

**HAMLIN INDEPENDENT SCHOOL  
DISTRICT**

**BUSINESS PROCEDURES  
MANUAL**

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HAMLIN Independent School District  
Business Procedures Manual

Section 1

General Information

**1.0 Requirements**

- 1.1 The HAMLIN Independent School District Business Procedures Manual for schools and departments is a consolidation of updated guidelines designed to provide a comprehensive presentation of standardized procedures that are mandated by state and federal law, Board policy, administrative directives and/or good business practices.
- 1.2 Compliance with these provisions is mandatory for all funds processed through the business office regardless of their source.
- 1.3 Conformation with these guidelines will allow prompt and accurate conducting of the district's business affairs in a responsive and progressive manner.
- 1.4 Information and procedures specific to activity funds can be referenced in the Activity Fund Manual.

**2.0 District Policies**

The following policies and administrative directives apply to district funds:

- BBFA (Legal) Ethics: Conflict of Interest
- BBFB (Legal) Ethics: Prohibited Practices
- BQ (Local) Planning and Decision-Making Process
- BQA (Local) Planning and Decision-Making Process: District-Level
- BQB (Local) Planning and Decision-Making Process: Campus-Level
- CAA (Local) Fiscal Management Goals and Objectives: Financial Ethics
- CCA (Legal) Local Revenue Sources: Bond Issues
- CDA (Local) Other Revenues: Investments
- CE (Legal) Annual Operating Budget
- CFB (Local) Accounting Inventories

CFD	(Local) Activity Funds Management
CH	(Legal, Local) Purchasing and Acquisition
CHE	(Legal) Purchasing and Acquisition: Vendor Relations
CHF	(Legal) Purchasing and Acquisition: Payment Procedures
CMD	(Legal, Local) Equipment and Supplies Management: Instructional Materials Care and Accounting
CQ	(Legal, Local) Electronic Communication and Data Management
CV	(Local) Facilities Construction
DBD	(Legal, Local) Employment Requirements and Restrictions: Conflict of Interest
DBE	(Legal) Employment Requirements and Restrictions: Nepotism
DEE	(Legal, Local) Compensation and Benefits: Expense Reimbursement
DH	(Exhibit) Employee Standards of Conduct
DK	(Local) Assignment and Schedules
DMD	(Local) Professional Development: Professional Meetings and Visitations
EHBD	(Local, Legal) Special Programs: Federal Title I
FJ	(Legal) Gifts and Solicitations
FM	(Legal, Local) Student Activities
FP	(Legal, Local) Student Fees, Fines and Charges
GKB	(Local) Community Relations: Advertising and Fundraising in the Schools
GKD	(Local) Community Relations: Non-school Use of School Facilities
GKDA	(Local) Non-school Use of School Facilities: Distribution of Non-school Literature

### **3.0 Fraud, Waste and Abuse of Public Funds**

HAMLIN ISD prohibits fraud and financial impropriety, as defined below, in the actions of its Board of Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the district as found in Board Policy CAA (LOCAL), Mandatory Disclosures EDGAR 200.113.

## **DEFINITION**

Fraud and financial impropriety shall include but not be limited to:

Forgery or unauthorized alteration of any document or account belonging to HAMLIN ISD.

Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

Misappropriation of funds, securities, supplies, or other assets, including employee time.

Impropriety in the handling of money or reporting of the district's financial transactions.

Profiteering as a result of insider knowledge of the district's information or activities.

Unauthorized disclosure of confidential or proprietary information to outside parties.

Unauthorized disclosure of investment activities engaged in or contemplated by HAMLIN ISD.

Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise provided.

Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.

Failing to provide financial records required by state or local entities.

Failing to disclose conflicts of interest as required by law or HAMLIN ISD policy.

Any other dishonest act regarding the finances of the district.

## **FINANCIAL CONTROLS AND OVERSIGHT**

Each employee who supervises or prepares HAMLIN ISD financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

## **FRAUD PREVENTION**

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the district.

## **REPORTS**

Any person who suspects fraud or financial impropriety within HAMLIN ISD shall report the suspicions immediately to the Superintendent, Principal, Business Manager or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

## **PROTECTION FROM RETALIATION**

Neither the Board nor any HAMLIN ISD employee shall unlawfully retaliate against a person who, in good faith, reports perceived fraud or financial impropriety.

## **FRAUD INVESTIGATIONS**

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

## **RESPONSE**

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the Superintendent shall take appropriate action, which may include cancellation of the district's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to HAMLIN ISD, the district may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

## **ANALYSIS OF FRAUD**

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct.

HAMLIN Independent School District  
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Section 2

Purchasing Guidelines

1.0 **General Guidelines**

- 1.1 The objective of procurement is to obtain services or to buy materials, supplies, and equipment of the right quality, the right quantity, from the best source, at the best price and in compliance with all applicable legal requirements, thus ensuring taxpayer dollars are well spent.
- 1.2 The purchasing process begins with the identification of goods or services that the district intends to acquire. All purchases must be coordinated with the District's vision, goals, and objectives. The procurement of these goods or services is monitored in the business office. HAMLIN ISD certifies that the following purchasing procedures adhere to the guidelines in EDGAR (200.324(c)(2).
- 1.3 The District must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part. (EDGAR (200.318(a))
- 1.4 The District must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  - 1.4.1 Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 1.4.2 Identify all requirements which the bidders must fulfill and all other factors to be used in evaluating bids or proposals. EDGAR 200.319(c)
- 1.5 The District must use one of the following methods of procurement



- 1.5.1 Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable
  - 1.5.2 Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  - 1.5.3 Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
  - 1.5.4 Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, see procedure below.
  - 1.5.5 Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more circumstances apply...see procedure below. EDGAR 200.320
- 1.6 The Director/Principal is responsible for all expenditures made from budgets assigned to him/her.
  - 1.7 Budget allocations are intended for expenditures for goods and services to be used during the current school year.
  - 1.8 Unused budget appropriations lapse at year-end.

## 2.0 Conflict of Interest

This procedure applies to HAMLIN ISD, Board, Staff, and Vendors shall abide by a code of ethics as cited in EDGAR 200.318(c)(1), 200.318(c)(2), 200.112, FASRG 3.1.3, Texas State Law and TPASS Rule (34 Texas Administrative Code 20.41).

2.1 HAMLIN ISD employees may not:

2.1.1 Participate in any purchasing knowing that the employee, or member of that employee's immediate family, has an actual or potential financial interest in the purchasing including, but not limited to, prospective employment. The term "participate" includes, but not limited to, decision making, approval, denial, recommendation, giving advice, investigation or similar action.

2.1.2 Solicit or accept anything of value from an actual or potential vendor.

2.1.2 Be employed by, or agree to work for, a vendor or potential vendor.

2.1.3 Knowingly disclose confidential information for personal gain.

2.2 A former employee who ceases service or employment with HAMLIN ISD on or after January 1, 1992, may not represent any person or receive compensation for services rendered on behalf of any person regarding a particular matter in which the former employee participated during the period of employment, either through personal involvement or because the case or proceeding was a matter within the employee's official responsibility. (Texas Government Code 572.054)

2.3 A vendor or potential vendor may not offer, give, or agree to give a HAMLIN ISD employee anything of value.

2.4 If a violation occurs:

2.4.1 Person involved shall promptly file a written statement concerning the matter with an appropriate supervisor.

2.4.2 Person may also request written instructions for disposition of the matter.

2.5 If an actual violation occurs or is not disclosed and remedied:

2.5.1 The employee involved may be reprimanded, suspended, or dismissed.

2.5.2 The vendor may be barred from receiving future purchases and/or have any existing purchase canceled.

2.6 Under law, employees and Board Members of HAMLIN ISD can have any ethics question reviewed and decided by the Texas Ethics Commission.

- 2.7 All HAMLIN ISD employees, Board Members, and Vendors must sign a Conflict of Interest Statement each year.

### **3.0 Approved Vendor**

This procedure defines the process for maintaining an approved vendor list. (FASRG 3.1.1, 3.2.2.5)

- 3.1 All purchases must be made from an approved vendor.
  - 3.1.1 Vendors include any individual or company from which the HAMLIN ISD receives goods or services.
  - 3.1.2 Excluded are stipends and mileage reimbursement.
- 3.2 Texas Education Code 44.031 states that in determining contract awards to vendors, the district shall consider:
  - 3.2.1 The purchase price.
  - 3.2.2 The reputation of the vendor and of the vendor's goods or services.
  - 3.2.3 The quality of the vendor's goods or services.
  - 3.2.4 The extent to which the goods or services meet the district's needs.
  - 3.2.5 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.
  - 3.2.6 The total long-term cost to the district to acquire the vendor's goods or services.
  - 3.2.7 Any other relevant factor specifically listed in the request for bids or proposals, which could include:
    - 3.2.7.1 Vendor response time.
    - 3.2.7.2 Compatibility of goods/products purchased with those already in use in the district.
- 3.3 A vendor completes the New Vendor Form/W9.
  - 3.3.1 The vendor form is to be completed by the vendor and submitted to the Business Office.

3.3.2 Prior to entering into TxEIS, verify that the new vendor is not listed on the System Award Management Debarred Vendor's list or the Texas Comptrollers Debarred Vendor's list.

3.3.3 The vendor is added to the TxEIS Vendor list.

#### **4.0 Vendor Quality and Performance**

This procedure defines the process for maintaining quality vendors for purchases. (EDGAR 200.318(b), FASRG 3.1.1, 3.2.2.5)

4.1 When nonconforming products/services are received by an approved vendor, the Vendor Performance Report form must be completed.

4.1.1 Upon completion by the requestor and approval of the Director/Principal, the Vendor Performance Report form is submitted to the Business Office for the official complaint to be recorded on the Vendor Performance List.

4.1.2 After the vendor has received three notifications of Nonconforming Products and/or Services recorded on the Vendor Performance List, the vendor is removed from the vendor list in TxEIS.

4.1.3 In extenuating circumstances, the Director/Principal has the administrative discretion to immediately discontinue use of a vendor due to vendor performance or product quality.

4.2 Every two years, vendors that have not had any activity may be removed from the Approved Vendor List.

#### **5.0 Allocability of Costs**

This procedure defines the process for identifying allocability of HAMLIN ISD's costs to local, state, and federal dollars. (EDGAR 200.405)

A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.

5.1 Costs are allocated on the Pre-Acquisition Approval Form when items and/or services requested benefit more than one program based on the benefit to the program.

5.2 All activities which benefit from the District's indirect cost will receive an appropriate allocation of indirect costs.

- 5.3 Allocable costs will not be charged to any other Federal awards to overcome fund deficiencies, to avoid restriction imposed by law or terms of the Federal awards, or for other reasons.

