booster Club must adhere to various district policies and guidelines as well as federal and state laws and regulatory guidelines.
- Any rules and regulations developed for the organization must conform to the law, the board of education's policies and regulations, and the school site's rules and procedures.

Financial Guidelines

- Best Practice- all support organizations finances are maintained in the local schools books.
- Trained board employee maintaining all financial records
- Produce monthly financial reports for officers and members
- Financial information is reported in board monthly financials
- Internal controls in place for compliance with local, state and federal laws, board policies and guidelines
- Checks and balances over receipts and disbursements
- Audit of records included in district annual audit

Financial Guidelines

- Financial records are maintained outside the school by individual parent support organizations
 - *Not recommended*
 - Opens door for fraud and embezzlement
 - Subject to poor financial management practices, theft and misappropriation of funds
 - Adds additional cost and liability to organization
 - Adds additional filing requirements



Financial Guidelines

- Organizations that maintain their own financial records must provide:
 - Financial records to the school's auditors and authorized school employees upon request
 - Proof of a fidelity bond for the treasurer
 - Any financial reports required under its bylaws



Loans to Parent Support Organizations

- A School Board cannot loan an organization money.
- An organization cannot borrow money in the school or Board's name.
- Any loans obtained by support organization would be personal loans by individuals signing notes.
 - Many local banks might not understand.

Booster Work Projects

An organization cannot build a structure on Board property without Board approval

- Self-Performed
 - District Employees
 - Parent Support Organization
- Organization provides funding for project
 - In whole or partial

Booster Work Projects



- Procedures for capital projects
 - Any building, building/land improvement on a school district campus should be approved by the board of education.
 - Board employee should be in charge of project.
 - Must follow federal, state and local laws, codes, procedures and guidelines.
 - Should follow same process on all projects regardless of funding.



Facility Access

- Must follow board policies on third party use of facilities
 - Should be a contractual arrangement
 - Normally approved by BOE
 - City/YMCA etc.
 - Liability Issues/ Certificates of Insurance
 - Some districts have rental use policy.

School Fiscal Accountability Act

- **Duties of CSFO**

Personally notify, in writing , each local board member and the local superintendent of any financial transaction of the local board which the CSFO deems to be non-routine, unusual, without legal authorization or not in compliance with the fiscal management policies of the board. The president of the board must see that this notification is recorded in the minutes.

Local School Financial Procedures

Sources :

“What Principals Should Know About School Finance”

David Bein, ASBO International School Business Affairs June 2014

“Financial Accounting for State and Local School Systems,”

National Center for Educational Statistics 2009 Edition

Elements of Local School Accounting II

LSFM Certificate Program
February 2024

Karen Lusk-Smith

Coordinator of Member Services

Alabama Association of School Business Officials

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