## **6.0 Allowable Costs**

This procedure defines the process for identifying allowability of costs to HAMLIN ISD's local, state, and federal funds. (EDGAR 200.403, 200.302 (b)(7))

- 6.1 For costs to be allowable, they must meet the following factors:
  - 6.1.1 Necessary and reasonable for proper and efficient performance and administration.
    - 6.1.1.1 Costs associated with State and Federal Grants are identified in the grant application and approved.
    - 6.1.1.2 Local budgets are approved by the HAMLIN ISD Board for allowable costs.
  - 6.1.2 Be authorized or not prohibited under federal, state or local laws or regulations.
  - 6.1.3 Is consistent with policies, regulations, and procedures that apply uniformly to awards and other activities of the HAMLIN ISD.
  - 6.1.4 Cannot be charged as both direct and indirect.
  - 6.1.5 Must also be allowable according to the generally accepted accounting principles.
  - 6.1.6 Must not be included as a cost or used to meet cost sharing or matching requirements of any other federal award.

## **7.0 Necessity of Costs**

This procedure defines the process for HAMLIN ISD to identify necessary costs to local, state, and federal programs. (EDGAR 200.403/404)

- 7.1 A cost is necessary for proper and efficient performance of state/federal grants and local programs.
- 7.2 Federal and state grants require specific objectives to accomplish the intent of federal and/or state dollars.
  - 7.2.1 HAMLIN ISD identifies tasks to accomplish objectives within the grant applications.

- 7.2.2 Necessary costs are identified in the grants to implement activities to accomplish the objectives.
- 7.3 Local programs are identified based on the district's needs.
- 7.4 HAMLIN ISD identifies all programs in their Comprehensive Needs Assessment.
- 7.5 Employees identify the tasks associated with the program on the Pre-Acquisition Approval Form.

## **8.0 Reasonableness of Costs**

This procedure defines the process for HAMLIN ISD to identify reasonableness of costs to local, state, and federal programs (EDGAR 200.404). A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- 8.1 Before making a purchase, the purchaser will:
  - 8.1.1 Determine if the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit.
    - 8.1.1.1 Costs associated with state and federal grants are identified in the grant application and approved.
    - 8.1.1.2 Local budgets are approved by the HAMLIN ISD Board of Trustees for allowable costs.
  - 8.1.2 Consider the restraints or requirements imposed by such factors as: sound business practices; arm's length bargaining; federal, state, and other laws and regulations; and, terms and conditions.
  - 8.1.3 Research market prices for comparable goods or services.
  - 8.1.4 Assure that the purchase adheres to Texas Government Code and Texas Education Agency's Financial Accountability Reporting Standard Guide resulting in all purchases being made at the best value.
  - 8.1.5 Consider if the purchase will be prudent in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.
  - 8.1.6 Determine that the purchase will not be a conflict of interest. HAMLIN ISD employees, board members, and vendors are required to complete and sign a Conflict of Interest form.

## **9.0 Purchasing Methods**

The following methods outline how services and/or products may be purchased by HAMLIN ISD. (EDGAR 200.318 (d), 200.320 (c)(d)(f), FASRG 3.3.3.1, Texas Government Code)

9.1 Purchasing methods available are:

9.1.1 Inter-Local Contracts

9.1.2 Competitive Bidding

9.1.3 Emergency Purchases

9.1.4 Proprietary Purchase

9.1.5 Professional Services

9.1.6 Consulting Services

9.1.7 Competitive Sealed Proposals/Request for Proposal

9.1.8 Sole Source

9.1.9 Quotes

## **10.0 Purchasing Guidelines**

The District's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. This procedure outlines the process of how services and/or products are purchased by HAMLIN ISD business office. (EDGAR 200.318 (d), FASRG 3.3.3.1)

10.1 When employees of HAMLIN ISD need services and/or products, they must complete a Pre-Acquisition Approval Form.

10.2 When the Principal approves the Pre-Acquisition Approval Form, he/she must determine the best way to acquire the services and/or products.

10.3 When possible all purchases are made through inter-local contracts.

10.4 If items and/or services are not available through an inter-local contract, the requestor gathers quotes.

- 10.5 Some goods and/or services (depending on their nature) may be restricted to a(n):
  - 10.5.1 Emergency Purchases
  - 10.5.2 Proprietary Purchases
  - 10.5.3 Professional Services
  - 10.5.4 Consulting Services
  - 10.5.5 Sole Source
- 10.6 When goods and/or services are requested and exceed \$50,000 the following procedures must be completed:
  - 10.6.1 Competitive Sealed Proposals/Request for Proposal
  - 10.6.2 Competitive Bidding

## **11.0 Inter-local Contracts**

This procedure defines the process for purchases using Inter-local Contracts to foster greater economy and efficiency. (EDGAR 200.318(e), FASRG 3.2.3.4)

- 11.1 HAMLIN ISD has contracted or agreed with other local governments to purchase goods and any services reasonably required for the installation, operation, or maintenance of the goods.
- 11.2 Requirements for inter-local contracts include:
  - 11.2.1 Authorization by the governing body of each party to the contract.
  - 11.2.2 Statement of the purpose, terms, rights and duties of the contracting parties.
  - 11.2.3 Specification that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.
- 11.3 Inter-local contracts available to HAMLIN ISD include the State of Texas Comptroller and any other agency in which an inter-local contract has been established.

### **11.3.1 Texas Building and Procurement Commission**

TBPC <http://www.tbpc.state.tx.us/stpurch/coopmain.html>

### **11.3.2 Department of Information Resources (Technology)**



DIR <http://www.dir.state.tx.us/>

### 11.3.3 Texas Cooperative Purchasing Network (TCPN)

<http://www.tcpn.org/alphavendorlist.html>

### 11.3.4 Texas Inter-Local Purchasing Systems (TIPS)

<http://www.Tips-texas.com>

### 11.3.5 Buy Board

<http://www.buyboard.com>

### 11.3.6 Multi-Regional Purchasing Cooperative (MRPC)

<http://purchase.esc2.net/MRPC/contractpage/default.asp>

### 11.3.7 National Cooperative Purchasing Alliance (NCPA)

<http://ncpa.us>

11.4 When the Business Office receives the Pre-Acquisition Approval Form for the goods and/or services requested, inter-local contracts are researched to determine if goods/services are available.

11.4.1 If an inter-local contract has the items needed, the Business Office obtains the contract number, vendor, and pricing, then proceeds to the TxEIS Purchasing Process.

11.4.2 If items are not available through an inter-local contract the requestor must proceed to obtaining quotes for purchases.

## 12.0 Micro-Purchases

The Procurement by Micro-Purchase may be the most frequently used method due to the frequent purchase of goods or service that are less than \$3,000. The district shall purchase goods and services under this method from among qualified vendors but will not competitively procure the micro-purchases unless, in the aggregate in a 12-month period (fiscal year), the district exceeds the state law thresholds or the district's threshold in Board Policy CH Legal or Local. The Business Office shall distribute micro-purchases equitably among qualified vendors. EDGAR 200.67

12.1 When goods and/or services are requested and not available through an inter-local contract, the Business Office will use the micro-purchase method if the purchase is under \$3,000.

12.2 Business Office follows the TxEIS purchasing process.

### **13.0 Quotes for Purchases**

This procedure defines the process for obtaining quotes for purchases from \$3,000.01 to \$50,000.00 (EDGAR 200.320(a)(b), FASRG 3.2.3.7, Texas Procurement Manual). HAMLIN ISD follows procurement by EDGAR defined small purchase procedures.

- 13.1 When goods and/or services are requested and not available through an inter-local contract, the secretary is required to gather quotes.
- 13.2 Quotes may be obtained by fax, email, or internet research, and must be attached to the Pre-Acquisition Approval Form.
- 13.3 Business Office follows the TxEIS purchasing process.

### **14.0 Emergency Purchases**

This procedure applies to the process of purchasing when an emergency occurs. (EDGAR 200.320(f), Texas Government Code 2155.137 & 34, Texas Administrative Code 20.32 & 20.41, FASRG 3.2.5.7)

Two types of emergency purchases may be used by HAMLIN ISD.

- 14.1 Eminent threat to the health, safety, or welfare of students
  - 14.1.1 Purchases must comply with state law.
  - 14.1.2 Purchases may be made only after formal Board of Trustee action declaring an emergency and authorizing the purchase. An example would be to authorize a repair after a fire or a natural disaster.
  - 14.1.3 Emergency purchases exceeding the dollar amount triggering competitive procurement requirements shall be made in conformance with Subsection (h) Section 44.31 Texas Education Code.
- 14.2 An immediate purchase to repair damage to a facility which may imperil students or the security of the facility. An example would be if windows are broken at a facility by vandals and an immediate need exists to not only secure the facility, but to protect the contents from damage by the elements.
  - 14.2.1 This type of emergency purchase is normally utilized after regular business hours or on weekends and holidays.
  - 14.2.2 After purchases of this type are made, a purchase order should be issued after the fact on the next business day.
  - 14.2.3 Care should be taken that emergency purchases do not result from improper planning rather than a true emergency.

- 14.3 It is important that the district attempts to eliminate emergency purchases for nonemergency situations as much as possible and requires that all emergency purchases be fully justified.

## **15.0 Proprietary Purchase**

Proprietary purchases are when items or services have a unique feature that is not shared by others or provides a compelling distinction which sets one vendor apart from others in the marketplace. (Texas Government Code 2155.067)

- 15.1 When items and/or services are needed from a proprietary, the purchaser must:

- 15.1.1 Complete the Proprietary Purchase Justification form signed by their Director/Principal.

- 15.1.2 Complete the Pre-Acquisition Approval Form.

- 15.1.3 Attach the Proprietary Purchase Justification form to the Pre-Acquisition Approval Form.

- 15.2 Campus secretary completes TxEIS purchasing process.

## **16.0 Professional Services**

The procedure applies to the process of contracting for professional services. (EDGAR 200.319(b), Texas Government Code Chapter 2254)

- 16.1 Professional services are defined as those services provided by a person who is licensed or registered as a(n):

- 16.1.1 Certified Public Accountant

- 16.1.2 Architect

- 16.1.3 Landscape Architect

- 16.1.4 Land Surveyor

- 16.1.5 Physician, including a Surgeon

- 16.1.6 Optometrist

- 16.1.7 Professional Engineer

- 16.1.8 Real Estate Appraiser

- 16.1.9 Registered Nurse

- 16.2 Providers of professional services may not be selected on the basis of competitive bids but must be selected on the basis of demonstrated competence and qualifications to perform services for a fair and reasonable price. Request for qualifications is required.

- 16.3 Professional fees under the contract must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations, and may not exceed any maximum provided by law.
- 16.4 HAMLIN ISD employees will submit a Pre-Acquisition Approval Form. Request for qualifications is attached to the Pre-Acquisition Approval Form, unless there is a copy on file.
- 16.5 Business office will complete the contract and purchase order in TxEIS.
- 16.6 Once services are rendered and complete, payment is issued.

## **17.0 Consulting Services**

The procedure applies to the process of contracting with outside consultants to provide services to HAMLIN ISD. (Texas Government Code 2254)

- 17.1 HAMLIN ISD contracts with private consultants only if:
  - 17.1.1 There is a substantial need for the service.
  - 17.1.2 The agency cannot adequately perform the service with its own personnel or through another agency.
- 17.2 Requestor will complete a Pre-Acquisition Approval Form.
- 17.3 The purchase order and the contract will be completed in the TxEIS Purchasing Module.
- 17.4 Once the contract has been approved, the business office will email and/or mail the contract, cover letter, and Anti-Virus Agreement to the outside consultant for signature.
- 17.5 When the signed contract is returned to the business office, it is filed until completion of contract. The Anti-Virus Agreement will be sent to the Technology Department.
- 17.6 Upon completion of the contract, the business office will process payment.
- 17.7 If the outside consultant contract service is canceled, the requestor notifies the business office who then reverses the contract purchase order.

**18.0 Sole Source** (EDGAR 200.320(f), FASRG 3.2.3.6, Texas Education Code Subchapter B., Sec. 44.031 (j)(k))

This procedure defines how a sole source vendor must be validated prior to the purchase procedure taking place. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

The item is available only from a single source.

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District.

After solicitation of a number of sources, competition is determined inadequate.

18.1 When a Pre-Acquisition Approval Form is completed for a sole source, it must have the following documents attached:

18.1.1 A firm price quotation from sole source.

18.1.1.1 Quoted prices must be good for thirty (30) days.

18.1.1.2 Quoted prices must be inclusive of all cost including freight.

18.1.1.3 Quoted prices must be on Vendor letterhead.

18.1.2 The Confirmation of Sole Source Compliance by Vendor form must be completed by the vendor.

18.2 Once the Principal receives the Pre-Acquisition Approval Form, quote, and sole source form, the TxEIS purchasing process will be followed.

**19.0 Competitive Sealed Proposals/Request for Proposal**

This procedure defines the process for obtaining competitive sealed proposals/ request for proposal for goods and/or services over \$50,000.01. (FARSG 3.2.3.2, Texas Government Code, EDGAR 200.319(a)(c)) Refer to FASRG Appendix 1, The State of Texas Procurement Manual, State of Texas Contract Management Guide.

19.1 The terms and conditions of competitive sealed proposals/request process is identical to those for competitive bidding procedures except that changes in the proposal and in pricing may be negotiated after proposals are opened.

- 19.2 The competitive sealed proposal process provides for full competition among proposals and allows for negotiation with the proposer(s) to obtain the best services at the best price.
- 19.3 A Request for Proposals (RFP) is a part of the competitive sealed proposal process.
- 19.4 The RFP is the mechanism that generates the receipt of competitive sealed proposals and should contain the following key elements:
  - 19.4.1 Determination by board of trustees that this method will provide the best value for the district.
  - 19.4.2 Newspaper advertisement
  - 19.4.3 Notice to proposers
  - 19.4.4 Standard terms and conditions
  - 19.4.5 Special terms and conditions
  - 19.4.6 Scope of work
    - 19.4.6.1 Scope and intent
    - 19.4.6.2 Definitions and applicable documents
    - 19.4.6.3 Requirements
    - 19.4.6.4 Quality assurance
  - 19.4.7 Acknowledgement form/response sheet.

## **20.0 Competitive Bidding**

This procedure defines the process for obtaining competitive bids to stimulate competition and obtain the lowest practical price for the work, service and/or items(s) needed. (EDGAR 200.319(a), FASRG 3.2.3.1, Texas Government Code 2155.062(a)(3) and 2156.061) Refer to FASRG Appendix 1, The State of Texas Procurement Manual, State of Texas Contract Management Guide.

- 20.1 The competitive bidding process requires that bids be evaluated and awards made based solely upon bid specifications, terms, and conditions contained in the request for bids document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance.

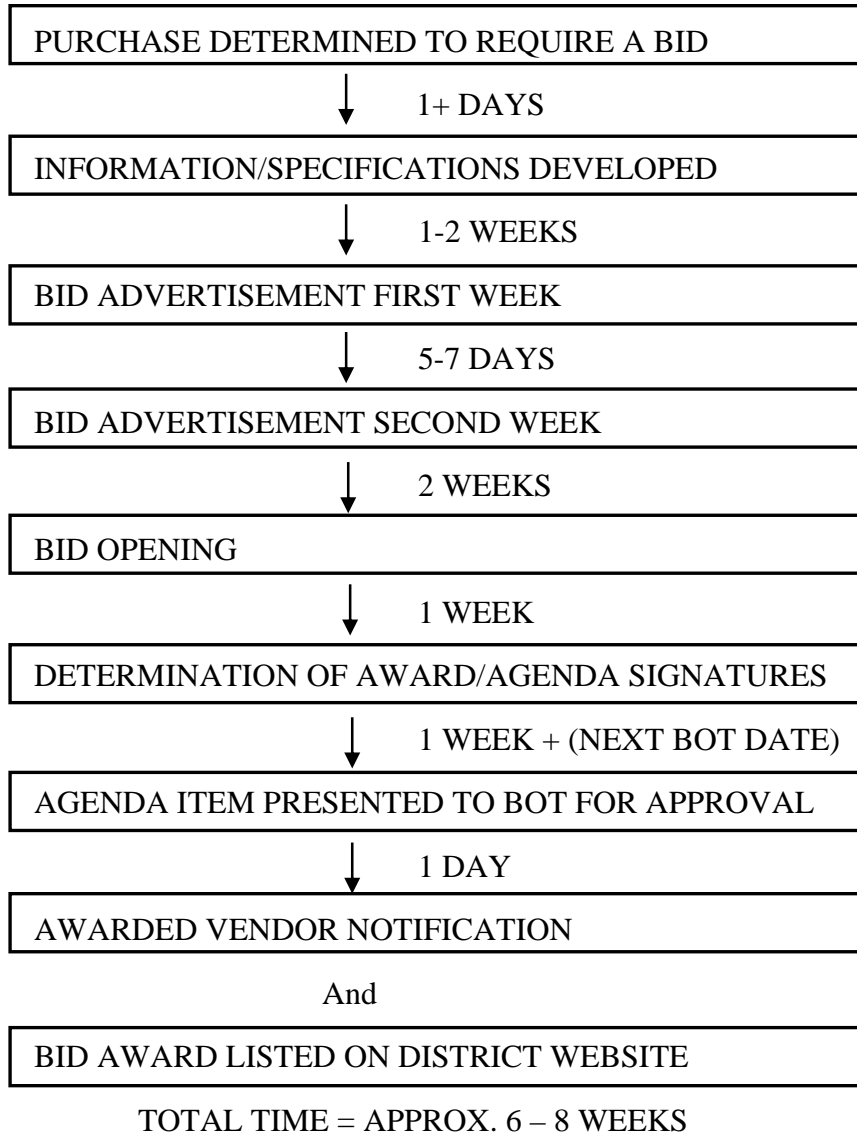
- 20.2 The business office prepares a bid package for mail out to approved vendors allowing time for an accurate response, typically not less than three weeks. A request for bids must contain the following elements:
  - 20.2.1 Purchase description or specifications covering the item(s) to be obtained.
  - 20.2.2 Work and/or services needed.
  - 20.2.3 Terms and conditions for the proposed bid contract.
  - 20.2.4 Time and place for opening bids and other provisions.
- 20.3 The bid process involves:
  - 20.3.1 Development of clear specifications.
    - 20.3.1.1 Bid specifications are the listing of reasonable standards and limitations which bidders are obliged to observe.
    - 20.3.1.2 A specification will include a description of the required item, the characteristics or functions of the item, and the terms and conditions under which the procurement will be made.
    - 20.3.1.3 Specifications must be drafted to allow vendors supplying reasonably equivalent items to compete on an equal basis. Specifications should not be so vague that bidders do not have enough information on which to draw intelligent bids nor should they be unduly restrictive.
    - 20.3.1.4 Specifications that tend to favor a particular bidder, not for any reason in the public interest, but rather to ensure the award of the contract to a particular vendor are improper.
    - 20.3.1.5 If the brand name represents an industry wide standard, the brand name product may be specified as long as the specifications provide an “equivalency clause”, that is, a statement that products reasonably equivalent to the standard are acceptable.
  - 20.3.2 Advertising for competitive bids.
    - 20.3.2.1 All bids must be advertised in a local newspaper one a week for two separate weeks to determine any and all vendor wishing to respond.
  - 20.3.3 Responding to vendor questions.
    - 20.3.3.1 Description of work or services needed.

- 20.3.3.2 Terms and conditions for the proposed bid contract.
- 20.3.3.3 Time and place for opening bids and other provisions.
- 20.3.4 Procedures for receiving, opening and tabulating the bids.
  - 20.3.4.1 Bid documents are received in the business office and are date stamped and left unopened in a secure location until the advertised bid opening date and time.
  - 20.3.4.2 Bid documents are publicly opened and tabulated.
  - 20.3.4.3 All interested parties may attend the bid opening.
- 20.3.5 Analysis of the bids to ensure compliance with all legal requirements, bid specifications, terms and conditions as contained in the request for bids document, as well as, bid prices and pertinent factors that may affect contract performance.
- 20.3.6 Recommending the vendor(s) for bid award.
  - 20.3.6.1 Bids may be awarded as an “all or none” bid giving all items awarded to one vendor or by line item award to multiple vendors.
  - 20.3.6.2 Tie bids will be determined by coin toss and listed as such on the Tabulation of Bids unless one is a local vendor. Local vendors are given priority over out-of-city and out-of-state vendors.
  - 20.3.6.3 After bids have been opened and tabulated by the business office, a copy of the Tabulation of Bids will be given to the superintendent.
- 20.3.7 Award of the bid by the Board of Trustees (BOT).
  - 20.3.7.1 A legally posted agenda for a meeting of the Board of Trustees will indicate the consideration of awarding the bid.
  - 20.3.7.2 Board of Trustees will review the Tabulation of Bids and any supporting documentation.
  - 20.3.7.3 Board of Trustees will award the bid to the successful bidder.



### Timeline for Bid Process

The following timeline is an approximation for estimating the length of time to allow for the bid process.



## 21.0 Pre-Acquisition Approval

This procedure applies to how prior approval is granted for purchases of goods and/or services. (FASRG 3.2.2.2)

21.1 Employees complete the Pre-Acquisition Approval Form for all purchases of goods and/or services identifying:

21.1.1 Requestor of needs

21.1.2 Date required

21.1.3 Method of Payment

21.1.4 Items requested

21.1.5 Purpose

21.1.6 Vendor Preferred

21.1.7 Justification for selection of vendor (per 44.031 Education code)

21.1.8 Program code requesting need

21.1.9 Identified Comprehensive Needs Assessment

21.1.10 Account Code to charge

21.1.11 Attached Documentation

21.1.11.1 Specific item documentation

21.1.11.2 Specific services documentation

21.1.11.2.1 Outside Consultant Qualifications

21.1.11.2.2 Professional Services Qualifications

21.2 Upon completion, the Pre-Acquisition Approval Form is given to the campus secretary/director. The method of purchase is determined based on purchasing guidelines, and the TxEIS purchasing process is followed. Upon completion of the approval path, a purchase order is generated by the Business Office.

## **22.0 TxEIS Purchasing Process**

This outlines the process to follow when needing to purchase goods and/or services.

- 22.1 When the Pre-Acquisition Approval Form has been received by the Principal, and the purchasing method has been determined, it is forwarded to the director/secretary and the order is entered into the TxEIS purchasing module.
- 22.2 The purchasing requisition is submitted to the Business Manager and Superintendent for approval. The requisition becomes a purchase order and this process encumbers the funds in TxEIS.
  - 22.2.1 If over \$.01, purchase order electronically goes to the Superintendent for approval.
  - 22.2.2 Any approver may decline the requisition, returning it to the campus secretary for further instruction.
- 22.3 Upon final approval the purchase order is printed and a copy is sent back to the campus secretary.
- 22.4 The campus secretary/director submits the purchase order to the vendor for the order to be placed.
- 22.5 When items are received, they are delivered to the campus secretary to verify items ordered.
- 22.6 Items are delivered to the appropriate department.
- 22.7 The secretary/director gathers the Pre-Acquisition Approval Form, along with documents referencing the purchasing method and packing slip, and submits to the Business Office.
- 22.8 The Business Office enters the item into TxEIS finance for a check to be issued for payment.

## **23.0 Payment Authorization**

This procedure describes the process the business office uses for making payment for expenditures that did not have a purchase order or not paid for with a credit card.

- 23.1 When the District receives a bill that needs to be paid, without having encumbered a purchase order, a Request for Payment must be completed and signed by the Director/Principal or Superintendent. The Request for Payment is forwarded to the business office.
  - 23.1.1 Documentation of expense must be attached to the Request for Payment.

23.1.2 If it exceeds \$.01 it must have Superintendent approval.

23.2 Business Office enters the Payment Authorization information into TxEIS for payment.

23.3 Once check run is complete, the check is mailed or, upon request, vendors pick up checks in the business office.

## **24.0 Credit Cards**

24.1 When an employee uses a district credit card, a Pre-Acquisition Approval Form or Travel Request Form must be completed and all receipts attached for approval.

24.2 The business office reconciles statements with completed paperwork and receipts and processes payment.

## **25.0 Returning Goods to a Vendor**

25.1 It is the responsibility of the originator/receiver to contact the business office when the goods received are damaged or not as anticipated.

25.1.1 It is important to examine the merchandise/goods as soon as possible.

25.1.2 If the goods received are damaged or not as anticipated, a Vendor Performance Report must be completed and sent to the Business Office to be recorded on the Vendor Performance List.

25.1.3 The District only has fifteen (15) calendar days upon receipt from the carrier to legally file a claim against the carrier.

## **26.0 Accounts Payable**

26.1 When purchases are made whether through the purchase order process, payment authorization, credit card authorization, travel reimbursement; it is the responsibility of the originator to follow this procedure.

26.1.1 All correct forms must be submitted properly filled out with attached documentation.

26.1.2 Proper account codes must be on the appropriate form requesting payment.

26.1.3 There must be an approval signature.

- 26.2 For all purchases that have a purchase order, the vendor/third party is required to submit the invoice to business office. In the event that an employee receives the invoice, they are required to forward the invoice to business office for processing.
- 26.3 When the receipt of the goods or services has been confirmed and the invoices describing services provided are received in business office (e.g., the quantities and descriptions of products purchased, or specific details of services purchased, such as service dates, total hours and number of students to whom the services were provided where applicable), payment is ready to be made. Confirmation occurs with the receipt of the packing slip.
- 26.4 The purchase order is retrieved and attached to the invoice and the packing slip.
- 26.5 In the event an invoice and packing slip are received that did not have a corresponding purchase order, a Request for Payment must be completed.
- 26.6 Daily invoices and all other Request for Payments are input into TxEIS for check run to take place as needed.
- 26.7 Once all detail information has been received, the system will only process the payment request if there are sufficient funds. Once the system has determined that sufficient funds are available, the payment request is placed in queue for the weekly check run.
- 26.7.1 If the system indicates a lack of sufficient funds, the business office will contact the originator.
- 26.7.2 If the lack of sufficient funds is at the function level, the Board of Trustees must approve a budget amendment.
- 26.8 When it is time for the weekly check run, the business office will take appropriate action to correct any issues.
- 26.9 TxEIS will generate checks and post to the system.
- 26.10 After the checks have been printed the business office will pull any remittance information and place it with the check and place in an envelope to be mailed.
- 26.11 The file copy of the check is attached to the invoice and filed by vendor name in the vendor filing cabinet.

## **27.0 Lost/Voided Checks**

27.1 Inquiries about lost checks should be directed to the business office.

27.1.1 If a stop payment needs to be issued, the business office will contact the bank to process the stop payment.

27.1.2 The individual who lost the check may be charged a fee for the stop payment.

27.2 If a check is incorrect or no longer is needed, it should be forwarded to the business office so that the check can be properly voided.

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Section 3

Budget

**1.0 General Information**

- 1.1 The annual operating budget is the foundation on which annual school district activities are dependent.
- 1.2 The budget is reflective of the district's educational plan and should be viewed as an operating subset of a more comprehensive financial plan that directly correlates to the goals and objectives established to achieve the district's mission. Listed below are the HAMLIN ISD mission statement, beliefs, objectives, and parameters.

**Mission:**

The HAMLIN Independent School District seeks to help all students learn everything necessary to successfully assume the various roles of productive American adults.

**Beliefs:**

- Every person in the school, whether child or adult, is important, can learn, and does or can make a positive difference in the world.
- School should positively impact each student toward a successful future.
- Education is a shared responsibility of the student, the home, the community, and the school.
- Learning is a lifelong process.
- Education is both part of and preparation for a successful life.
- Everything done at school must have a meaningful purpose.
- Time is precious and must be allocated and used wisely.
- When school activities are challenging, engaging, and perceived to add value to their lives, students will stay in school and become lifelong learners.
- Positive, caring interpersonal relationships are necessary for effective teaching and learning.

**HISD Goals for Student Learning:**

Goal 1: Hamlin students will remain in school until graduation. (Attain an overall dropout rate of zero).

Goal 2: Hamlin students will attend school every day unless legitimately hindered. (Maintain an ADA of 96.5%)

Goal 3: Hamlin students will exhibit exemplary academic performance in reading/ELA, writing, mathematics, science and social studies. (90% or better)

Goal 4: Hamlin students will manifest respect and care for all others; will attend school in a safe, disciplined and drug-free environment that is conducive to learning; and be provided an educational setting which meets their social and emotional needs.

Goal 5: Hamlin students and staff will increase their knowledge and use of technology.

Goal 6: Parents of Hamlin students will be partners with the district in the education of their children.

- 1.3 School districts are labor-intensive organizations. As such, salary and benefits constitute the major portion of the annual operating budget.
- 1.4 The budget is prepared in accordance with generally accepted accounting principles and state guidelines.
  - 1.4.1 State guidelines are administered and monitored by the Texas Education Agency (TEA).
  - 1.4.2 Detailed information can be obtained at <http://www.tea.state.tx.us/school.finance/audit/resguide12/far> by referencing the Financial Accountability System Resource Guide (FASRG).
- 1.5 The budget is adopted by the Board of Trustees prior to the beginning of the fiscal year (September 1 – August 31). Listed below is the budget calendar followed by the district:

### **Budget Calendar**

**September**

Post current school year budgets  
Provide campuses and departments with account detail  
First Budget Review prepared on current school year  
Roll prior year purchase orders with goods not received by 8/31

**October**

Present Budget Review to Board of Trustees  
Load current school year PEIMS budget file  
Update Cash Flow Forecast

**November**

Evaluate prior year ending budget vs. audited actual  
Calculate roll-forward amounts from prior year on dedicated funding sources  
Begin decision-making process regarding mandated TEC and TEA changes

**December**

Submission of PEIMS budget information to TEA  
Study current year payroll budget based on September - November expenditures



Compute Administrative Cost Ratio for prior year audited expenditures  
Second Budget Review prepared on current school year

**January** Present Budget Review to Board of Trustees  
Conduct budget workshop for next school year with Board of Trustees and administration  
Preliminary local property tax values are estimated  
Initial next school year state aid projection prepared

**February** Prepare budget gathering documents for next school year  
Third Budget Review prepared on current school year  
Next school year payroll estimates prepared

**March** Budget gathering documents sent to campuses and departments  
Present Budget Review to Board of Trustees  
Administration meets to review and recommend next school year campus staffing adjustments  
Next school year salary schedules developed  
Budget preparation training conducted with campus, department and program leadership

**April** Extract current year budget data into next year budget preparation module  
Review and load campus and department budget requests

**May** Conduct comprehensive analysis of current year budget vs. actual  
Fourth Budget Review prepared on current school year  
Budget gathering documents sent to special revenue program directors

**June** Present Budget Review to Board of Trustees  
Present next school year Preliminary Budget overview to Board of Trustees  
Modifications continue with state aid, local revenue and expenditure projections  
Submit next school year Working Budget document to Board of Trustees

**July** Conduct second budget workshop with Board of Trustees  
Perform final analysis of current school year budgets to estimated year-end expenditures/accruals  
Final Budget Review prepared on current school year

**August** Complete Truth In Taxation calculation  
Present current school year Final Budget Review to Board of Trustees  
Submit next school year Proposed Budget to Board of Trustees after final budget review  
Adopt next school year budget  
Adopt next school year tax rate

## **2.0 Budget Preparation for Campuses**

- 2.1 Budget gathering documents are sent to the campuses in February/March for the next fiscal year.
- 2.2 Staff participation in the budget process is required.
  - 2.2.1 It is now a requirement of the Texas Education Code that your Site-Based Committees also participate in the budget process.

## **3.0 Budget Preparation for Departments and Special Revenue Funds**

- 3.1 Budget gathering documents are sent to the departments in February/March for the next fiscal year. Special revenue gathering documents are sent in April/May to allow for receipt of Notice of Grant Awards (NOGA).
- 3.2 Detailed instructions will be provided by the business office regarding the preparation of your budget worksheet.
  - 3.2.1 New program needs should be explained in detail and reference the related accounts.
  - 3.2.2 Salaries and related benefit accounts are calculated by the business office.
  - 3.2.3 Extra pay, part-time pay, and substitutes should be budgeted by campus.
  - 3.2.4 When proposing an increase to the number of positions, submit detailed explanations and/or justifications to the Superintendent for approval.
- 3.3 Amounts budgeted for professional services should be included on the budget worksheet and properly supported on the form provided in the budget gathering documents.

## **4.0 Budget Amendments**

- 4.1 The budget accounts may be amended/changed from time to time by completing a Budget Change Form (BCF).
- 4.2 Budget amendments are prepared as needed based on the Budget Change Forms received by the business office.
  - 4.2.1 These amendments apply only to 6200, 6300 and 6400 series of object accounts. They may not be used for payroll.
  - 4.2.2 To initiate a request for an amendment, the principal/director should complete a Budget Change Form and submit it to the business office.
- 4.3 Periodically all budget accounts will be reviewed by the business office. Amendments may be necessary when over or under estimates have been made

relative to revenues or expenditures, or when general budgetary cutbacks become necessary.

4.3.1 These types of changes must be approved by the Superintendent and will be placed on the next Board of Trustees agenda for approval.

4.3.2 The Principal/Director will be notified of changes to be made to their budget accounts.

4.4 When submitting Budget Change Forms, please note the following guidelines:

4.4.1 Use the current Budget Change Form.

4.4.2 Review account balances.

4.4.3 Prepare amendments using whole numbers (no pennies), except for special revenue funds needing to spend 100% of grant, and include written explanation for change.

4.4.4 Obtain necessary signatures prior to submission.

4.4.5 The correcting of an actual expenditure (not the budget) that was recorded in the wrong account should be completed by a journal entry in the business office.

## **5.0 Account Code Structure**

5.1 The overall account code structure is designed to serve as both an efficient account code facility and a basic management tool. It creates a common language for use in controlling, recording, accumulating and reporting the activities of the school district.

5.2 See Account Codes in the Financial Accounting Resource Guide-Module 1: Financial Accounting and Reporting on TEA's website.

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Section 4

Donations/Gifts

**1.0 Donations**

- 1.1 The Board of Trustees of the district may choose to accept or reject any gift or donation on behalf of the district.
- 1.2 Donations valued less than \$1,000 must have Superintendent approval.
- 1.3 Donations valued at \$1,000 or more must have Board of Trustee approval.
- 1.4 The Board of Trustees may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the district if deliberation in an open meeting would have a detrimental effect of the Board's position in negotiations with a third person. (Government Code 551.074)
- 1.5 All donations shall be provided by the donor with no conditions attached.

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Section 5

Cash Management

The financial management system of each District must provide for the following (see also §§200.333 Retention requirements for records, 200.334 Requests for transfer of records, 200.335 Methods for collection, transmission and storage of information, 200.336 Access to records, and 200.337 Restrictions on public access to records): 1) Written procedures to implement the requirements of §200.305 Payment. 2) Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award. (EDGAR 200.302(b)(6/7), 200.305)

**1.0 Cash receipts consist of checks, money orders and cash received from various sources.**

- 1.1 Any employee collecting monies should submit money and appropriate documentation for the collection of the money to the campus secretary on a daily basis.
- 1.2 Documentation should include: purpose, from where it came, individual dollar amount, total money collected, and date and signature of person collecting money.
- 1.3 When the employee submits the collected money to the campus secretary, the secretary will verify the amount collected by counting the money in the presence of the employee. Secretary and employee will initial documentation.
- 1.4 The campus secretary will complete daily the appropriate cash receipt form with attached documentation and money received and send to the business office.
- 1.5 The business office will verify the total on the appropriate cash receipt form. The business office personnel will initial documentation.
- 1.6 The business office will complete a deposit slip and attach to the cash receipt form and enter the appropriate account number to which the funds will be posted in TxEIS.
- 1.7 The deposit slip will be created by the business office for the cash received and taken to the bank for deposit.
- 1.8 The time and date stamped deposit slip will be attached to the appropriate cash receipt form.
- 1.9 The cash receipt is entered into TxEIS.
- 1.10 Record cash receipt number generated by TxEIS on deposit slip.

## 2.0 Returned Checks

- 2.1 Returned checks are checks previously deposited which are returned unpaid by the bank because of insufficient funds, account closed, stop payment, etc.
- 2.2 The bank will send returned checks to the business office who will notify the campus.
  - 2.2.1 No other checks should be accepted from the individual until the check is redeemed.
  - 2.2.2 Immediate action is instrumental in collecting on a returned check.
- 2.3 The business office will contact the individual for payment on the returned check. It must be paid off with cash, cashier's check or a money order.
  - 2.3.1 A \$25 fee may be charged for returned checks, including unnecessary stop payments. The \$25 fee should be collected along with the payment for the returned check.
  - 2.3.2 A sign should be posted in any area that checks are accepted indicating, "a \$25 fee may be charged for returned checks."
  - 2.3.3 If initial collection efforts fail (verbal or written), the next step is to send a letter by certified mail, return receipt requested.
  - 2.3.4 If you are still unable to collect on the returned check and the amount of the returned check or the accumulation of returned checks from a single maker is \$100 or more, send copies of all correspondence such as notes, letters, certified mail receipt, etc. along with the original returned check and a cover letter to the HAMLIN ISD local law enforcement department. Be sure to include your phone number in the cover letter in case the police department has any questions or needs additional information. Keep a copy of all correspondence for your files.
  - 2.3.5 The local law enforcement department will determine if and when to involve the District Attorney's office.
- 2.4 When payment is received, prepare a cash receipt (include the number of the original check) for the payment and return the original check to the check maker. Indicate on the cash receipt in the "for" section that it is payment for a returned check.

### **3.0 Cash Requests for Reimbursement of Expenses from Federal and State Grants**

Funds will be requested for expenditures that have been recorded. HAMLIN ISD will not request advance payments.

- 3.1 A summary general ledger is printed to show the assets, liabilities, revenues and expenditures for each fund.
- 3.2 The cash to request is determined by adding the expenditures and indirect cost, if any, and subtracting any accruals.
- 3.3 Each grant is reported separately to either the State or Federal Government.

### **4.0 Cash Transfers**

This procedure applies to the business office and how transferring of funds are processed.

- 4.1 Cash is maintained in two forms: checking and certificates of deposit.
  - 4.1.1 Checking account must remain positive.
  - 4.1.2 Checking account balance must be adequately secured.
- 4.2 The Business Manager reviews the status of the checking account daily.
- 4.3 Once a transfer takes place the action is recorded in TxEIS in one of two ways.
  - 4.3.1 Cash received into the bank is recorded as a cash receipt in TxEIS.
  - 4.3.2 Cash transferred from checking is recorded as a general journal entry.

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Section 6

Employee Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the District's non-federally-funded activities and in accordance with District's written travel reimbursement policies. Notwithstanding the provisions of §200.444 General costs of government, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify the expense. (EDGAR 200.474(a)(b))

**1.0 Employee Travel**

- 1.1 An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business with the prior approval of the employee's immediate supervisor. A Travel Pre-Approval Form must be completed.
  - 1.1.1 The Travel Pre-Approval Form must be received by the business office no later than 5 business days prior to the date of travel.
  - 1.1.2 Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
  - 1.1.3 For any authorized expense incurred, the employee shall submit a statement, with receipts, documenting actual expenses and in accordance with administrative procedures.
- 1.2 Travel expenses are to be reported on a HAMLIN Independent School District Travel Reimbursement Form. The following rules apply to all employees of HAMLIN ISD with reference to travel expense reports:
  - 1.2.1 Travel expenses must be in compliance with district policy DEE (Local) and DMD (Local).



- 1.2.2 The completed Travel Reimbursement Form should be submitted to the business office within five days of completion of the travel.
- 1.2.3 Reimbursement will not be made unless all supporting documentation, required forms or third party source records are attached.
- 1.2.4 Each employee's Travel Reimbursement Form should include only his/her own expenses. Separate bills should be obtained whenever possible.
- 1.2.5 Receipts for monies expended for railroad, air or bus transportation, hotel accommodations and registration are to be submitted with the Travel Reimbursement Form as evidence of the expenditures.
- 1.2.6 Miscellaneous expenses for incidentals, amusements, valet parking (unless self-parking not available), non-business telephone calls, or any other unauthorized expense will not be approved for reimbursement.
- 1.2.7 The "Other Expenses field" on the Travel Reimbursement Form is for requesting reimbursement for baggage handling, airport or hotel parking fees, taxi fares, etc., that are often associated with the conduct of official school business. Receipts are required.

## **2.0 Travel Request Authorization**

- 2.1 The Travel Pre-Approval Form must be completely filled out. The total travel expenses should reflect the entire estimated amount of expenses for travel.
- 2.2 Employees using budgeted funds or activity funds for attendance to a convention/conference should forward the completed Travel Pre-Approval Form to the appropriate administrator for approval, who then forwards the request to the business office for final approval and processing.
- 2.3 Principals should forward the Travel Pre-Approval Form to the business office for final approval and processing.
- 2.4 Travel using funds other than budgeted funds or activity funds (i.e. grants/special revenue funds), must have the approval of the administrator with jurisdiction over those funds prior to forwarding to the business office for final approval and processing.
- 2.5 The budget code to be charged for travel expenses must be indicated on the Travel Pre-Approval Request form.
- 2.6 Once the travel request is approved by the business office, a travel packet is picked up by the employee approximately 1 day prior to travel. The forms included in the travel packet are:

- 2.6.1 HAMLIN Independent School District Travel Reimbursement Form
- 2.6.2 Texas Hotel Occupancy Tax Exemption Certificate.
- 2.6.3 Motor Vehicle Rental Exemption Certificate for sales tax exemption on rental vehicles.

### **3.0 Travel Advances**

- 3.1 Travel advances are only allowed when students are involved.
- 3.2 Employee completes a Travel Advance and Reconciliation form and submits to the Principal.
- 3.3 The Principal approves and submits form to the business office for advance to be issued.
- 3.4 Upon return, all receipts and unspent cash are submitted to the business office.
- 3.5 Immediately upon return to the district, the employee completes the reconciliation portion of the Travel Advance and Reconciliation form and returns it to the business office.
  - 3.5.1 If receipts and unspent cash match the Travel Advance and Reconciliation Form, the request is signed by the employee and the business office. The settle-up should take place with the employee present.
  - 3.5.2 If receipts and unspent cash do not match, the Travel Advance and Reconciliation Form, the reconciliation portion is completed and the business office may reimburse the employee, or the employee may reimburse the district. Additional receipts may be required to accurately complete the reconciliation process.

### **4.0 Registration Only or Registration and Mileage Only Expenses**

- 4.1 Submit the completed Travel Pre-Approval Form approved by the principal along with the documentation showing the amount of the registration fee to the business office for approval. This form will be returned so that it can be included with the Request for Payment requesting reimbursement or payment to the vendor.
- 4.2 For advanced registration, submit a Pre-Acquisition Form payable to the vendor along with the Travel Pre-Approval Form, approved by the principal, and the original and a copy of the registration form. This original registration form will be mailed with payment to the vendor. Indicate on the front of the Request for Payment that the registration form should be sent with the check.
- 4.3 The business office will provide a purchase order number when the purchase is made from an activity fund. Upon receipt of the original invoice, submit it with a

Request for Payment and the Travel Pre-Approval form for payment to the vendor.

- 4.4 If the employee has personally paid for the conference/workshop, request for registration reimbursement must be submitted on a Request for Payment along with the approved Travel Pre-Approval Form, original paid receipt, and proof of attendance.
  - 4.4.1 If the original paid receipt is not provided, a copy of the front and back of the employee's cancelled personal check, a copy of the conference flyer (which shows the registration fee) and proof of attendance must be provided.
  - 4.4.2 If the original paid receipt is not provided and the payment was made by credit card or debit card, a copy of the employee's credit/debit statement showing the expense incurred by the traveler, a copy of the conference flyer (which shows the registration fee), and proof of attendance must be provided.
  - 4.4.3 Registration through the Internet will need the same documentation as 4.4.2 above.
- 4.5 When registration has been paid out of activity funds and will be reimbursed by district funds, submit a Request for Payment approved by the principal along with the front and back of cancelled activity fund's check, registration form, proof of attendance and Travel Pre-Approval Form to the business office.

## **5.0 Meal Allowances**

- 5.1 Reimbursement for meals will not be allowed unless there is an overnight stay.
- 5.2 District, State and Federal Funds:
  - 5.2.1 The district will reimburse an employee's actual cost up to the \$36 maximum per day. The maximum allowable includes gratuities. Receipts are required.
  - 5.2.2 On travel days, actual cost up to 75% of the allowable cost may be reimbursed.
  - 5.2.3 If a meal is provided at a function being attended, such as a banquet included in the conference registration, that meal will not be eligible for reimbursement.
  - 5.2.4 Alcoholic beverages shall not be consumed during regular business hours when on official school business. Charges of any alcoholic beverages are

the responsibility of the employee and are not an allowable reimbursable expense.

## **6.0 Lodging**

- 6.1 Reservations through the Internet are acceptable under the following guidelines:
  - 6.1.1 Reservations by this method are charged state sales tax and possibly a processing fee. Total amount must be equivalent to or less than the allowable rate.
  - 6.1.2 A “Print Screen” of the reservation or email confirmation and an itemized receipt from the hotel is required documentation for reimbursement if the employee personally paid for the lodging. All pertinent pre-approval forms for travel are still required.
  - 6.1.3 A copy of the employee’s credit card statement showing the employee incurred these charges is necessary for reimbursement.
- 6.2 A Texas Hotel Occupancy Tax Exemption Certificate must accompany payment to the hotel to avoid paying state taxes. This certificate may be obtained from the business office.
  - 6.2.1 When checking into the hotel, provide the clerk with the Texas Hotel Occupancy Tax Exemption Certificate.
  - 6.2.2 Upon checkout, review the billing to ensure that state sales tax was not charged.
  - 6.2.3 The HAMLIN ISD will not provide reimbursement for state sales tax (unless traveling outside of Texas).
  - 6.2.4 County and municipal hotel occupancy taxes may be reimbursed.
- 6.3 District, State and Federal Funds:
  - 6.3.1 Hotel rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting.
  - 6.3.2 Lodging rates allowable are found by going to the U.S. General Services Administration’s (GSA) website at [www.gsa.gov](http://www.gsa.gov). The district will reimburse an employee’s actual cost up to the allowable maximum. If the destination is in Texas and is not listed on the GSA site, the posted allowable rates on the Comptroller’s website are to be used.
  - 6.3.3 Original, itemized receipts are required.

6.3.4 Amounts in excess of the above limits are the responsibility of the employee.

## **7.0 Transportation**

- 7.1 When an employee uses his/her personal vehicle on official school business, mileage is reimbursed if there is not a school vehicle available.
- 7.2 The maximum allowable for travel on official school business may not exceed the amount of the standard airline fare to that location.
- 7.3 The mode of transportation is the one in the district's best interest. It should be the most cost effective mode.
- 7.4 First-class airline travel will not be permitted. Airline receipts are required.
- 7.5 Contact the business office before making any airline reservations.
- 7.6 Reservations through the Internet are acceptable under the following guidelines:
  - 7.6.1 A "Print Screen" of the reservation or email confirmation is required for payment.
  - 7.6.2 A copy of the employee's credit card statement showing the employee incurred these charges is necessary for reimbursement.
- 7.7 Toll road fees may only be reimbursed in the instance that the toll road is the most cost effective or efficient route. Official toll road receipts and written justification must be provided as support for the reimbursement.
- 7.8 The rate of reimbursement for the employee's personally owned motor vehicle is based on the state-approved rate. Except for the cost of airport parking incurred while on official business or parking fees required for transaction of school business, no additional expense incidental to the operation of such motor vehicles shall be allowed.
- 7.9 Receipts are required for monies expended for railroad, air, taxi, parking fees, etc.
- 7.10 Electronic Mapping should be used for computing miles traveled by automobile.

## 8.0 Use of Personal Vehicle for HAMLIN ISD Business

- 8.1 The Travel Reimbursement Form must be completed by employees to claim approved mileage reimbursement. This information comes from Electronic Mapping.
  - 8.1.1 The intent of the mileage reimbursement is to reimburse for all actual business miles driven in excess of the commuting miles from your home to your primary work location and back. If there are no miles driven in excess of normal commuting miles, no reimbursement is due.
  - 8.1.2 All mileage reported should be based on Electronic Mapping.
  - 8.1.3 Never report miles driven to and from home to your primary work location.
  - 8.1.4 If you begin your workday at your primary work location, begin reporting miles from that point using Electronic Mapping.
  - 8.1.5 If you begin your workday at a temporary work location, you may report miles from your home to that location or miles from your primary work location to that location, whichever results in the shortest travel distance reported.
  - 8.1.6 Record the miles from each work location to the next using Electronic Mapping.
  - 8.1.7 If you end your workday at a temporary work location, you may report miles from your location to your primary work location or to your home, whichever results in the shortest travel distance reported.
  - 8.1.8 The signature of the supervisor on the Travel Reimbursement Form indicates that the report has been verified for the validity of the activity and that payment is authorized.
- 8.2 Upon prior supervisory approval, when an employee uses his/her personal vehicle and is reimbursed for mileage, additional reimbursement for gasoline is not permitted. It is already included in the mileage rate allotted.
- 8.3 When a HAMLIN ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

## **9.0 Rental of Vehicle for HAMLIN ISD Business**

- 9.1 For information regarding rentals, contact the business office.
- 9.2 HAMLIN ISD is exempt from paying state sales tax in Texas when renting a vehicle for business purposes.
- 9.3 Gasoline expense is reimbursable when using a rental car. A receipt is required for reimbursement.
- 9.4 The HAMLIN ISD Automobile Insurance Policy (AIP) will cover all liability and physical damage if the HAMLIN ISD driver is at fault. If the other driver is at fault, then his/her auto policy should be primary.
  - 9.4.1 The HAMLIN ISD AIP does not cover other physical damage caused by national disaster, vandalism or theft. The additional coverage offered by the rental company would pay for those damages.
  - 9.4.2 All vehicle rentals will be completed through the business office.

## **10.0 Spouse/Children Accompanying Traveler**

- 10.1 In cases where the spouse/children, who are not on official school business, accompany the school official or employee, no expenses for the spouse/children may be reimbursed.
  - 10.1.1 Only the single standard room rate is to be included in the request for reimbursement. For example, if a double room costs \$85 per night, and a single room costs \$75 per night, the employee will be reimbursed at the \$75 rate if the room is shared with the spouse/children. The employee would be billed for any costs over the single standard room rate.
- 10.2 It is not permissible to charge any expenses for the spouse/children to HAMLIN ISD and later reimburse the district.

## **11.0 Mileage Only Expense**

- 11.1 If mileage is the only expense requested for reimbursement, please submit on the Travel Reimbursement Form.
- 11.2 Reimbursement will be made up to the state-approved rate and must be in compliance with 8.0 above. Toll road fees may only be reimbursed in the instance that the toll road is the most cost effective or efficient method. Official toll road receipts and written justification must be provided as support for the reimbursement.

## **12.0 Non-Employee Travel**

- 12.1 Non-employees must complete the Travel Pre-Approval Form.
- 12.2 Upon return, the non-employee must complete the Non-Employee Travel Reimbursement Form, attach the Travel Pre-Approval Form, and forward to the business office for processing.



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Section 7

Student Travel

**1.0 Student Travel - General Instructions**

1.1 All HAMLIN ISD student travel should be in compliance with district policies.

**2.0 Overnight Trips by Students**

2.1 All individuals and groups representing the HAMLIN ISD in competition requiring an overnight trip must receive advance written approval from the school principal.

2.2 Each student and parent/guardian will be required to sign the supporting documents that will include a liability waiver, comments regarding conduct requirements, adequacy of chaperones, and other appropriate data.

2.3 The principal/director's office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary.

**3.0 Meal Allowance for Student Related Trips (In-State)**

3.1 Students and sponsors/coaches (HAMLIN ISD employees) taking a single day trip will be provided a maximum of \$7 for breakfast, \$7 for lunch, and up to \$7 for dinner, unless otherwise authorized. Receipts will be required.

3.2 Students taking a trip requiring an overnight stay will be provided a maximum of \$7 for breakfast, \$7 for lunch, and up to \$7 for dinner, unless otherwise authorized. Receipts will be required.

**4.0 Meal Allowance for Student Related Trips (Out-of-State)**

4.1 Students taking a trip requiring an overnight stay out-of-state will be provided a maximum of \$21 per day. Receipts are required.

**5.0 Approval Required**

5.1 Student travel requires the approval of the Principal and Superintendent.

## **6.0 Advances for Student Travel**

- 6.1 Advances for student travel should be processed using the Travel Advance and Reconciliation form for registration, lodging, meal expenses, rental expense, and miscellaneous expenses. Sponsor/coaches should obtain proper original receipts for above items including parking and gasoline and submit to their principal or the appropriate administrator upon return, who will forward to the business office for back up for advanced check.
- 6.2 Record attendees on the Travel Advance and Reconciliation Form along with number of meals needed.
- 6.3 Documentation showing the amount of registration/entry fee should accompany the Pre-Acquisition Form.
- 6.4 Sales Tax Exemption forms for lodging and vehicle rental must be used to avoid being charged the sales tax.
- 6.5 Cash Advance for Meals for Students and Sponsors/Coaches
  - 6.5.1 A Travel Advance and Reconciliation Form with proper approval should be sent to the business office to process in the regularly scheduled check run. A breakdown of all meals and a list of students and sponsors/coaches attending must be attached for proper support. The form should be made payable to one of the sponsors/coaches traveling so that the sponsor/coach can go to the bank to cash the check.
- 6.6 Cash Advance for Lodging for Students and Sponsors/Coaches
  - 6.6.1 A Student Travel Form with proper approval should be sent to the business office to process in the regularly scheduled check run. A breakdown with the number of rooms, room rates, and a list of students and sponsor/coaches traveling must be attached for proper support. The Student Travel Form should be made payable to the hotel. After proper approval is acquired, the Student Travel Form should be sent to the business office for processing. This should have the Travel Advance and Reconciliation Form attached.
  - 6.6.2 It may be necessary for the principal to use his credit card to pay lodging for student travel. When this happens, a Request for Payment to the principal is acceptable. A copy of the receipt from the hotel must accompany the Request for Payment along with a list of students and sponsor/coaches traveling. After proper approval is acquired, the Request for Payment should be sent to the business office for processing.
- 6.7 Cash Advance for Car/Van Rental

- 6.7.1 A Student Travel Form with proper approval should be sent to the business office to process in the regularly scheduled check run. An original invoice from the rental company must be attached for proper support. The payment authorization should be made payable to the rental company.
- 6.7.2 It may be necessary for the principal to use his credit card to pay for car/van rental expenses. When this happens, a payment authorization to the principal is acceptable. A copy of the receipt from the rental company must accompany the Student Travel Form. After proper approval, the Student Travel Form should be sent to the business office for processing.
- 6.7.3 Some rental companies will invoice HAMLIN ISD for the rental fees. A Student Travel Form with proper approval and the original invoice must be prepared and sent to the business office to process in the regularly scheduled check run.

## **7.0 Vehicle Rental for Student Travel to Competitions**

- 7.1 For information regarding rentals, contact the business office.
- 7.2 Contact the business office for bid information for charter bus service for non-school bus travel.
- 7.3 A district may not lease a 15-passenger van if it will be used significantly by, or on behalf of, the school or school system to transport students to and from a school related event, unless the 15-passenger van complies with the motor vehicle standards for school buses and multifunction school activity buses.
- 7.4 HAMLIN ISD is exempt from the Texas state sales tax, sometimes referred to as motor vehicle tax; however, out-of-state tax is not exempt.
- 7.5 HAMLIN ISD is not exempt from property rental tax.
- 7.6 The HAMLIN ISD Auto Insurance Policy (AIP) will cover all liability and physical damage if the HAMLIN ISD driver is at fault. If the other driver is at fault, then his/her auto policy should be primary.
  - 7.6.1 The HAMLIN ISD AIP does not cover other physical damage caused by national disaster, vandalism or theft. The additional coverage offered by the rental company would pay for those damages. However, if renting a vehicle out-of-state, please buy the additional coverage offered by the rental company to avoid any problems.
  - 7.6.2 All vehicle rentals should be made through the business office

**8.0** Reimbursement to Sponsors/Coaches or Reimbursement to HAMLIN ISD from Sponsors/Coaches must be requested on the Travel Advance and Reconciliation Form for student travel.

9.1 Upon return, all receipts and unspent cash are submitted to the business office.

9.2 The business office will complete the Travel and Advance Reconciliation Form.

9.2.1 If receipts and unspent cash match the Advance, Travel and Advance Reconciliation Form is signed by the employee and the business office. The settle-up should take place with the employee present.

9.2.2 If receipts and unspent cash do not match, the Travel and Advance Reconciliation Form is completed and the business office may reimburse the employee, the employee may reimburse the district or provide additional receipts.

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Section 8

State and Federal Program Reporting

**1.0 General Information**

- 1.1 Special revenue/grant funds are provided by the federal government, state government or local sources.
- 1.2 A Pre-Acquisition Approval Form must be completed and approved before any expenditure of special revenue or grant funds.
- 1.3 These funds are legally restricted to expenditures for specified purposes as determined by a Comprehensive Needs Assessment and the Applications following federal cost principles in 2 CFR Part 200/EDGAR.
- 1.4 Applications for grants must be in compliance with district policies and administrative directives. Before applying for a grant that requires matching funds, the applicant must obtain approval from the Superintendent.
- 1.5 If a grant is awarded to the district, to a campus, or to a department, the program contact must immediately provide the following items to the business office:
  - 1.5.1 Grant application with proper approval
  - 1.5.2 Grant guidelines
  - 1.5.3 Grant budget
  - 1.5.4 Grant timeline, including reporting dates for program and financial reports
- 1.6 No federal funds are expended prior to or after the grant's period of availability.
- 1.7 The program director of a particular grant is responsible for compliance with the grant and proper program reporting to state and federal agencies.
- 1.8 The business office is responsible for grant expenditure reporting.
- 1.9 The program director must be familiar with the grant and timeline as it relates to (not all inclusive):
  - 1.9.1 Budget

- 1.9.2 Expenditure verification
- 1.9.3 Beginning and ending dates
- 1.9.4 First and last date funds can be spent (varies by grant)
- 1.9.5 Final day for receiving encumbered items (varies by grant)
- 1.9.6 Final report due date
- 1.10 The appropriate information must be provided to the business office on a timely basis to ensure that all cash receipts and cash disbursements for state and federal programs are properly recorded and reported for each program's current fiscal year.
- 1.11 An amendment for application costs must be certified and submitted by the Superintendent.
- 1.12 The business office will file with TEA required information of personal or real property purchased with federal funds including disposition of property.
  - 1.12.1 It is understood that the fiscal agent is ultimately responsible for the refund for any exception received as a result of monitoring or audit. Monies refunded shall be provided by entities in which the district is the fiscal agent if they are responsible for the discrepancy. All documentation for direct services provided is the responsibility of HAMLIN ISD.
  - 1.12.2 Equipment and/or materials which are purchased by the entities in which the district is the fiscal agent become a part of the entities' inventory.
  - 1.12.3 Equipment and/or materials which are purchased by the Shared Services Arrangement become a part of the SSA members' inventory.
- 1.13 Grant records are to be retained for a period of at least five years after the end of the grant or as found in the Texas State Retention Schedule of the Texas State Library and Archives Commission. HAMLIN ISD retains records for seven years.
- 1.14 Records may be retained in paper or electronic form. The archived paper records will be in the warehouse.
- 1.15 The disposal of records will be made by the Records Management Officer of HAMLIN ISD.
- 1.16 A grant budget must be amended if the amendment meets one or more of the following criteria:
  - 1.16.1 The amendment resulted in a line item change that exceeded 25% of the total budget.

- 1.16.2 The amendment resulted in an increase or decrease in the number and composition of the positions funded by more than 20%.
- 1.16.3 The amendment resulted in the classification of an amount to a line item not previously budgeted.
- 1.16.4 The amendment resulted in an increase or decrease in budgeted capital outlays.
- 1.16.5 Other required amendments will be made according to Table 1 for federally funded grants and for grants funded from both federal and state sources and Table 2 for state-funded grants as per the Texas Education Agency.  
<http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147510779&libID=2147510766>
- 1.17 Employees are required to have a current, signed job description that identifies the program(s) or cost objectives under which the employee works for documentation for charges to federal programs. A signed and dated copy of the job description and work performed for the program should be maintained in the Human Resources office. The job description must be signed by the employee and the Director/Principal annually. Changes in a job description/position will be documented with a Personnel Action Notice.
- 1.18 Employees federally funded wholly or partially will have time documented with a TEA approved Substitute Time and Effort System. These signed time and effort records should be turned in to the business office semi-annually.
- 1.19 HAMLIN ISD does not use debit cards or gift cards for the disbursement of grant funds.
- 1.20 HAMLIN ISD does not permit the use of grant funds through revolving lines of credit.
- 1.21 HAMLIN ISD does permit the use of grant funds through procurement cards/corporate accounts for allowable federal expenditures with pre-approval. The business-related reason for using this form of payment must be documented on the Pre-Acquisition Approval Form.

## **2.0 Salary Accruals**

All salary accruals (for work performed during the grant period) must be calculated based on each employee's total salaries, wages, applicable benefits and taxes, less the amount of payments each employee has actually received as of the last day of each program's fiscal year. Verification of this data is essential. The business office will verify salary information including first and last day of employment with each program Director/Principal before calculating salary accruals.

### **3.0 Salary Accruals – Summer School Teachers**

Special attention should be given to summer school teacher salaries and related expenditures. Since their salaries may relate directly to the expiration of a program, and/or even cross program fiscal years, timelines for reporting expenditures for them is very important to submitting accurate fiscal year end reports.

### **4.0 Purchase Orders**

Cut-off dates for purchase orders should ensure that all materials are received in time to be properly recorded. Purchasing requirements and procedures vary among programs. Each Program Director/Principal should monitor this activity to ensure compliance with the program's intent.

### **5.0 Expenditure Verification**

5.1 Business Manager should monitor financial activity in TxEIS.

5.1.1 Actual receipts and expenditures shall be reviewed and verified. The YTD Detailed General Ledger is used to prepare expenditure reports.

5.1.2 Budget amendments must be requested and approved before expenditures that exceed applicable limits are incurred.

5.1.3 Corrections shall be sent to the business office as soon as possible, but no later than the last day of the program's fiscal year end. This will allow time for adjustments to be made prior to submission of the Final Expenditure Report.

### **6.0 Twelve-month Employees**

It is the responsibility of the principal to notify the business office when budget coding for employee compensation changes. Fund numbers for federal programs may change effective July 1. Budget coding for twelve-month employees should be updated before processing of July payroll.



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Section 9

Sales Tax Rules

**1.0 Purchases**

- 1.1 All purchases made for the exclusive use of the district should be made tax exempt. A Texas Sales and Use Tax Exemption Certificate Form should be issued to the vendor.
  - 1.1.1 A Texas Sales and Use Tax Exemption Certificate Form can be obtained from the business office.
  - 1.1.2 When reimbursing a district employee for purchases made on behalf of and for the exclusive use of the district, sales taxes should not be reimbursed to that person. A Texas Sales and Use Tax Exemption Certificate Form will be given to the employee prior to the purchase.
- 1.2 PTO's, booster clubs, and all other non-employees are prohibited from using the District's sales tax permit number. These groups should apply for their own sales tax permit number. These groups are responsible for collecting, reporting and remitting their own sales tax to the state.

**2.0 Lodging**

- 2.1 District employees and students traveling on official district business should give a Hotel Tax Exemption Certificate Form to the hotel/motel in lieu of paying the state hotel occupancy tax.
- 2.2 The hotel exemption exempts only the state portion of hotel occupancy taxes. The city and county taxes should be paid by the employee and will be reimbursed.

**3.0 Motor Vehicle Rental**

- 3.1 District employees traveling on official district business should issue a Motor Vehicle Certificate for Rental Tax Form to the rental agency in lieu of paying sales tax.
- 3.2 Mark "A *Public Agency*" as the reason for claiming an exemption.

#### **4.0 Out-of-State Purchases**

Whether items are purchased in-state or out-of-state, does not determine if a transaction is taxable or not taxable. An out-of-state vendor might be required to collect sales tax at the time of sale. It is recommended to make all purchases tax exempt where practicable. This helps prevent duplicate payment of sales taxes. However, if an out-of-state vendor insists on being paid sales tax at the time of purchase, then payment should be issued.

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Section 10

Payroll

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in §200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees. ( EDGAR 200.430)

**1.0 Establishing a New Employee for Payroll Purposes**

1.1 Administrators who wish to hire a new employee must complete the following:

1.1.1 Perform a background check.

1.1.2 Have the potential employee fingerprinted or show evidence of required fingerprinting.

1.1.3 Upon receipt of a clean background report, the Administrator must complete a Personnel Action Notice form.

1.1.4 The Business Office will then request transcripts, service record, and teaching certificate if applicable.

1.2 The employee must complete an I-9, W-4, an Employee Election of Insurance Form, and SSA 1945 form if appropriate.

1.2.1 The employee must submit a copy of his/her social security card.

1.2.2 The employee must submit a copy of his/her driver's license.

1.3 The Personnel Action Notice form is matched with the documents previously listed. If there is a variation in the information provided, the employee is contacted for correction. Once information is verified to be accurate, it is entered into TxEIS for future payroll processing.

**2.0 Authorization Agreement for Direct Deposit**

2.1 Employees must enroll in the Direct Deposit Program.

2.2 Employees complete the Direct Deposit Authorization Agreement for automatic deposit.

- 2.2.1 This will provide the employee's bank transit number, account number, and account type to the business office.
- 2.2.2 In order to reduce the possibility of identity theft, this form must be delivered to the business office in person.

### **3.0 Employee Extra Duty Payment Request**

- 3.1 Extra duty pay should be requested and approved by the Principal. Before the employee is paid, the principal should sign and date the Extra Duty Payment form.
- 3.2 The completed form is submitted to the Business Office.

### **4.0 Payroll Deduction Agreement**

- 4.1 Obtain blank Payroll Deduction Agreement forms from the business office and complete the form as follows:
  - 4.1.1 *Employee Name:* Enter the name of the employee requesting the deduction.
  - 4.1.2 *Social Security Number:* Enter the social security number of the employee.
  - 4.1.3 *Department:* Enter name of the school/department of the employee.
  - 4.1.4 *Type of Deduction:* Enter the type of deduction the employee is requesting. Example: XYZ Foundation
  - 4.1.5 *Frequency:* Enter the frequency of the deduction requested. All deductions will be monthly with the exception of contributions, which may be one-time only.
  - 4.1.6 *Position:* Enter the position of the employee.
  - 4.1.7 *Dollar Amount:* Enter the dollar amount to be deducted from each paycheck. Example: \$15
  - 4.1.8 *Beginning Date:* Enter the date on which the employee wants this amount to begin being deducted from their paycheck. Please note that the payroll department requires this form to be received at least 10 days before this date to insure proper processing of this deduction.
  - 4.1.9 *Budget Codes:* Enter the budget and account code completely if this deduction is for a reimbursement to HAMLIN ISD.

4.1.10 *Signature/Date:* The employee requesting this deduction must sign and date this line.

4.1.11 *Status:* Indicate whether this is a new deduction or a change to an existing deduction.

4.1.12 Submit to business office.

## **5.0 Distribution of Paychecks**

### **5.1 Payroll Calendar:**

5.1.8 Employees are paid on the 20<sup>th</sup> of each month unless that date falls on a weekend or holiday.

5.1.9 If the normal pay date falls on a weekend or holiday, pay checks are normally distributed the last business day prior to the 20<sup>th</sup>.

5.1.10 The business office must have Extra Pay Requests and Substitute Pay Requests by the 1st of the month. These requests must have the correct budget account number to charge, proper approvals in compliance with the fiscal authorization form and must be signed.

### **5.2 Non Distributed Paychecks:**

5.2.1 Wage and earning statements will be available to the employee through Employee Access in TxEIS.

5.2.4 No paycheck or direct deposit voucher shall be given to any other person unless they have a written note from the employee and proper identification.

## **6.0 Time Sheet/Card Procedures**

6.1 All non-exempt employees should accurately record all time transactions.

6.2 Actual hours worked should be recorded by rounding to the nearest 1/2 hour.

- 6.3 Calculate the totals for each day and week.
- 6.4 Employees must indicate in and out times for lunch or other breaks in the workday in excess of 15 minutes.
- 6.5 Supervisors must approve all variations from standard work schedule in advance.
- 6.6 If an employee is eligible for overtime compensation and works more than 40 hours during the regularly scheduled work week, he/she receives pay at the rate of time and a half.
  - 6.6.1 Straight time will be earned for holiday days worked, unless the weekly total of hours worked exceeds 40 hours.
  - 6.6.2 If an employee works on Thanksgiving Day, Christmas Day, New Years Day, Labor Day, or Independence Day, he/she will be straight time.
- 6.7 Overtime Pay
  - 6.7.1 With the approval of the Director/Principal, hours in excess of 40 per week physically worked (no vacation or sick time during that period) may be requested for pay on a time sheet.
  - 6.7.2 Overtime pay will be established at the rate of time and one-half.

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Section 11

Capital Assets

**1.0 Capital Assets (EDGAR 200.33)**

The procedure applies to all tangible items purchased by HAMLIN ISD exceeding \$5,000 and having a shelf life of more than one year.

1.1 When the district receives items purchased:

1.1.1 An inventory tag is attached to the asset.

1.1.2 The purchasing documents along with the asset number are given to the Business Manager.

1.2 The business office annually reviews purchases for items costing \$5000 or more.

**2.0 Asset Management (EDGAR 200.313 (d) (1), (2), (3), (4))**

2.1 Any asset purchase of \$5000 or more is entered into the Asset Management System by the business office recording the:

2.1.1 Identify Asset as new or used

2.1.2 Date of Acquisition

2.1.3 Description of Asset

2.1.4 Serial number or other identifying number

2.1.5 Location of asset

2.1.6 Cost of asset (acquisition cost)

2.1.7 Funding source account code

2.1.8 Depreciation Method

2.1.9 Ultimate disposition data including the date of disposal and sale price

2.2 If the asset has been disposed, Directors/Principals are responsible for completing and approving the Inventory & Fixed Assets Addition/Deletion form.

2.2.1 Completed form will be sent to the business office.

2.2.2 The Business Manager records the disposal in the Asset Management System.

- 2.3 A physical inventory of the property must be taken and the results reconciled with the property records at least every two years.
- 2.4 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
  - 2.4.1 The business manager is the custodian of fixed assets.
  - 2.4.2 Property will be kept in rooms/areas with locked doors.
  - 2.4.3 Ensure all doors are locked when rooms/areas are not in use.
  - 2.4.4 Affix inventory tags to all capital assets.
  - 2.4.5 A risk assessment will be conducted annually.
  - 2.4.6 Immediately investigate missing property and report the disappearance in a timely manner to federal, state, and/or local authorities.
  - 2.4.7 An annual inventory will be performed by the business office.
- 2.5 Adequate maintenance procedures must be developed to keep the property in good condition.
  - 2.5.1 The maintenance director is responsible for the maintenance of the property.
  - 2.5.2 The Preventive Maintenance Schedule will be followed.
- 2.6 If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

### **3.0 Disposition of Surplus Property (EDGAR 200.313(d)(5), 200.313(e))**

When the property under a Federal award is no longer needed, the district must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. This procedure applies when disposing of HAMLIN ISD surplus property.

- 3.1 Superintendent/Principals will determine if HAMLIN ISD personal property has become surplus.
- 3.2 If property is deemed surplus, then Superintendent/Principals will see if any other campuses at HAMLIN ISD can use the item. If the item is no longer needed by other campuses, it may be disposed.



- 3.3 If items of surplus have a fair market value of less than \$5,000, they can be sold by informal procedures determined by the Superintendent. The Superintendent will issue receipts of the sale and forward to the business office to record.
- 3.4 If the items of surplus are valued over \$5,000, prior approval must be obtained from the cognitive agency. The cognitive agency will determine the method of disposal.
- 3.5 Items determined to have no value are disposed of as desired.
- 3.6 When property is disposed, the Inventory and Fixed Assets Addition/Deletion form is completed, submitted to the business office and recorded in the Asset Management System.

#### **4.0 Pickup and Redelivery of Material**

- 4.1 When there is a requirement to move an item(s) from one location to another contact the business office.

#### **5.0 Inventory of Capital Assets (Financial Accounting and Reporting Resource Guide (FAR) Section 1.2.4.8)**

- 5.1 In accordance with the Texas Education Agency (TEA) FAR 1.2.4.8 guidelines, the HAMLIN ISD must conduct an annual physical inventory of all land, buildings, machinery, furniture and equipment and entered into Asset Management System.
- 5.2 A report that lists any campus inventory will be verified after August 31<sup>st</sup> each year.

HAMLIN Independent School District  
Business Procedure Manual

Section 12

Non-Capital Assets

**1.0 Maintaining Inventory (EDGAR 200.313(d)(1), Financial Accounting Resource Guide 1.2.3.4**

The procedure applies to all tangible items being purchased by HAMLIN ISD.

- 1.1 When the purchasing agent receives items purchased valued over \$250 and/or identified as technology, an inventory tag is attached.
- 1.2 The purchasing documents along with the asset number are given to the Business Manager.
- 1.3 The Business Manager adds the inventory to the Asset Management System:
  - 1.3.1 Identify Asset as new or used
  - 1.3.2 Date of Acquisition
  - 1.3.3 Description of Asset
  - 1.3.4 Serial number or other identifying number
  - 1.3.5 Location of asset
  - 1.3.6 Cost of asset (acquisition cost)
  - 1.3.7 Funding source account code
- 1.4 If the asset has been disposed Superintendent/Principals are responsible for completing and approving the Inventory & Fixed Assets Addition/Deletion form. The form is approved and submitted to the business office.
  - 1.4.1 The transaction is finalized by the Business Manager who records the disposal in the Asset Management System.
- 1.5 In accordance with the Texas Education Agency (TEA) FAR 1.2.3.4 guidelines, the HAMLIN ISD must conduct an annual physical inventory.

## HAMLIN Independent School District Action Plan

Activity	Timeline	Documentation	Responsibility
1 Board of Directors approves business procedure manual	October 2014	Board Minutes	Executive Director – Board of Directors
2 Conduct Comprehensive Needs Assessment (CNA) and Comprehensive Action Plan	May 2014	Comprehensive Action Plan (CAP)	Executive Director/Directors
3 Activities selected in all State and Federal Grant Applications align with Comprehensive Needs Assessment and Comprehensive Action Plan (CAP)	June 2014	2014-2015 State and Federal Applications	Executive Director/Directors
4 Activities indicated in contracts align with Comprehensive Needs Assessment and Comprehensive Action Plan	September 1, 2014 – August 31, 2015	Contracts	Directors/Associate Directors
5 Hamlin ISD will maintain documentation to ensure that all expenditures are allowable. The Executive Director, fiscal and program staff will ensure that expenditures are: <ul style="list-style-type: none"> <li>a) Reasonable and necessary to carry out the intent and purpose of the program.</li> <li>b) Addressing identified needs in the Comprehensive Needs Assessment.</li> <li>c) Addressing activities in the Comprehensive Action Plan</li> <li>d) Evaluated for positive impact on student performance</li> </ul>	September 1, 2014 – August 31, 2015	Pre-Acquisition Approval Form General Ledger State and Federal Applications Contracts Comprehensive Needs Assessment Comprehensive Action Plan	Executive Director Business Office
6 Monitor payroll and non-payroll costs.	Monthly	Detailed General Ledger, Payroll Earnings Register and Time and Effort Reports	Business Office Personnel